A WALLACE STATE OF MIND

WALLACE STATE
HANCEVILLE

CATALOG 2012-2013

www.wallacestate.edu

256/352-8000

866/350-9722

WSCC Catalog
2012-2013
Vol XXIV

ACCREDITATION: Wallace State is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts, Associate in Science, and Associate in Applied Science degrees and certificates. Many programs have additional accreditation from organizations appropriate to the particular disciplines. Routine inquiries about Wallace State, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Wallace State and not to the commission's office. Inquiries related to the accreditation status of the College may be directed to the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, GA 30033-4097; Phone: 404.679.4501).

PROGRAM ACCREDITATIONS/APPROVALS INCLUDE:

Associate Degree Nursing (RN)
National League for Nursing Accrediting Commission, Alabama Board of Nursing

Automotive Service Technology/Collision Repair/ Diesel Mechanics
National Automotive Technicians Education Foundation (NATEF)

Business Administration/Business Education/Management and Supervision
Nationally accredited by the Association of Collegiate Business Schools and Programs

Clinical Laboratory
National Accrediting Agency for Clinical Laboratory Sciences

Culinary Arts
American Culinary Federation Education Foundation

Dental Assisting/Dental Hygiene
American Dental Association

Diagnostic Imaging
Joint Review Committee on Education In Radiologic Technology

Diagnostic Medical Sonography
Joint Review Committee on Education In Diagnostic Medical Sonography and Commission on Accreditation of Allied Health Education Programs

Diesel Mechanics
National Automotive Technicians Education Foundation

Drafting and Design Technology
American Design Drafting Association

Emergency Medical Services
Commission on Accreditation of Allied Health Education Programs - Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

Flight Technology
Federal Aviation Administration, Approved by the Alabama State Department of Education for flight instruction under the U.S. Veterans Administration Program

Health Information Technology
Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Heating and Air Conditioning
Heating Ventilation Air Conditioning Excellence (HVAC)

Industrial Electronics
Electronics Technicians Association (ETA)

Machine Tool Technology
National Institute for Metalworking Skills (NIMS)

Medical Assistant
Commission on Accreditation of Allied Health Education Programs-Medical Assisting Education Review Board (MAERB)

Occupational Therapy Assistant
Accreditation Council for Occupational Therapy Education (ACOTE)

Pharmacy Technology
American Society of Health System Pharmacists

Physical Therapist Assistant
Commission on Accreditation for Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA)

Polysomnographic Technology
Commission on Accreditation of Allied Health Education Programs (CAAHEP), Committee on Accreditation for Polysomnographic Technologist Education (COAPSG)

Practical Nursing (LPN)
Alabama Board of Nursing

Respiratory Therapy
Commission on Accreditation for Respiratory Care

Therapeutic Massage
Licensed by the Alabama Board of Massage Therapy
School Code Assigned by the National Certification Board for Therapeutic Massage and Bodywork

Welding
American Welding Society (AWS)

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WSCC Telephone Directory

Toll Free 866.350.WSCC (9722)

Main Number 256.352.8000
ACTION Advising Center 256.352.8040
ADA /Director of Special Populations 256.352.8052
Admissions/Student Records 256.352.8238
Adult Education 256.352.8078
Agribusiness 256.352.8035
Athens University Center 256.352.8091
Aviation Technology 256.737.3040
Banquet Hall 256.352.8227
Bookstore 256.352.8100
Burrow Center for the Fine and Performing Arts 256.352.8277
Burrow Museum 256.352.8457
Cashier's Office 256.352.8141
Coliseum 256.352.8352
Career Services 256.352.8178
Communications & Marketing 256.352.8118
Cooperative Education 256.352.8178
Cosmetology 256.352.8216
Dean of Health Sciences 256.352.8302
Dean of Institutional Outreach 256.352.8172
Dean of Applied Technologies 256.352.8173
Dental Clinic 256.352.8300
Director of Extended-Day Programs 256.352.8050
Financial Aid 256.352.8182
GED Testing 256.352.8461
Library 256.352.8260
Music 256.352.8277
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Recruiting/Student Activities 256.352.8031
Placement Testing 256.352.8053
President's Office 256.352.8180
Student Development 256.352.8042
Student Housing 256.352.8156
Student Support Services/TRIO 256.352.8073
Educational Talent Search/TRIO 256.352.8230
Upward Bound/TRIO 256.352.8230
Executive Vice President 256.352.8340
Wellness Center 256.352.8357

COLLEGE CALENDAR

2012-2013

Fall Semester 2012

Convocation (LPD)	Tuesday	August 14
Registration	Wednesday	August 15
Classes Begin (Orientations)	Thursday-Friday	August 16-17
All Other Classes Begin	Monday	August 20
Holiday, Labor Day	Monday	September 3
Faculty Duty Days (No Classes)	Monday-Tuesday	October 8-9
Holiday, Veteran's Day	Monday	November 12
Professional Development/statewide	Monday-Wednesday	November 19-21
Holiday, Thanksgiving	Thursday-Friday	November 22-23
Exams	Monday-Friday	December 10-14
Faculty Duty Days	Monday-Wednesday	December 17-19
College Closes for Christmas	Friday	December 21, 2012 at end of business day

Spring Semester 2013

College Reopens for Staff/ Faculty	Wednesday	January 2, 2013
Registration Day	Wednesday	January 2
Classes Begin (Orientations)	Thursday-Friday	January 3-4
All Other Classes Begin	Monday	January 7
Holiday, Martin Luther King/Robert E Lee Birthday	Monday	January 21
Faculty Duty Day (No Classes)	Tuesday	January 22
Faculty Duty Day (No Classes)	Monday	February 18
Spring Break	Monday-Friday	March 25-March 29
Exams	Tuesday-Monday	April 30-May 6
Faculty Duty Days/LPD	Tuesday-Friday	May 7-10
Graduation	Friday	May 10

Summer Semester 2013

Registration	Monday	May 20
Faculty Duty Days	Tuesday-Wednesday	May 21-22
Classes Begin(Orientations)	Thursday-Friday	May 23-24
Holiday, Memorial Day	Monday	May 27
All Other Classes Begin	Tuesday	May 28
Holiday, Independence Day	Thursday	July 4
College Closed	Friday	July 5
Exams	Tuesday-Monday	July 30-August 5
Faculty Duty Day	Tuesday	August 6

STATE BOARD OF EDUCATION

Governor Robert Bentley . . . . .President
Mr. Randy McKinney . . . . .District 1
Mrs. Betty Peters . . . . .District 2
Mrs. Stephanie W. Bell . . . . .District 3
Dr. Yvette Richardson . . . . .District 4
Mrs. Ella B. Bell . . . . .District 5
Dr. Charles Elliott . . . . .District 6
Mr. Gary Warren . . . . .District 7
Mrs. Mary Scott Hunter . . . . .District 8

WSCC ADMINISTRATIVE OFFICERS

Dr. Vicki P. Hawsey . . . . .President
Dr. Tomesa Smith . . . . .Executive Vice President
Ms. Melinda Edwards . . . . .Dean of Institutional Outreach
Ms. Lisa German . . . . .Dean of Health Sciences
Mr. Jimmy Hodges . . . . .Dean of Applied Technologies
Mr. Johnny McMoy . . . . .College Dean
Mr. Jason Morgan . . . . .Dean of Financial and Administrative Services

WALLACE STATE
HANCEVILLE

General Information

GENERAL INFORMATION

History

Wallace State was originally named George C. Wallace State Trade School of Cullman County and was a creation of the State Legislature by Act No. 93, approved May 3, 1963. The Alabama State Board of Education appointed Dr. Ben Johnson director in 1965.

The institution began classes on August 1, 1966, with 11 instructors, 10 departments, and 59 students. The Honorable George C. Wallace, Governor of Alabama, dedicated the original buildings on September 11, 1966. Dr. James C. Bailey was appointed president on February 16, 1971. In April of the same year, the administration, faculty, and staff conducted a self-study evaluation; this was followed by a team visit by the Southern Association of Colleges and Schools on October 11, 1971. On December 6, 1971, the Southern Association of Colleges and Schools announced that the school was accredited. The Commission on Colleges granted their full accreditation in December, 1978.

Wallace State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Applied Science, Associate in Science, Associate in Arts degrees. Many instructional programs have additional accreditation from organizations appropriate to the particular disciplines involved. Inquiries related to the accreditation status of the College may be directed to:

> Southern Association of Colleges and Schools
> Commission on Colleges
> 1866 Southern Lane
> Decatur, Georgia 30033-4097
> Telephone: 404.679.4501

Growth of the college has resulted from a recognized need to upgrade the educational offerings in additional academic areas along with the technical programs. Through state and federal funding, buildings were added for nursing education, additional technical programs, a cafeteria, agribusiness complex, library, health education building, coliseum and wellness center, forestry/nursery center, and a commerce and continuing education center. In addition, private contributions from various agencies have been secured for equipment and other training aids.

The Cullman County Commission donated the original acreage on Highway 31, north of Hanceville. Rapid growth and expansion of the College created a need for additional acreage; therefore, the Cullman County Commission donated an additional 40 acres in 1973 and 25 acres in 1977. Expansion has grown from the original 40 acres to approximately 300 acres.

In August 2003, Dr. Vicki P. Hawsey was named the third president of Wallace State Community College. Early the following year, the college re-organized and a new Institutional Advancement Division was added. As part of this reorganization and in keeping with the college's renewed emphasis on workforce training, the Technical Division was re-named the Workforce Education Division. An ambitious Technology Initiative provided state-of-the-art technological infrastructure and learning environments. Strategic initiatives to guide the college toward its new vision and mission were implemented in 2004 as Wallace State dedicated itself to become a Learning College.

The institution has experienced tremendous growth in student enrollment, which has now increased to approximately 7,000 students. Wallace State is known as the "flagship" of the Alabama College System. The consistent increases in student enrollment and the continuing construction of additional buildings on the campus have assured that Wallace State will be able to meet the growing needs of the community, of business, and of industry.

Mission

Wallace State Community College, a degree granting public community college, is committed to enabling meaningful learning that transforms lives and communities. In support of the mission, Wallace State Community College is committed to:

- promoting student success in learning environments that are student centered, innovative, engaging, and supportive
- providing teaching excellence that inspires a quest for life-long learning
- respecting uniqueness and valuing diversity
- forging strategic partnerships that advance community, workforce and economic development
- culturally enriching our communities
- accountability and integrity

Values

We value...

- each learner
- high academic standards that also encourage intellectual curiosity
- the conscientious use of technology and other instructional tools to enhance learning
- the opportunity to foster an accessible, supportive, safe environment in which people learn and work
- a communicative and collaborative collegiate culture
- academic, professional, and personal integrity; respecting uniqueness; and embracing diversity

Vision

Wallace State Community College-Hanceville is a world-class, internationally recognized, entrepreneurial learning college.

Strategic Themes and Strategies

I. ENTREPRENEURIAL LEARNING COLLEGE
The College will develop dynamic and diverse solutions that promote learning excellence. Wallace State Community College will:
1. Create distinctive learning and support environments that reflect a commitment to student success through educational excellence.
2. Continue implementation of the O'Banion Learning College Principles.

3. Create learning opportunities for specific groups of clientele.
4. Establish and strengthen partnerships to promote perpetual learning.

II. INNOVATIVE LEARNING ENVIRONMENTS

The College will embrace emerging technologies to transform the learning environment. Wallace State Community College will:

1. Advance the college vision and mission through emerging technologies.
2. Optimize opportunities for emerging technology through entrepreneurial partnerships.
3. Promote innovative learning environments through faculty and staff development.
4. Encourage integration of emerging technologies through prioritized resources.

III. RESOURCE DEVELOPMENT

The College will seek and expand human, financial, and technological resources through entrepreneurial opportunities. Wallace State Community College will:

1. Sustain and increase external funding through pursuit of federal, state, and private funding; industry partnerships; and special projects.
2. Increase partnerships with business and industry to enhance the resources available to the college.
3. Effectively allocate and utilize resources through strategic and operational planning that is outcomes-based and result-oriented.
4. Increase and diversify revenue streams through entrepreneurial, market-driven offerings.

IV. MARKETING & COMMUNICATION

The College will promote local and global awareness of educational opportunities through partnerships, e-presence, and innovative marketing strategies. Wallace State Community College will:

1. Focus and enhance marketing strategies to reach target markets.
2. Expand college markets locally and globally.
3. Increase and diversify partnerships both locally and globally.
4. Promote brand recognition of college and programs.

CAMPUS POLICIES

Academic Freedom Statement

Wallace State Community College subscribes to the following principles in regard to academic freedom:

1. The instructor is free to conduct independent research and to publish the results so long as such activity does not interfere with assigned academic duties; however, research for monetary gain should not be undertaken without an understanding with the appropriate college dean.
2. In the classroom, the instructor has full freedom to discuss subject matter. The instructor should not introduce irrelevant, controversial matter in the instruction. Within this limitation, the College protects the rights of both the student

and the instructor to a "free search for truth and its free exposition."

3. The College respects the rights and privileges of the instructors as citizens, but instructors' positions impose special obligations. Hence, the instructors are free from institutional censorship or discipline when they speak, write, or act as citizens; however, instructors should always be mindful of the fact that the public may judge the College by their words and behavior. Instructors should therefore maintain accuracy, exercise restraint, respect the opinions of others, and make it clear that they are not spokespersons for the institution.

Academic Integrity Pledge

Ethical behavior is important to the foundation of Wallace State's educational system. Students will be asked to make and sign a simple honor pledge on all work: "I pledge on my honor that I have neither given nor received any unauthorized assistance on this assignment/examination." Learning necessitates personal challenge and support, with individual students doing their own work under the tutelage of instructors.

Non-Discrimination Policy

It is the policy of the Alabama State Board of Education and Wallace State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, sex, religion, national origin, disability, sexual orientation, or age, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity, or employment. Wallace State Community College does not discriminate in employment on the basis of race, color, religion, age, sex, national origin,sexual orientation or handicap unrelated to job performance. Wallace State Community College complies with the Age Discrimination in Employment Act of 1967, as amended with the Vietnam Era Veterans' Readjustment Act of 1974, with the Immigration Reform and Control Act of 1986, with Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act and ADA Amendment Act of 2008. The commitment to equal opportunity applies to all aspects of recruitment, employment, and education of individuals at all levels throughout the College.

The policy of nondiscrimination on the basis of sex is required by Title IX of the Education Amendments of 1972 (20 USC paragraph 1681, et. seq.) and Title 45, Part 86 of the Code of Federal Regulations.

The College will not retaliate against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis specified above.

Any inquiries or complaints concerning the application of other legislation and its implementing regulations as they relate to Wallace State Community College should be directed to:

Dr. Tomesa Smith
Title IX Coordinator
Wallace State Community College
Telephone 256.352.8340

Drug-Free Workplace Policy

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for Wallace State Community College:

1. The unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited by Wallace State Community College on any property owned, leased, or controlled by Wallace State Community College or during any activity conducted, sponsored, authorized by, or on behalf of Wallace State Community College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U. S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 2-2-1, et seq.).
2. Wallace State Community College has and shall maintain a drug-free awareness program to inform employees concerning the following:
    a. The dangers of drug abuse in the workplace.
    b. Maintenance of a drug-free workplace.
    c. Drug counseling and rehabilitation programs.
    d. Possible penalties for drug-abuse violations.
3. Any employee who is convicted by any Federal or State Court of an offense that constitutes a violation of paragraph one shall notify the President of Wallace State Community College in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean "a finding of guilt (including a plea of nolo contendre) or imposition of sentence, or both." Any employee who has been convicted by any Federal or State Court of an offense that constitutes a violation of paragraph one since completing his or her initial application shall notify the President immediately to avoid possible future complications.
4. In the event of a report of a conviction pursuant to paragraph three, providing that the employee is working in a project or a program funded through a Federal contract or grant, Wallace State Community College shall notify in writing within ten (10) days any Federal agency to whom such notification by Wallace State Community College is required under P.L. 100-690.
5. In the event that an employee violates the provisions of paragraph one or receives a conviction as described in paragraph three, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. Wallace State Community College shall also reserve the right to require said employee, as a condition of continued employment, to complete a drug treatment or rehabilitation program of a reasonable duration and nature, at the employee's own expense.
6. Wallace State Community College shall make a good-faith effort to ensure that paragraphs 1-6 are followed.
7. Each employee of Wallace State Community College shall receive a copy of this policy.

Clean-Air Policy

In an effort to promote a healthier educational environment, WSCC has adopted a Clean Air Policy beginning in 2011. As before, smoking or the use of tobacco products continues to be prohibited in any enclosed, indoor area of any building or other educational facility owned or operated by the institution.

Outdoors, tobacco and smoking is now limited to vehicles and other designated zones away from buildings as noted by the beige ash receptacles and/or signage.

Students, staff and visitors should not be exposed to second-hand smoke to enter a campus building or event as they should be "Clean Air Zones" for all.

Omnibus Transportation Employee Testing Act Policy

In conjunction with its Drug-Free Workplace Policy, the College also complies with the Omnibus Transportation Employees Testing Act of 1991. This act relates to those employees possessing or required to possess a Commercial Drivers' License (CDL).

Any employee in or applicant for such a CDL position has special obligations to notify the College that he or she has recently or is currently using certain physician-prescribed drugs or other medication that may affect that person's test results and/or ability to perform his or her duties. Current CDL employees are subject to the following rules:

1. When **reasonable suspicion** exists that an employee has used a controlled substance or has otherwise violated the substance abuse rules, he/she may be tested.
2. The College may conduct unannounced **random testing.**
3. When an Employee is involved in any **accident** resulting in injury or damage to College property, he/she must notify the Director of Auxiliary or Chief of Security.
4. When an employee returns from substance-abuse rehabilitation, the College may require that he/she submit to **follow-up testing.**
5. All affected employees may be required to undergo **urinalysis** as part of a re-certification physical examination.

The complete policy and pertinent procedures are available in the office of the Director of Human Resources. This policy and procedures cover Testing Procedures, Collection Sites, Collection Procedures, Occasions When the Collection Personnel Should Directly Observe the Specimen Being Provided, Evaluations and Return of Results to the College, Request for Retest, Release of Test Results, Discipline, and Investigations and Searches.

SEXUAL HARASSMENT AND DISCRIMINATION POLICY

The College 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. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on college property and while engaged in any College-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 shall not be tolerated at the College.

A nondiscriminatory environment is essential to the mission of the College. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. It is essential that the College maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as appropriate to the severity of the offense. Employees and students of the College shall 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 shall adhere to the highest ethical standards to ensure a professional environment 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 shall report the incident(s) to the Title IX Coordinator. The Title IX Coordinator is the Vice President.

The employees of the College determine the ethical and moral tone for the College 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 shall be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an in-structor and any student for whom the instructor 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 an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall 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 who shall be held accountable for unprofessional behavior. This policy encourages faculty, students, and employees who believe that they have been the victims of discrimination or sexual harassment to contact the Title IX Coordinator at the institution. Any reprisals shall be reported immediately to the Title IX Coordinator or to the Dean of the area in which the incident or alleged incident occurred.

Definition of Sexual Harassment

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.

Sexual harassment can be verbal, visual, or physical. It can be over, 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 relationships 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, 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.

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 activity;
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, including 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 and that would create a hostile or offensive employment or educational environment and serve no educational purpose related to the subject matter being addressed.

RESOLUTION OF HARASSMENT AND DISCRIMINATION COMPLAINTS

Procedures for Reporting Complaints

1. Any member of the College community who believes that he or she has been the victim of sexual harassment or illegal discrimination may bring the matter in writing to the attention of any academic or administrative officer, dean, director, supervisor, or advisor. When a written complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Title IX Coordinator, who shall be designated by the President to coordinate the investigation of such complaints. The President and the Vice Chancellor for Legal and Human Resources of the Alabama Department of Postsecondary Education shall be promptly notified of the complaint.

2. The complainant should present the complaint as promptly as possible after the alleged sexual harassment or discrimination occurs. The complainant should submit a written statement of the allegations. Retaliation against a student or employee for bringing a sexual harassment or discrimination complaint is prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action.

3. It is the intention of this policy to resolve complaints of sexual harassment and illegal discrimination as quickly as possible. Except in extraordinary cases, all complaints will be investigated and resolved with forty-five (45) days of receipt. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be handled on a "need to know" basis, with a view toward protecting the interest of both parties.

4. The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

Formal Action

1. If the complaint cannot be resolved on an informal basis, the complainant may file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.

2. Complaints against students will be handled according to usual and customary student discipline procedures in effect at the institution.

3. In the event of complaints against employees, the Title IX Coordinator will notify the accused in writing of the complainant's decision to take formal action. Formal action will consist of the Title IX procedures as set forth below.

   a. The original and two copies of Grievance Form A must be filed with the appropriate Dean (depending on the complainant's work area assignment) within 30 calendar days following the date of alleged violation(s) of the Title IX regulation. Personnel whose work assignment is outside the authority of the above-named Dean should file Form A with the president's office. The alleged violation(s) must be clearly and specifically stated. Complainant is advised to keep a copy of all forms.

   b. The Dean will immediately notify the President and the Title IX Coordinator of receipt of Grievance Form A. The Dean/Vice President will have 30 calendar days following date of receipt of Grievance Form A to investigate, study complainant's allegations, hold a formal hearing, and make a written report of findings to complainant. Form A must be used for the report. Copies of Form A must be provided to the Title IX Coordinator and the President. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.

   c. Complainant must, within 15 calendar days following receipt of the Dean's report, file with the President and

Title IX Coordinator a written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal Form B must be used. Complainant must state clearly and specifically on Form B the objections to the findings and/or decision of the Dean. Copies of Form B must be provided to the Title IX Coordinator and the President. If complainant fails to file notice of appeal by the end of the 15th calendar day following receipt of the Dean's report, the right to further appeal will be forfeited.

d. The President will have 30 calendar days following date of receipt of complainant's notice of appeal to investigate and study complainant's allegations and the report of the Dean and make a written report of findings to complainant. Form B must be used for the report. Copies of Form B must be provided to the Title IX Coordinator and the Chancellor. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.

e. Complainant must, within 15 calendar days following receipt of President's report, file with the President and Title IX Coordinator a written notice of acceptance or appeal of the report. If notice of appeal is filed, appeal Form C must be used. Complainant must state clearly and specifically on Form C the objections to the findings and/or decisions of the President. Copies of Form C must be provided to the Title IX Coordinator and the Chancellor. If complainant fails to file notice of appeal by the end of the 15th calendar day following receipt of the President's report, the right to further appeal will be forfeited.

f. The Chancellor will have 30 calendar days following the date of receipt of complainant's notice of appeal to investigate, study complainant's allegations and the report of the President, hold a formal hearing, and make a written report of findings to the complainant. Form C must be used for the report. Copies of Form C must be provided to the Title IX Coordinator. Complainant's copy must be mailed to his/her address by certified mail, return receipt requested.

NOTE: If the last day for filing notice of appeals falls on either Saturday, Sunday, or a legal holiday, complainant will have until the close of the first working day following the 15th calendar day to file.

Americans with Disabilities Act

Wallace State Community College is committed to making its academic programs and services accessible to qualified students who have disabilities. It is a goal of Wallace State to provide students who have disabilities equal opportunities to develop and demonstrate their academic skills, while maintaining the academic integrity of the College programs. Consistent with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendment Act of 2008, it is the policy of Wallace State College that no qualified person with a disability shall be subjected to discrimination because of that disability under any program or activity conducted or sponsored by the College.

The Admissions Office handles all applications for admission. Admission standards are described in the College catalog

and must be met by all students, regardless of disability. Students with disabilities are encouraged to contact the Director of Special Populations before Lions' Pride (orientation) or classes begin. Students who may need accommodations during Lions' Pride need to make contact before their scheduled date.

Colleges are not required to alter essential academic requirements. Requirements, which can be demonstrated as essential to a course or program of study or to any directly related licensing requirement, are not regarded as discriminatory.

When to self-identify as a student with a disability is a decision for the student. However, prospective students are encouraged to contact the Director of Special Populations for information regarding services and facilities and to discuss questions pertinent to admission. If accommodations are needed for placement testing, all documentation must be on file in the ADA Office.

The Director of Special Populations serves as the central contact point for students with disabilities. The goal of the ADA office is to provide a physically and educationally accessible College environment that ensures an individual is viewed on the basis of ability, not disability. The Director of Special Populations works individually with students to determine appropriate and reasonable academic accommodations, and to have students' academic performance evaluated without the limiting effects of a disability.

PC Network/Internet and E-Mail

Policy for Acceptable Use of Technology Resources

Introduction

Wallace State Community College provides high-speed access to the Internet, email, and network services through a Switched Ethernet Network interconnected by a fiber optic backbone. The network is provided for use by WSCC students, faculty, and staff and is to be used for education, academic inquiry, and public service only.

The college's network/Internet provides students with a quality learning environment by promoting a flexible delivery method of instruction, innovative technology, and state-of-the-art concepts in instruction. It also contributes to a growth-oriented learning environment for employees by promoting faculty and staff professional development opportunities. Through efficient management of the college's network/Internet resources and facilities, WSCC serves as a learning partner for its community and regional stakeholders. In addition, the college's technology infrastructure and resources support the college's administrative and operational processes, thereby strengthening its outreach, programs, and services.

Statement of Policy

1. Ethical and Responsible Use of the Network/Internet
   a. All users must be accountable for using these resources in an effective, ethical, and lawful manner. At any time and without prior notice, Wallace State Community Col-

lege reserves the right to examine email, personal file directories, or any other information stored on WSCC computers or equipment. This action will only be allowed with the express approval of the college president or presidential designee, and/or at the request of authorized law enforcement personnel.

b. The appropriate system administrator monitors access to the Internet.

c. Use of the Internet through college resources constitutes acceptance of such monitoring.

d. This policy should be read and interpreted in conjunction with all other WSCC policies, including, but not limited to, policies prohibiting harassment, discrimination, offensive conduct, or inappropriate behavior.

e. Users are prohibited from accessing the Internet for any unethical or immoral purpose, including any activity associated with pornography, obscenity, violence, gambling, racism, harassment, personal gain, or any illegal activity.

f. Users are discouraged from using profanity or vulgarity when posting electronic mail via the Internet or posting to public forums (i.e., newsgroups). Any electronic mail sent through postings to public newsgroups must fall within these ethical standards.

g. All users must abide by all federal and state laws with regard to information sent through the Internet. Unauthorized release or disclosure of information through the Internet or through any other means is strictly prohibited. Proprietary or confidential information pertaining to the college shall not be transmitted over the Internet.

h. All users are prohibited from using Internet access through Wallace State's systems for any political or personal profit-making activities.

i. Any recorded material must be reviewed by users for completeness and appropriateness. Users are responsible for any content they post. In particular, Tegrity (Wallace State's preferred presentation capture service for instructional purposes) recordings should be reviewed to ensure they do not contain any extraneous recorded content before, during, or with the main content recording.

j. Any and all material in violation of this policy shall not be forwarded to any individual or entity inside or outside Wallace State's network. This restriction includes, but is not limited to, emails that are forwarded to other individuals.

k. Users are forbidden from engaging in any activity which is in violation of the Code of Alabama (1975) §§ 36-25-1 through 36-25-30, as amended (the "State Ethics Law"), or which, in the opinion of the WSCC administration, may be contrary to such law.

2. Accounts

a. The appropriate system administrator must approve all accounts and issue passwords allowing access to the college network/Internet resources. The user must be authenticated through a Wallace State Community College-assigned network username and password.

b. The username and password, including those used to access email or an instructional platform such as Blackboard, are the responsibility of the individual to whom they are assigned. Any individual other than the person to whom they are assigned shall not use the username and password or any other assigned authorization. Violations of this policy or any other policy through the unauthorized use of the username and password subjects the individual to whom the username and password are assigned to disciplinary action, up to and including discharge.

c. Users should not leave a computer logged on when vacating a workstation. The user is responsible for his or her account and any content left on the computer. Leaving an unattended logged-on computer puts the user and the institution at risk.

d. In the event Wallace State Community College no longer employs an individual, it is the responsibility of Human Resources to notify the appropriate system administrator to close the former employee's account.

e. Proper identification must be used in any electronic correspondence, and valid, traceable identification provided if required by applications or servers within the Wallace State computing facilities.

3. Software

a. To prevent computer viruses from being transmitted through the system, no unauthorized downloading or installation of any software is permitted. Software downloads and installation shall be done only after approval and/or assistance from the appropriate system administrator.

b. Streaming media and music and video downloads are prohibited unless authorized by the appropriate system administrator.

c. Point to point (P2P) file sharing is prohibited unless authorized by the appropriate system administrator.

4. Copyright Issues

a. All college network/Internet users must adhere to the copyright laws regarding software, data, and authored files. Users may not transmit copyrighted materials belonging to entities other than this college. Users should exercise caution when downloading material from an Internet source as such action may constitute violation of copyright laws.

b. It is permitted for Web pages to be printed and material downloaded from the Internet for informational purposes as long as the purpose for such copying falls into the category of "fair use." "Fair use" is defined as the doctrine that copyright material may be quoted verbatim, provided that attribution is clearly given and that the material quoted is reasonably brief in extent.

c. The college is not responsible for copyright infringement by a user. Such responsibility shall lie solely with the user.

d. Users guilty of deliberate copyright infringement shall be subject to disciplinary action, including possible suspension, expulsion, or termination.

5. Personally Owned Computer Hardware/Software

a. Personally owned software cannot be loaded onto a col-

lege-owned computer unless it is directly related to the job position and is approved by the appropriate system administrator. If any approved personally-owned computer software is loaded onto a college-owned computer, the license and documents must remain with the college computer on campus in the event of an audit.

b. Computer hard drives may not be installed or removed without the express written consent of authorized personnel.

6. Privacy of Information

a. Information passing through or stored on any Wallace State Community College electronic network or communication or computer system may be seen by others for a variety of reasons. Routine administration, management, or audit functions may require information stored or transmitted via Wallace State Community College computers and networks to be intercepted. Electronic transactions may be subject to inspection by Wallace State Community College without notice. All users should fully understand that no guarantee can be made that information communicated over Wallace State Community College electronic systems or stored on Wallace State Community College systems will remain private.

b. Users should respect the privacy of others, including, but not limited to, abstaining from unauthorized access to email, files, data, and transmissions.

c. All users should be aware of and comply with the Family Educational Rights and Privacy Act (FERPA) as well as its restrictions on the use and dissemination of personal and academic information.

7. Computer Crimes

The Alabama Computer Crime Act, codified at Code of Alabama (1975) §§ 3A-8-100 through 13A-8-103, makes it a crime for a person to damage, or without authorization to modify computer equipment, computer networks, and computer programs and supplies or without authorization to access, examine, or use computer data and programs, and provides for punishment up to a Class B Felony. Federal law also makes it a crime to access computers or computer networks devoted in part to Federal purposes without proper authorization. Any violation of such State or Federal laws respecting computers shall also constitute a violation of the WSCC Policy for Acceptable Use of Technology Resources. Furthermore, this policy prohibits various actions (described below) which may or may not constitute a crime.

Conditions of Use of the Internet and Email

a. As a condition of access to the network/Internet resources, employees are required to sign the "Policy on Acceptable Use of Technology Resources" acknowledgement form. Students are also required to sign this form as they enter computer labs on campus. Online students view digital copies of the form in the "Getting Started" area within online courses (such as through the Blackboard platform) and must acknowledge understanding of this policy by completing a quiz to open the remainder of their online course content.

b. Users under the age of 18 must have a minor consent form (Appendix B) signed by their parent or legal guardian to be eligible to use the college's network/Internet resources. Access to or proper use of the Internet by a minor is solely the responsibility of the parent or legal guardian.

c. Employees who violate this policy are subject to disciplinary actions, up to and including discharge in accordance with guidelines provided by the Department of Postsecondary Education (SBE Policy 619.01).

d. Students who violate this policy are subject to disciplinary action as stated in the Student Handbook section of college catalog.

e. Community members utilizing open campus computers, such as those in the library, must agree to the institutional "Policy on Acceptable Use of Technology Resources" and are subject to being banned from using the college's equipment and Internet access if found in violation of its terms.

Unacceptable Use

• The following activities are prohibited on all WSCC technology resources. The activities listed are for reference and are not intended to be all-inclusive.

a. Altering system software or hardware configurations without authorization of the WSCC Technology Department.

b. Accessing, via the internet or any other means of broadcasting, pornographic, obscene, or violent images or content or any other material in violation of local, state, and federal statutes. Use of resources for gambling, racism, harassment or political campaigning is also prohibited.

c. Using technology resources for illegal activities.

d. Accessing or attempting to access another user's files, email or other resources without his or her permission except as otherwise provided herein.

e. Allowing unauthorized persons to utilize an authorized user's account, user name, or password.

f. Using technology resources for commercial or profit-making purposes without written authorization from WSCC.

g. Installing, copying, distributing or using software that has not been authorized by the WSCC Campus Technology Department.

h. Originating or proliferating electronic mail, broadcasts, or other messages that may be deemed as obscene, abusive, racist, or harassing.

i. Creating and/or distribution of viruses or other destructive programs.

j. Unauthorized release or disclosure of any confidential college, personnel, or student information.

k. Using any computer technology in a manner that violates patent protection or license agreements.

l. Engaging in any activity that violates copyright laws. Such activity may include utilizing WSCC technology to copy and/or distribute copyrighted materials without authorization.

m. Using WSCC computer technology to support or oppose any candidate or candidates for public office or for any other political purposes. (Use of state property for

political purposes constitutes a violation of Alabama law).

Disciplinary Action

- Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under federal, state, and local laws. Students who violate this policy are subject to disciplinary actions, up to and including expulsion from the college. Employees who violate this policy are subject to disciplinary actions, up to and including discharge in accordance with guidelines provided by the Department of Postsecondary Education (SBE Policy 619.01).

Social Media

- Wallace State Community College recognizes that the institution's reputation is critically important to further its mission and realize its strategic objectives. To this end, all employees are encouraged to contribute positively and constructively to its image through their postings to both internal and external Web logs and blogs and other electronic forums in the public domain, including communications prepared and submitted by employees when off duty.

Specifically:

- Employee use of Web logs or blogs during work hours shall be limited to business purposes only. As with all other communications, employees shall conduct themselves in a professional manner when using such forums.
- Disclosure of proprietary or confidential information is prohibited.
- Public expression of opinion in conflict with the college's formal equal employment policy may be conducive to a hostile work environment, and is thus prohibited.
- Public expression of opinion by students shall be in accordance with the terms and conditions specified in the WSCC Student Code of Conduct.

Employees are asked to conduct themselves professionally and to utilize social media in a positive and appropriate manner.

The Social Media policy applies to all employees of Wallace State Community College. Social media in this context is defined as blogging, wikis, Facebook, MySpace, LinkedIn or other social sites, photo sharing sites (Snapfish, Picasa), micro-blogging (Twitter, Google Buzz) and location-based social software (FourSquare, etc.).

Employees are encouraged to use social media to positively promote the college's programs and services.

Participation by a WSCC employee in a blog or online community on his or her own time is voluntary. However, employees are asked to be mindful of the importance of the college's role as a portal to personal and professional opportunity.

College-sponsored social media accounts, such as Twitter and Facebook, are monitored by the WSCC Marketing Department for announcements and responses to campus questions. WSCC may remove any posts that do not directly support its mission, programs, or services. Dialogue and comments are welcome; however, inappropriate posts will be removed. WSCC may remove posts by third parties that appear to be advertisements for other companies or organizations.

Wallace State currently maintains official college pages on Facebook, Twitter, YouTube and Linkedin. These pages have the purpose of supporting and enabling recruiting and retention, developing a Wallace State virtual community, and fostering interactivity with the college.

If an area wishes to have an item placed on one of these sites, send the request to the Director of Marketing.

If an area wishes to create its own social media site:

- Obtain permission from a supervisor.
- Obtain permission from the Director of Marketing in advance of the site creation. Included in the request should be the name of social media site(s) the area wishes to use, target audience, and purpose of the social media site.

Employees may not use a personal account (i.e. hotmail or gmail) to create Wallace State sites.
In some cases, a generic Wallace State email account (i.e. admissions@wallacestate.edu) may be needed to create the social media site.

The college requires administrative rights to any social media site that is sanctioned or sponsored by WCSS.

WALLACE STATE
HANCEVILLE

Admission to College

ADMISSION INFORMATION

www.wallacestate.edu

Wallace State Community College maintains an "open door" admissions policy that provides higher education for individuals who meet minimum admission requirements as set forth by the policies of the Alabama College System as listed below.

Admission to the College does not guarantee entrance into a particular course or program. Some programs have specific admission requirements. Requirements for admission to certain programs, such as the health programs are found in the appropriate (Academic Programs, Health Sciences, and Career/Technical Programs) section of this catalog.

ADMISSIONS ELIGIBILITY

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

Individuals are eligible for admission to courses creditable toward an associate degree or certificate at Wallace State Community College if they meet the following criteria and present acceptable photo identification.

High School Graduates

- A student who holds 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 accredited high school; or
- A student who holds a high school diploma equivalent to the Alabama High School Diploma issued by a non-public school and who has passed the Alabama Public High School Graduation Examination; or
- A student who holds a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and has achieved a minimum American College Test (ACT) score of 16 or the equivalent score (790) on the Scholastic Aptitude Test (SAT); or
- A student who holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or 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 (790); or
- A student who holds a GED Certificate issued by the appropriate state education agency.
- A student who holds a Certificate of Attendance is eligible for admission to a course not credible toward an associate degree. Applicants with less than a high school diploma or GED must also have on file documented ability-to-benefit.

Graduates of a Non-Accredited High School

- A student who presents a diploma demonstrating successful completion of a course of study on the secondary level based upon the Carnegie units required by the state education agency at the time of the award (currently 24) and minimum ACT score of 16 or the equivalent score on the SAT of 790. If the above requirements are not met, the student must take a GED Test.

Transfer Students

- A student who has previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered a transfer student.
- Students must complete an application for admission and will be required to furnish official transcripts of all work attempted at all said institutions.
- Transfer students on academic or disciplinary suspension from another college or university must submit a written request to the College Admissions Committee for admission.
- A student who has completed the baccalaureate degree from a regionally accredited institution.

Transient Students

- A transfer student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted to the College as a transient student.
- The student must submit an application for admission and an official letter from the institution that certifies that the credit earned at the college will be accepted as a part of the student's academic program.
- The student will be expected to document that course prerequisites have been met.

International Students

For the protection of the public and to assist in maintaining state and national security, persons who are not citizens of the United States may not be admitted to any public two-year college for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

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

- A student must present an official translated copy of his/her high school transcripts and college transcripts, if applicable, (translation of all documents is the responsibility of the student); and
- Official transcript showing a minimum of 500 on the Test of English as a Foreign Language (TOEFL), 61 on the internet-based TOEFL, or 173 on the Computer Based Test, mailed from the Educational Testing Service to the Office of Admissions, unless from an English-speaking country; and

- Signed, notarized statement declaring acceptance of full responsibility for their financial obligations while attending Wallace State Community College; and
- Documentation demonstrating adequate health and life insurance that must be maintained during all periods of enrollment; and
- Completed application for admission.
- Transfer students must also
    - Be in-status with the Immigration and Naturalization Services; and
    - Be in-status at the most recent college/university attended; and
    - Complete a transfer eligibility form from college from which transferring; and
    - Have I-20 transferred to Wallace State Community College via the SEVIS program.

Accelerated High School Students

- A student who meets the provisions of state policy which allows students to enroll who have completed the tenth grade, who have a cumulative "B" average, and who have been recommended by the local principal may enroll. The student may enroll only in postsecondary courses for which high school prerequisites have been completed.

- Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in Alabama Administrative Code §290-8-9-.12.

Dual Enrolled/Dual Credit High School

Dual Enrollment/Dual Credit High School 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 receive both high school and college credit, provided the student is in grades ten, eleven, or twelve; has a "B" average; and has written approval of the Principal and Superintendent.

Non-Credit Students

Non-credit students who enroll exclusively in non-credit courses may be granted admission without a minimum score on the ACT or SAT, a GED Certificate, or transcripts from a high school or college.

GENERAL ADMISSION PROCEDURES

Students wishing to enroll at Wallace State Community College in regular degree courses must complete the following steps:
- Submit a completed Application for Admission to the Office of Admissions and
- Submit official transcripts from previously attended high schools and colleges to the Office of Admissions. Only transcripts that bear the official seal of the issuing institution and are sent directly from the institution will be accepted.

Copies submitted by the student directly are not considered official or
l. Submit a GED Certificate if earned. All non-high school graduates must submit scores on the General Educational Development Test and certification of achievement of the Certificate of High School Equivalency to be considered for unconditional admission to the College.
m. Although WSCC does not require students to take the ACT test, all students are encouraged to have their ACT scores sent to the College. Students must score 20 or above on the ACT English and math tests to be exempt from all academic assessment. Any student scoring 470 or above on the SAT verbal and math may also be exempt. Any student who wishes to be exempt must provide official copies of the ACT or SAT scores directly to the Admissions Office.
n. Students who have taken the ASSET or COMPASS test within the last three years may also be exempted from academic assessment by providing official copies of the scores to the Admissions Office.
o. Students who present acceptable proof of identification (with photo) to the Admissions Office.
p. According to State Board Policy 801.01, for admission to an Alabama Community College System institution, all new students as of Spring 2009 semester must have on file in the Admissions Office;
    1. One primary form of photo documentation, such as an unexpired Driver's License, or
    2. Two secondary forms of documentation one which must be an acceptable alternate photo ID.

    These must be on file PRIOR to registration. For those students unable to provide these documents in person, a form (Identification Documentation) may be accessed from the Office of Admissions or www.wallacstate.edu. This form must be notarized and mailed back to the Admissions Office to clear registration holds related to this.
q. Male applicants who are 18 years of age or older must provide a selective service registration number as proof of registration with the selective service. Proof may be presented in the form of the selective service registration card or a copy of the selective service registration form which can be accessed at www.sss.gov. This proof must be on file in the Admissions Office effective Spring 2009. Name, social security number, and date of birth must be submitted in order to retrieve proof from this site. This is in accordance with §36-26-15.1 of the Code of Alabama of 1974 (as amended).

SPECIAL ADMISSIONS PROCEDURES

Accelerated and Dual Enrollment High School Students

These students must obtain permission from the high school principal on a form that may be secured from high school counselors. They will then follow standard application procedures.

Students Who Have Earned the Baccalaureate Degree

Any applicant who has earned the baccalaureate degree is required to submit only the transcript from the institution granting the baccalaureate degree. However, the applicant must submit transcripts from other institutions attended if he/she wishes consideration of those credits for purposes of transferability.

International Students

An international student who holds an American high school diploma or diploma from his/her country that is equivalent may be eligible for admission.

International students (first-time college student or transfer student from another United State college) must apply for admission and complete all requirements to the College before the student may enroll in a course.

Wallace State Community College accepts international students who have an F-1 student visa and meet the academic, linguistic and financial requirements outlined below.

First-time College Students
1. A complete admission application in English.
2. Official transcripts in English that document graduating from a secondary institution that is equivalent to a U.S. high school. International applicants must have the high school transcripts evaluated by Lisano international (www.Lisano-INTL.com) or World Education Service (www.wes.org) in order to determine admissions eligibility. For transfer credits from foreign colleges or universities to be considered, the college transcripts must also be evaluated on a course-by-course basis. Reports must be mailed directly from the evaluation service to the Wallace State Community College Office of International Students.
3. Test of English as a Foreign Language (TOEFL) requirements:
    *   -A minimum written score of 500 or,
        -A minimum computer-based score of 173 or,
        -A minimum internet-based score of 61 or,
        -An IELTS (International English Language Testing System) score of 5.5 or greater will also be accepted
    Test scores must be mailed directly from the testing center to the Wallace State Community College Office of International Students. Personal copies are not accepted.
    Exceptions: (TOEFL)
    *   A graduate of an accredited U. S. high school, or an accredited American high school overseas; or
    *   A citizen of an English-speaking country that has been granted exemption to the TOEFL policy.
4. A signed notarized financial affidavit statement declaring that the international applicant will be fully responsible and that funds are available for financial obligations during an enrollment with Wallace State Community College. Financial obligations include but are not limited to: tuition and fees, books and supplies, living expenses, housing and miscellaneous expenses. An original bank statement or bank letter (on bank letterhead) dated within six (6) months of the first day of class attendance must be attached.
5. Documentation of health and life insurance must be on file (which must include medical repatriation and medical evacuation expenses) and it must be maintained during all terms of enrollment with Wallace State Community College.

International Transfer Students

Any international student who has attended an accredited college or university may be considered for admission as a transfer student. Transfer students must comply with all the items listed under FIRST TIME STUDENTS. In addition, an international student who wishes to apply to Wallace State Community College must:
1. Have official transcrips from all previously attended colleges and universities in the United States mailed directly to Wallace State Community College Office of International Students.
2. Have the international Student Advisor, DSO, or PDSO at the most recently attended college or university complete a transfer clearance eligibility form that clearly states the student is currently in-status.

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

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

All required documents should be mailed directly to the Office of Admissions and Records; International Students; Wallace State Community College; P. O. Box 2000; Hanceville, Alabama 35077

Readmission Students

Individuals who previously attended Wallace State Community College and who seek to return after an absence of one semester (excluding the summer term) must submit an application for readmission, comply with current admissions requirements, and supply transcripts of all academic work taken since last attending WSCC.

Continuing Education Students

Individuals seeking to enroll in Non-Credit Continuing Education courses may register in the Admissions and Records office.

ADMISSION STATUS

Upon enrollment, a student's status will be indicated by one of the following designations:

Unconditional Student

A student who has completed all of the admissions requirements, participated in the College's academic assessment program (unless waived by College policy), and has been accepted into or is pursuing a program of study leading to an associate degree or certificate.

Conditional Student

A student who has not submitted all required admission documents to the Admissions Office and/or who has not participated in the College's academic assessment program (unless waived by College policy), and who is pursuing a program of study leading to an associate degree. This student may not register for a second semester unless all required admission documents are on file in the Admissions Office and/or the academic assessment program has been completed.

Unconditional Unclassified Student

A student who completes all admissions requirements but who desires to enroll in courses for cultural improvement, enjoyment or increased occupational proficiency may be admitted as an unconditional unclassified student.

Unclassified students are not required to complete assessment tests except when planning to enroll in English, reading and/or mathematics courses. Individuals enrolled as Unclassified Students will not be eligible for any type of financial assistance provided by the College, including Veteran's benefits. Credits earned by unclassified students may be applied toward a degree when the credits earned are required for a particular degree program. The student may declare a degree by completing a Change of Status form in the Admissions Office.

Conditional Unclassified Student

A student who has not submitted all required admissions documents to the Admissions Office and who otherwise falls into the category of Unclassified Student as defined above. This student may not register for a second semester until all admissions documents are on file in the Admissions Office.

Transient

Any student enrolled at other institutions who attend Wallace State Community College for one or more semesters with the permission of the parent institution where he/she is enrolled is classified as transient. A transient student must present to the Office of Admissions written authorization from the parent institution to attend Wallace State Community College. The transient student should enroll in only those courses approved in writing by the parent institution. A transient student is cautioned that courses not approved by the parent institution may not transfer to that institution.

Accelerated High School Student

A student who is a rising junior or senior in high school. These students may enroll in courses for which the high school prerequisites have been met. A student may take six hours per semester.

Dual Enrolled/Dual Credit Student

A high school student in grade ten or higher and who meets entrance requirements established by the Alabama State Board of Education. The student must have at least a B average in completed high school courses, have the written permission of the principal, and enroll in courses approved for dual credit by the high school and WSCC.

Non-Credit Student

A student who enrolls exclusively in non-credit courses. A non-credit student may be granted admissions without a minimum ACT or SAT score, a GED Certificate, or transcripts from a high school or college.

Change of Admissions Status

A student may change his/her admissions status by meeting the necessary requirements for the desired status and submitting to the Admissions Office a completed Student Change of Information Form.

ADVISING AND ORIENTATION

ACTION Center

Selection of Program

The College assists students in selecting courses and programs from which they can derive maximum benefit. Individual abilities, previous training and education, and personal objectives will be considered when assisting the student in determining appropriate program and course enrollment. Each student is assigned a faculty advisor prior to his/her first semester of enrollment.

Academic Assessment and Placement

In keeping with its responsibility to offer optimal learning experiences, the College requires each new student to participate in COMPASS Testing, which involves the administration of tests in writing, mathematics, and reading. The scores on these tests are used during academic advising for placement in certain courses and are valid for three years.

If you have taken the ACT within the last three years prior to enrollment and scored a 20 or higher on the math portion of the ACT, you will be exempt from taking the math portion of the COMPASS Placement Test. If you scored 20 or higher on the English portion of the ACT, you will be exempt from taking the English portion of the COMPASS Placement Test. If you have taken the SAT within the last three years prior to enrollment and scored 470 or higher on the math portion of the SAT, you will be exempt from taking the math portion of the COMPASS Placement Test. If you scored 470 on the Verbal portion of the SAT, you will be exempt from taking the English portion of the COMPASS Placement Test. Please note that you must begin the English and Math class within the three years of takingthe ACT or SAT to be exempt from the COMPASS Placement Test.

- The college also requires transfer students to participate in academic assessment if they have not completed an English composition and/or a mathematics course. However, transfer students who have satisfactorily completed a college preparatory program (developmental courses) in English or mathematics at another Alabama College System institution will not be required to participate in the academic assessment program.
- After academic assessment, students should schedule an

advising session during which the assessment scores will be reviewed with the student. The advisor will also assist the student in developing an education plan and selecting classes.

- Any student who scores below the standard placement score and is placed in college preparatory courses (transitional studies) must remain in those courses in the appropriate disciplines until academic deficiencies are remediated.

Orientation 101/103

Entering freshmen are required to enroll in an orientation course designed to acquaint students with Wallace State Community College and to address the rigors of college academics and life. Students exempt from enrolling in the Orientation courses are: transfer students who have completed 12 semester hours, personal enrichment students, and high school students who are dual enrolled. Dual enrolled students will be required to enroll in an orientation course upon entering Wallace State after high school graduation. Students who enrolled prior to Fall 2004 are exempt from ORI 101/103. Compass Placement scores determine the ORI 103 requirement. All technical students are expected to register for WKO 101.

MISCELLANEOUS SERVICES

Transitional Learning Division

The primary responsibility of the Transitional Learning Division is to make the transition into college as easy as possible for students. The placement test will indicate whether a student will need extra preparation in English, math, or reading. Orientation 103, Reading 083, English 092 and 093, and Math 090 are components of the program. For information, contact Cindy Mallard, Director of Transitional Learning, at 256. 352.8081.

Extended Day Program

Wallace State Community College provides an educational program for people who wish to attend college in the evening. The evening program is multi-purpose in function and is designed to offer courses to meet the needs of persons who wish to complete a Certificate, AAS Degree, AA Degree or AS Degree. The evening program also meets the needs of those who wish to take college work in a technical or skills program and terminate their education at that point or to increase their proficiencies and broaden their educational and cultural backgrounds but do not wish to enroll in a specific course of study.

Heads Up Prevention Services

Recognizing the need for students and staff to have an outlet to discuss preventive measures for drug and alcohol issues, the Heads Up Office in the Student Center was established in joint cooperation with Cullman Mental Health. Greg Mayo is prevention officer for this program and may be reached at 256. 352.8021.

Off-Campus Program

In order to better fulfill the community college goal of providing instructional access to the diversified populations in our service area, Wallace State Community College offers a variety of academic classes at four instructional sites:

Addison High School	Addison, Alabama
Brewer High School	Somerville, Alabama
Hayden High School	Hayden, Alabama
J B Pennington High School	Blountsville, Alabama

Classes in the major academic divisions are offered Monday through Thursday evenings. All courses are taught by instructors certified in their subject area by the State of Alabama. For more information, call the Wallace State Community College Office of Extended Learning at 256. 352.8050.

TRANSCRIPT REQUESTS

The Admissions Office maintains student records and, upon written request from the student, will issue transcripts. The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the rights of the student with regard to records and other information that might be maintained and/or released. (See Student Handbook Section of this catalog.)

- 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, except in a case where educational or governmental officials have a lawful need for the information.
- Students may receive a student copy of their WSCC transcript in the Office of Admissions or they may access their WSCC transcript through the online registration system.
- Official transcript requests are processed as they are received. **REQUESTS SHOULD BE MADE AT LEAST TWO WEEKS BEFORE THE TRANSCRIPTS ARE NEEDED.**
- The College reserves the right not to release a transcript if the student has outstanding financial obligations with, or pending disciplinary action with, the College.
- Written transcript requests should be sent to the following address:

    Office of Admissions
    Wallace State Community College
    P. O. Box 2000
    Hanceville, AL 35077-2000
- Written requests should include name, dates of attendance, Social Security Number or Student Number, and name and address to which the transcript should be forwarded. NOTE: Students with name changes should include all former names.
- The Admissions Office does not issue official transcripts from other institutions. Requests for official transcripts from other institutions must be directed to the institution concerned.

WALLACE STATE
HANCEVILLE

Financial Information

FINANCIAL INFORMATION

Tuition, Fees, and Other Institutional Costs

Tuition & Fee Schedule
Effective Fall 2012

Tuition is charged according to the following schedule:

Credit Hours	Tuition $109/Hr	Bond Surety $1/Hr	Building Fee $10/Hr	Facility Renewal $9/Hr	Technology Fee $9/Hr	Total Tuition & Fees
1	$109.00	$1.00	$10.00	$9.00	$9.00	$138.00
2	$218.00	$2.00	$20.00	$18.00	$18.00	$276.00
3	$327.00	$3.00	$30.00	$27.00	$27.00	$414.00
4	$436.00	$4.00	$40.00	$36.00	$36.00	$552.00
5	$545.00	$5.00	$50.00	$45.00	$45.00	$690.00
6	$654.00	$6.00	$60.00	$54.00	$54.00	$828.00
7	$763.00	$7.00	$70.00	$63.00	$63.00	$966.00
8	$872.00	$8.00	$80.00	$72.00	$72.00	$1,104.00
9	$981.00	$9.00	$90.00	$81.00	$81.00	$1,242.00
10	$1,090.00	$10.00	$100.00	$90.00	$90.00	$1,380.00
11	$1,199.00	$11.00	$110.00	$99.00	$99.00	$1,518.00
12	$1,308.00	$12.00	$120.00	$108.00	$108.00	$1,656.00
13	$1,417.00	$13.00	$130.00	$117.00	$117.00	$1,794.00
14	$1,526.00	$14.00	$140.00	$126.00	$126.00	$1,932.00
15	$1,635.00	$15.00	$150.00	$135.00	$135.00	$2,070.00
16	$1,744.00	$16.00	$160.00	$144.00	$144.00	$2,208.00
17	$1,853.00	$17.00	$170.00	$153.00	$153.00	$2,346.00
18	$1,962.00	$18.00	$180.00	$162.00	$162.00	$2,484.00
19	$2,071.00	$19.00	$190.00	$171.00	$171.00	$2,622.00
20	$2,180.00	$20.00	$200.00	$180.00	$180.00	$2,760.00
21	$2,289.00	$21.00	$210.00	$189.00	$189.00	$2,898.00
22	$2,398.00	$22.00	$220.00	$198.00	$198.00	$3,036.00
23	$2,507.00	$23.00	$230.00	$207.00	$207.00	$3,174.00
24	$2,616.00	$24.00	$240.00	$216.00	$216.00	$3,312.00

(Tuition and fees are subject to change at any time by State Board Policy.)

All fees and institutional costs required of any student at Wallace State Community College are due at the time of registration. Students who are attending either the Academic, Health, or Technical Divisions on any type of financial assistance should make arrangements through the Financial Aid Office before registration and should have written authorization showing what portion of tuition and institutional costs will be paid through the student-assistance programs. Students who are in default of any indebtedness to the College will not be permitted to continue their studies for the current semester or register for the forthcoming semester and will not receive credit for courses taken during the previous semester until indebtedness has been cleared through the Business Office.

1098T Information

1098T's will be provided to you in two different ways:

1. Mailed to your home address.

2. Available online by January 31.

You may review and print your 1098T's by first accessing the WSCC website (www.wallacestate.edu) and then logging into your personal account through the Registration module.

The following rules apply to the 1098T's:

1. Only payments for tuition and fees made by students who attended college at least half time are eligible.

2. You will NOT receive a 1098T if you received a PELL Grant or scholarship money equal to or greater than your annual tuition cost.

3. Book purchases are NOT tax deductible and will NOT be reflected on your 1098T.

4. The amount listed as "Qualified Tuition" on the 1098T is your eligible amount.

PLEASE NOTE: Information about your tuition payments can NOT be discussed over the phone.

Schedule of Special Charges (Non-Refundable)

Accident Insurance (per semester) . . . .$ 4.00
   (Accident insurance is not charged for all students, only
    some Health, EMS and technical programs.)
Malpractice Insurance
   Health Programs 7.50
   EMS 32.50
Charge for Returned Checks .30.00
Graduation Fee 60.00
Replacement ID Badge 10.00
Transcript
   Three transcripts will be provided free of charge.
   Charge for each additional transcript 3.00
Diploma Replacement Fee 15.00
Flight Fee (per flight hour) 85.00
Health Science Lab Fee 20.00
Parking Fee 5.00
Late Registration Fee 25.00
Drug Testing
   (All Health Science students per semester) 13.25
Standardized Testing Fees-
   Programs such as nursing may be required to adminis-
   ter specific assessment exams throughout the program.
Fees to cover the cost of the exam vary according to
   program and may change without notice.

Travel Fee: $8.00 per 100 miles plus $5.00 per person per night for overnight trips.
   MINIMUM FEE: Van   10 persons
                    Mini-Bus   18 persons
                    Bus   25 persons

Please note: All trip expenses for a class will be calculated when scheduled, and students will be informed of their cost when they register. Payment for trips is required when students enroll for a course in genealogy or similar courses.

Special charges are subject to change without advance notice.

Other Related Expenses (Refundable)

Security Fee . . . .$ 200.00
   (Payable when application is made).

Dormitory Rent	**Fall & Spring Semesters**	**Summer**
Women's Dormitory	$900.00/Semester	$675.00
Men's Dormitory	$900.00/Semester	$675.00

NOTE: Dormitory rent must be paid prior to occupying the dormitory and prior to the beginning of each term.

Dorm rent refunds will be refunded according to the tuition refund procedure.

Rates are subject to change without advance notice.

In-State Tuition

The in-state tuition rate shall be established by the State Board of Education.

The in-state tuition rate shall be extended to students who reside outside of Alabama in a state and county within fifty (50) miles of a campus of an Alabama College System institution, provided, however, that the campus must have been in existence and operating as of January 1, 1996.

The in-state tuition rate shall be extended to students who have graduated from Alabama high schools, or who have obtained a GED in the state of Alabama within two years of the date of their application for admission, in accordance with the requirements set forth in the Code of Alabama.

Tuition for Out-of-State Students and International Students

All full-time and part-time community, junior, and technical college students who are not residents of the State of Alabama shall be required to pay 2 times the rate of stated tuition. All other fees are the same.

TUITION REFUND PROCEDURES

WSCC does not give cash refunds

In order for refunds to be processed, students must go through the Admissions Office to complete a drop slip. Students should leave one copy in the Admissions Office and carry the drop slip to the Cashier's Office to complete a refund request. Refund checks are mailed from the Business Office.

Partial Withdrawal

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. **There is no refund due to a student who partially withdraws after the official drop/add period.**

Complete Withdrawal

A student who officially or unofficially withdraws from all classes **before** the first official day of class will be refunded 100% of the total tuition and other institutional charges.

A student who officially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

Withdrawal during first week	75% of adjusted tuition and fees less 5% administrative fee
Withdrawal during second week	50% of adjusted tuition and fees less 5% administrative fee
Withdrawal during third week	25% of adjusted tuition and fees less 5% administrative fee
Withdrawal after end of third week	No refund

NOTE: The first $80.00 for full-time students and $59.00 for part-time students will be non-refundable unless the College cancels the class. The Physical Education and Insurance fees are non-refundable unless the class is cancelled.

An administrative fee not to exceed 5% of tuition and other institutional charges or $100, whichever is smaller, shall 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.

Tuition refunds are computed according to the date the student notifies the college Admission's Office of their official withdrawal, not his/her last date of class attendance.

All refunds are issued according to State Board Policy 803.02.

Student Financial Assistance

The philosophy of the WSCC Financial Aid Department is that no student be denied access to postsecondary education due to financial barriers. To supplement the efforts of students and their parents to meet educational cost, the Financial Aid Office strives to help each student work out a "package" financial plan: Federal Pell Grant, College Work-Study, Federal Supplemental Educational Opportunity Grant (FSEOG), and State Grant funds, together with other sources of help are available to students who qualify. WSCC provides this aid through various federal, state and private sources.

Sources of Student Financial Assistance:

1. Federal Pell Grant
2. Federal Direct Subsidized/Unsubsidized Loans
3. Federal Supplemental Educational Opportunity Grant (FSEOG)
4. Federal Work-Study Program
5. Alabama Student Assistance Grant
6. Federal Direct Parent Plus Loans
7. Veterans' Educational Benefits
   a. Active Duty Educational Assistance Program (Montgomery GI Bill) - Chapter 30
   b. Veterans' Vocational Rehabilitation Bill - Chapter 31
   c. Post-Vietnam Era Assistance Program (VEAP) - Chapter 32
   d. Survivors' and Dependents' Educational Assistance - Chapter 35
   e. Educational Assistance for Members of the Selected Reserve and National Guard - Chapter 1606/1607
   f. Vietnam Era Veterans (VEAD)
   g. Defense Activity for Non-Traditional Educational Support (DANTES)
   h. Post 9-11 Education Benefits Chapter 33
8. Alabama GI and Dependents' Benefits Act
9. Alabama National Guard Educational Assistance Program (ANGAP)
10. Alabama Vocational Rehabilitation
11. Workforce Investment Act (WIA)
12. Trade Readjustment Act (TRA)
13. Scholarships
    a. Academic
    b. Academic Excellence
    c. Allied Health
    d. Athletic
    e. Leadership
    f. Performing Arts
    g. Senior Adult
    h. Career Technical
    i. Continuing Education for WSCC Employees/ Dependents
    j. Nursing/Health-Linkage
    k. Iraqi-Operation Family Shield
    l. Presidential Service
    m. GED Scholarship
    n. Miscellaneous (Scholars Bowl, Miss Wallace State, Bryant-Jordan Program, etc.)

For additional information please contact:

Wallace State Community College
Financial Aid Office
P.O. Box 2000
Hanceville, AL 35077-2000
Telephone: 256. 352.8182 or 352.8137

FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

Federal Student Aid Programs available are Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and Federal Work-Study.

1. File a free application for Federal Student Aid (FASFA) at www.fafsa.gov
2. Demonstrate financial need.
3. Have a standard high school diploma or GED. Effective Fall 2012, Ability to Benefit students who have not enrolled at Wallace State prior to July 1, 2012 are not eligible to receive Pell Grant, Direct Loans, Federal Work Study and SEOG. (See Admission Requirements).
4. Students must have all transcripts on file for high school or previous college credit.

5. Be enrolled as a regular student in an eligible program.
6. Be a U.S. citizen or eligible non-citizen.

7. Not be in default on Federal Perkins Loan, Direct or FFEL, Direct or FFEL PLUS Loan or Supplemental Loan for Students (FSLS).
8. Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG).
9. Agree to use any Federal Student Aid received solely for **educational purposes**.
10. Maintain Satisfactory Academic Progress (SAP) as stated below:

Long-Term Certificate and Degree Seeking Students
Students who have attempted between 12 and 21 credit hours must maintain a minimum GPA of 1.5 and a minimum passage rate of 58%. Students who have attempted between 22 and 32 credit hours must maintain a minimum GPA of 1.75 and a minimum passage rate of 62%. Students who have attempted 33 credit hours or more must maintain a minimum GPA of 2.0 and a minimum passage rate of 67%.

Short-Term Certificate (24-29 credit hours) Students
Students who have attempted no more than12 credit hours must maintain a minimum GPA of 1.5 and a minimum passage rate of 58%. Students who have attempted 24 credit hours or more must maintain a minimum GPA of 2.0 and a minimum passage rate of 67%.

Additional SAP Requirements
Students are only allowed to attempt 150% the number of hours required for graduation in their program of choice. Effective Fall 2012, all attempts/passage rates count for all programs of study attempted. Transfer hours and transitional courses are included in the calculations. Any student not meeting SAP will be put on probation for the first term. After a second term of not meeting SAP, financial aid will be suspended. Students are allowed to file a Financial Aid Appeal if aid is suspended.

FEDERAL FINANCIAL AID APPLICATION PROCEDURES

WSCC offers a package designed to meet the demonstrated need of all applicants for financial aid. Expenses for tuition, books, supplies, at-home maintenance, transportation, and miscellaneous personal costs are used in preparing annual student budgets to determine the applicant's financial need. Students are required to file yearly the U.S. Department of Education's Application for Federal Student Aid (FAFSA) in order to be considered for federal and non-federal aid. Applicants should apply as soon as possible after January 1.

To complete an application for financial aid, the applicant should have the following records available for reference:
1. The U.S. Income Tax Transcript filed **after** January 1 for **the** student, his/her parents (if he/she applies as a dependent student) and his/her spouse's return (if he/she is married and his/her spouse filed a separate return).
2. Records of benefits received from the Social Security Administration, Veterans' Administration, and other agencies that might pay non-taxable benefits.

Students who complete their FAFSA online should receive a confirmation that their Student Aid Report (SAR) has been received by the U.S. Department of Education, processed and sent to the schools listed on their application. The process takes approximately 7-10 business days if the student has completed the process by electronically signing.

To apply for federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, all applicants must follow the procedures listed below:

1. Apply for Admission and have ALL high school transcripts or GED, ALL college transcripts on file, and applicable test scores. These items are required to be unconditionally admitted to the college and to be eligible to receive Title IV assistance.
2. Applicants will receive a letter detailing their tracking requirements to complete their financial aid. This letter will also refer the student to MyWallaceState to complete portions of their aid.
3. If the student is selected for the process of Verification, the student will be required to complete a Verification Worksheet and submit tax transcripts for federal income taxes completed. The Financial Aid Office is not allowed to accept regular tax returns effective Fall 2012. Other documentation of non-taxable income may also be required.
4. Other documents may be required to resolve conflicting information on the Student Aid Report.
5. Transfer students admitted on Academic Probation must appeal to determine their eligibility for financial aid.

STUDENTS' FINANCIAL AID RESPONSIBILITIES

To apply for Federal Student Aid, students may use the internet at http://www.fafsa.gov. Official transcripts are required from all institutions attended, whether or not grades or courses are to be used. For Financial Aid purposes, ALL transcripts must be mailed directly from the sending institution, including non-accredited schools, and evaluated. Before registering, student's files must be complete in both the Financial Aid Office (including in-house paperwork) and the Admissions Office to receive award. Most students will have to produce an appropriate tax transcript for themselves or supporting parents. **Students have the responsibility of knowing the requirements of applying for and receiving financial aid. The student must be familiar with the procedures relative to the guidelines affecting financial aid awards and the disbursements. They must also be knowledgeable of WSCC's refund and repayment policies.**

PER NEW FEDERAL REGULATIONS-HIGHER EDUCATION AUTHORIZATION BILL OF 2006:

Official Withdrawal: A student who received Title IV Funds (Pell Grant, FSEOG, CWS, or Direct Loans) and withdraws from all classes prior to the 60% point of the semester will **owe** funds back to the U. S. Department of Education and to Wallace State Community College.

Unofficial Withdrawal: A student who received Title IV Funds (Pell Grant, FSEOG, CWS, or Direct Loans) and unofficially withdraws (stops attending) from all classes of the semester may owe funds back to the U.S. Department of Education and to Wallace State Community College. This amount is calculated at the 50% point of the term.

Failure to repay the funds immediately will result in an overpayment situation which will make the student ineligible to receive further Title IV aid at WSCC or any other college. The student's account will be placed on hold for registration and transcripts.

Generally, students may receive grant awards while working toward their first baccalaureate degree.

Students are required to file yearly applications to determine eligibility. The Department of Education uses a standard formula, passed by the U.S. Congress, to evaluate the information determining eligibility. Applications are available in the Financial Aid Office or you can apply on-line at www.fasfa.gov.

PELL GRANT/DIRECT LOAN PROGRAMS

I. **POLICY AND PROCEDURES FOR ADMINISTERING THE FEDERAL PELL GRANT/DIRECT LOAN PROGRAMS**

    A. **Award**

        After required documentation of Federal Pell Grant information is received, an award based on the designated cost of education is entered into the computer. Students are allowed to register and charge tuition, dorm rent, fees, required books, and supplies to their account.

    B. **Balance Disbursement of Federal Grant/Loan Award**
        PELL GRANT: The balance award will be distributed to the student before the 14th day of the term. This will be the amount left in the account after tuition, fees, and bookstore purchases have been deducted. Attendance in **ALL** classes must be verified before funds will be disbursed. Students who register for a class that begins later than the first day of class for the semester cannot receive a refund for that course if the credit hours in the course change the amount of aid a student will receive. Federal regulations require a student to attend the course prior to being paid for the course.
        DIRECT LOANS:
        Students will receive the balance left in their account after tuition, books, dorm, and bookstore charges have been posted to the account after the 31st day of class in accordance with federal guidelines. Attendance in **ALL** classes must be verified before funds will be dis-

bursed. Students must be **currently attending** 6 credit hours to receive funds.

C. **Withdrawal, Drop-Out, or Expulsion Before the First Day of Class**
If Wallace State Community College cannot document that a student has attended at least one day of class, any tuition credited to his/her account will be returned in full to the Pell Grant/Loan account. Any funds issued to purchase books, tools, or supplies will be billed to the student, with a request for immediate repayment.

D. **Changes in Enrollment During the Drop/Add Period**
If a student pre-registers, charges books/supplies to his/her account then changes his/her enrollment, causing an insufficient balance in the Federal Pell Awards account to cover all charges incurred for that semester, the student could be dropped without further notice and billed for charges.

E. **Withdrawal, Drop-Out Date**
The date that the student officially withdraws or is expelled from school, or the date that the school determines that the student has unofficially withdrawn, will be used to determine if a refund should be calculated.

F. **Refund Policy for Students Receiving Federal Title IV Aid (Higher Education Reauthorization Act of 2006)**
The following refund policy is required by federal regulations for students with Title IV Aid who withdraw from all classes at Wallace State Community College. This should not be confused with the school's refund policy for changes in enrollment status.
Per Federal Regulations-Higher Education Authorization Bill of 2006:
A student who received Title IV Funds (Pell Grant, Direct Loan, FSEOG, or CWS) and officially withdraws from all classes prior to the 60% point of the semester <u>may owe</u> money back to the Federal Government and possibly to WSCC. Students who unofficially withdraw (stop attending) from class and do not pass any coursework may owe funds back at the 50% point. Failure to repay the funds immediately will result in an overpayment situation which will make the student ineligible to receive further Title IV aid at WSCC or any other college.

G. **Satisfactory Academic Progress Requirements**
The following information serves to help clarify important aspects of the financial-aid program administered by Wallace State Community College. **NOTE: PELL GRANT FUNDS CAN BE USED TO PAY FOR REPEAT COURSES (<u>ONCE</u>).**

H. **Eligibility for Federal Financial Aid**
It is the policy of Wallace State Community College to provide federal financial aid awards to those students who are maintaining satisfactory progress toward their degrees while receiving financial aid. To remain eligible for federal financial aid, students will be evaluated according to the procedures listed below:

I. Standards of Progress

Student must be maintaining Satisfactory Academic Progress (SAP) to remain eligible to receive federal Pell Grant, Direct Loans and SEOG funds. The academic year will be defined as fall and spring semesters. To calculate standards of progress, fall, spring, and summer semesters will be used, as well as previous course work on the quarter system. This is in compliance with Federal Guidelines. To calculate the Standards of Progress, fall, spring, and summer semesters will be used as well as previous coursework at WSCC and coursework transferred from other institutions that count toward graduation. The academic records of all students receiving aid will be reviewed at the end term/ prior to the beginning of each academic term. To be eligible for continued receipt of aid, the student must:

1. Be following a designated major leading to a certificate or degree.
2. Be a high school graduate with the equivalent of a standard diploma/ GED.
3. Have passed a quantitative number of credit hours of attempted credit hours in their program of study. This is cumulative for the student's records at WSCC and transfer work as it pertains to the student's program of study.
4. Have a qualitative standard cumulative GPA for each semester according to the Wallace State SAP Policy. If at the time of the term review a student is determined to be making unsatisfactory academic progress, he/she will be placed on probation for the following term. If after the probationary term a student has still not met SAP standards, financial aid will be suspended. Please see SAP requirements for specific programs on the Financial Aid website at http://www.wallacestate.edu/index.php?id=1875.

J. Notification of Unsatisfactory Academic Progress

Any student who fails to maintain SAP will be placed on academic probation at the end of their first semester. The student will be notified of academic probationary status at MyWallaceState. If the student fails to attain satisfactory academic progress during the probationary semester, financial aid will be suspended after the term. Advisors are available to assist students in achieving a satisfactory progress level.

Students returning to school after a period of suspension **will not be** eligible for student financial aid (including the Federal Pell Grant or Direct Loans) at the beginning of the returning semester. This means that the student would pay his or her own tuition at the time of registration. To re-establish eligibility for the returning semester and the remaining fiscal year, the student must earn enough credits or increase his/her cumulative GPA to meet SAP. Students cannot be paid for previous semesters after regaining eligibility.

K. Appeals Process

Students have the right to appeal to the Appeals Committee if they have not been able to meet the minimum requirements outlined above but feel that circumstances beyond their control have contributed to their unsatisfactory progress. Appeals must be received in writing to the Financial Aid Director no later than the published deadline each semester.

II. FEDERAL DIRECT LOANS-SUBSIDIZED AND UN-SUBSIDIZED

Federal Direct Loans allow students to meet some of their education cost by borrowing money. Students must apply for these loans each school year by completing the Free Application for Financial Aid (FAFSA-www.fafsa.gov). Loans are awarded based on the level of courses completed in a student's program of study and cannot exceed WSCC established student budget, including other aid. Loans are awarded for the standard loan amounts for subsidized and unsubsidized loans. Additional unsubsidized loan amounts may be available upon request. A master promissory note with the lender must be e-signed by the borrower to officially document the obligation to repay the loan funds. Funds are applied to the student's educational costs and/or disbursed on a federally regulated disbursement schedule. Disbursement amounts will be slightly lower than award amounts as fees are deducted prior to receipt of funds. Each WSCC loan recipient must complete Loan Entrance counseling before any funds can be disbursed. An Exit Counseling is also required for students not returning for WSCC course enrollment. Go to www.wallacestate.edu and click on Financial Aid for information.

Federal Subsidized Direct Loan:

Federal Subsidized Direct Loans are awarded on the basis of financial need as established by the FAFSA application. The federal government pays the interest while the borrower is enrolled at least half-time (six credit hours) at an eligible institution and during deferment. Loan eligibility is based on the cost of education, less expected family contribution as determined by their Pell Grant (SAR), other aid the borrower may receive and federal restrictions (completed Admission file before guarantee is processed, progress as established by federal guidelines, and be in good standing with WSCC). A number of repayment options are available as this loan **must be** repaid. Interest rates are variable and origination fees are charged at the time of each disbursement.

Federal Unsubsidized Direct Loan:

Eligible students can receive the Federal Unsubsidized Direct Loan regardless of family income if within federal budget guidelines. Students must complete the Free Application for Federal Student Aid (FAFSA) school year to determine eligibility. The term unsubsidized means that interest does accrue while borrower is enrolled. These loans have a variable interest rate and the interest begins accumulating immediately. A number of repayment options are available as this loan must be repaid. Check the online repayment schedule to determine how much to borrow (www.studentaid.ed.gov). These loans have the same criteria for eligibility as the subsidized loan.

III. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) AND FEDERAL WORK-STUDY (CAMPUS- BASED AID)

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need. This grant does not have to be repaid unless student totally withdraws from class. This grant does not have an application process.

The purpose of the Federal Work-study program is to stimulate and promote part-time employment opportunities for students with demonstrated financial need. Students work part time on campus while attending college. Most students work between 10 to 18 hours per week and are paid minimum wages. Federal Pell Grant application is required. Eligibility for campus-based aid at Wallace State Community College will be determined by the following:

A. Students must have their aid applications and approved Student Aid Reports on file in the Financial Aid Office.
B. Students must demonstrate great financial need and exhibit academic promise.

IV. ALABAMA STUDENT ASSISTANCE GRANT

This program is a State/Federal aid program designed to provide assistance to residents of the State of Alabama. The program is based on need and offers awards based on the Pell need analysis to students with demonstrated "exceptional need."

V. VETERANS' EDUCATIONAL BENEFITS

The Veterans' Education Assistance program at Wallace State Community College is based on the rules, regulations, policies and procedures of the Veterans Administration and is subject to change without notice. To be eligible for VA benefits, students who are veterans must meet the standards of progress requirements applicable to all students at the institution.

VETERANS' EDUCATIONAL ASSISTANCE PROGRAMS:

A. Montgomery G.I. Bill - Active duty Educational Assistance Program Chapter 30 of Title 38 U.S. Code.
B. Vocational Rehabilitation - (Chapter 31). This program provides educational assistance to disabled veterans who are in need of vocational rehabilitation. To be eligible a veteran must have a service-connected disability entitling him/her to these benefits. The Financial Aid Office must receive an award authorization before benefits can be used.
C. Survivors' and Dependents' Educational Assistance (Chapter 35 of Title 38, U.S. Code).
D. Educational Assistance for members of the Selected Reserves and National Guard - Chapter 1606 and 1607.
E. Post 9-11 Education Benefits - Chapter 33 - Veterans that have served active duty after September 11, 2011.

VETERANS' PAYMENTS AND RESPONSIBILITIES

Selection of a program: In consultation with an admissions counselor or academic counselor, each veteran must select and plan a program with the **WSCC** Catalog. Only classes under your approved major should be taken each semester. If you choose to change your major, you must contact the **VA** Representative to complete the correct paperwork for the VA.

Course load: 12 semester hours and above is considered as full-time. 9, 10, or 11 hours is considered as 3/4 time. 6, 7, or 8 hours is considered 1/2 time. Less than 6 semester hours is considered 1/4 time.

Attendance Policy: VA students must attend 85% of class meetings in technical programs or risk funds being withdrawn.

Repeated courses for veterans receiving educational benefits: If a veteran fails a required course, he/she may repeat the course with pay. However, he/she cannot repeat a course just to improve a grade and receive payment through the Veterans Administration.

Withdrawal policy: Students who receive veterans' benefits must notify the Financial Aid Office when dropping or adding a course or when withdrawing from the College. Each withdrawal or drop resulting in a reduction in course load must show the effective date and reason for the change.

Receipt of checks: A student who completes an application at the beginning of the semester should expect a VA processing period of 90-120 days after the first day of the semester. If the estimated time has elapsed and a check has not arrived, the student should contact the Veterans Representative and if the case warrants, an inquiry will be made to the Regional Office.

Advance payment for veterans' benefits: A veteran may request a one-time advance pay on their benefits. This must be done a minimum of three months in advance of the semester and if the funds are not received by the end of registration, the student is required to pay for their tuition and fees. WSCC cannot waive tuition and fees in anticipation of the arrival of advance funds.

VI. ALABAMA GI AND DEPENDENTS' BENEFIT ACT

This Act provides tuition, selected fees, and books for the children, spouse, and widows of eligible veterans. No monetary benefits are involved; the cost of education is paid directly to the college. To apply for these benefits, the student must contact the Department of Veterans Affairs in the county where he/she resides. Alabama GI does not pay for transitional courses.

VII. ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (ANGAP)

The Alabama National Guard Educational Assistance Program is a state student assistance program established May 2, 1984 by the Legislature of the State of Alabama. It is designed to provide financial assistance to Alabama National Guard members who are residents of the state of Alabama for undergraduate education at accredited postsecondary institutions of higher learning located within the state of Alabama.

To be eligible for an Alabama National Guard Educational Assistance Program award, the student must meet the following criteria:

A. Be at least 17 years of age.
B. Be an Alabama resident.
C. Be an active member in good standing with the Alabama National Guard.
D. Be a member of a federally recognized unit of the Alabama National Guard.

E. Have completed basic training and advanced individual training.

F. Be enrolled in a program leading to an associate or baccalaureate degree in an accredited college, university, community college, junior college, or technical college within the state of Alabama.

G. Be making satisfactory academic progress.

H. Not have received a bachelor's degree or its equivalent.

I. Not be an applicant for benefits available through the Alabama Student Grant program.

J. Not be eligible for federal veterans' educational benefits.

K. Not be receiving other federal educational benefits during the term when ANGEAP payments are received.

VIII. DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

In accordance with the Department of Defense Instruction 1322.5, February 1997, Enclosure 7, DANTES' mission is to support the off-duty voluntary education programs of the Department of Defense and conduct special projects and development activities in support of education-related functions of the Department.

DANTES offers many different programs and services and support all of the Department of Defense (DOD) components as well as the Coast Guard. Because of this variety, it is difficult to make blanket statements regarding eligibility. The programs offered are treated differently by the various Service components; eligibility qualifications differ from Service to Service and from component to component. In addition to contacting DANTES Program Managers, the veteran could also try to determine eligibility by contacting a representative of the Service's Voluntary Education Program-Army or Air Force Education Center, Navy College Office, Marine Lifelong Learning Center of the Coast Guard Institute. For more information visit www.dantes.doded.mil.

IX. ALABAMA REHABILITATION

Students with disabilities may obtain grants covering tuition, fees, books, supplies, and, in some cases room and board through the Vocational Rehabilitation Service. For further information and application procedures, contact The Department of Rehabilitation Services at 1-800-441-7607.

X. WORKFORCE INVESTMENT ACT (WIA)

The Workforce Investment Act is a program to train or retrain dislocated workers who need financial assistance. Students may apply through the local employment service. Eligible applications will be forwarded to the North Alabama Skills Center Career Link Office.

XI. TRADE READJUSTMENT ACT (TRA/TAA)

The Trade Readjustment Act provides for adjustment assistance in the form of reemployment services, training, job-search and relocation allowances, and trade-readjustment allowances (TRA/TAA) to individuals whose unemployment is linked to increased imports of foreign-made products. Students must apply through local employment offices.

XII. STUDENT PART-TIME EMPLOYMENT

A special effort is made to place those students not qualified for the Federal Work-Study Program. An attempt is made to match students who are willing to work part-time with available jobs throughout the community. This aids the employer with skilled part-time labor; at the same time, students can earn funds, which will enable them to complete their education. For additional information, contact the Job Placement Office located on the Wallace State Community College campus 256. 352.8093.

XIII. SCHOLARSHIPS

Wallace State Community College-Hanceville offers a variety of scholarships. The appropriate scholarship committee reviews all complete scholarship applications. Scholarship applicants must complete FAFSA as part of the current application process. Scholarships are subject to maximum number of hours for the type of award as defined by State Board Policy. Listed below are some scholarships that are available:

Presidential Scholarships — based on a combination of the ACT composite score, the cumulative grade point average, and a 500 word essay. ACT score plus grade point average must equal 30. Proof of ACT score, essay, and transcripts must be attached to the scholarship application for consideration - valid only for Academic Division majors. Priority deadline is February 15.

Academic Excellence Scholarships — based on a combination of the ACT score, the cumulative grade point average, a 500 word essay, and two letters of recommendation. ACT score plus GPA must equal 27. Proof of ACT score, essay, transcripts, and letters of recommendation must be attached to the scholarship application for consideration - valid only for Academic Division majors. Priority deadline is February 15.

Leadership Scholarships — based on a combination of the ACT composite score, the cumulative grade point average, a 500 word essay, two letters of recommendation, and documentation of outstanding leadership, and community service. ACT score plus grade point average must equal 24. Proof of ACT score, essay, transcripts, letters of recommendation, and documentation of leadership must be attached to the scholarship application for consideration-valid only for Academic Division majors. Priority deadline is February 15.

Summer Honors Scholarships — Summer honor scholarships are open to students enrolled as either 10th or 11th graders in service area high schools. Applicants must have a minimum GPA of 85 to apply. Awards are typically $200 towards tuition and fees.

Career/Technical Scholarships — based on technical achievement such as VICA competition. Transcripts must be attached to the scholarship application for consideration. Letters of recommendation are considered. The scholarships are valid only for enrollment in a technical college major. You must take 75% of classes each semester in your major. Priority deadline is February 15.

Allied Health and Nursing Scholarships — Scholarships are based on the ACT score, involvement in clubs and organizations, and clinical experience in the chosen field of

study. Proof of ACT, and transcripts must be attached to the scholarship application for consideration. The scholarships are valid only for enrollment in a Health Science Division Major. Priority deadline is February 15.

Performing Arts — auditions are held during the spring semester (late February, early March). Contact the WSCC Music Department for dates and application procedure, 256. 352.8277.

Athletic Scholarships — are awarded in men and women's basketball, baseball, softball, volleyball, golf, soccer, and cheerleading. A prospective student should contact the Wallace State coaches for try-out dates.

Visual Arts Scholarships — based on portfolio and interview. Contact the WSCC Art Department for details, 256. 352.8145.

Senior Adult Scholarships — any student meeting institutional admission requirements and who is 60 years of age or older is eligible for the Senior Adult Program. The scholarship covers **tuition only** in college-credit courses leading to an associate degree, diploma or certificate. Scholarships are limited to students on a space available basis taught on campus or in an approved off-campus site. Repeat courses are not eligible.

WSCC Presidential Service Scholarships — Committee selected and approved to serve as a WSCC ambassador. Service hours are required.

GED Institutional Scholarships — Upon completion of the GED test in the state of Alabama, students who have passed the exam after July 2002 qualify for a three semester hour one-time scholarship award.

Iraqi-Operation Family Shield — Pell Grant must pay first, covers tuition only. Applications are available in Financial Aid Office.

Miscellaneous — Students may receive a miscellaneous scholarship for various competitions and give-a-ways throughout the year.

WALLACE STATE
HANCEVILLE

Academic Regulations

ACADEMIC REGULATIONS

GRADUATION REQUIREMENTS

Degree Requirements

To become eligible to receive an associate degree from Wallace State Community College, the student must fulfill the following requirements:

1. **Associate in Arts or Associate in Science Degree** – Completion of a minimum of 60-64 semester hours credit in an approved Associate in Arts or Associate in Science degree program with a minimum of twenty-five (25) percent of the total semester hours taken at Wallace State Community College. The exact number of semester hours required in each program is specified in the Academic Programs section of this catalog.
   Associate of Applied Science Degree – Completion of 60-76 semester credit hours in a planned program of study with a minimum of twenty-five (25) percent of the total semester hours taken at Wallace State Community College. The exact number of semester hours required in each program is specified in the Academic, Health Sciences, and Career/Technical Programs section of this catalog.
2. Successfully complete the general education and other required courses as specified in the program of study.
3. Achieve a minimum cumulative grade point average of 2.0.
4. Pass all courses in the <u>major</u> area of study with a grade of "C" or better.
5. Meet graduation requirements within five (5) years of the date of their first admission. Those who do not meet these requirements must meet the requirements in effect at the time of their graduation. Students readmitted to WSCC must meet the graduation requirements at the time of their readmission.
6. Receive approval of the division dean.
7. Fulfill all financial obligations to the College.
8. Complete formal application for graduation by the specified date to the Cashier's Office.
9. Completion of WorkKeys for programs that require WorkKeys assessment.

Certificate Requirements

To become eligible to receive a Certificate, the student must fulfill the following requirements:

1. Meet all admissions requirements.
2. Satisfactorily complete an approved program of study. See the Academic, Health Sciences and Career/ Technical Program sections of this catalog.
3. Complete at least 25 percent of semester credit hours at Wallace State Community College.
4. Achieve a minimum cumulative grade point average of 2.0.
5. Complete a formal application for the certificate by the specified deadline date.
6. Fulfill all financial obligations to the College.

Procedures for Applying for Graduation and Processing Graduation Applications

I. Process:

Applications for graduation are due to the Cashier's Office before the semester in which students expect to complete all certificate or degree requirements.

1. Graduation Applications may be picked up in the Admissions and Records Office or from an advisor. Notices concerning the expected due dates will be distributed on bulletin boards and within each semester schedule.
2. Applications must be completed by the student and contain the advisor's signature for processing approval. Attached to the application must be a copy of the student's transcript, a program checklist, and/or degree plan for respective major.
3. Students must then submit the Graduation Application packet to the Cashier's Office to be considered as a graduate of the subsequent semester of enrollment.
4. Graduation Applications cannot be processed if holds are present on an account.
5. Cashier's Office verifies lack of holds or financial obligations and forwards to appropriate Dean or Vice President's Office for signature.
6. Application is then submitted to Admissions Office for verification.

II. Student Responsibilities:

Students are responsible for obtaining and completeing the forms associated with graduation, as well as paying the graduation fee by the deadline. Faculty and staff will encourage and assist students in the process as needed.

1. Students must complete a Graduation Application and meet with an advisor to sign and date the application.
2. Students must attach a transcript and checklist to the application before submitting to the Cashier's Office.
3. Any applicable fees must be paid when application is turned into Cashier's Office.
4. If holds exist on student accounts, they must be cleared to process the graduation application.
5. Students receive diplomas/degrees at commencement exercise but they may also be picked up in the Admissions Office one week after final grades are posted for that semester.

WORKKEYS

The ACT WorkKeys systems has been implemented at Wallace State Community College to assist students in improving and documenting their skills for the workplace. The WorkKeys system consists of skills assessment of individuals, profiles to determine skill levels needed for employment, and targeted instruction to assist individuals in skills improvement. The goal is to ensure that students are equipped with the skills they need to do well in their chosen field. WSCC students take the WorkKeys assessment after having completed the requisite number of credit hours in his/her major. Completing the assessments for students enrolled in certain majors is a requirement for graduation. Students should check with their advisor to ascertain if they are required to complete the WorkKeys assess-

ments. Students must take a scheduled WorkKeys assessment during one of their last two semesters to qualify for graduation. You may call 256. 352.8461 to schedule the WorkKeys assessment.

REGISTRATION INFORMATION

A student must be officially registered for every class he/she attends. If the student's name does not appear on the class roll, credit will not be granted.

Details of the dates and times of registration for each semester will be published in the semester Schedule of Classes. Students may obtain a Schedule at the Admissions Office or on-line. Students should discuss their programs with their advisors before registering.

Registration becomes official when students have paid all tuition and fees.

Change of Schedule

After a student's registration is completed, he/she may change his/her schedule by dropping or adding a course. A Change of Schedule Form must be completed and submitted to the Office of Admissions. Courses can only be added or dropped during the official drop/add period.

Change of Program

A student may change programs by completing the appropriate form in the Admissions Office. Students who have graduated from a program but wish to begin another course of study, regardless of the length of time from graduation, must submit this form.

GRADES AND QUALITY POINTS

A letter grade is assigned in each course in which the student is enrolled at the end of the semester. A quality point value per semester hour is assigned to each letter grade.

Letter Grade	Definition	Quality Points
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	0.0
S	Satisfactory completion of Institutional Credit Course	None
U	Unsatisfactory completion of Institutional Credit Course	None
W*	Withdrawal	None
AU	Audit	None
I	Incomplete	None

*A student may not be assigned a "W" after the deadline published in the official college calendar.

Withdrawal from a Course or from the College

After the drop/add period, the following withdrawal policy is in effect.

From a Course – a student may withdraw from a course in person as listed with a particular date in the class schedule by obtaining the appropriate form from the Admissions Office. After the form is returned to the Admissions Office, a grade of "W" will be posted for the relevant course.

Note: Withdrawals will not be processed if the student has an outstanding financial obligation to the College. Withdrawals are not allowed online after the drop/add period. However, withdrawals may be processed in the Admissions Office until the published deadline each semester.

From the College – a student may withdraw from the institution up to the deadline published in the schedule and calendar. A grade of "W" shall be assigned to all courses for students who officially withdraw. A grade of "W" may not be assigned after the published date unless approval of an administrative withdrawal is granted through the Vice President for Students office.

A grade of "W" will not be used in computing the student's semester GPA.

Satisfactory and Unsatisfactory Grades

Satisfactory "S" and Unsatisfactory "U" grades are assigned in courses that are designated for institutional credit. "S" indicates that a student may promote to the next level, whereas "U" indicates that the course was not completed and should be repeated. These courses will not transfer, and none of the grades carry quality points and will therefore not be calculated in the grade point average.

Auditing a Course

Students who have been admitted to the College are allowed to declare an audit "AU" of a course during the regular registration and schedule adjustment periods. Tuition and fees are equal to those charged for courses taken for credit. A student auditing a class may not change his/her status to that of a credit student nor may a credit student change his/her status to that of an audit. A student auditing a class is expected to follow the attendance policy.

Incomplete Grade

The grade of incomplete (I) may be assigned when a student has been prevented from completing the requirements of a course and is assigned only in exceptional circumstances. The student must request a grade of incomplete from the instructor. The instructor may grant or deny the request. A grade of incomplete (I) must be cleared within the first eight weeks of the following regular semester or a final grade of "F" will automatically be recorded. The grade will be reported to the student at the end of the semester in which the grade is changed.

A grade of incomplete (I) is not added into the total number of hours attempted until it has been cleared. Students are cau-

tioned that "I" grades may affect their eligibility for financial aid benefits.

Grade Reports and Grade Point Averages

At the end of each semester, each student will receive final grade reports online that will indicate the final grades received by the student for all courses in which he/she was enrolled during that semester. The grade report will show the semester hours attempted, the total quality points and credit hours earned, and a grade point average. Also included on the grade report will be a record of the total number of hours attempted, the total quality points earned, and a cumulative grade point average (all courses attempted).

The grade point average is computed by multiplying the quality points earned by the credit value of each course and dividing the total quality points earned by the total credit hours attempted as indicated by the example below:

```
3 sem hrs of "A" x 4 = 12  quality points
3 sem hrs of "B" x 3 =  9  quality points
3 sem hrs of "C" x 2 =  6  quality points
3 sem hrs of "D" x 1 =  3  quality points
3 sem hrs of "F" x 0 =  0  quality points
15 sem hrs              30  total quality points
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30 quality points ÷ 15 hours attempted = 2.0 GPA

AU, S, U, I and W grades are not included when computing a student's grade point average (GPA) but may be recorded on a student's transcript.

The final grade report at the end of the semester is the only grade report issued. The final grade report for each semester will be provided to each student. The final grade is the only one that appears on the student's transcript. Instructors will keep students informed of their progress during the semester.

Grade Appeal Procedure

It is the policy of WSCC that students should have the opportunity to appeal any grade which a student has reason to believe does not accurately and fairly represent the work that was completed. Therefore, the College has established a grade appeal procedure to be used if a student has valid reason to believe that a grade which the student received for an examination, a written/oral presentation, a project, or other required classroom activity, is either an inaccurate or unfair grade. A student must make the initial grade inquiry within seven calendar days after the student receives notice of the grade in question except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal, if any, must occur within a seven-calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived. For grades on final examinations or grades that represent the final grade for the course, the initial seven-day period shall begin to accrue on the first class day of the next academic term. In appealing a grade, the student shall have the opportu-

nity to have his or her concern about the grade reviewed through the following procedures:

The student shall begin by stating either orally or in writing to the instructor that the grade in question is either inaccurate, unfair, or both, and include the justification for appeal on the Grade Appeal Form, available online at www.wallacestate.edu under Student Services Forms. If the student and the instructor cannot successfully resolve the student's concern, the student may then contact the Chairperson of that instructor's division, department, or Program Director. The student shall appeal to the Chairperson by submitting the appropriate form stating his/her concern regarding the grade, and describing the prior discussion with the instructor. (If the Instructor issuing the grade is the Chairperson of the respective division, department, or program, the student may appeal directly to the Division Dean.) The Chairperson will review the student's grade issue. The Chairperson shall have the authority to call in the Instructor or to ask for the assistance of another WSCC Instructor or seek the opinion of an expert in the subject area under review. If the student's concern about the grade cannot be successfully resolved at this level, the student shall be given the opportunity to take the appeal to the Vice President for Students. The faculty member shall also have the right to appeal a decision of the Chairperson to the Vice President for Students. Appeal information must be submitted in writing along with the Grade Appeal Form to the Vice President for Students' Office and must contain the following:

1. Name and course number of the grade under appeal.
2. Names of the student and the Instructor.
3. The term, day(s) of the week, and time of day that the course was taken.
4. A concise description of the student's complaint and narrative explanation of why it is felt that the grade was unfair, inaccurate, or both.
5. The date that the student first took the appeal to the Instructor.
6. A summary of the result of the student's appeal to the Instructor.
7. The date that the student took the appeal to the Division Chairperson or Program Director.
8. A summary of the result of the student's appeal to the Division Chairperson or Program Director.

In addition to the above information, the student and/or instructor should include a photocopy of any and all documents that the student and/or the instructor believe would assist the Vice President for Students in reviewing the grade appeal. The Vice President shall review the appeal, schedule a meeting with the student and the Instructor and render a written report within fourteen calendar days after the receipt of all of the appeal information. The Vice President for Students shall have the authority to consult with the instructor, the Division Chairperson or Program Director, or other persons who have expertise in the subject area. Once the Vice President for Students has completed the review of the grade appeal, a written report describing his or her findings and conclusions will be provided to the student, instructor, and Division Chairperson or Program Director. In the event that the Vice President for Students determines that a change in the student's grade is in order, the student's official grade will be changed under the authority of

the President of WSCC, which has been delegated to the Vice President for Students, to render final rulings on grade appeals. Therefore, the decision of the Vice President for Students will be final and not subject to further appeal.

NOTE: The same general process may be used by a student who wishes to express a concern about the fairness and appropriateness of other strictly academic matters. In reviewing appeals regarding matters other than grades, the Vice President for Students will provide a memorandum of the findings, conclusions, recommendations, and/or directives regarding the matter under appeal, to the student, instructor, Division Chairperson or Program Director, and Division Dean.

Repeating a Course for Credit (Course Forgiveness)

If a student repeats a course once, the last grade awarded (excluding a grade of "W") replaces the first grade in the computation of the cumulative grade point average. The semester grade point average during the semester in which the course was first attempted and thereafter will be affected. The official transcript will list the course and grade each time it is attempted.

When a course is repeated more than once, all grades for the course—excluding the first grade—will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled.

It is the student's responsibility to request of the Director of Admissions that the cumulative grade point average be calculated as stated if not automatically conducted.

Academic Bankruptcy

A student may make a request in writing to the Director of Admissions that he/she be allowed to declare academic bankruptcy under the following conditions:

- 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 coursework taken during that one semester, provided the student has taken a minimum of eighteen semester hours of coursework at the College since the bankruptcy semester occurred. All coursework taken, even hours completed satisfactorily during the semester for which academic bankruptcy is declared, will be disregarded in the cumulative GPA.
- If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters, provided the student has taken a minimum of eighteen (18) semester hours since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily during the semester for which academic bankruptcy was declared, will be disregarded in the cumulative grade point average.
- When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for the semester affected. The transcript will reflect the semester of its implementation and the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED."
- A student may declare academic bankruptcy only once.
- Implementation of academic bankruptcy at this institution does not guarantee that other institutions will approve such action.

CREDIT FOR NON-TRADITIONAL LEARNING AND PRIOR LEARNING ASSESSMENT (PLA) CREDIT

Wallace State Community College awards limited credit for advanced placement, challenge examination, CLEP and DANTES examinations, ACE, armed forces and service schools training, and certain professional certification. The maximum credit earned from non-traditional sources that may be applied toward the associate degree or certificate program is twenty-five (25) percent of the total semester hours. Non-traditional credit is not posted on a student's transcript until the student is enrolled. The non-traditional credit awarded may not count toward the 25% of WSCC coursework necessary for graduation. Questions may be directed to the WSCC Registrar, Prior Learning Assessment (PLA) institution contact, at 256. 352.8278. PLA forms are available in the Admissions Office.

Students may earn credit through non-traditional sources such as:

Advanced Placement (AP)

- WSCC recognizes a number of Advanced Placement courses that are taken in high school and supplemented by satisfactory scores on the National Examination of the College Entrance Examination Board (CEEB) Advanced Placement Program.
- WSCC will accept AP scores of 3 or above.
- The student is responsible for having the scores sent to the Office of Admissions.

College Level Examination Program (CLEP)

- The CLEP exams are given by appointment in the testing office. The exams also may be taken at other colleges and sent to WSCC.
- A minimum score of 50 is required. Some courses may have higher minimum scores. See following list of acceptable courses and scores.
- Test scores must be documented by either the official score sheet for the CLEP Exam or by an official transcript from another accredited institution and received in the Office of Admissions.
- Other institutions may not accept the CLEP exam credit even if it is documented on the WSCC transcript. Student should contact the college to which they plan to transfer for accurate information.

CLEP Exams	Minimum Score	Equivalent Courses	Credits
Composition & Literature			
American Literature	50	Eng 251& 252	6
College Comp Modular without Essay	50	Eng 101	3/6 (2)
College Comp without Essay	50	Eng 101 & 102	6
English Literature	50	Eng 261& 262	6
Science & Mathematics			
Biology	50	Bio 103	4
Calculus	50	Mth 125	4
College Algebra	50	Mth 100	3
College Mathematics	50	Mth 116	3
Precalculus	50	Mth 112	3
World Languages*			
German Language, Level 1	50	Grn 101 & 102	8
Spanish Language, Level 1	50	Spa 101 & 102	8
History & Social Sciences			
American Government	50	Pol 211	3
History of U.S. I.: Early Colonization to 1877	50	His 201	3
History of U.S. II: 1865 to Present	50	His 202	3
Human Growth & Development	50	Psy 210	3
Psychology, Introductory	50	Psy 200	3
Sociology, Introductory	50	Soc 200	3
Macroeconomics, Principles of	50	Eco 231	3
Microeconomics, Principles of	50	Eco 232	3
Western Civilization I: Ancient Near East to 1648	50	His 101	3
Western Civilization II: 1648 to Present	50	His 102	3
Business			
Business Law, Intro	50	Bus 261	3
Management, Principles of	50	Bus 275	3
Marketing, Principles of	50	Bus 285	3

*Level 1 is equivalent to the first two semesters (or six semester hours) of college-level world language course work. Level 2 is equivalent to the first four semesters (or twelve semester hours) of college-level world language course work.

Credit for Military Training and Educational Experiences

Military Training

- Credit for courses taken while in the military will be evaluated according to nationally recognized guidelines, e.g. Defense Activity for Non-Traditional Educational Services Support (DANTES) and/or American Council on Education (ACE) guidelines.
- The student is responsible for having the scores sent to the Office of Admissions.
- Credit for courses with acceptable scores will be posted to the student's transcript.

Articulation Agreements

- WSCC has agreements with several school districts whereby the students of their Technical Career Centers may receive credit for the technical courses completed at these locations.
- The high school graduates who have completed the Career/Technical Program at these high schools, maintained a B average in their high school career/technical core courses, and enrolled at WSCC may receive up to one semester of technical credit as determined by the individual program agreements.
- Skills tests will be administered by the WSCC Instructors in those programs that require testing.
- Credit for courses with acceptable scores will be posted to the student's transcript as transfer credit.

Challenge Exams

- Approved course exams may be given by the departments to assess skills.
- Upon successful completion of these exams, credit may be transcripted with a "S" grade upon payment of tuition and fees for the course tested.
- In certain instances, a waiver of course requirements may be appropriate. The Division Dean will evaluate requests according to curricula and determine whether to waive course requirements.

Portfolios (PLA)

- Documentable training, certificates, or skills.
- Comprehensive collection of qualifications.
- Forms and information are available from WSCC Registrar.
- Describes experience.

CLASS LOAD

The institution considers a normal full-time class load as being 12-19 semester hours. Any student desiring to take more than 19 semester hours will be considered carrying an overload for that semester and must meet one of the following provisions:

- First-semester freshmen may take an additional 3 hours if they have an overall 3.5 high school grade average and an ACT composite score of 25.
- All other students may register for up to 24 hours, provided that they have completed a minimum of 12 semester hours, have a cumulative grade point average of 3.0, and have approval of the Division Vice-President or Dean.
- Students enrolled in two or more developmental courses should limit schedules to 12 semester hours. Students placing in one or more developmental courses must also enroll in ORI 103 (Orientation) during the first semester of occurrence.
- Students on probation may take no more than 12 hours.
- A minimum of 12 semester hours is required to be classified a full-time student.

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

ATTENDANCE POLICY

Time and statistics have demonstrated the direct connection between academic success and regular, punctual class attendance. Wallace State students are responsible for the full work of the courses in which they are registered; therefore, students are responsible for attending all class meetings and taking all exams. The attendance policy applicable to a specific instructional program may be more restrictive than the College policy. These policies may be influenced by requirements of external agencies.

MAKE-UP POLICY

Wallace State's various instructional departments set departmental make-up policies. Through course syllabi or department handbooks, instructors must inform students of institutional and departmental policies.

Students with legitimate concerns may appeal the attendance actions of faculty members by following the procedures outlined under the Student Academic Grievance Policy in the Student Handbook section of the catalog.

FINAL EXAMINATIONS

Final examinations are given in all subjects at the close of the semester. Examination attendance is mandatory. In extenuating circumstances, examinations may be rescheduled with the instructor's consent.

ACADEMIC HONORS

Wallace State Community College recognizes superior scholastic achievement by publishing in the local newspapers the President's List and the Dean's List at the end of each semester. Students recognized receive congratulatory letters from the College President and/or the Division Deans or Vice Presidents.

President's List

The President's List recognizes students who were enrolled for a minimum of twelve semester hours (excluding transitional courses) and earned a grade point average of 4.0.

Dean's List

The Dean's List recognizes students who were enrolled for a minimum of twelve semester hours (excluding transitional courses) and earned a grade point average of between 3.5 or above but below 4.0.

GRADUATION HONORS

Degrees

Superior academic achievement by graduating students is recognized on transcripts by the following:

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

Certificates

Superior academic achievement by students earning certificates shall be designated on transcripts as follows:
Graduation with Distinction - 3.50 to 4.00 cumulative GPA

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 24 semester credit hours at WSCC.

ACADEMIC STANDARDS OF PROGRESS

The following Standards of Progress shall apply to all students unless the program in which the student is enrolled has higher standards of progress due to external licensure, certification, and/or accreditation requirements.

A student must maintain the following cumulative grade point average (GPA) dependent upon the number of hours attempted at the College in order to have clear academic status:

Hours Attempted . . . . .GPA
12-21 . . . . .1.50
22-32 . . . . .1.75
33 or more 2.00

Transfer students who are admitted on Academic Probation retain that status and the WSCC academic standards of progress apply to them.

Application of Standards of Progress

The following applications of Standards of Progress apply:
- When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is clear.

- When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the College, the student is placed on 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 College but the semester GPA is 2.0 or above, the student remains on Academic Probation.
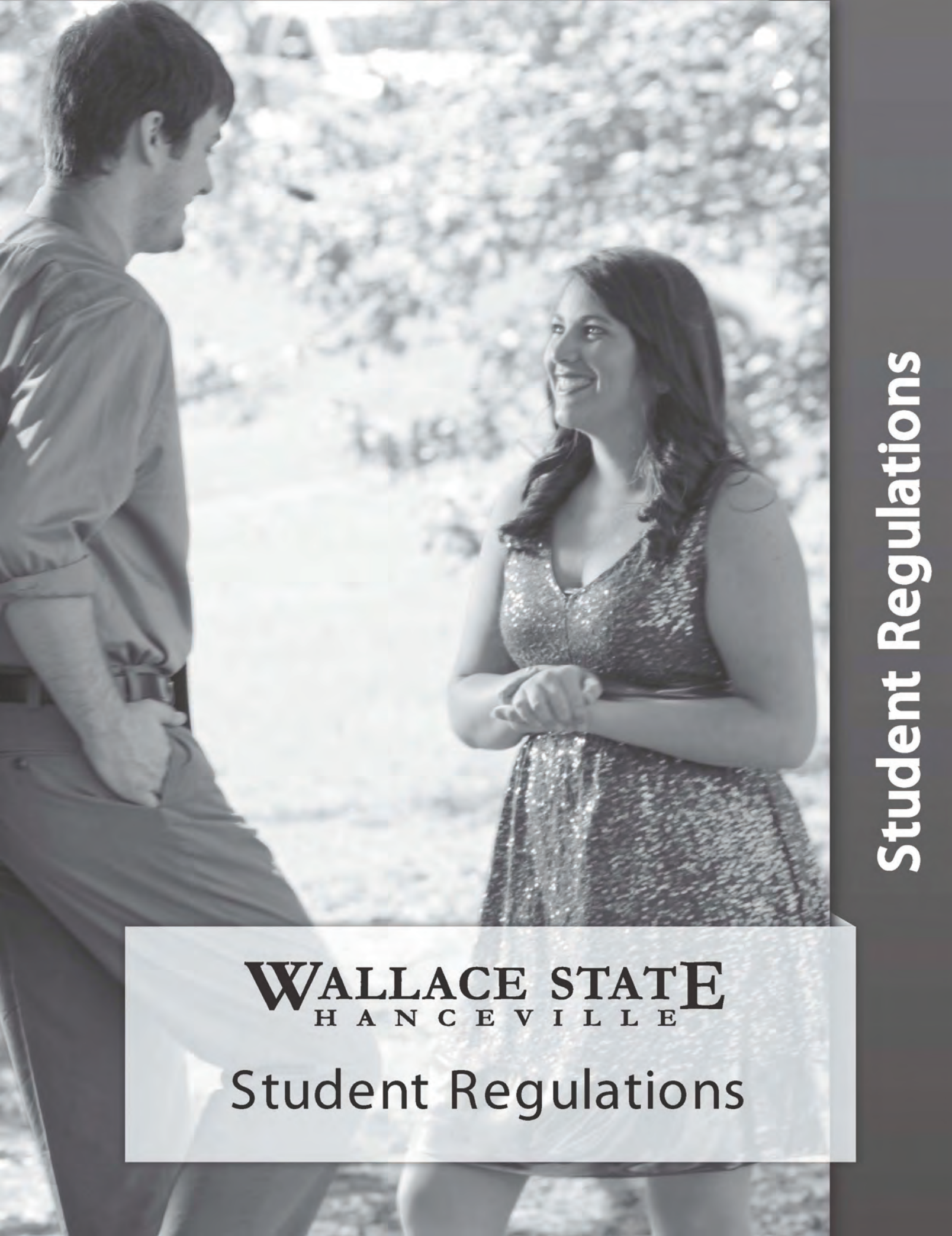
- When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read Suspended One Semester.

- 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. The student will be readmitted to the college on Academic Probation.

- A student who is on Academic Probation after being suspended (for any time period- 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.

- A student returning from a suspension (for any time period) 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. The student may appeal the suspension.

- All applicable academic designations except <u>clear</u> will appear on the student's transcript.

Appeal Process for Readmission

If a student does not contest the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a Petition for Academic Reinstatement form to the Admissions Committee for an "appeal for readmission." The petition must be received by the Admissions Committee by the date established by the college each semester. During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the College's official records. Students suspended for one calendar year must appeal the suspension the first semester following the suspension. Failure to do so indicates his/her acceptance of the one-year suspension.

Intervention for Student Success

When a student is placed on Academic Probation, One-Semester 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, academic skills workstop attendance, and/or prescribing other specific methods for success.

WALLACE STATE
HANCEVILLE

Student Regulations

STUDENT CODE OF CONDUCT

Wallace State Community College is dedicated to the total development of students. Therefore, the College has the responsibility for protecting individual rights, both academic and personal, including the rights of students and employees.

The College assumes that its students are mature adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach; the College believes in treating students as adults. Therefore, the College reserves the right to discipline any student whose conduct and behavior is undesirable or harmful to the College. In addition to the WSCC Code of Conduct and procedures, criminal behavior is subject to criminal charges.

Generally, College disciplinary action will be limited to conduct which adversely affects educational pursuits. It is the student's responsibility to become familiar with the rules and regulations of both the College and the department in which the student chooses to enroll. Failure to do so does not excuse the student from any policy as set forth by the College or the department in which the student is enrolled. The following misconduct subjects students to disciplinary review:

Misconduct Defined

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

1. Any form of dishonesty, including cheating, plagiarism, or furnishing incomplete or false information to the College.
2. Forgery, alteration, or misuse of College documents, exams, records, vehicle registration, verification, or identification.
3. Intoxication from, or the use, display or possession of alcoholic beverages or any controlled substance (drug), unless the student has a valid prescription for the use of the controlled substance.
4. Use, possession, or distribution of firearms, knives, weapons, ammunition, fireworks, or any type of explosive or incendiary device or material. Items perceived as weapons are also prohibited. Only duly constituted law enforcement officers on duty may possess firearms on campus.
5. Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, reckless endangerment, raiding, inciting to raid, harassment, bullying ,and assembling to raid College properties. This offense also includes in-class behavior that unduly disrupts the order of a class.
6. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes but is not limited to, the usage of verbal or symbolic expressions that would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.
7. Participation in any form of gambling.

8. Unauthorized entry to College facilities.
9. Unauthorized possession of a key to College facilities.
10. Unauthorized interference with the use of or access to a College facility.
11. Any form of littering, including, but not limited to, tobacco products such as cigarette butts.
12. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers.
13. Violation of any College policy or regulation as published or referred to in the College Catalog/Student Handbook or by campus signage, including, but not limited to, those governing the time, place, and manner of public expression; the registration of student organizations; the use of computers; copyright laws; and use or parking of motor vehicles on the campus.
14. Violation of any federal, state, or local law or ordinance.

Automatic Suspension or Expulsion

The following offenses will merit automatic disciplinary suspension or expulsion from the College.

1. Intoxication from, or the use, display, or possession of alcoholic beverages on any area of the WSCC campus or school activity. (This includes the presence of empty or full alcoholic beverage containers.)
2. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers while on the WSCC campus.
3. Theft of or intentional damage to property of the College or to the property of any member of the College community or visitor to the College campus.
4. Intentional misuse of any College fire alarm or fire-fighting equipment.
5. Actual or threatened physical abuse of any person, including hazing, or any other act which endangers the health or safety of any such person.
6. Use, possession or influence, sale, or distribution of any controlled substance (drug), as outlined by the statutes of the State of Alabama, except as expressly prescribed by a physician.

PROCEDURE FOR BRINGING CHARGES AGAINST A STUDENT

Any student, faculty member, or administrator may file charges against any student for misconduct. The charges are to be filed, in writing, with the Vice President for Students. The Vice President for Students may suspend the student pending consideration of the case when necessary, until such time as it is deemed feasible for the student to return to campus or until a decision is rendered. The procedure is as follows:

1. The Vice President for Students will make a preliminary investigation within seven days by consulting all parties involved, including the accused, to see whether the charges may be disposed of informally without the initiation of disciplinary proceedings.

2. The Vice President for Students will determine whether or not the alleged misconduct warrants disciplinary proceedings. The student(s) will receive a copy of the charges.
3. The Vice President for Students will keep on file a copy of the charges plus his/her investigation report for use by the Disciplinary Review Committee if warranted.
4. The Vice President for Students will set a time for the hearing and notify all parties involved (within five days from the receipt of the charges) if warranted. If not, a decision will be rendered and the student will receive such notification in writing.

THE DISCIPLINARY REVIEW COMMITTEE

1. Recognizing the right of students to be granted protection by the inclusion of due process in all matters of a disciplinary nature, the College assures due process through the action of the College Disciplinary Committee.
2. The Disciplinary Review Committee has the dual function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the College community. The purposes of the Disciplinary Committee are as follows:
   a. To hear charges and evidence concerning alleged student misconduct and disciplinary action to be taken in cases appealed by students and referred to the Committee by the Vice President for Students.
   b. To review and make recommendations to the Vice President on student disciplinary policies and procedures.
3. The Disciplinary Review Committee shall consist of two (2) students, six (6) faculty or staff members, and the Vice President for Students, who is chairperson.
4. The two student members shall be chosen for one-year terms by the advisor of the Student Government Association.
5. The six faculty/staff members who are appointed by the College President will serve one-year terms on the Disciplinary Review Committee. The Vice President for Students shall cast a vote only when necessary to break a tie. Any Disciplinary Review Committee member who has any personal interest in or special information concerning a case will be disqualified from the case; a replacement may be appointed to fill the vacancy. At no time shall the Disciplinary Review Committee meet without a quorum of its members present.
6. The Disciplinary Review Committee shall maintain an adequate record of the history and the disposition of each case to come before it. The record shall include a summary of the evidence upon which the Disciplinary Review Committee based its decision and the decision that was reached.

PROCEDURE FOR CONDUCT OF THE HEARING

Any student whose case is referred to the Disciplinary Review Committee shall receive written notice at least two (2) days before the case is to be heard by the Committee. The notice shall inform the student of the date, place, and time of the hearing. On request and for good cause, the Vice President for Students may allow an extension of time based on the individual circumstances of the case.

Disciplinary Procedures

College disciplinary procedures assure the student's right to procedural and substantive due process and to safeguard personal and confidential information concerning the student. These procedures may differ from court procedures in the interest of student welfare and confidentiality procedures and rules have been developed to assure fair hearing and appeal. The Vice President for Students makes disciplinary decisions at the administrative level and refers appropriate appeals to the College Disciplinary Review Committee for an appellate hearing. The Vice President is responsible for coordinating all disciplinary procedures and for reviewing appropriate records of student conduct and disciplinary actions.

Alleged violations of College regulations must be filed in writing with the Vice President for Students in order to initiate a disciplinary review. Any student, faculty member, or staff member may register a complaint with the Vice President. The Vice President will then inform the accused in writing, will request a conference, and will render a decision to the student regarding the case in question. The decision will be one of the following:

1. Find the accused not guilty and dismiss the case.
2. Refer the student to a counselor for personalized assistance.
3. Find the student guilty as charged and apply the appropriate penalty stated under "Disciplinary Actions."
4. Refer the case directly to the College Disciplinary Committee for a hearing.

Upon communicating his/her decision to the student, the Vice President will also explain the student's right to appeal the case to the Disciplinary Committee. If the student wishes to appeal the case, he/she must give a written request, stating the reason(s) for the appeal, to the Vice President within forty-eight hours. The Vice President will then have 48 hours to refer the case to the Disciplinary Committee along with his/her recommendation for disciplinary action. The Committee will conduct a hearing under the guidelines specified in "Hearing Procedures," and will submit its decision in writing to the Vice President, who will notify the student.

Hearing Procedure

Disciplinary Review Committee hearings shall be private and confidential and will be limited to persons officially involved. Persons present shall include Disciplinary Review Committee members, the Vice President for Students, the student who is the subject of the hearing and his/her advisor (if requested), appropriate staff members, a recorder, and witnesses for both parties (if available). Witnesses will be present only when giving testimony.

The student has the right to have one advisor, who may be but does not have to be an attorney, present during the hearing.

The advisor may not address the hearing to give evidence on behalf of the student. However, in answering or asking questions, the student may seek advice from the advisor before proceeding. The minutes of the proceedings will be recorded. Minutes will be filed in the office of the Vice President for Students and will be kept confidential. The Vice President for Students may change the day and time of the hearing if extenuating circumstances exist by notifying all parties or may determine that a hearing takes place without the student present if the student has been given notification but does not appear for the hearing. The order of the hearing shall be:

1. Opening remarks by the Chairperson of Disciplinary Committee.
2. Review of charges and action taken, if any, in the case by the Vice President.
3. Opening statement by the Vice President or his/her designee of not more than ten minutes.
4. Opening statement of not more than ten minutes by the accused student.
5. Presentations of evidence by parties, including testimony and questioning of witnesses. Witnesses for the College will present testimony first. Both parties to the action and the members of the Disciplinary Review Committee have the right to question witnesses. Following the testimony of all College witnesses, the student may call his/her witnesses.
6. Closing statement by the student.
7. Closing statement by the Vice President or his/her designee.
8. Deliberation. The Disciplinary Review Committee will conduct its deliberation in a closed and confidential session and, after reaching its secret ballot decision, will orally inform the parties of the decision at the close of the hearing. Each party will subsequently be provided a written summary of the findings of the Committee within seven days. The Disciplinary Review Committee will make a determination on the total time to be allotted for the hearing and may limit the time for any or all aspects of the hearing.

Disciplinary Action

The following disciplinary actions will be administered according to the severity of the infraction as determined by the Vice President for Students and/or the Disciplinary Review Committee:

1. **Disciplinary Reprimand.** This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.
2. **Disciplinary Probation.** This is designated to encourage and require a student to cease and desist from violating college regulations. Students on probation are notified in writing that any further misbehavior on their part will lead to more severe action. Disciplinary Probation will be for the remainder of the existing semester and possibly for all of the following semesters of attendance.
3. **Disciplinary Suspension.** This excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the

end of the designated period of time, the student must make formal reapplication for admission.
4. **Class Suspension.** A student may be suspended from attending one or more specified courses for improper behavior. Class suspensions can be for the remainder of the term, and the student can be assigned a letter grade of "F" for each course from which he/she is suspended.
5. **Area Suspension.** A student may be suspended from a specified college area for improper or disruptive behavior. Suspensions generally will be for a period of time not to exceed the remainder of the term.
6. **Disciplinary Expulsion.** This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are guilty of chronic misbehavior or a major breach of conduct. The College reserves the right, but has no duty, to lift the prohibition against re-enrollment upon its consideration of a written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.
7. **Payment of Damages.** Payment will be assessed against a given student or students for the amount necessary to repair damage caused by student's or students' behavior.

NOTE:
Disciplinary suspension or expulsion shall not result in a notation on a student's permanent record. However, a notice that a student is currently on suspension or expulsion and ineligible to return to WSCC until a certain date shall be attached to the student's file. In the event that the student shall become eligible to return, the notice shall be removed.

ACADEMIC MISCONDUCT

Certain types of inappropriate conduct are defined as "academic misconduct." In an instance of academic misconduct, a student may:

1. Be required to retake an examination, or resubmit an assignment, regarding which academic misconduct is determined by the instructor to have occurred;
2. Receive an "F" on the given exam or assignment; or
3. Receive an "F" for the course.

Whether or not academic misconduct occurred, and what classrooms sanctions, if any, are to be applied, are matters to be determined by the respective instructor. Any student who opposes the sanction imposed by an instructor may appeal the matter to the Vice President for Students through the Grade Appeal Process. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed. Students who receive classroom sanctions for academic misconduct may also be subject to disciplinary action by the Vice President if the misconduct also violates the Student Code of Conduct and is reported by the instructor for such

disciplinary action.

Academic dishonesty is defined as the action or contribution to:

1. Cheating on an exercise, test, or examination to meet course requirements for oneself or contributing to others. Cheating also includes the provision and/or use of unauthorized aids in any form.
2. Plagiarism on an assignment paper, theme, report, or other material submitted to meet course requirements.

Plagiarism is defined as incorporating into one's work the work of another without indicating the source from which the work was obtained.

STUDENT COMPLAINT AND GRIEVANCE PROCEDURES

Wallace State promotes the open exchange of ideas among all members of the WSCC 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, WSCC 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 WSCC 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, WSCC 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 Vice President for Students.

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 WSCC who wishes to make a complaint about a strictly academic matter shall do so by virtue of the grade appeal procedure. A complaint by a student relating to a disability shall be reported to the College Special Populations Coordinator. Other types of complaints shall be reported to the Vice President for 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, Vice President for Learning, 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 (Vice President for Learning) 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 WSCC. However, the President shall have the discretion to select persons other than WSCC 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 WSCC, 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 his/her 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 Respond-ent(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 appealable. 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 WSCC, 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.

STUDENTS' RIGHT TO KNOW

All Wallace State students and prospective students are afforded the right to review certain relevant information concerning Wallace State's graduation rates and any instance or instances of on-campus criminal activity. Information relating to Wallace State graduation rates is available through the Institutional Research Office. Information obtained and retained under the Federal Crime Awareness and Campus Security Act of 1990 may be obtained from the Vice President for Students. Disclosures may be found under Consumer Services within the Student Services web page at www.wallacestate.edu.

MOTOR VEHICLE REGISTRATION AND REGULATIONS

I. Registration

Wallace State Community College requires all students to register their motor vehicles. Vehicles must be registered through Student Activities, Admissions Office, or Auxiliary Services and

possess a current campus identification hang tag. They will receive vehicle identification which must be displayed while on campus. Visitors must obtain vechicle passes for campus use.

II. Motor Vehicle Repair

Students may have their personal motor vehicles repaired in the following College departments: Auto Mechanics, Auto Body, Diesel, or Upholstery. To insure that students in Auto Mechanics obtain work on current auto systems and procedures, the Auto Mechanics Department will not repair automobiles that are over ten years old. The Body Shop will not repair automobiles that are over ten (10) years old.

The cost of repairs on students' vehicles will reflect the purchase price of parts and materials, plus 20%, and tax. There is no charge for labor.

When the estimated cost of repairs exceeds $200.00, a 75% deposit must be paid at the Cashier's Office prior to the initiation of the work. After the work is completed, the work order must be paid in full at the Cashier's Office before the vehicle is returned to the student. A paid-in-full receipt must be furnished to the shop instructor before the vehicle can be released.

ELECTRONIC MAIL POLICY AND PROCEDURES

WSCC has established email as the recognized means for sending official information to students, faculty, and staff. Because the College has provided all students with an email address, communications with WSCC employees should be conducted through this address and comply with the *Computer Use Policy,* while noting that this correspondence becomes official college record. It is the responsibility of all faculty, staff, and students to check their College email on a frequent and consistent basis and to understand that they are not absolved from the responsibilities associated with the contents of electronic communications if the communications are not received and read on a timely basis.

CELL PHONE USAGE POLICY

Cell phones, pagers, and their attending noise are distracting to both staff and students in classrooms, labs, offices, and libraries. These areas are also inappropriate sites for personal telephone conversations. In consideration of others and to minimize distractions, phones and pagers should be set to "silent" or "vibrate" inside campus buildings. Usage of cell phones and electronic communication devices is prohibited during all class/lab times. If an emergency situation is encountered, it should be approved in advance. Employees shall limit personal calls on business phones or cell phones during the work day. Violators will be subject to disciplinary action.

SMOKING AND EATING

Smoking, as well as tobacco products, is prohibited in any enclosed, indoor area of any college building. Smoking is permitted in personal vehicles only. Eating is prohibited in the classrooms.

CLEAN AIR POLICY

- In an effort to promote a healthier educational environment, WSCC has adopted a Clean Air Policy beginning in 2011.
- As before, smoking or the use of tobacco products continues to be prohibited in any enclosed, indoor area of any building or other educational facility owned or operated by the institution.
- Outdoors, tobacco and smoking is now limited to vehicles and other designated zones away from buildings as noted by the beige ash receptacles and/or signage.
- Students, staff and visitors should not be exposed to second-hand smoke to enter a campus building or event as they should be "Clean Air Zones" for all.

PLAN FOR VISITORS ON CAMPUS

1. Campus visitors should check in with the Enrollment Management Office to receive a Visitor's Pass.
2. All police or other law enforcement visitors to see individual students must be joined by either WSCC Security Officer, Auxilliary Director, Dean of Students, Vice-President for Students, Night Coordinator or other designee while meeting with students on campus.
3. If someone shows up unescorted at a classroom door seeking a student, the instructor should direct him/her to the Enrollment Management Office or the appropriate party.
4. Visitors for the purpose of serving papers on a student will be verified as legitimate and papers as authentic before meeting with students.
5. Students will be contacted at location specified by law enforcement visitor and asked to speak with visitor in the Campus Security Office, Vice-President for Students' Office, or Auxilliary Director's office.
6. WSCC staff will not give out any information on a student aside from Directory Information (name, address, phone number, date of birth, level of education, and major). Officer/visitor must already know location of student.

RESTROOM POLICY

Restrooms are designated separately for men and women unless otherwise posted. Any individual utilizing the opposite gender's restroom will be subject to disciplinary action. In addition, there will be no loitering in restrooms on Wallace State Community College's campus.

STUDENT DRESS CODE

Wallace State Community College expects all students to use mature judgment in their personal dress and hygiene while on campus. One of the major objectives of Wallace State Community College is to aid students in preparing themselves to secure and maintain professional employment. Students are required to dress and maintain personal hygiene that would be appropriate to the occupations and professions for which they are training. Therefore, all program directors and instructors must make interpretations of proper dress and hygiene for their classroom setting. Instructors have the right to refuse students into class for dress code or hygiene violations. Any student, faculty member, department head, or staff member that has questions concerning proper dress and hygiene should contact the Vice President for Students.

STUDENT IDENTIFICATION CARDS

Photo student ID's are required to be in the possession of WSCC students at all times on campus. There is no initial fee to obtain. The cost for a replacement card is $10.00, payable in the Cashier's Office. Student ID cards may be loaded with funds, called Lion Loot, for campus usage. They may also be used as a library card, a pass for athletic events, and identification for exams or financial aid.

The ID badge office is located with Enrollment Management. See community.wallacestate.edu for more information.

CLINICAL BADGES

Clinical badges required for students in health programs will be handled as a scheduled group.

ANIMALS AND PETS ON CAMPUS

Per State Board Policy 517.01, no animal or pet may be brought on campus. Exceptions to this policy include guide dogs for the disabled, laboratory animals, animals to be used for previously-approved instructional or special programs, and pets placed in designated pet shelters only when the Governor declares the use of the campus as a hurricane evacuation shelter.

TRANSCRIPT REQUESTS

The Admissions Office maintains student records and, upon written request from the student, will issue transcripts. The Family Educational Rights and Privacy Act (FERPA) of 1974, known as the Buckley Amendment (PL 93-380), defines the rights of the student with regard to records and other information that might be maintained and/or released.

- 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, except in a case where educational or governmental officials have a lawful need for the information.
- Students may receive a student copy of their WSCC transcript in the Office of Admissions or they may access their WSCC transcript through the on-line registration system.
- Official transcript requests are processed as they are received. REQUESTS SHOULD BE MADE AT LEAST TWO WEEKS BEFORE THE TRANSCRIPTS ARE NEEDED.
- The College reserves the right not to release a transcript if the student has outstanding financial obligations to the College or disciplinary action.
- Written transcript requests should be sent to the following address:

      Office of Admissions
      Wallace State Community College
      P. O. Box 2000
      Hanceville, AL 35077-2000

- Written requests should include name, dates of attendance, Student Number or Social Security Number, and name and address to which the transcript should be forwarded. NOTE: Students with name changes should include all former names.
- The Office of Admissions and Records does not issue official transcripts from other institutions. Requests for official transcripts from other institutions must be directed to the institution concerned.

STUDENT RECORDS POLICY

Wallace State Community College maintains information about students, which facilitates educational development of students and effective administration of the College. In order to guarantee the rights of privacy and access as provided by the Family Educational Rights and Privacy Act of 1974 (as amended by 61 Federal Regulation 59291, November 21, 1996), Wallace State Community College has formulated the following policies and procedures:

General Policy

No information from records, files, or other data directly related to a student (other than "directory" information as defined below) shall be disclosed to persons or agencies outside the College without the written consent of the student; except pursuant to a court subpoena or court order, or except in a case where educational or governmental officials have a lawful need for the information. However, information contained in such records may be disclosed within the College to College officials and staff members with a need for the particular information. Students shall be afforded the opportunity to have access to all such information on themselves with the exceptions set out below, in accordance with procedures outlined within this policy statement.

For the purposes of this policy, a "student" is defined as "any individual currently or previously enrolled in any course offered by Wallace State Community College."

For the purpose of this policy, a student's educational records are defined as those records, files, documents or other materials that contain information directly related to a student and

are maintained by the College or a person acting on behalf of the College. Specifically excluded from the definition of "educational records" and not open to inspection by students are the following materials:

- Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker;
- Records of campus security, except in those instances where they have been transmitted within the College for administrative purposes; and
- Records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in a professional or para-professional capacity or assisting in that capacity and which are created, maintained or used only in connection with the provision of diagnosis or treatment to the student and are not available to anyone other than the persons providing such treatment to the student or to such other persons as may be authorized in writing by the student to receive such information from such records.

Directory Information

The following is a list of student information that may be made available by the College without prior consent of the student:
- Student's name;
- Student's address (local and permanent);
- Student's telephone number;
- Student's place of birth;
- Student's major field of study;
- Student's participation in officially recognized activities, clubs, organizations, and athletics
- Degree and awards received by the student;
- The previous institution most recently attended by the student; and
- The height and weight of varsity athletes.

Much of the information listed above is routinely published in College publications. However, if any student desires for any of the above listed information to not be published on the respective student, the College will refrain from making public such information on that student, provided that the student makes a request for the information to be withheld, and the request is made prior to the end of the late registration for the given academic term. A request for non-disclosure of directory information may be completed in the Admissions Office. Students may also complete a request for non-disclosure of photographs that may be used for college marketing or information.

Disclosure of Student Records to the Student

Each student is afforded the right to inspect, in the presence of the appropriate records official, such records, files, and data primarily related to the respective student. In order to inspect one's file, the student should go to the records official (Director of Admissions, Director of Financial Aid, or Business Manager) and initiate a written request. If the student cannot personally appear, the student must submit a notarized request to the appropriate records official. The request for inspection shall be granted within a reasonable period of time, not to exceed forty-five (45) days from the time of the receipt of the request by the College. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished only by providing copies of documents, such copies shall be made and provided to the student. The right of inspection does not include financial statements of parents, confidential recommendations placed in the file prior to January 1, 1975, and other confidential recommendations, to which access has been waived by the student.

Challenging the Contents of the Record

Wallace State Community College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. Requests for such explanation or interpretation should be addressed in writing to the Vice President for Students. If, after inspecting a record, a student wishes to challenge any part of the file's content, a written request for a hearing should be addressed to the Vice President for Students, who will set a date and time for a hearing within forty-five (45) days of receiving the written request.

The request for such a hearing should identify the item or items in the file that are to be challenged and state the grounds for the challenge, i.e. inaccuracy, misleading nature, or inappropriateness. The Vice President, with the appropriate records official, shall examine the contested item or items in the file, shall hear the person(s) responsible for placing the item(s) in the file, and shall examine any documents or hear any testimony that the student wishes to present in support of making a requested change to the file. The Vice President and the appropriate records official shall issue a written decision within ten days of the conclusion of the hearing as to whether or not the item should be retained, deleted or revised. In the event that there is a determination that the item should remain in the file, the student shall be given the option of placing into his/her file, along with the challenged item, a brief written commentary or explanation of his or her challenge.

Waiver of Access

Wallace State Community College may request that a student waive the right to inspect confidential recommendations regarding his/her application for admission, application for employment, or the receipt of an honor or other recognition.

If a student receives a request for waiver, the student may sign and return the waiver, may request a list of the names of persons who will be asked for recommendations before signing, or may refuse to waive the right to access. Such a waiver shall not be a condition for admission to the College, for financial aid assistance, or for any other benefits received by Wallace State Community College students.

Providing Records to Third Parties

The general policy of Wallace State Community College is to refuse to grant to third parties access to student records without the written consent of the individual student. In the event that a

student should wish to have such records released or reviewed by a third party, the student must submit a written request to the proper records official, and in such consent, specify the records to be released or reviewed, and, if desired, a request for copies of the respective records to be made available to the student. Upon the receipt of such written consent, WSCC will then grant the appropriate access to the party or parties designated by the student. There shall be a service fee for producing photocopies of any records that are requested to be copied by the student or by the person to whom the student gives permission to request photocopies.

Notwithstanding the above requirements, student records may be made available to the following persons without written consent of the student: appropriate college officials, official representatives of federal departments or agencies or state education authorities, financial aid officers, recognized educational accrediting organizations, organizations conducting studies for administrative evaluations, etc., and other appropriate persons in an emergency situation where such disclosure is necessary, or reasonably presumed to be necessary, to protect the health or safety of the student or any other person employed by or attending the College.

Photographs and/or video taken by the institution, or on behalf of the institution, remain college property and may be distributed for publications, newspapers, commercials, student newspapers or yearbooks, or other appropriate sources unless the student signs a request for non-disclosure form in the Admissions Office.

Records officials shall place in each student's file a record of all requests for access to the file, the name of each person making any request for information from the file, the agency or institution represented by each person making any such request, and the action taken by the records official in response to the request. However, there shall be no such record necessarily kept for a request made by WSCC officials who have a need for access to the respective file.

The appropriate record official will supervise inspection of individual student records, and the student's record file shall not be taken from the designated record official's office. The student may obtain one unofficial copy of his/her academic record on written request without charge. An unofficial copy is defined as a copy that does not bear the official seal of the College impressed on the record, but is otherwise a true copy. Records officials shall not copy or otherwise reproduce copies of official student transcripts or any other information obtained from transfer students as official transfer requirements.

Changes in the Policy

This policy statement is subject to change where such change is necessitated by any federal or state statute regulation, guideline, or court order. Any change in policy will be included in subsequent appropriate College publications.

WALLACE STATE
HANCEVILLE

Student Handbook

WSCC STUDENT HANDBOOK SECTION

THE PURPOSE AND OBJECTIVES OF STUDENT DEVELOPMENT SERVICES

The purpose of Wallace State Community College is to facilitate the total development of and concern for students enrolled in this institution. Student Development Services is a support system to help students in meeting their academic objectives and, at the same time, to broaden students' perspectives outside the structured classroom experience. It is recognized that there must be a multi-dimensional approach to help students make the most of their community-college experiences. Part of Student Development Services is to provide added impetus to the total development of the student.

The College is responsible for both the academic and nonacademic experiences of all its students. Student Development Services should work with students toward their total development—physical, emotional, moral, social, as well as mental—by providing non-academic experiences and services, which aid in total student development. Student Development Services upholds the College's philosophy by being directly responsible for students' growth and well-being.

Because self-actualization, self-evaluation, maturity, mental health, academic competency, and appropriate decision-making skills are ultimate student goals, Student Development Services can aid students in developing these qualities.

By providing these services, the Student Development Services Program upholds the College's concern for the overall welfare of students and enhances the possibility for the College to meet its overall objectives of serving students.

In summary, the objectives of Student Development Services support overall institutional objectives in the following manner:

1. Helping students achieve the highest possible potential beyond the secondary school level, and the transition to college-level study, regardless of background.
2. Emphasizing mature freedom of choice.
3. Emphasizing academic or vocational work which prepares students for successful entry into senior colleges or universities and/or entry into vocations from which students may earn their livelihood and gain satisfaction.
4. Stressing total cooperation between the different facets of education from which students may be beneficiaries.
5. Assisting terminal students in self-evaluation to determine the most suitable occupational programs to fit their interests and aptitudes.
6. Assisting non-terminal students in completing their programs of study; upon graduation, aiding students in their attempts to choose the most acceptable colleges or universities to meet their individual needs.
7. Organizing free educational seminars to benefit student development.

SERVICES PROVIDED TO WSCC STUDENTS

ACCIDENT INSURANCE

All students enrolled in Allied Health programs and in the Technical Division are required to have college accident insurance (excluding Drafting). Accident insurance is optional for all other Wallace State students.

WSCC BOOKSTORE

The WSCC Bookstore is provided for the convenience of all students enrolled at Wallace State Community College. The Bookstore keeps a constant stock of books, supplies, and educational accessories.   Also available in the Bookstore is a variety of WSCC clothing and memorabilia.

The Bookstore is open from 7:30 a.m. to 6:00 p.m. Mondays - Wednesdays and from 7:30 a.m. to 4:30 p.m. on Thursdays, and 7:30 to 2:00 on Fridays. During the week of regular registration the Bookstore hours are Monday - Thursday 7:30 a.m. - 7:00 p.m., Friday 7:30 - 4:00.

TEXTBOOK REFUND POLICY
A student who has purchased returnable books from the college bookstore and returns the books in new condition by the end of the third week of the semester will be refunded the full purchase price assuming that the following conditions are met:

1. Everyone must have a receipt.
2. Everyone must have a valid picture I.D.
3. Books must be in new/unused condition. If book was sold in shrink wrap it must be returned in shrink wrap.
4. Refunds will not be given for supplies, reference books, materials, clothing, or memorabilia.
5. If purchase was made with a check, you must wait 10 business days before requesting a refund.

A student who has purchased returnable books from the college bookstore and returns the books in used condition by the end of the third week of the semester will be refunded 50% of the full purchase price. A book is determined to be in a "used" condition if the shrink wrap has been removed, or has marks, erasures, or highlights. All books regardless of condition must include any CD or access code that was included with the book.

BOOK BUYBACK POLICY

1. The textbook **MUST** be used next semester or in the used book buyers database.
2. The textbook must be in good condition and be complete (have all disk and/or workbooks that are packaged with it).
3. The bookstore will be buying back books in the Allied Health, Nursing, or Computer Science fields for the used book dealer.

Book buyback will be held the week of final exams only.

CAMPUS SECURITY

The mission of the Wallace State Community College Campus Security Department is to provide a safe learning, teaching, and working environment. The Campus Security Department requires its personnel to exercise the highest degree of discretion, human relations and community problem-solving skills.

The Wallace State Security Department exists to protect life and property, manage emergencies, maintain a successful parking and traffic system, prevent crime and be a general service to the college community. We want to fulfill these responsibilities in a professional and pleasant manner.

The Campus Security Department works in cooperation with the Hanceville City Police Department and the Cullman County Sheriff Department which have jurisdiction for the campus. WSCC is also patroled by deputies from the Cullman County Sheriff's office. The deputies are dispatched through the sheriff's office.

Telephone Numbers:
Emergency 911 ....DIAL "911"
Campus Switchboard 256.352.8000
Campus Security Office......................256.352.8080
(Located adjacent to science complex, this
office is not manned at all times.)

CAMPUS CRIME STATISTICS

DISCLOSURE

Campus Security Policies and Campus Crime Statistics
The information contained in this disclosure document is provided by Wallace State Community College in compliance with the Student Right-to-Know and Campus Security Act, Public law 101-542, as amended by the Higher Education Technical Amendments Public Law 102-26 and the Campus Sexual Assault Victims Bill of Rights as included in the Higher Education Amendments of 1992. Inquiries concerning the information contained in this disclosure should be directed to the Director of Auxiliary Services, Wallace State Community College, P.O. Box 2000, Hanceville, Alabama 35077, 256. 352.8213. Disclosures are available under Consumer Services in the Student Services webpage at www.wallacestate.edu.

Campus Crime Statistics Disclosure

WSCC is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The required disclosure information is contained in the Catalog and Student Handbook.

The offenses for which the Campus Security Act requires statistical reporting are defined in accordance with the FBI Uniform Crime Reporting (UCR) System, as modified by the Hate Crimes Statistics Act.

Definitions of crimes for which must be reported as defined by the National Association of College and University Attorneys College Law Digest are:

- Murder: the willful (non-negligent) killing of one human being by another.
- Forcible and nonforcible sexual offenses: a forcible sex of-

fense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Nonforcible sex offenses are acts of unlawful, nonforcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category.

- Robbery: the taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
- Aggravated assault: an unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.
- Burglary (breaking and entering): the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note that forced entry is not a required element of the offense; so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or window.
- Motor vehicle theft: the theft or attempted theft of a motor vehicle.

Criminal Offenses

Criminal Offenses – On-campus

	2008	2009	2010
1. Murder/Non-negligent manslaughter	0	0	0
2. Negligent manslaughter	0	0	0
3. Sex offenses – Forcible	0	0	0
4. Sex offenses – Non-forcible	0	0	0
(Include only incest and statutory rape)	0	0	0
5. Robbery	0	0	0
6. Aggravated assault	0	0	1
7. Burglary	0	0	0
8. Motor vehicle theft	0	0	0
9. Arson	0	0	0

Criminal Offenses – On-campus Residence Halls

	2008	2009	2010
1. Murder/Non-negligent manslaughter	0	0	0
2. Negligent manslaughter	0	0	0
3. Sex offenses – Forcible	0	0	0
4. Sex offenses – Non-forcible	0	0	0
(Include only incest and statutory rape)	0	0	0
5. Robbery	0	0	0

	2008	2009	2010
6. Aggravated assault	0	0	1
7. Burglary	0	0	0
8. Motor vehicle theft	0	0	0
9. Arson	0	0	0

Criminal Offenses – Public Property

	2008	2009	2010
1. Murder/Non-negligent manslaughter	0	0	0
2. Negligent manslaughter	0	0	0
3. Sex offenses – Forcible	0	0	0
4. Sex offenses – Non-forcible (Include only incest and statutory rape)	0	0	0
5. Robbery	0	0	0
6. Aggravated assault	0	0	0
7. Burglary	0	0	0
8. Motor vehicle theft	0	0	0
9. Arson	0	0	0

Hate Offenses

The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Hate Offenses – On-campus

	2008	2009	2010
1. Murder/Non-negligent manslaughter	0	0	0
2. Negligent manslaughter	0	0	0
3. Sex offenses – Forcible	0	0	0
4. Sex offenses – Non-forcible (Include only incest and statutory rape)	0	0	0
5. Robbery	0	0	0
6. Aggravated assault	0	0	0
7. Burglary	0	0	0
8. Motor vehicle theft	0	0	0
9. Arson	0	0	0
10. Any other crime involving bodily injury	0	0	0

Hate Offenses – On-campus Residence Halls

	2008	2009	2010
1. Murder/Non-negligent manslaughter	0	0	0
2. Negligent manslaughter	0	0	0
3. Sex offenses – Forcible	0	0	0
4. Sex offenses – Non-forcible (Include only incest and statutory rape)	0	0	0
5. Robbery	0	0	0
6. Aggravated assault	0	0	0
7. Burglary	0	0	0
8. Motor vehicle theft	0	0	0
9. Arson	0	0	0
10. Any other crime involving bodily injury	0	0	0

Hate Offenses – Public Property

	2008	2009	2010
1. Murder/Non-negligent manslaughter	0	0	0
2. Negligent manslaughter	0	0	0
3. Sex offenses – Forcible	0	0	0
4. Sex offenses – Non-forcible	0	0	0

(Include only incest and statutory rape)

	2008	2009	2010
5. Robbery	0	0	0
6. Aggravated assault	0	0	0
7. Burglary	0	0	0
8. Motor vehicle theft	0	0	0
9. Arson	0	0	0
10. Any other crime involving bodily injury	0	0	0

Arrests

Arrests – On-campus

	2008	2009	2010
1. Illegal weapons possession	1	0	0
2. Drug law violations	1	2	2
3. Liquor law violations	0	2	0

Disciplinary Actions/Judical Referrals – On-campus

	2008	2009	2010
1. Illegal weapons possession	2	0	0
2. Drug law violations	2	3	2
3. Liquor law violations	2	2	2

Arrests – On-campus Residence Halls

	2008	2009	2010
1. Illegal weapons possession	0	0	0
2. Drug law violations	1	1	2
3. Liquor law violations	0	0	0

Disciplinary Actions/Judical Referrals – On-campus Residence Halls

	2008	2009	2010
1. Illegal weapons possession	2	0	0
2. Drug law violations	2	3	2
3. Liquor law violations	1	0	2

Arrests – Public Property

	2008	2009	2010
1. Illegal weapons possession	0	0	0
2. Drug law violations	0	0	0
3. Liquor law violations	0	0	0

Disciplinary Actions/ Judical Referrals – Public Property

	2008	2009	2010
1. Illegal weapons possession	0	0	0
2. Drug law violations	0	0	0
3. Liquor law violations	0	0	0

Parking and Traffic

1. The purpose of these regulations is to reduce traffic congestion and facilitate orderly parking. The Alabama State Motor Vehicle and Traffic Law is also in full force on the campus. Wallace State Community College establishes fees and fines for parking on the campus.
2. Students must register vehicles routinely driven on campus.

Registration information includes student number, driver's license number, make and model of vehicle, and tag number of vehicle.

3. At the time the vehicle is registered, the College will issue a hanging decal. It should be facing forward on the inside rearview mirror. Only the current decal should be displayed. Additional hanging decals can be purchased for $5.00.

4. Drivers are responsible for finding an authorized parking space.

5. A parking permit does not guarantee the holder a parking space but only an opportunity to park within a specified parking area. Ownership of the parking permit remains with the college.

6. Abandoned vehicles left over 14 days, are subject to removal from campus.

Parking Regulations and Fines:

It is prohibited to park:

• Without a valid permit displayed-$20
• In "No Parking" areas (yellow curbs)-$20
• In a handicapped space without a valid handicapped permit prominently displayed-$50
• On the grass, sidewalk, crosswalks-$20
• On or over painted lines in parking stalls-$20
• Backwards into parking places. (Rear of vehicle must face parking lot access adjacent to parking space)-$20

No vehicle shall be operated:

• In violation of directional signs
• At a speed in excess of 25 miles per hour campus-wide (with the exception of the area by the lake where the limit is 15 miles per hour) $30
• In a reckless or careless manner-$50
• With disregard to any traffic sign and/or pavement markings-$30
• Playing music that may be heard outside the vehicle-$20

Fines may be paid at the College Cashier's Office. Failure to pay fines will result in student registration and graduation holds, and may result in towing of the vehicle at the owner's expense.

If a student chooses to appeal traffic or parking citations, they must pick up a Traffic Violation Appeal form in the Auxiliary Department or Security Office. The form is to be completed by the student and submitted to the Security Office to be reviewed by the Chief of Security. Once a determination has been made the results will be mailed to the student's address listed on his/her Admissions records.

CAREER SERVICES

Career Services provides online resources so that students can:

1. Use computer technology to research educational, career, and job information on the Internet.
2. View jobs in demand information.
3. Complete computer-aided instruction to develop resume writing skills and interview practice techniques.

4. Use computer technology to access Dictionary of Occupational Titles (definitions of more than 2400 jobs), Occupational Outlook Handbook (detailed information about careers, jobs, salary ranges, and future outlooks) and Military Careers (all military agencies and job information).
5. Receive professional guidance regarding career selections.

DISCLOSURE: All required consumer information is available on the Student Services page of the Wallace State website www.wallacestate.edu.

WORKKEYS

The ACT WorkKeys system has been implemented at Wallace State Community College to assist students in improving and documenting their skills for the workplace. The WorkKeys system consists of skills assessment of individuals, profiles to determine skill levels needed for employment, and targeted instruction to assist individuals in skills improvement. The goal is to ensure that students are equipped with the skills they need to do well in their chosen field. WSCC students take the WorkKeys assessment after having completed the requisite number of credit hours in his/her major. Completing the assessments for students enrolled in certain majors is a requirement for graduation. Students should check with their advisor to ascertain if they are required to complete the WorkKeys assessments. Students must take a scheduled WorkKeys assessment to qualify for graduation. Contact the Testing Coordinator at 256. 352.8461 to schedule the assessment.

EDUCATIONAL TALENT SEARCH (TRIO)

Educational Talent Search is a U.S. Department of Education TRIO program based at Wallace State Community College. This program serves students ages 11-27, plus veterans. Educational Talent Search is designed to serve low-income, first-generation college students. The program's service area includes Blount, Cullman, Marshall and Morgan counties.

Educational Talent Search seeks to decrease the number of high school dropouts and to increase enrollment and re-enrollment in high school or postsecondary education. Free services include career, motivational, college, and financial-aid counseling; academic advising; ACT test preparation; career observation opportunities; and tutoring in selected sites.

For more information or to request services, contact the Educational Talent Search offices at 256. 352.8230.

There is no charge for assistance given by the Educational Talent Search counselors and staff.

UPWARD BOUND (TRIO)

Upward Bound is a federally funded TRIO program designed to assist potential first-generation college students and/or financially disadvantaged students with completion of both high school and college or university education. The program aims

to increase persistence and graduation rates of first-generation students and/or students from low income households. Upward Bound seeks to provide participants with additional resources and support in areas such as academics, college and university preparation, occupational guidance, and personal growth which are all fundamental to successfully completing secondary and postsecondary education. The program is funded by the U. S. Department of Education. Therefore, there is no cost to participate in this program. Students who demonstrate persistent and active involvement will receive a small stipend. For additional information, please contact the Director of Upward Bound at 256.352.8406.

FINANCIAL AID

Wallace State Community College qualifies for programs, which will assist its students in receiving any financial assistance available. Additional information on Student Financial Assistance is discussed in detail in the "Student Financial Assistance" section.

AMERICANS WITH DISABILITIES SERVICE

Establishing Services with the ADA Office

Your first step in requesting services will be to arrange an appointment with the Director of Special Populations. It is advisable to make an initial appointment before the semester begins. Call the Director of Special Populations at 256. 352.8052. If accommodations are needed to take the placement test, the student must schedule the appointment at least one week prior to the date of the placement test. Documentation should be brought to this interview if it has not already been received.

Students who are seeking accommodations and services on the basis of a disability are required to submit documentation to verify their eligibility for services. Typically, a licensed psychologist, physician, or other appropriate professional provides the evaluation, diagnosis, and recommended accommodations in a detailed report. The ADA Office is not responsible for determining the nature of an individual's disability. The ADA Office maintains the right to reject documentation that does not verify a student's disability or delineate reasonable accommodations. Documentation should not be over three years old.

Documentation accepted by the ADA Office is valid as long as a student is continuously enrolled at the College. However, if there is a break in the student's enrollment, he/she may need to present updated documentation to receive services. Disability-related information received to support requests for accommodations are treated as confidential and shared only on a need-to-know basis. The information may not be released to an outside third party without the written consent of the individual.

Accommodations Process

Adherence to the following procedures insures the best possi-

ble service the institution can provide.

The Director of Special Populations meets individually with a student to discuss accommodations and assist the student in completing required forms. The Director determines reasonable academic accommodations for a student, taking into consideration recommendations from the physician, psychologist or other professional who diagnosed the student's disability. Accommodations previously used in educational settings with the student will be taken into consideration. Although some students may have similar diagnoses, each student is treated as an individual because accommodations must be tailored to individual needs.

The ADA Office recommends reasonable accommodations by preparing a letter addressed to the instructor of each class for which the student requests accommodations.

An instructor is not obliged to provide accommodations to a student with a disability until he/she receives the ADA Office accommodation letter from the student. In addition, it is the student's responsibility to discuss scheduling and details of the requested accommodations with his/her instructor(s). If a student delivers an accommodation letter to an instructor within a few days prior to an assignment or exam, the instructor may not be able to provide the optimal accommodation requested. Accommodations are not retroactive.

Responsibility of the Student

Receiving academic accommodations at Wallace State is a **4-step procedure:**

1. Students must complete an accommodation request form from the ADA Office each semester.
2. Students may hand-deliver the letter or have it sent via WSCC intra-mail to each instructor.
3. Students must arrange a meeting with their instructor(s) to discuss the proposed accommodations listed in the letter.
4. Students contact each instructor several days before accommodations such as extended test time and reduced distraction testing are needed. It is the students' responsibility to start the process for individualized proctored exams. A copy of the procedure is in the handbook. Students must complete request form, have their instructor complete his/her section of request form and, then, submit the form to the ADA Office.
5. Students report any concerns about accommodations to the ADA Office as soon as possible.

Students with disabilities must maintain the same responsibility for their education as students who do not have disabilities. This includes maintaining the same academic levels, maintaining appropriate behavior and giving timely notification of any special needs. Utilize accommodations available to you; asking for assistance is not a sign of weakness or dependence. It is our goal to help you achieve your educational pursuits.

Conflict Resolution

Questions and concerns regarding accommodations and services for students who have a disability should be directed initially to the ADA Office.

At the beginning of each semester, students should give a copy of the accommodation letter to the instructor of each class where accommodations need to be made. Students and instructors will discuss the requested accommodations. If there is disagreement, the student or instructor should contact the Director of Special Populations.

Steps in Conflict Resolution

1. The Director of Special Populations meets with the Department Chair. If an agreement is not reached with the student, he or she may submit an appeal, in writing, to the Vice President for Students within three (3) working days of the decision of the Department Chair.
2. The Vice President for Students will review the student's information, may conduct further investigation as needed, and will issue a written decision to the student within five (5) working days of receipt of the appeal. If the student disagrees with the decision, the student may submit an appeal, in writing to the President.

The College will make every reasonable effort to address a student's concerns promptly to minimize the effect on course participation.

During the conflict resolution process, the student is entitled to receive all accommodations recommended by the Director of Special Populations. It is important that concerns are addressed promptly so that the student's participation in courses is not affected.

FOOD SERVICES

Wallace State has food services available on campus. The College cafeteria (Banquet Hall) serves a reasonably priced luncheon menu on various days from 11:00 a.m. to 1 p.m. Lion Loot, funds placed on the Student ID Card, is accepted by the cafeteria. The College Grill, located in the Student Center, is open 8 a.m.-2 p.m. Monday-Friday.

Several food establishments conveniently located adjacent to the WSCC campus serve the student population with a variety of foods at reasonable prices; some accept Lion Loot.

GUIDANCE AND ADVISING SERVICES

A professionally trained staff provides guidance and counseling services for all students at Wallace State Community College. These services are provided for both day and extended-day programs. Faculty members and the ACTION Center are also available for academic advising. Tests of various kinds are administered according to the needs of individual students. Staff members are professionally trained for administering, evaluating, and interpreting these tests for maximum benefit. Students are encouraged to discuss their plans, needs, and problems with their instructors, their faculty advisors, and the guidance staff.

It is important to note that students may have academic problems (such as schedule and/or program changes, poor academic performance, poor study habits, test anxiety) which may require the help of counselors. Also, students may experience personal-emotional problems (such as family problems, marital difficulties, problems with interpersonal relationships), all of which may interfere with students' academic pursuits and personal growth. The aforementioned counseling staff has the skills and the ability to assist or refer students with personal problems. However, it is the responsibility of each student to make use of the counselors when the need arises.

Advisors may be seen at any time during the day, during extended-day hours, and/or by appointment. All counseling sessions are strictly confidential, as is true of any file maintained by the advisor. Contact the ACTION Center at 256.352.8040.

PROCTORING SERVICES

Any individual seeking proctoring services should contact the WSCC ACTION Center or Testing Office for directions or appointments and fees.

HEAD'S UP

Recognizing the need for students and staff to have an outlet to discuss preventive measures for drug and alcohol issues, the Heads Up Office in the Student Center is available for WSCC students in joint cooperation with Cullman Mental Health. Greg Mayo is prevention officer for this program and may be reached at 256.352.8021.

HEALTH-CARE PROCEDURES

Wallace State does not provide routine health care for individuals. For minor injuries, there is a first aid kit in each building. In the event of sudden illness or accidents, the following policies are in effect.

Serious Injury/Illness

1. If serious injury or illness occurs on campus, immediately dial 911 to activate the Emergency Medical Service (EMS) System. Give your name; describe the nature and severity of the medical problem and the campus location of the victim. Stay on the phone until the EMS operator hangs up. Personnel trained in first aid (Red Cross) or CPR (Red Cross or American Heart) can and should provide appropriate care. **DO NOT MOVE THE VICTIM.**
2. Notification of relatives/family members of the injured individual will be handled by the Vice President for Students, 256.352.8233; or Admissions Office 256.352.8238 during the day; or the Administrator of Extended-Day Programs 256.352.8116 during evening classes; or 256.352.8000.

Minor Injury/Illness

1. In case of minor injury or illness, trained personnel should provide any first aid deemed necessary. Use sterile first aid materials available in first aid kits.
2. The instructor or responsible attending personnel should determine if ambulance transport to an emergency care facility is required. If ambulance transport is required, the instructor or responsible person should dial 9-911 to activate the EMS System. Give your name, describe the nature and severity of the problem and the campus location of the victim. Stay on the phone until the EMS operator hangs up. **DO NOT MOVE THE VICTIM.**
3. If family members or other relative must be notified, contact the Vice President for Students, 256.352.8233; or the Admissions Office 256.352.8238 during the day; or the Administrator of Extended-Day Programs 256.352.8116 during evening classes; or 256.352.8000.

In the case of any illness or injury, the instructor or responsible attending personnel should complete the Health Care Report. One copy should be given to the ill or injured individual and the second copy **must** be forwarded to the Secretary of the Nursing Department in the Robert T. Wilson Nursing Education Building. All technical division and selected health division students are required to purchase accident insurance through WSCC from National Security Insurance Company. Claims on this insurance must be made in a timely manner. Therefore, the Secretary for the Nursing Department must receive the accident report within two (2) days of the incident.

Financial Considerations

All ambulance transportation and emergency care will be at the injured/ill individual's expense. We encourage all students to carry basic health care insurance. Accident insurance is available through the institution to help cover some expenses. The insurance must be purchased during registration each semester. The Cashier's Office can assist students in purchasing the accident insurance.

Tuberculosis or MRSA

Procedures exist to monitor exposure to Tuberculosis or MRSA. Any student with a concern or diagnosis should contact a WSCC staff member.

LIBRARY

The Library at Wallace State Community College provides a wide variety of learning resources for students, faculty, and community use. These resources include books, periodicals, slides, cassette tapes, microfilm, and CD-ROM. Books are checked out for a two-week period. Periodicals are for use in the Library only. Videos may be checked out for a 3-day period.

The library is open Mondays - Thursdays from 7:30 a.m. to 8:30 p.m., Fridays from 7:30 a.m. to 4:00 p.m., and on Saturdays 9:00 a.m. to 3:00 p.m. The Wallace State Community College Library offers ALICAT (Alabama Interlibrary Catalog) a state-wide, computerized system which makes material available on loan from other university, college, and public libraries in the state of Alabama.

The Wallace State Library provides access to the Internet through computers located on the 2nd floor of the library. This gives students access to information on the World Wide Web and to the Alabama Virtual Library. A computer lab on the 1st floor also provides Internet access and serves as a walk-in lab for all types of computer needs.

Checking Out Library Materials

A student ID card or library card is required in order to check out library materials. Proof of current enrollment is required in order to obtain a patron card. Students are issued a card free of charge. Library cards expire on 10/1 each year. There is a $5.00 charge for replacement cards. Non-student patrons may purchase a Community Patron card for a fee of $10.00. These cards have a 5-year expiration date. The library card can be used to check out books and videos.

Overdue Books

Books are checked out for two weeks and may be renewed by having the book and card re-stamped. Book fines are charged on overdue books at the rate of five cents a day. Reserve books that are overdue are charged at the rate of ten cents an hour. Fines must be paid and books must be returned prior to registration in each new semester.

Lost Books

Any lost book should be reported to the circulation desk as soon as possible. The person who has checked out the book will be responsible for the cost of replacing it. Fines will be levied on the book at the overdue rate until the day the Library is notified of the loss of the book. A $3.00 processing fee will be added for each lost book.

Classification of Books, Periodicals, and Microfilm

All materials in the library are catalogued and placed on the shelf according to the Library of Congress System. Following are the categories used by Library of Congress:

A	— General Works	L	— Education
B-BJ	— Philosophy	M	— Music
BL-BX	— Religion	N	— Fine Arts
C	— History and Auxiliary Sciences	P	— Psychology and
		P	— Literature
D	— History: General and Old World	Q	— Science
		R	— Medicine
E-F	— History: America	S	— Agriculture
G	— Geology, Anthropology, Folklore	T	— Technology
		U	— Military Science
H	— Social Sciences	V	— Naval Science
J	— Political Sciences	Z	— Bibliography and
		Z	— Library Science

To locate specific books on the shelves, find the complete call numbers in the card catalog.

Periodicals

The Library encourages students to take advantage of their access to the large periodical data bases available through the Alabama Virtual Library (AVL). Specific periodicals requested by departments are available in paper form in the Library. Magazines are available during the hours that the Library is open. Periodicals cannot be taken from the Library because they are in great demand and more fragile than books.

RESIDENCE HALLS

Wallace State Community College has dormitory rooms available. Students should make application in the Office of the Auxiliary Director prior to the semester in which they plan to maintain residence. The contact number is 256. 352.8156.

General Policy

The Wallace State Community College Residence Hall policy is based on the theory that students have the right to expect a quiet, clean, safe atmosphere in which they can live, study, and develop as individuals. All students residing in the on-campus housing are expected to adhere to this policy. Dorm residents must adhere to the College's Code of Conduct as well as Dorm Regulations.

The administration of Wallace State Community College realizes that not all individuals can adjust to group living. For this reason and to safeguard the rights and privileges of the majority of the students, the administration reserves the right to dismiss any student from the residence halls, based upon misconduct, when such action is considered advisable.

Wallace State Community College officials reserve the right to consolidate and relocate residents living in the dormitory whenever necessary for reasons of overall student welfare.

In general, all residents are required to keep their living areas clean and orderly at all times. The residence hall director may inspect rooms at any time or by any of the WSCC administrators to whom this responsibility has been delegated. Rooms will be inspected to determine if repair and maintenance are required, if damage has been done to College property, if proper inventory of College property is being maintained, and if the residents are in compliance with College regulations. Students failing to show proper regard for the condition of their overall living areas will be subject to expulsion from the residence hall and will be charged for any damage.

Responsibility for College Property

At the time that any student assumes residence in the WSCC residence halls, the student also assumes responsibility for College property. Occupants may not alter the premises in any way. The occupant(s) must pay for damage or defacement to any part of the residence hall, individual rooms, or furnishings. The College reserves the right to inspect the premises at any time for damage, sanitation, or fire hazards. If damage is done to the common premises of the residence hall and the individuals responsible cannot be determined, all residents using that part or portion of the facility will assume a pro-rata share of the damages. Students may not nail, glue, inscribe, or otherwise deface walls, woodwork, doors, windows, or any other College property.

Responsibility for Personal Property

The College assumes no responsibility for injury to persons, or loss or damage to items of personal property that occur in buildings, grounds, or any other property belonging to the College. Students (and their parents or guardians) are **strongly** encouraged to purchase and maintain appropriate insurance to cover such losses.

Quiet Hours

The first step toward success at Wallace State Community College begins with good study habits. Reasonable quiet is expected in the residence halls at all times. Please display courtesy to other students; playing a musical instrument, radio, record or tape player, or television loudly enough to be heard outside the room is prohibited and will result in the loss of privileges. Quiet hours are every day from 10:00 p.m. until 9:00 a.m. During exam week, all hours are quiet hours.

Resident Student Conduct

General student conduct is discussed in this catalog under the heading of "Student Regulations." The regulations for all WSCC students apply to resident students (where applicable) while they are living in the residence halls. Failure to adhere to the regulations will be grounds for dismissal.

Restroom Policy

Restrooms are designated separately for men and women unless otherwise posted. Any individual utilizing the opposite gender's restroom will be subject to disciplinary action. In addition, there will be no loitering in restrooms on Wallace State Community College's campus.

Disciplinary Procedure

It is each student's responsibility to become familiar with all rules and regulations governing student conduct and action in the residence halls. The residence hall director, who has the day-to-day administrative responsibility over the residence hall, will record any misconduct. If misconduct persists or if misconduct is severe enough, the residence hall director will report the incident(s) to the Auxiliary Director, and appropriate action will be taken.

STUDENT IDENTIFICATION CARDS

All WSCC students are required to possess current photo student ID cards while on campus. Students may have an ID made by visiting the Enrollment Management office. ID cards can be loaded with cash (Lion Loot) and used for campus

vending, printing, bookstore purchases, Banquet Hall, and library check-out. The first card is free but replacement cards are $10. See community.wallacestate.edu for more information and new features.

STUDENT SUPPORT SERVICES (TRIO)

Student Support Services is a U.S. Department of Education TRIO program located on the campus of Wallace State Community College. This program strives to help students who are low-income, first-generation college students, and/or disabled. Services include academic advising, career counseling, transfer counseling, financial-aid counseling, four-year college visits, and academic tutoring.   For more information or to apply for this program, contact the offices of Student Support Services at 256.352.8073.

VETERANS' AFFAIRS

Wallace State Community College has many veterans enrolled in various programs throughout the College. The College Financial Aid Office works directly with veterans and other students eligible for veterans' benefits. The College renders guidance and counseling services to all qualified students who need assistance. The College also makes available a consultant from the Alabama Veterans' Affairs Office to assist further any students who may need additional counseling services.

Each student who is attending college with assistance from the Veterans' Administration must notify the certifying official of current enrollment each term and of any changes. Without notification, certification is delayed; consequently, benefit payments are delayed.

Additional information on Veterans' Affairs is discussed in more detail in the Student Financial Assistance section.

STUDENT ACTIVITIES AND ORGANIZATIONS

All experiences received by the individual student have a direct effect on the student's total educational development. Student activities and organizations offered by the College present opportunities for students to participate in additional experiences not otherwise provided in the regular academic curriculum. All College-sponsored activities are considered important adjuncts to the educational programs since they encourage each student to become personally involved in both self- and group-directed events which are meaningful and enriching to the educational development of each student.

All student activities and organizations are non-discriminatory in terms of membership and are in full compliance with all requirements imposed by Title VI, Title IX, and the Rehabilitation Act of 1973 as amended.

All extracurricular activities except athletics are under the direct control of the College. For more information on any club or organization, contact the Student Activities office at 256.352.8031.

Procedures for forming a New Student Organization:

Any group of students desiring to form an organization must submit the appropriate form (available in the Enrollment Management Office) to the Vice President for Students and include the following items:

1. A complete statement of the goals and purpose(s) of the organization and how those goals relate to the mission of the college.
2. A name and potential initial membership list for the organization.
3. The name(s) of WSCC faculty/staff who will serve as advisor(s).

The form (petition) will be reviewed by the Vice President for Students and the Director of Enrollment Management. The organization, upon approval, will be given authorization to operate for one year.

Upon approval the organization agrees to abide by the following requirements:

1. The organization will submit a formal constitution and by-laws to the Vice President for Students by the end of the first year of organization.
2. All officers must carry a minimum of 12 hours each semester and must not accumulate more than 64 hours. Students on probation may not hold offices within any organization. Officers will be elected from club members.
3. Organizations that collect and expend money must operate through a club account established in the Business Office.
4. At the end of one year of operation, the organization must submit a full and detailed report on its functions and operations to the Vice President for Students. After review of the report, the Vice President for Students will recommend to the President the continuation or discontinuation of the organization. If accepted for continuation by the President, the organization will be granted an official charter for continued operation on the WSCC campus.

Social fraternities and sororities are prohibited by Alabama State Board of Education policy number 807.01.

STUDENT GOVERNMENT ASSOCIATION

The SGA is intended to provide for active student self-government; to encourage the development of satisfying relationships between students, faculty, and administration; to promote the involvement of students in community programs and projects; to provide social and recreational outlets for all students; to function as an organized and realistic laboratory through which students can acquire and "try out" those skills necessary for living in and improving their communities; and to provide the basis for common objectives while encouraging individual initiative and promoting a sense of identity within the WSCC student body. All students can take an active part in the SGA by voting in elections, by taking the initiative to run for offices, and by conveying ideas and/or requests to elected student repre-

sentatives. For more information, contact the Enrollment Management Office at 256.352.8031.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

We, the students of Wallace State Community College, in order to provide an effective means of student government, and to provide for the immediate needs of the student population, do hereby establish and ordain this constitution.

ARTICLE I: NAME

The name of this organization shall be the Wallace State Community College Student Government Association (SGA).

ARTICLE II: PURPOSE

The purpose of the Student Government Association shall be to serve and represent the student body; unify the students in a common motive of limited self-government; encourage co-operation among students, faculty, and administrative staff; and act in the best interests of the student body for the betterment of the College.

ARTICLE III: MEMBERSHIP

Section 1: The membership of this organization shall consist of all WSCC students currently enrolled and attending classes at the said institution.

Section 2: The voting membership of the SGA shall be comprised of all officers and senators.

Section 3: ELECTION OF STUDENT SENATORS

Senators are to be selected during the summer and fall semester of each academic year.

Senators must possess and maintain an overall GPA of 2.0 (based on 4.0 scale).

Senators will be installed into office for a maximum of six semesters.

Section 4: VACANCIES IN SENATE
All vacancies occurring in the Student Senate shall be filled by presidential appointment with approval from the SGA Advisor.

ARTICLE IV: OFFICERS, EXECUTIVE COUNCIL, AND SENATE BODY

Section 1: EXECUTIVE OFFICERS
The executive officers of the Student Government Association shall be the executive officers of the senate and shall consist of the president, vice-president, secretary, parliamentarian, and treasurer.

Section 2: EXECUTIVE COUNCIL
The purpose of the Executive Council is to preview items to be reviewed by the Student Senate and to facilitate more effective senate action.

The Executive Council shall be composed of the executive officers of the SGA.

The Executive Council shall meet and review items to be placed on or removed from the senate agenda. Any new business not appearing on the agenda at senate meetings shall be immediately tabled or referred to committees.

Section 3: SENATORIAL BODY
The Senatorial Body shall be composed of ten (10) to twenty (20) Senators.

ARTICLE V: QUALIFICATION OF OFFICERS

Section 1: Executive officers must possess and maintain a 2.5 GPA (based on 4.0 scale).

ARTICLE VI: QUALIFICATION OF SENATORS

Section 1: Senators must possess and maintain an overall GPA of 2.0 (based on 4.0 scale).

ARTICLE VII: SELECTION OF OFFICERS

Section 1: Executive Officers shall be appointed to a term of no more than three semesters, during the summer or fall semester of each academic year.

Section 2: Executive Officers will be appointed by the SGA Advisor. Students interested in serving as an officer should contact the SGA Advisor.

ARTICLE VIII: SELECTION OF STUDENT SENATORS

Section 1: Senators will be selected during the summer or fall semester of each academic year.

Section 2: Senators will be selected by a committee comprised of the current SGA president, the SGA Advisor, and no more than three support, faculty, and/or administrative personnel.

ARTICLE IX: VACANCIES

Section 1: If the office of president should become vacant, it shall be filled immediately by the vice-president.

Section 2: If the office of vice-president, secretary, or treasurer should become vacant, it shall be filled by appointment of the president, from within the senate.

The appointee is not required to be of the same status, that is to say, of the same division and the same program, as the vacating officer.

Section 3: All vacancies occurring in the Student Senate shall be filled by presidential appointment. Approval is required by the SGA Advisor(s).

ARTICLE X: POWERS AND DUTIES OF SENATORS

Section 1: Senators of the Student Government Association shall have the following powers and duties:
A. To serve on committees appointed by the president of the SGA.
B. To approve appointment(s) of the president of the SGA.

C. To attend senate meetings.

D. To assist the president of the SGA.

E. To override a presidential veto by a two-thirds vote.

F. To comply fully with the constitution of the SGA.

ARTICLE XI: POWERS AND DUTIES OF THE EXECUTIVE COUNCIL

Section 1: The president of the Student Government Association shall have the following powers and duties:

A. To preside over all meetings of the senate and Executive Council.

B. To call special meetings of the senate.

C. To execute policies and actions approved by the senate.

D. To act as ex-officio member of all committees that have been appointed.

E. To cooperate and coordinate all Student Government Association activities with the Student Government Advisor(s) and administrative staff of the College.

F. To appoint the following standing committees: Legislative and Social, as well as other committees needed during the normal course of business.

G. To serve on College committees as requested.

H. To instruct and require reports from executive officers and cabinet members.

I. To make recommendations for legislation to the Student Senate, for which purpose the president may address the senate at any time.

J. To observe and follow the letter of this constitution.

Section 2: The vice president shall have the following duties:

A. To preside over all meetings of the senate at the president's absence or request.

B. In case of the president's resignation, removal, or surrender of office, to assume the office of the president until the next regularly scheduled election.

C. To serve as needed on College committees as requested.

D. To assist and cooperate with the SGA president as requested.

E. The vice-president shall not cast a vote on pending motions or resolutions before the body but may, in the event of a tie vote, cast the deciding vote.

F. To preside over Executive Committee in the president's absence.

G. To observe and follow the letter of this constitution.

Section 3: The secretary shall have the following duties:

A. To keep the official minutes of senate and executive meetings.

B. To keep an accurate attendance record of each meeting or activity.

C. To assist the president or vice-president with all official student government correspondence and communications.

D. To assist and cooperate with the president of the SGA as required.

E. To observe and follow the letter of this constitution.

Section 4: The Treasurer shall have the following duties:

A. To supervise financial affairs of the SGA.

B. To serve on College committees as requested.

C. To assist and cooperate with the president of the SGA as requested.

D. To observe and follow the letter of this constitution.

Section 5: The Parliamentarian shall have the following duties:

A. To maintain parliamentary procedure at SGA meetings.

B. To assure that the minutes of meetings contain the following:
   1. Time, date, and place of meeting.
   2. Whether it is a special or regular meeting.
   3. The name of the presiding officer.
   4. The name of the secretary.
   5. All main motions (whether adopted or rejected); withdrawn motions are not included.
   6. The names of persons making proposals .
   7. Points of order or appeals, whether sustained or rejected.

C. To serve on special committees as requested.

D. To attend all regular meetings.

E. To assist and cooperate with the president of the SGA as requested.

F. To observe and follow the letter of the SGA constitution.

ARTICLE XII: MEETINGS

Section 1: The Student Senate shall meet monthly during each semester of the academic year, or at the call of the president.

Section 2: All legislation shall be passed by majority vote.

Section 3: A quorum shall consist of a simple majority of the number of voting members of the senate. A quorum is necessary for legislative action. No pending or new legislation may be acted on by the senate without a quorum present.

Section 4: In the event that less than 50% of the senators are enrolled in the summer semester, the Executive Council shall comprise the entire voting body of the SGA, and the Executive Council shall work closely with the Student Government Association Advisor.

ARTICLE XIII: ABSENTEEISM

Section 1: Within 48 hours of a missed meeting in which the attendance of a voting member of the SGA is required, it is the responsibility of the voting member to present to the president or SGA Advisor(s) a written or oral excuse, outlining the reason(s) for the absence.

Section 2: The SGA Advisor(s) will rule on excused or unexcused absences, using criteria for such according to institutional policy. All excuses will be filed by the SGA Advisor(s) after review.

A. Any senator/officer absent from two consecutive meetings without an excuse or three meetings in one semester without an excuse shall be subject to removal from the SGA.

B. Appeals of expulsion will be acted upon in the following order:
   1. Student Senate
   2. SGA Advisor(s)
   3. Vice President for Students

Section 3: Any member of the Student Government Association may be removed from office for any one of the following reasons:

A. If and when placed on academic probation.

B. If and when on disciplinary probation following violations of

student code set forth by the office of the Vice President for Students.

C. For excessive absences as outlined in Article XIII, Section 2.
D. Misappropriation of SGA funds.
E. Failure to abide by the SGA constitution.

Upon receipt of a statement of allegations, the Executive Council shall introduce into the agenda a hearing scheduled for the first meeting of the Student Senate immediately following the receipt of that statement of allegations. The president shall preside over the hearing unless the president is the subject of the hearing, in which case the vice-president shall preside.

A recommendation for removal must be carried by a three-fourths vote of a quorum present and then submitted to the SGA Advisor for review.

Any person desiring to appeal this hearing must appeal as outlined in Article IV, Section 2.

Should removal from office be finalized, the person shall lose all titles, offices, and other rewards for the office or position from which he/she has been removed.

ALABAMA ASSOCIATION OF NURSING STUDENTS

The WSCC Association of Nursing Students is the official organization and a constituent of the National Student Nurses Association. The primary function of the WSCC ANS is the socialization of the student nurse into the professional role of the Registered Nurse (RN). Membership in the WSCC ANS affords the student nurse opportunities to develop awareness of issues that affect not only RNs but also the entire health care community and systems. Students are encouraged to join and actively participate to learn more about the political process and legislative initiatives affecting nursing, and develop professional networks between colleagues. Membership in WSCC ANS is voluntary and open to all prenursing and Associate Degree Nursing (ADN) students. Sponsor: Laura Chapman, 256.352.8062.

ALL-USA/ALL-ALABAMA ACADEMIC TEAM

Each year community colleges in the United States participate in the ALL-USA Academic Team competition. Each college selects two student representatives. The competition includes academic success, community and school activities, and an essay contest. The two participants are automatically members of the ALL-Alabama Academic Team. They are recognized each spring at an awards banquet along with receiving a scholarship to any Alabama four-year public institution. Most four-year institutions in the state also offer scholarships to these participants.

CAMPUS MINISTRIES

Campus Ministries is an organization composed of Wallace State students of all denominations and faiths. The purpose of the organization is to provide fellowship and promote better moral, spiritual, and religious values. Campus ministries is located in the Student Center. Sponsor: Christy Hicks,

256.352.8280.

CHEERLEADERS

The Wallace State Cheerleading Program is of top quality. As a nationally ranked squad, the cheerleaders promote school spirit, student activities, and assist with campus and community events as ambassadors. Listed below are general information and requirements for qualifying for the squad.

1. Try outs are generally held in the Spring of each year.
2. Members must be enrolled in good standing and maintain at least a 2.0 GPA.
3. Members will perform at all WSCC basketball games.
4. The cheerleaders of WSCC earn college credit for participating on the squad.
5. If scholarships are awarded, they are for fall and spring semesters of the upcoming year.

CHILD DEVELOPMENT CLUB

The Child Development Club is open for all students who are in the child development program. The club is designed to facilitate students who choose a field in Early Childhood Education. The club allows students to enhance their skills by working in a different setting to accomplish both personal and group goals, while also helping those that choose to hold a position to refine their leadership skills. The club participates in sponsoring children for Christmas, blood drives that are held at WSCC, and the March of Dimes walk in October. Sponsor: DeeRetha Preuitt, 256.352.8383.

CHOIR AND SINGERS

All students are invited to participate in the Concert Choir, which presents programs in the fall and spring of each year. Emphasis is placed on a wide variety of music, both secular and sacred. The Singers, a group of vocalists and instrumentalists, perform for a variety of programs, including civic clubs, conventions, high school assembly programs, and churches. Auditions are held each spring and fall for membership in the WSCC Singers. Sponsor: Tiffany Richter, 256.352.8034.

CULINARY ARTS CLUB

The Culinary Arts Club is open to any individual majoring in Culinary Arts at Wallace State. The objective of this club is to promote and renew interest in the area of foods and nutrition. Membership also promotes social and intellectual skills and assists in professional growth. Sponsor: Chef Villa at 256.352.8132

COMPUTER SCIENCE CLUB

The Computer Science Club is an organization, meeting monthly, whose purpose is to enhance skills, knowledge, and interest in the computer science field. It provides a forum for discussions and hands-on activities on techniques in programming, gaming, and networking. Meetings are conducted by experts in the field. The club also provides free tutoring services for students taking any of the computer science courses. Membership is open to anyone in any major; it is not restricted to just the Computer Science majors. Sponsor: Cheril Grimmett at 256.352.8158

COSMETOLOGY CLUB

The Cosmetology Club is made up of students with the desire to advance their training beyond the basic skills. These students attend seminars and one-day workshops in advanced training, presented by some of the nation's leading cosmetologists. Another function of the group is to visit schools and civic clubs to emphasize the importance of one's personal appearance. Sponsor: Tracy Smith at 256.352.8216

FELLOWSHIP OF CHRISTIAN ATHLETES

Fellowship of Christian Athletes (FCA) is an organization for athletes dedicated to Christian activities. The group meets once a week and sponsors devotions, promotes unity, and encourages team-building.

HUMAN SERVICES CLUB

The Human Services Club is one of the oldest and most active clubs on campus of Wallace State and has been in existence since the 1970's. The objectives are to assist various community agencies and clinical sites with projects and activities. The club helps those who are in need of aid in the form of clothing, food, education, housing, etc. Club members serve as advocates for those persons diagnosed with mental illness, mental retardation, dementia, victims of domestic violence, various types of abuse, and cultural literacy. In addition, the club promotes professional development for students and encourages group leadership and cohesiveness among members. The club is affiliated with the Alabama Organization of Mental Health Technologists and Human Services Workers (AOMHT) and members attend the annual AOMHT convention held during fall semester. Any WSCC student or employee, regardless of ethnic diversity is welcome to join. Suggested membership fees are $5.00 per semester or $12.00 per year. The membership fees are used to fund projects and club functions. Meetings are held monthly in the Tom Bevill Allied Health Building in Room 604. Sponsor: Susan Beck, 256.352.8339.

INTERCOLLEGIATE ATHLETICS

Wallace State Community College is a member of both the National Junior College Athletic Association and the Alabama Junior College Conference. The College is presently developing a comprehensive program of intercollegiate athletics, which includes men's and women's basketball, golf, softball, baseball, volleyball, and soccer.

INTRAMURAL ATHLETICS

Intramural competition is provided for the student body through student activities. Some areas of intramural competition include basketball, softball, volleyball, tennis, table games, flag football, wallyball, and other activities as demand justifies.

JAZZ AND CONCERT BANDS

The Jazz Show Band is a group composed of music majors and advanced instrumentalists who perform for civic, social, high school, and college functions.

LAMBDA BETA

Lambda Beta is an organization of students interesting in promoting the profession of Respiratory Therapy. Lambda Beta is a chapter of the National Lambda Beta Society. The purpose of the organization is to promote, recognize and honor scholastic achievement, service and character of students, graduates, and faculty members of the Respiratory Therapy profession. The organization works to achieve the purpose by promoting achievement of high scholarly standards within the chapter through the encouragement of membership and graduation with honors.

LEX ADJUTOR MAJUS

LEX ADJUTOR MAJUS is an on-campus Paralegal Club comprised of full and part-time students majoring in Paralegal Studies. Realizing that the practice of law may be the most challenging and exciting as well as the most rapidly growing of all professions, paralegal students plan and hold seminars, hear guest lecturers, take field trips, and socialize in an atmosphere conducive to the advancement of the legal profession. Sponsor: June Brooks at 256.352.8224

LEX CORPUS

Law Enforcement students at Wallace State Community College have available to them this law enforcement/criminal justice society. Lex Corpus is dedicated to the uplifting of professionalism through training, through activity, and through formal and informal social interaction. Sponsor: Criminal Justice Faculty

MISS WALLACE STATE PAGEANT

The Miss Wallace State Pageant is held annually and is open to female students ages 17-24 who are full-time students attending Wallace State Community College. The winner of the Miss Wallace State Pageant is a contestant in the Miss Alabama Pageant; therefore, the Miss Wallace State Pageant conforms to the entrance rules of the Miss Alabama Pageant. Participants must never have been married or pregnant. This program is a preliminary to the Miss Alabama Pageant, which is affiliated with the Miss America Scholarship Program. Scholarships are awarded to all participants. For more information, contact 256.352.8208.

MU ALPHA THETA

Mu Alpha Theta is the national community college mathematics honor society. The organization provides members with various avenues to showcase their mathematical knowledge and talents, while providing opportunities to learn from and interact with members across the United States. Organization sponsors are Dana Adams and Krystal Beasley.

MUSIC EDUCATORS' NATIONAL CONFERENCE

The purpose of this group is to afford students an opportunity for professional orientation and development. It is expected that benefits will accrue both to the students themselves and

to the professional organization, as students gain an understanding in these areas:

1. The philosophy and function of the music education profession.
2. The basic truths and principles, which underlie the role of music in human life.
3. The importance of contacts with leaders in the profession.
4. The music industry's role in support of music education.
5. The knowledge and practices of the professional music educator.

PHI BETA LAMBDA

The purpose of the Wallace State Chapter of Phi Beta Lambda is to familiarize students with the opportunities available in business and office occupations.

Phi Beta Lambda is an integral part of the instructional program; it promotes a sense of civic and personal responsibility. Members have an opportunity to compete in a number of skills events on the state and national levels. All students in the Business Department are urged to join. Sponsors: Business Department Faculty

PHI THETA KAPPA (ALPHA CHI TAU CHAPTER)

Alpha Chi Tau is the official chapter of Phi Theta Kappa International Honor Society at Wallace State Community College. Phi Theta Kappa is the only internationally accepted honor society serving institutions, which offer associate-degree programs. Membership is given added significance by the fact that the Society is recognized by the American Association of Community Colleges as the official honor society for two-year colleges.

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate-degree students. To achieve this purpose, Phi Theta Kappa provides opportunities for the exchange of ideas and for stimulation of interest in continuing academic excellence.

Membership in Phi Theta Kappa is extended by invitation only. To be eligible, a student must be enrolled in an associate-degree program, have completed at least twelve hours of course work leading to an associate degree, have a grade point average of 3.5 or better, exhibit good moral character, and possess recognized leadership qualities.

The members of Alpha Chi Tau are involved in the following activities: mentoring programs with at-risk students in area high schools, tutorial relationships with Wallace State students, community-service projects in Cullman County and in neighboring counties, and programs sponsored by Wallace State and other institutions to promote academic enrichment. For information, contact Stacey Moore at 256.352.8241.

Eligible for Commencement Honors

SCHOLARS BOWL

Scholars Bowl is a challenging opportunity for students to test their knowledge on a variety of subjects. Questions cover topics on academics, arts, current events, and sports. Team practices are scheduled to accomodate students' schedules. The team also travels to different colleges for competition and hosts middle school, high school, and college competitions on campus. Sponsors of this activity are Christine O'Leary and Leigh Ann Courington.

SIGMA KAPPA DELTA

Sigma Kappa Delta is the National English Honor Society for two-year colleges. The Theta Delta Chapter of Sigma Kappa Delta was established in 2007 on the Wallace State campus. Sigma Kappa Delta provides the exceptional student with a variety of opportunities for advancing the study of language and literature, for developing skills in creative and analytical writing, for meeting other outstanding scholars and professionals in the discipline of English, and for obtaining scholarships. Sigma Kappa Delta is actively involved with Arts in April.

Requirements for membership are as follows:
• Currently enrolled at Wallace State with a minimum o v e r - all GPA of 3.3
• Completed one college English course with no English grade lower than a B
• Completed at least 12 hrs. of college credit

Sponsors: English Department Faculty

Eligible for Commencement Honors

SKILLS USA-VICA (VOCATIONAL INDUSTRIAL CLUBS OF AMERICA)

Students enrolled in trade, industrial, technical, and health education are united by VICA through the understanding of the function and ethics of labor-and-management organizations. This understanding helps to create a respect for the dignity of work, which aids students in making their own vocational goals and developing the highest standards to achieve their goals. Sponsor: Kristi Bain at 256.352.8165.

SONOGRAPHY CLUB

The Sonography Club is open to all WSCC students enrolled in Diagnostic Medical Sonography. The objective of the organization is to unite members of the Sonography Program to promote social and intellectual development and to aid in professional growth. For more information, contact the Sonography Department. Sponsor: Janet Money, 256.352.8318.

SOUTHEASTERN HORTICULTURE CLUB

Open to all students who are currently attending the WSCC Agriculture/Horticulture program or Agriculture related field. The purpose of the club shall be to serve the department; provide opportunities through an educational process that promote individual growth leadership and strong personal ethics for individuals who are pursuing agricultural careers. Sponsor: Agriculture Instructors at 256.352.8035.

STUDENT DENTAL HYGIENE CLUB

The SDAC is open to any individual who is majoring in Dental Assisting at the College. The overall objective of the SDAC is to unite members of the Dental Assisting profession for the purpose of increased interest and enthusiasm in the profession,

to promote social and intellectual development, and to aid in professional growth. Sponsor: Kathy Coy, 256.352.8026.ſ

STUDENT PHYSICAL THERAPY ORGANIZATION

The Student Physical Therapy Organization (SPTO) is a professional organization made up of Physical Therapist Assistant students for the purpose of enhancing the total professional development of students, socially as well as academically. The club sponsors fund-raising and social events which help to foster class cohesiveness and afford a place for exchanging ideas and friendship. Sponsor: Alina Adams, 256.352.8332

THE TALKING HANDS CLUB

The Talking Hands Club participates in activities centered around Deaf culture and sign language. Participants actively learn and practice sign language at each meeting. Members also participate in community service projects. Anyone is eligible for membership; all students, teachers, and the community are invited to attend.   Sponsors: ADA Staff

WALLACE STATE AMBASSADORS

The Wallace State Ambassadors serve as official representatives of Wallace State Community College during campus and community events. Wallace State Ambassadors gain valuable leadership and volunteer experience while making new friends and participating in many exciting events. Applications are available in office 202 of the Wellness Center. Wallace State Ambassadors must maintain a 2.0 GPA.

WALLACE STATE DRAMA CLUB

The Drama Club is an organization of students interested in promoting drama and the theater at Wallace State Community College. This club sponsors drama presentations for Wallace State students and the community. Sponsor: Lauren Cantrell, 256.352.8422.

WALLACE STATE UPHOLSTERY CLUB

The Upholstery Club is an organization of students enrolled in the Upholstery Program. The objectives are to promote professional growth, to promote an enjoyable atmosphere for students through activities such as field trips and other social functions, and to aid Skills USA-VICA (Vocational Industrial Clubs of America) functions for Upholstery. For more information, contact Upholstery at 256.352.8168.

WSCC HOMECOMING QUEEN AND COURT

The date for Homecoming is set by the Student Government Association Advisor at Wallace State Community College. All activities are sponsored and coordinated by the Student Government Association, including the election of the Homecoming Queen and Court.

The following criteria are used in the selection of the WSCC Homecoming Queen and Court:

1. Students who desire to be placed on an official ballot for election shall announce their intentions at the appropriate time and place and shall follow any and all rules set forth by the Homecoming Committee.
2. Each participant must be in good academic standing at the College.
3. Each participant must be willing to represent the College through photographs for newspapers and the College yearbook. Participants must also be willing to represent the College at various civic and community events sponsored by the College.
4. Each candidate will be screened by a Homecoming Committee. The Homecoming Committee is charged with the responsibility of selecting the best ten representatives from the participants by means of evaluating submitted applications and conducting personal interviews with all contestants if needed.
5. Voting will take place at least two weeks prior to Homecoming. The dates and times for voting will be announced, and all WSCC students are eligible to vote. The SGA Advisor will assign a committee to count the votes.
6. The names of the top four or five participants receiving the largest number of votes will be posted immediately following the tabulation of the votes; however, the name of the Homecoming Queen will be held until the Homecoming Game.

WSCC PEP BAND AUXILIARIES

The students in the Pep Band Auxiliaries are both music majors and non-majors. The group is open to those who have an interest in College Music and sports activities. They will perform for the men and women home basketball games and other special athletic events. College credits can be earned by participants. All participants are chosen by audition. For more information, contact the Music Department at 256.352.8277.

WSCC STUDENT NEWSPAPER

WSCC's student newspaper, "The Mane Issue", provides students the opportunity to participate in all facets of a news publication. "The Mane Issue", published approximately monthly, contains news about Wallace State events and topics of interest to students. All students are invited to participate. Contact Kristen Holmes at 256.352.8118.

WALLACE STATE
HANCEVILLE

Programs of Study

Student Learning Outcomes for Degree Seeking Students

Learns Actively

The engaged student participates directly in learning activities.
The learner
• takes responsibility for his/her own learning
• uses effective learning strategies
• reflects on effectiveness of his/her own learning strategies

Thinks Critically

The critical thinker uses reason, ingenuity, and knowledge to examine relevant issues or ideas and solve problems.
The learner
• identifies an issue or idea
• explores perspectives relevant to an issue or idea
• constructs well reasoned solutions/conclusions
• supports conclusions with fact

Communicates Clearly

The effective communicator demonstrates the ability to articulate and exchange ideas using multiple forms of expression.
The learner
• uses Standard English in speaking and writing
• writes sentences and paragraphs that are sequential and logical
• conveys a clear, organized purpose in writing
• reads and comprehends written information
• engages in an exchange of ideas

Uses Technology Effectively

The 21st century learner accesses and utilizes relative information effectively and responsibly. The learner
• effectively searches for reliable information
• uses information and technology responsibly
• utilizes technology to enhance the learning experience
• uses information and technology related to his/her field of study and utilized in the workplace

Interacts in Diverse Environments

The responsible citizen develops awareness of the diversity of human experience, understanding and responding to interpersonal, historical, cultural and global contexts.
 The learner
• demonstrates cultural competence
• collaborates with others in a variety of situations
• acts with respect for others

ACADEMIC PROGRAMS OF STUDY

Wallace State Community College offers a variety of degrees and programs in an attempt to meet the needs, interests, and abilities of the students within the service area of the College. Wallace State Community College is authorized to offer programs leading to the Associate in Arts Degree, Associate in Science Degree, and Associate in Applied Science Degree. Certificate programs are also offered in certain subject areas. Students are not guaranteed to be able to complete a particular program in a specified period of time unless they meet all academic and admission procedures as required by this catalog.

ASSOCIATE IN ARTS DEGREE (A.A.)

The Associate in Arts Degree is designed for students who plan to transfer to a senior institution and pursue a course of study in a liberal arts area. The following outline of the General Education Core requirements should be completed after consultation with an academic advisor, and with consideration of the academic requirements of an individual student's transfer-receiving institution. Departments and programs may suggest, require, or specify appropriate course work not only to complete these requirements but also to facilitate the transfer process. The College encourages students to enrich and improve their education by including additional course work to diversify and improve their educational experiences. Only code "A" courses should be taken in Areas I-IV. These are transfer courses.

ASSOCIATE IN SCIENCE DEGREE (A.S.)

The Associate in Science Degree program is designed for students who plan to transfer to a senior institution and pursue a career of study in a general field or specialized professional field. The following outline of General Education Core requirements should be completed after consultation with an academic advisor, and with consideration of the academic requirements of an individual student's transfer-receiving institution. Departments and programs may suggest, require, or specify appropriate course work not only to complete these requirements, but also to facilitate the transfer process. The College encourages students to enrich and improve their education by including additional course work to diversify and improve their educational experiences. Only code "A" courses should be taken in Areas I-IV. These are transfer courses.

The General Education Core for **Associate in Arts and Associate in Science Degrees**

*ORI 101/ ORI 103 (Orientation to College) is a college requirement, not a requirement of a specific program. You are exempt from orientation if you are a transfer student with a minimum of 12 semester hours of college work or if you were enrolled at Wallace State Community College before Fall 2004. ORI 103 (Orientation - Master Student) is required for any student who places in a transitional course.

Area I: Written Composition I and II . . . . . **6 Credit Hours**

Area II: Humanities and Fine Arts . . . .**12 Credit Hours**

   **Must complete 3 semester hours in Literature.

   * Must complete 3 semester hours in the Arts.

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

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

Area III: Natural Science and Mathematics . . . .**11 Credit Hours**

   * Must complete 3 semester hours in mathematics at the Precalculus Algebra or Finite Math Level.

   * Must complete 8 semester hours in the Natural Sciences which 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 Credit Hours**

   **Must complete 3 or more semester hours in History.

   * Must complete 6 or more semester hours from among other disciplines in the Social and Behavioral Sciences.

   Social and Behavioral Sciences include: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

Area I-IV Minimum General Education Requirements . . . .**41 Credit Hours**

Area V: Pre-Professional, Pre-Major, and Elective Courses . . . .**19-23 Credit 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 or Liberal Arts Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.

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

   ** ORI 101,ORI 103, or WKO 101 required for graduation.

Maximum Program Semester Credit Hours . . . .**64 Credit Hours**

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

TRANSFER PROGRAMS

Universities vary in the nature and number of pre-professional requirements, which should be taken. During the freshman and sophomore years, students who have determined which profession or occupation they plan to enter should study the list of courses prescribed by the four-year school, which they plan to attend. It is the student's responsibility to become familiar with the requirements of the four-year school. In addition, the students should consult with their WSCC advisor. University-parallel programs may require modifications to meet the needs of some four-year institutions.

Programs of Study

Wallace State Community College offers Associate in Arts and Associate in Science degrees in university parallel programs of study, and Associate in Applied Science degrees and certificates in skillbased, non-degree programs of study. Certificates may be further designated as long term and short term depending upon the number of semester hours required within each program of study. Applicants must possess certain physical and mental abilities to meet the required essential functions of each program.

STATEWIDE ARTICULATION REPORTING SYSTEM (STARS)

Students should become familiar with STARS which provides very specific information about the requirements in each subject AREA for a given transfer institution. The STARS website can be accessed at http://stars.troy.edu. From STARS, students can print a transfer guide for his/her major and enter into a binding contract with the transfer institution in his/her program of study. The contract is not binding on the student but is binding on the transfer institution so long as the student does not change majors and takes the courses listed on the transfer guide.

STARS is a computerized articulation-and-transfer-planning system designed to inform students about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded four-year institution. Once a student chooses a major and a place of transfer, an individualized guide and agreement can be created. Information on the STARS program is available in the ACTION Center or can be accessed from the WSCC web page, www.wallacestate.edu.

Alabama General Studies Committee (AGSC)

As a result of legislative action, course offerings at Alabama Community Colleges were evaluated and their transfer equivalency to other state colleges and universities were determined by the Alabama General Studies Committee (AGSC). The AGSC divided the academic transfer courses taught at the community colleges into three separate groups according to their transfer status.

The Associate Degree requires completion of 60-64 semester hours. Courses that are common to all programs of study and to all institutions are designated as Common Core courses and further categorized as Code A courses. The Code A courses specify course requirements by number of semester hours and discipline (also known as AREA). The total number of semester hours of Common Core (Code A) courses required for all university parallel programs of study, except engineering, is 41 semester hours. The remaining 19-23 hours (designated as Code B, AREA V) consist of courses in the individual student's major or minor fields of study or are necessary to meet pre-professional requirements as specified by the transfer institution.

The remaining potentially transferable courses that do not fall into either Code A or Code B are potential AREA V transfer courses but are subject to the approval of the respective receiving institutions. These courses are designated as Code C.

Students who are pursuing 4-year degrees should follow the degree plan for their major. Degree plans for most majors are found on the next few pages. The transfer institution's catalog and/or web-site provides specific transfer requirements in AREA I through AREA V.

STARS University Parallel Approved Common Core Courses

AREA I: Written Communications   6
ENG 101	English Composition I
ENG 102	English Composition II

AREA II: Literature, Humanities and Fine Arts   12
*Literature (3-6)
ENG 251	American Literature I
ENG 252	American Literature II or
ENG 261	English Literature I
ENG 262	English Literature II or
ENG 271	World Literature I
ENG 272	World Literature II

Fine Arts (3)
ART 100	Art Appreciation
ART 203	Art History I
ART 204	Art History II
MUS 101	Music Appreciation
THR 120	Theatre Appreciation

Speech (3)
SPH 106	Fund of Oral Communication
SPH 107	Fund. of Public Speaking
SPH 116	Intro. to Interpersonal Communications

Additional Humanities (0-3)
HUM 101	Introduction to Humanities I
HUM 102	Introduction to Humanities II
PHL 106	Introduction to Philosophy
PHL 206	Ethics and Society
REL 100	History of World Religions
REL 151	Survey of the Old Testament
REL 152	Survey of the New Testament
SPA 101	Introductory Spanish I
SPA 102	Introductory Spanish II
FRN 101	Introductory French I
FRN 102	Introductory French II

AREA III: Natural Science and Mathematics   11
Mathematics (3-4)
MTH 110	Finite Mathematics
MTH 112	Precalculus Algebra
MTH 113	Precalculus Trigonometry
MTH 115	Precalculus Algebra and Trig.
MTH 120	Calculus and Its Applications
MTH 125	Calculus I

Natural Sciences (8)
AST 220	Introduction to Astronomy
BIO 103	Principles of Biology I
BIO 104	Principles of Biology II
CHM 104	Intro. to Inorganic Chemistry
CHM 105	Intro. to Organic Chemistry
CHM 111	College Chemistry I
CHM 112	College Chemistry II
GYL 101	Intro. to Geology I
GYL 102	Intro. to Geology II
PHS 111	Physical Science I
PHS 112	Physical Science II
PHY 120	Introduction to Physics
PHY 201	General Physics I
PHY 202	General Physics II
PHY 213	General Physics w/Calculus I
PHY 214	General Physics w/Calculus II

AREA IV: History, Social and Behavioral Science   12
*History (3-6)
HIS 101	Western Civilization I
HIS 102	Western Civilization II **or**
HIS 121	World History I
HIS 122	World History II **or**
HIS 201	United States History I
HIS 202	United States History II

**Additional History, Social & Behavioral Sciences (6-9)
ANT 200	Introduction to Anthropology
ANT 210	Physical Anthropology
ANT 220	Cultural Anthropology
ECO 231	Macroeconomics
ECO 232	Microeconomics
GEO 100	World Regional Geography
GEO 101	Principles of Physical 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 a part of the General Studies Core Curriculum, students must complete a six hour sequence either in literature or in history.

** No more than 6 hours of history may be taken for AREA IV.

AREA V: Major, Minor and Elective Courses   19-23

Courses taken in AREA V are those that provide the student with the knowledge and experiences in his or her chosen major or area of concentration. The course requirements listed within AREA V of each program of study should be used as a guide and may vary depending upon the transfer institution. For guidance in the identification of the specific course requirements in the major or minor, the student should refer to the transfer institution's catalog or web page. Also, the AGSC transfer guide (STARS guide) for each public transfer institution in the State of Alabama is readily available on the web at http://stars.troyst.edu and should be utilized.

ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.)

The primary intent of the Associate in Applied Science Degree is to fulfill occupational and terminal objectives. In order for a student to graduate with an AAS degree, he/she must follow a prescribed program of study (i.e., Associate Degree Nursing, Paralegal, Medical Assistant, etc.) in addition to the requirements listed below.

*ORI 101 (Orientation to College) is a college requirement, not a requirement of a specific program. You are exempt from orientation if you are a transfer student with a minimum of 12 semester hours of college work or if you were enrolled at Wallace State Community College before Fall 2004. Orientation 103 (Orientation - Master Student) is required for any student who places in a remedial level course.

Area I: Written Composition I and II . . .3 - 6 Credit Hours

Area II: Humanities and Fine Arts . . . . .3 - 6 Credit Hours

In addition to Literature, disciplines include: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music, Philosophy, Ethics, Religious Studies, Speech, and Theatre.

Requirements Prescribe: Minimum of 9 hours in Area I and Area II. Speech cannot be used as a single course to satisfy the Area II humanities/fine arts requirement.

Area III: Natural Science, Mathematics, and Computer Science . . . . .9 - 11 Credit Hours

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

Requirements Prescribe: Distribution in Mathematics or Science or Computer Science (Data Processing): Minimum of 3 hours in Mathematics is required; one Computer Science (Data Processing) course (2 are preferred) or demonstrated computer literacy skills; or the integration of computer proficiencies within a required discipline-specific course(s). Appropriate 100 or higher-level courses denoted in The Alabama College System Course Directory may be substituted.

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 to assure the transfer of courses within parameters of the AGSC Minimum General Education Semester Hour Distribution Requirements or in lieu, successfully complete the validated system-wide biology placement examination.

Students enrolled as majors in health-related disciplines for which the AAS degree is awarded may take BIO 211 and BIO 212, in which case BIO 212 would serve as the prerequisite for BIO 220. Programs in which the A.A.S. represents the terminal award are not required to complete the 6-hour semester hour sequence in Area IV.

Area IV: History, Social, and Behavioral Sciences . . . . .3 - 6 Credit Hours

** 1- semester hour of Orientation 101 or 103, required for graduation.

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

Area V: Minimum General Education Requirements* . . . . .18 - 29 Credit Hours

* Courses appropriate to the degree requirements, occupational or technical specialty requirements, 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 Curricula . . . . .76 Credit Hours

Maximum Program Semester Credit Hours . . . . .76 Credit Hours

Semester Credit Hour Range by Award . . . . .60 - 76 Credit Hours

COURSE CLASSIFICATION

WRITTEN COMPOSITION

ENG   English 101 and 102

HUMANITIES AND FINE ARTS

Humanities		Fine Arts	
FRN	French	ART	Art
GRN	German	DNC	Dance
HUM	Humanities	MUL	Music Ensemble
IDS	Interdisciplinary Studies	MUP	Music Performance
PHL	Philosophy	MUS	Music
REL	Religion	THR	Theater
SPA	Spanish		
SPH	Speech (Cannot be used as single course to satisfy Area II Humanities/Fine Arts requirement for AAS degree)		

Literature
ENG   American, English, and World Literature

NATURAL SCIENCE AND MATHEMATICS

Natural Sciences

AST	Astronomy
BIO	Biology
CHM	Chemistry
CIS	Computer Science (applies to A.A.S. degree only)
GLY	Geology
PHS	Physical Science
PHY	Physics

Mathematics

MTH	Mathematics

HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES

History

HIS	U.S. History or Western Civilization

Social and Behavioral Sciences

ANT	Anthropology
ECO	Economics
GEO	Geography
ORI	Orientation (applies to A.A.S. degree only)
POL	Political Science
PSY	Psychology
SOC	Sociology

SECOND ASSOCIATE DEGREE

A student may earn a second associate degree by completing (in residence with an average grade of C or better) at least 18 semester hours of work over and above work done for the first degree, including a new major. The first degree must be based on at least 60-64 semester hours of fully accredited work. All requirements for the second degree major must be completed. Second-degree programs should be submitted to the appropriate Dean for approval in advance.

CERTIFICATE PROGRAMS

The primary intent of the certificate program is to fulfill occupational objectives for career students who have no intent of transferring credit to a senior institution. In order for a student to graduate with a certificate, he/she must successfully complete the prescribed program of study that meets the requirements listed below.

Area I: Written Composition I	**3-6 Credit Hours**
Area II: Humanities and Fine Arts	**3-6 Credit Hours**
Area III: Natural Science and Mathematics	**6 Credit Hours**
Area IV: History, Social, and Behavioral Science	**0 Credit Hours**
Minimum General Education Requirements	**12 Credit Hours**
Area V: Technical Concentration	**18-48 Credit Hours**
Maximum Program Semester Credit Hours	**60 Credit Hours**
Semester Credit Hour Range by Award	**30-60 Credit Hours**

DISTANCE LEARNING

Wallace State offers Distance Education courses, online, and hybrid courses that are available each semester, and are offered in a variety of subject areas. All distance education courses and tuition rates are listed in the schedule each term.

COOPERATIVE EDUCATION PLAN

Cooperative Education (co-op) is an educational plan whereby a student can integrate classroom learning with practical work experience in a technical, business, or professional setting. The work experience periods are an integral part of the student's education. The College monitors the student's work activities to make sure that the work experience is providing the student an opportunity to gain valuable work experience. There are two co-op plans; the Alternating Plan and the Parallel Plan. The Alternating Plan requires the student to alternate terms of full-time work with terms of full-time college attendance. The Parallel Plan requires that the student work part-time while attending school full-time.

Cooperative Education is based on the principle that the work experience can enhance the learning that takes place in the classroom. Practical experience offered at a time when the student is at the peak of learning capacity adds relevance to education and fortifies the student in the total learning process.

Each student entering the Co-op Program will have an orientation interview with the Career Services Director (256.352.8178).

Students must be in good academic standing and have an over-all GPA of 2.5 on a 4.0 scale. A student must be working in, or willing to accept employment in, a job closely related to his/her major.

During the work experience periods, the Co-op student will register for Cooperative Education Program (Co-op) credit. The student's performance will be monitored through the Office of Cooperative Education and through a work-experience report. In addition, the employer will supply a report on the student's activities together with a performance evaluation at the end of the semester.

A final grade for each work period will be issued based upon the employer's evaluation and other performance criteria. Grades will be recorded on the student's official transcript and will become a part of the student's grade-point average. Additional information can be obtained by contacting the Office of Career Services.

HEALTH SCIENCE PROGRAMS OF STUDY

Wallace State's Health Science Division offers a variety of programs to prepare health professionals. Programs leading to the Associate in Applied Science Degree and certificates are available. The Health Science programs are designed to provide the highest quality education to students in order to meet the community's need for quality health professionals.

ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.)

The primary intent of the Associate in Applied Science Degree is to fulfill occupational and terminal objectives. In order for a student to graduate with an A.A.S. degree, he/she must follow a prescribed program of study.

Each prescribed program of study, which awards the A.A.S., is included in the College catalog. Although each program varies, the following standards are required as minimum degree requirements from the General Studies Curriculum in the Alabama College System.

Area I: Written Composition I and II . . .3 - 6 Credit Hours

Area II: Humanities and Fine Arts . . . . .3 - 6 Credit Hours

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

Area IV: History, Social, and
    Behavioral Sciences . . . . .3 - 6 Credit Hours

Area V: Maximum General Education Core Technical
    Concentration, and Electives . . . .58 - 47 Credit Hours

Maximum Program Semester Credit
    Hours . . . . .76 Credit Hours

Semester Credit Hour Range by
    Award . . . . .60 - 76 Credit Hours

CERTIFICATE PROGRAMS

The primary intent of health certificate programs is to fulfill occupational objectives for students who wish to enter the workforce upon graduation. For a student to graduate with a certificate, he/she must successfully complete the required program courses and meet the requirements below:

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

Area II: Humanities and Fine Arts . . . . . . .3 Credit Hours

Area III: Natural Science and
    Mathematics . . . . .6 Credit Hours

Area IV: History, Social, and
    Behavioral Sciences . . . . .0 Credit Hours

Area V: Health Concentration . . . . . .18 - 48 Credit Hours

Maximum Program Semester Credit
    Hours . . . . .60 Credit Hours

Semester Credit Hour Range by
    Award . . . . .30-60 Credit Hours

SHORT TERM CERTFICATE PROGRAMS

The primary intent of short term certificate programs are to fulfill basic occupational objectives or to provide specialty training/competencies for students who wish to enter a health field or advance in their current health career. The prescribed program of study is included in the College catalog. Although each program varies, the following standards are the degree requirements set by the Alabama College System. All students must successfully complete the program courses.

Area I: Written Composition . . . . .0 - 3 Credit Hours

Area II: Humanities/Fine Arts . . . . .0 Credit Hours

Area III: Natural Science and
    Mathematics . . . . .0 - 3 Credit Hours

Area IV: History, Social, and
    Behavioral Sciences . . . . .0 Credit Hours

Area V: Health Concentration . . . . . .23 - 29 Credit Hours

Maximum Program Semester Credit
    Hours . . . . .29 Credit Hours

Semester Credit Hour Range by
    Award . . . . .9 - 29 Credit Hours

Admission:

Admission to the College is required but does not guarantee admission to a health program as health programs have additional admission requirements that must be met. Individual program admission requirements are found under each program in this catalog. Please review the catalog to assure that you have fulfilled pre-requisite requirements for all courses in your chosen program. Health students are required to take the appropriate Math, English, and Reading Placement exams. Student scores on placement exams may dictate that additional classes be taken. These classes can extend the time required for program completion. When applying to a program, you should retain copies of the materials submitted as the originals become the property of WSCC upon submission.

Admission Appeal Process:

Decisions on program admission are made based upon the data provided in the applicant's college records and admission packet in compliance with the published program selection criteria. Every effort is made to make sure that program admission decisions are fair and based on the information provided by the applicant.

If an applicant has a valid reason to believe that an error has occurred, the applicant must make an initial contact within seven days of notification of an admission decision. Thereafter, each subsequent appeal, if any, must occur within a seven-cal-

endar day increment after the respective decision is received by the applicant. If an applicant does not meet the deadline for appealing an admission decision, the right to appeal will be waived.

The applicant shall begin by stating either orally or in writing to the program director that the admission decision was made in error or is unfair and include the justification for the appeal. If the applicant and the program director cannot successfully resolve the concern, the applicant may then contact the Dean of Health Sciences. The applicant must appeal to the Dean by submitting the appropriate form (available from the program director) stating his/her concern with the admission decision and describing the prior discussion with the program director. Copies of documentation supporting the applicants's claim shall be provided with the form. The Dean will review the applicant's issue. The Dean shall have the authority to call in the program director or ask for the assistance of other WSCC faculty and staff or seek the opinion of an expert in the area under review.

If the applicant's concern cannot be successfully resolved at this level, the applicant shall be given the opportunity to take the appeal to the Vice President for Students. Appeal information must be submitted on the proper form (available from the Dean of Health Sciences). Again copies of any documentation supporting the applicant's claim shall be included. Once the Vice President for Students has completed the review of the admission decision, a written report describing his or her findings and conclusion will be provided to the applicant, the Dean of Health Sciences, and the Program Director. The decision of the Vice President for Students will be final and not subject to further appeal.

Immunizations:

The administration and faculty of WSCC are committed to the health and welfare of students enrolled in allied health and nursing programs. Therefore, various immunization and medical requirements may be required prior to enrollment in a program/course (see individual program for more information).

Insurance:

Specific courses may require students to carry accident and malpractice insurance, which is available through the College. All health science programs require students to carry health insurance. A student will not be able to be placed in a clinical setting without valid proof of health insurance.

Travel:

Students are required to travel to clinical sites, which may entail two (2) hours or more of driving. Housing, travel, parking, and meal expenses while at clinicals are the responsibility of the student.

Reporting of Infectious Disease:

The Alabama Infected Health Care Worker Management Act (Public Law 201-141) mandates that any health care worker who performs invasive procedures and who is infected with human immunodeficiency virus (HIV) or Hepatitis B (HBV) virus shall notify the State Health Officer, or his designee, of the infection. All Health Science Division students are required to follow this policy.

Drug and Alcohol Testing:

Wallace State Community College supports the concept of a Drug Free Workplace (as defined by Public Law 100-690) and prohibits the unlawful manufacture, distribution, possession or use of a controlled substance on any property owned, leased or controlled by the college or during any activity conducted, sponsored, authorized by or on behalf of Wallace State Community College. The college prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state and federal law. Students found to be involved in any of these activities are subject to disciplinary action.

Education of Health Profession Students at Wallace State Community College requires collaboration between the College and clinical agencies. Education of these students cannot be complete without a quality clinical education component. The College shares an obligation with the clinical agency to protect the agency's patients to the extent reasonably possible from harm due to students who are under the influence of illegal drugs or alcohol while in the clinical agency.

The College wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical education experiences. Therefore, it is the policy of Wallace State Community College-Hanceville that students enrolling in health profession programs submit to drug testing. This testing can be announced or unannounced and will occur upon admission and annually thereafter, for cause, or at random intervals. Full guidelines on the drug testing procedure are available from the College's web site.

Background Screening:

In establishing clinical affiliation agreements, healthcare educational programs are contractually obligated to comply with the requirements set forth by clinical affiliates. Student enrolled in health care educational program must conform to the rules, policies and procedures of the clinical affiliate in order to participate in clinical learning experiences. It is therefore the policy of Wallace State Community College Health Science Division that students enrolling in health profession programs submit to background checks.

The background checks will be conducted by a college-designated vendor according to program specific deadlines. **Background checks performed by any other vendor or agency will not be accepted.** Failure to provide full and accurate information when applying for the background screen may be

grounds for disciplinary action. Students reinstated to a program after an absence from program coursework of one semester or more will have to repeat background testing. The student will be responsible for the cost of the background check.

If, while enrolled in any health program a student experiences a situation resulting in conversion of a negative background screen to a positive background screen, the student is required to disclose this incident to their respective program director. Failure to disclose can result in program dismissal and college disciplinary action.

Students with a positive background check will be denied assignment to a clinical facility. Background checks which could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Students who are unable to resolve a positive background check will be dismissed from the health care program. Positive findings on background checks can have licensure implications upon graduation from a health program. Full guidelines on background screening are available from the college website.

Appeal of Program Dismissal Based on Background Screening, Drug Testing Results, or Other Circumstances

Decisions on program dismissal are made in compliance with the published policies. Every effort is made to make sure that decisions are fair and based on the information provided in the report.

If a student has a valid reason to believe that an error has occurred, the student must make an initial contact within seven days of notification of the program dismissal decision. Thereafter, each subsequent appeal, if any, must occur within a seven-calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing, the right to appeal will be waived.

The student shall begin by stating orally and in writing to the program director that the decision for program dismissal was made in error or is unfair and include the justification for the appeal. If the student and the program director cannot successfully resolve the concern, the student may then contact the Dean of Health Sciences. The student must appeal to the Dean by submitting the appropriate form (available from the program director) stating his/her concern with the dismissal decision and describing the prior discussion with the program director. Copies of documentation supporting the student's claim shall be provided with the form. The Dean will review the student's issue. The Dean shall have the authority to call in the program director or ask for the assistance of other WSCC faculty and staff or seek the opinion of an expert in the area under review.

If the student's concern cannot be successfully resolved at this level, the student shall be given the opportunity to take the appeal to the Vice President for Students. Appeal information must be submitted on the proper form (available from the Dean of Health Sciences.) Again copies of any documentation supporting the student's claim shall be included. Once the Vice President for Students has completed the review of the dismissal decision, a written report describing his or her findings and conclusion will be provided to the student, the Dean of Health Sciences, and the Program Director. The decision of the Vice President for Students will be final and not subject to further appeal.

Essential Functions:

Health Science programs require specific essential mental and physical functions, which must be possessed to be successful students. **In general,** all health programs require:

Visual acuity corrected to 20/20 and visual field perception to provide a safe environment for patients and coworkers.

Hearing acuity corrected to no greater than a 40 db hearing loss at 1000 and 2000 Hz.

Manual dexterity in fingering and grasping activities and the ability to perform repetitive fine motor actions.

Gross motor ability to reach, stoop, kneel, stand, walk, and sit.

Strength to lift at least 25 lbs. frequently and 50 lbs. occasionally.

Verbal and written communication skills adequate to exchange ideas, detailed information and instructions to others accurately through spoken or written word.

Each health program has requirements specific to success in that program and profession. Some may be more strenuous than the general functions provided here. These are available in the Americans with Disabilities Act (ADA) Coordinator's Office (256.352.8052) or by contacting the appropriate program director. It is the responsibility of the student to review the standards and, if required, meet with the ADA Coordinator to discuss them.

Licensure and Certification of Health Professionals:

Upon successful completion of the program of study, students are eligible to apply for their respective licensure and board examinations, if these are required to enter practice in their chosen areas. Students should be aware that final determination for eligibility to write the examinations is made by the licensure board after review of the candidate's application – WSCC has no control over the decision of these entities. The following may affect your eligibility: conviction of a criminal offense; drug/alcohol abuse or treatment for dependency on alcohol/illegal chemical substances; arrest/conviction of driving under the influence of drugs/alcohol; treatment of mental illness, inclusion on a state or federal abuse registry, disciplinary action by a licensing board or the military.

Students with questions regarding their eligibility are encouraged to contact the licensing/certifying board for clarification.

HEALTH LINKAGE

The Health Linkage Program allows students from other colleges and universities which do not offer health programs to begin their study at the linkage institution. Students then apply for entry into any of the health program options available at WSCC. Students interested in this program should contact the Director of the Health Linkage Program at WSCC (256.352.8172) or the Linkage Coordinator at respective linkage institutions. Colleges currently linked with WSCC:

COLLEGES	LINKAGE COORDINATOR
Alabama Southern Community College	Kiki Moore P.O. Box 2000 Monroeville, AL 36461 334.636.9642, ext. 679
Calhoun Community College	Samantha Nelson P. O. Box 2216 Decatur, AL 35609 1-800-626-3628
Bevill State Community College	Penne Mott 1411 Indiana Ave. Jasper, AL 35501 1-800-648-3271
Central Alabama Community College	Dr. Melanie Bolton P.O. Box 699 Alexander City, AL 35010 256.378.5576
Enterprise State College	Nancy Smith P.O. Box 1300 Enterprise, AL 36331 334.347.2623, ext. 272
Faulkner State Community College	Jean Graham 1900 Highway 31 South Bay Minette, AL 36507 1-800-231-3752
Faulkner University-Locations Birmingham	Katrina Potts 2200 Riverchase Center Birmingham, AL 35209 205.879.5588
Huntsville	420 Wynn Drive Huntsville, AL 35805 256.830.2626
Mobile	Perry Lucas 808 Western American Drive Mobile, AL 36609 334.380.9090
Montgomery	Joey Wiggington & Dave Rampersad 5345 Atlanta Highway Montgomery, AL 36109-3398 334.272.5820
Gadsden State Community College	Connie Meloun 1001 George Wallace Drive Gadsden, AL 35902 256.549.8321
Jefferson Davis Community College	Dr. Kathleen Hall P. O. Box 958 Brewton, AL 36427 251.809.1500
Lawson State Community College	Dr. Alice Milton 3060 Wilson Road Birmingham, AL 35221 205.929.6306
Northeast Alabama State College	Roger Wooten P.O. Box 159 Rainsville, AL 35986 256.638.4418 Ext. 355
NW Shoals Community College	Wanda Rhodes P.O. Box 2545 Muscle Shoals, AL 35662 1-800-645-8967
Shelton State Community College	Holly Elliott 9500 Old Greenbriar Road Tuscaloosa, AL 35404 205.391.2342
Southern Union State Community College	Pat Salatto Roberts Street Wadley, AL 36276 334.395.2211
University of West Alabama	Dr. Janis Beaird Station 7 Livingston, AL 35470 256.652.3438
Wallace State Community College-Selma	Charlie Duckett P.O. Drawer 1049 Selma, AL 36702-1049 334.876.9227

CAREER/TECHNICAL PROGRAMS OF STUDY

The courses of study within the Career/Technical Division are designed for students who wish to go directly into the employment field following graduation. These courses are tailored to employment needs of area businesses and industries.

The objective of the Career/Technical Division is to provide meaningful educational opportunities appropriate to the needs of students in relation to their futures in the world of work and to strive to develop individual talents, regardless of students' limitations and potentials. The College, being comprehensive in its purpose, meets these objectives by providing:

1. Postsecondary instruction to prepare students in the practical skills and other attributes necessary for entrance into (and progress within) modern industrial, agricultural, health, business, and other semi-professional areas as capable technicians and craftsmen.
2. A wide variety of technical and vocational programs which are designed to upgrade and update employees in their occupational areas as well as to provide re-training for both the employed and unemployed with particular attention to educational and training needs of industry, agriculture, and business.
3. Courses designed for vocational interests and personal growth.

The Extended-Day Division offers a wide variety of occupational opportunities to update and upgrade presently employed personnel, to retrain transitional employees, and to provide instruction in technical and craft skills for the unemployed. The Technical Division maintains regular programs; organizes special programs on demand; concerns itself with regular curricula on a part-time basis as needed; and schedules courses pertaining to individual interests and needs that are of a business, industrial, or vocational nature.

REQUIREMENTS FOR GRADUATION IN TECHNICAL PROGRAMS

To qualify for graduation in a Career/Technical Division program, students must satisfy the following conditions:

1. Complete the number of credit hours herein listed for their program of study and all courses listed in that program.
2. Pass all courses in the major area of study with a grade of "C" or better.
3. Complete at least twenty-five (25) percent of semester credit hours at this institution. The transfer of credit hours must be from an accredited institution with a minimum grade of "C" in the courses transferred.
4. Meet all requirements for graduation within one calendar year from the last semester of attendance.

5. Submit an application for graduation to the Registrar's Office **one semester** before the expected date of graduation.
6. Fulfill all financial obligations to the College.
7. Remove admissions conditions, if any.
8. Receive approval by the Dean of Workforce Education.
9. Complete the WorkKeys Assessment.

Note: Some courses in the Career/Technical Division may be taught in their entirety in career/technical education degree programs, non-degree programs, and Training for Business and Industry programs. Individual instructional modules may be taught in customized training, adult education work-based project learner activities, and short-term training.

TECHNICAL COOPERATIVE EDUCATION

Cooperative Education is a plan in which there is a three-way agreement developed with Wallace State Community College, the employer, and the student. The educational plan enhances the student's technical program with paid, practical work experience. Through the development of job training and skills, the student gains a better understanding and a more positive attitude toward the world of work.

Students may enter the program upon recommendation of the department head in their major field of study.

Cooperative electives of one to three semester hours are identified in each applicable program and are described in each program's course description.

ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.)

(not available for all Technical Programs)

Some technical division programs offer an Associate in Applied Science Degree. Students in these programs must complete the technical program requirements as well as the following general education requirements. (The regulations listed under Academic Regulations, Degree Requirements, will also apply.)

The primary intent of the Associate in Applied Science Degree is to fulfill occupational and terminal objectives. In order for a student to graduate with an A.A.S. degree, he/she must follow a prescribed program of study.

Each prescribed program of study, which awards the A.A.S., is included in the College catalog. Although each program varies, the following standards are required as minimum degree requirements from the General Studies Curriculum in the Alabama College System.

Area I: Written Composition I and II . . .3 - 6 Credit Hours
Area II: Humanities and Fine Arts . . . . .3 - 6 Credit Hours
Area III: Natural Science and
    Mathematics . . . . .9 - 11 Credit Hours
Area IV: History, Social, and Behavioral
    Sciences . . . . .3 - 6 Credit Hours

Minimum General Education
    Requirements . . . . .18 - 29 Credit Hours
Area V: Maximum General Education Core Technical

Concentration, and Electives . . . .58 - 47 Credit Hours
Maximum program semester credit
hours . . . .**76 Credit Hours**
Semester credit hour range by
award . . . .**60 - 76 Credit Hours**

CERTIFICATE PROGRAMS

The primary intent of the short term certificate programs is to fulfill occupational objectives for career students who have no intent of transferring credit to a senior institution. In order for a student to graduate with a certificate, he/she must successfully complete the required courses in a technical concentration in addition to the requirements listed below.

Area I: Written		
Composition I	**COM 100**	**3 Credit Hours**
Area II: Humanities and		
Fine Arts	**SPC 103**	**2 Credit Hours**
	WKO 101	**1 Credit Hour**
Area III: Natural Science		
and Mathematics	**MAH 101**	**3 Credit Hours**
	DPT 103	**3 Credit Hours**
Area IV: History, Social,		
and Behavioral Science		**0 Credit Hours**
Minimum General Education Requirements		**12 Credit Hours**
Area V: Technical Concentration		**18-48 Credit Hours**
Maximum Program Semester Credit Hours		**60 Credit Hours**
Semester Credit Hour Range by Award		**30-60 Credit Hours**

SHORT TERM CERTFICATE PROGRAMS

The primary intent of short term certificate programs are to fulfill basic occupational objectives or to provide specialty training/competencies for students who wish to enter a health field or advance in their current health career. The prescribed program of study is included in the College catalog. Although each program varies, the following standards are the degree requirements set by the Alabama College System. All students must successfully complete the program courses.

Area I: Written Composition . . . . .0 - 3 Credit Hours
Area II: Humanities/Fine Arts . . . . .0 Credit Hours
Area III: Natural Science and
Mathematics . . . . 0 - 3 Credit Hours
Area IV: History, Social, and
Behavioral Sciences . . . . .0 Credit Hours
Area V: Health Concentration . . . . . .23 - 29 Credit Hours
Maximum Program Semester Credit
Hours . . . . .29 Credit Hours
Semester Credit Hour Range by
Award . . . . .9 - 29 Credit Hours

PROGRAMS OF STUDY THAT REQUIRE HIGH SCHOOL DIPLOMA OR A GED

Individuals enrolling in Automotive Manufacturing Technology, Culinary Arts, Drafting and Design Technology, Electronic Technology, Flight Technology, or Machine Tool Technology/CNC must have a high school diploma or a GED. See General Admission Requirements for all other Technical Programs.

Career Clusters

Wallace State Community College recognizes our nation has shifted and adjusted to an economy that has evolved beyond mass production toward the information age; the workplace and its demands have similarly evolved. These evolutions have created a new role for education, which is career orientated.

The U.S. Department of Education, as a mechanism to revitalize career and technical education, has adopted career clusters by integrating rigorous academics with relevant career specific content. Career Clusters are an organizational tool that link education with business and industry through broad career areas.

Career Clusters help students investigate careers and design their courses of study to advance their career goals. Within each career cluster, there are multiple career pathways that represent a common set of skills and knowledge. Academic, health, or technical skills necessary to pursue a full range of career opportunities within that pathway are offered through these clusters—ranging from entry level to management, including technical and professional career specialties.

To allow students a more precise look into career options, Wallace State Community College courses are aligned within the career clusters and career pathways. The Career Clusters icons are being used with permission of the State Career Clusters Initiative, 2008, www.careerclusters.org.

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Heating and Air Conditioning-Page 129
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       Business Management
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>> Commercial Pilot
>> Flight Instructor
>> Private Pilot Helicopter
>> Commercial Pilot Helicopter
>> Helicopter Flight Instructor

University Parallel Programs
Sample plans of study listed on page 124.

Notes...

Agriculture/ Horticulture

Agriculture/ Horticulture Instructor
256.352.8035

Certificate (4 semesters)

Short Term Certificate (2 semesters)

Career Cluster:
Agriculture, Food & Natural Resources

At a Glance
Graduates of the agriculture production/horticulture program obtain positions as technicians and sales consultants with garden centers and perform landscape installations and maintenance work on commercial, residential and recreational properties.

Program Description
WSCC offers a Certificate (60 hours – 4 semesters) in this program. Students may enroll any semester. This curriculum is designed to prepare students for various jobs in local agriculture, business, and industry. Students learn skills in greenhouse and nursery operations, landscaping, seeding, transplanting and planting flowers, trees and shrubs, and grafting plants.

Admission Requirements
Students must meet all the general admission requirements of WSCC.

Program Expectations
Instruction covers plant identification, landscape design, pest management, landscape maintenance, soils, and fertilizers. In addition to this training, courses also focus on greenhouse crop production, greenhouse management and plant propagation for students who are interested in a career in greenhouse production or greenhouse management.

Career Path
This program is designed to equip students who successfully complete the program with skills to qualify for an entry level or better position in a horticulture field. Careers include Sales Consultants, Landscaper, Greenhouse Manager, Landscape Technician, and Horticulture Business Owner.

Careers in agriculture, horticulture and natural resources can appeal to a wide range of people. So whether you have specific interest in machinery, technology, landscape design, plants, animals, computers, the environment or marketing, consider these careers. And with an education from Wallace State Community College, you can go anywhere.

According to the U.S. Department of Labor Occupational Outlook Handbook, jobs for nursery and greenhouse workers are expected to increase through the year 2014 due to an increased demand for landscaping services. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

AGP 152**	Agricultural Equipment Repair and Maintenance	3
AGP 176	Agricultural Drainage	3
HOC 110	Introduction to Horticulture	3
HOC 115	Soils and Fertilizers	3
HOC 120	Plant Propagation	3
HOC 125	Turf Management	3
HOC 130	Nursery Production	3
HOC 135	Ornamental Plant Identification & Culture	3
HOC 136**	Residential Landscape Design	3
HOC 140	Pest Management	3
HOC 151	Irrigation Systems	2
HOC 170**	Special Topics in Horticulture I	1
HOC 210	Greenhouse Management	3
HOC 211	Greenhouse Crop Production	3
HOC 212	Landscape Maintenance	3
HOC 218	Landscape Construction	3
HOC 230**	Vegtable and Orchard Crops	3
		48

ADDITIONAL CERTIFICATE REQUIREMENTS

COM 100	Vocational Technical English I	3
SPC 103	Oral Communication Skills	2
MAH 101	Introductory Mathematics I	3
DPT 103	Technical Computer Skills	3
WKO 101	Workplace Skills Development I	1
		12

TOTAL HOURS	60

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

ELECTIVES

AGP 101	Orientation to Agricultural Occupations	1
AGP 106	Scientific Principles of Agricultural Production	3
AGP 130**	Poultry Production	4
AGP 218	Agricultural Salesmanship	3
HOC 111	Horticultural Business Management	3
HOC 114	Introduction to Floriculture	2
HOC 167	Golf Course Maintenance	3
HOC 170	Spec.Topics in Horticulture I	1
HOC 175	Seminar in Horticulture	1
HOC 176	Advanced Studies in Horticulture	2
HOC 181	Spec. Topics in Horticulture II	3
HOC 216	Landscape Maintenance	3
HOC 275	Seminar in Horticulture	2

**Auburn University Transfer Courses

SHORT TERM CERTIFICATE IN HORTICULTURE TECHNICIAN

HOC 110	Introduction to Horticulture	3
HOC 115	Soils and Fertilizers	3
HOC 130	Nursery Production	3
HOC 135	Ornamental Plant Identification and Culture	3
HOC 140	Pest Management	3
HOC 210	Greenhouse Management	3
HOC 211	Greenhouse Crop Production	3
WKO 101	Workplace Skills Development I	1
	TOTAL HOURS	22

Automotive Manufacturing Technology

Mr. Joe Hendrix, Instructor
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Associate in Applied Science Degree (6 Semesters)

Certificate (5 Semesters)

Short Term Certificate (2 Semesters)

Career Cluster:
Science, Technology, Engineering & Mathematics

At a Glance
Students in the automotive manufacturing technology program will receive state-of-the-art training on the latest machining, welding, and robotics equipment and will be able to apply their skills through cooperative education opportunities.

Program Description
WSCC offers both a Certificate program (5 semesters) and an Associate in Applied Science Degree in Automotive Manufacturing Technology (6 semesters). The Automotive Manufacturing Technology (AUT) degree encompasses many skills currently in place at the postsecondary level. Graduates will be considered multi-craft technicians. Students will receive state-of-the-art training on the latest machining, welding, and robotics equipment and will be able to apply their skills through cooperative education opportunities.

Admission Requirements
Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

Program Expectations
Students will receive training in electronics, hydraulics, programmable logic controllers, welding, machine tool technology and robotics as well as problem solving and team building.

Career Path
Automotive manufacturing plants such as Mercedes, Huyandi, Toyota, as well as Tier II, II III suppliers and others that require advanced manufacturing skills will seek these graduates for employment.

The auto industry in Alabama accounted for 44,834 direct jobs and 79,356 indirect jobs in 2005, an increase of 44 percent that year, with a total payroll of $4.8 billion. An additional 13,200 jobs are expected to be available through 2025. Median hourly earnings in the automotive manufacturing industries with the largest number of employees were $22.45 in May 2004. The average weekly wage in 2004 in the Alabama Motor Vehicle Manufacturing industry was $1,318. (Source: U.S. Department of Labor Bureau of Labor Statistics and www.edpa.org)

Completion Requirements

GENERAL EDUCATION REQUIREMENTS FOR A.A.S. DEGREE

ENG 101	English Composition I	3
ENG 102	English Composition II or SPH 106	3
MTH 100	Intermediate College Algebra (or higher numerically)	3
	Math, Science, or Computer Science Electives	3
CIS 146	Microcomputer Applications	3
	Humanities Elective	3
	Social or Behavioral Science Electives	3
WKO 101	Workplace Skills Development I	1
		22

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

REQUIRED COURSES

ILT 106	Concepts of Direct Current	5
ILT 107	Concepts of Alternating Current	5
ILT 195	Troubleshooting Techniques I	3
AUT 100	Introduction to Automotive Concepts	3
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 114	Introduction to Programmable Logic Controllers	3
AUT 130	Fundamentals of Industrial Hydraulics & Pneumatics	3
AUT 138	Principles of Industrial Mechanics	3
AUT 139	Introduction to Robot Programming	3
AUT 152	Machining Technology I	6
AUT 186	Principles of Industrial Maintenance Welding & Metal Cutting Techniques	3
AUT 221	Advanced Programmable Logic Controllers	3
AUT 232	Sensors Technology & Application	3
AUT 234	Industrial Motor Controls I	3
		52
	TOTAL HOURS	74

Automotive Manufacturing Technology (58 Hour Certificate)

ILT 106	Concepts of Direct Current	5
ILT 107	Concepts of Alternating Current	5
AUT 100	Introduction to Automotive Concepts	3
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 114	Introduction to Programmable Logic Controllers	3
AUT 130	Fundamentals of Industrial Hydraulics & Pneumatics	3
AUT 138	Principles of Industrial Mechanics	3
AUT 139	Introduction to Robot Programming	3
AUT 152	Machining Technology I	6
AUT 186	Principles of Industrial Maintenance Welding & Metal Cutting Techniques	3
AUT 232	Sensors Technology & Applications	3
AUT 234	Industrial Motor Controls 1	3
	TOTAL HOURS	46

Additional Certificate Requirements

COM 100	Vocational Technical English I	3
DPT 103	Technical Computer Skills	3
MAH 101	Introductory Mathematics I	3
SPC 103	Oral Communication Skills	2
WKO 101	Workplace Skills Development I	1
		12
	TOTAL HOURS	58

Automotive Manufacturing Technology Short Term Certificate

(Requires a certificate or degree in ILT or related field)

AUT 100	Introduction to Automotive Concepts	3
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 138	Principles of Industrial Mechanics	3
AUT 139	Introduction to Robot Programming	3
AUT 152	Machining Technology	6
AUT 186	Principles of Industrial Maintenance Welding & Metal Cutting Techniques	3
AUT 234	Industrial Motor Controls I	3
	TOTAL HOURS	27

Automotive Service Technology

Mr. Steve Burgett, Instructor
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Certificate (4 Semesters)

Career Cluster:
Transportation, Distribution & Logistics

At a Glance
Students will learn to use effective diagnostic strategies and modern test equipment to monitor and evaluate system data for correct function and operation.

Program Description
Automotive service technology (auto mechanics) provides a Certificate (4 semesters) which includes an orientation, four academic courses and an assessment. Upon completion of the program, students will have successfully achieved the skills needed by all of today's automotive repair facilities. The program of study in automotive service technology is designed to allow the student to develop knowledge and understanding of the operating systems of today's passenger cars and light duty trucks. It also allows the student to develop technical and manipulative skills in diagnosing and repairing today's vehicles.

Admission Requirements
Students must meet all the general admission requirements of WSCC.

Program Expectations
Students will learn to use effective diagnostic strategies and modern test equipment to monitor and evaluate system data for correct function and operation.

Career Path
Graduates will seek employment with independent automotive repair facilities, new car dealerships, governmental and utilities fleet vehicles maintenance shops.

Job opportunities in this occupation are expected to be very good for persons who complete automotive training programs as employers report difficulty in finding workers with the right skills. Persons with good diagnostic and problem-solving abilities, and whose training includes basic electronics and computer courses, should have the best opportunities. For well-prepared people with a technical background, automotive service technician careers offer an excellent opportunity for good pay and the satisfaction of highly skilled work with vehicles incorporating the latest in advanced technology.

According to a 2004 report by the Bureau of Labor Statistics, hourly earnings of automotive service technicians and mechanics can reach more than $26 per hour, with salaries of more than $54,000.

Completion Requirements

REQUIRED COURSES

AUM 101	Fundamentals of Automotive Technology	3
AUM 112	Electrical Fundamentals	3
AUM 121	Braking Systems	3
AUM 122	Steering & Suspension	3
AUM 124	Automotive Engines	3
AUM 130	Drive Train & Axles	3
AUM 133	Motor Vehicle Air Conditioning	3
AUM 162	Electrical and Electonic Systems	3
AUM 182A	Special Topics-Auto. Trans. Diagnosis	2
AUM 212	Advanced Electrical and Electronic Systems	3
AUM 220	Advanced Automotive Engines	3
AUM 224	Man Transmission and Transaxle	3
AUM 230	Automatic Transmission & Transaxle	3
AUM 239	Engine Performance	3
AUM 244	Engine Performance and Diagnostics	3
AUM 246	Automotive Emissions	3
		47

Additional Diploma/Certificate Requirements

COM 100	Vocational Technical English I	3
SPC 103	Oral Communication Skills	2
MAH 101	Introductory Mathematics I	3
DPT 103	Technical Computer Skills	3
WKO 101	Workplace Skills Development I	1
		12

	TOTAL HOURS	59

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

Course Substitutions

Students may choose to substitute the following course for one of the required courses offered during the fourth semester-

AUM 281	Special Topics	3

Note: The Automotive Service Technology Department will limit its acceptance of automobiles for repair to those no more than ten years old.

Business Administration

See General Studies

Business Education & Office Administration

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Ms. Kathy Sides, Advisor
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Associate in Applied Science Degree (4 semesters)

Certificate (2 semesters)

Career Cluster:
Business, Management & Administration
At a Glance

As the reliance on technology continues to expand in offices, the role of the office professional has greatly evolved. Office automation and organizational restructuring have led secretaries and administrative assistants to assume responsibilities once reserved for managerial and professional staff. Many secretaries and administrative assistants now provide training and orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies. In spite of these changes, however, the core responsibilities for secretaries and administrative assistants have remained much the same: Performing and coordinating an office's administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients.

Secretaries and administrative assistants are responsible for a variety of administrative duties and must possess technological skills to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail. They also may handle travel and guest arrangements.

Program Description

The Business Education and Office Administration programs are designed for those students who wish to pursue careers in the accounting and administrative assistant fields.

The programs offer a comprehensive curriculum composed of planned learning experiences designed to develop saleable skills; to develop attitudes and behaviors that will help the student enter, perform, and progress rapidly in a productive business environment; to meet challenges of the changing world of work; to develop abilities to communicate and get along well with others; and to gain an understanding of the nature of the business world.

Admission Requirements

Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

Career Path

Those who have knowledge of a wide range of bookkeeping and accounting activities, and those with extensive knowledge of software applications, will be in great demand in today's office environment.

Demand for full-charge bookkeepers is expected to increase, because they are called upon to do much of the work of accountants, as well as perform a wider variety of financial transactions, from payroll to billing.

In May 2011, the median wage and salary annual earnings of bookkeeping, accounting, and auditing clerks were $31,450 to $32,560. Median annual earnings of executive secretaries and administrative assistants were $48,750 in May 2011. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

OPTION I - ACCOUNTING

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102 or	English Composition II or	3
SPH 106	Fundamentals of Oral Communication	
	Humanities/Fine Arts Elective	3
MTH 116 or	Mathematical Applications or	3
MTH 100	Intermediate College Algebra	
CIS 146***	Microcomputer Applications***	3
CIS 197E	Com Soft App Spreadsheet (Excel II)	3
	Social or Behavioral Sciences Electives	3
		22

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 20 for further information.

***OAD 110 - Computer Navigation is required for students without basic computer skills. Proficiency Test Available.

MAJOR REQUIRED COURSES

BUS 150	Business Math	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
BUS 263	Legal & Social Environment of Business	3
BUS 276	Human Resource Management	3
OAD 103**	Intermediate Keyboarding**	3
OAD 125	Word Processing (Word)	3
OAD 136	Adv. Financial Record Keeping (Payroll)	3
OAD 137	Comp. Fin. Record Keeping	
	(Quickbooks)	3
OAD 138	Records/Information Management	3
OAD 218	Office Procedures	3

OAD 243	Spreadsheet Applications (Excel I)	3
OAD 244	Database Applications (Access)	3
		45

TOTAL HOURS	67

WorkKeys Assessment is a requirement for graduation in this program. Please schedule with instructor.

**OAD 101-Beginning Keyboarding is required for students with speed of less than 40 wpm. Proficiency Test Available

OPTION II - ADMINISTRATIVE ASSISTANT

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102 or	English Composition II or	3
SPH 106	Fundamentals of Oral Communication	
	Humanities/Fine Arts Elective	3
MTH 116 or	Mathematical Applications or	3
MTH 100	Intermediate College Algebra	
CIS 146***	Microcomputer Applications***	3
CIS 203	Introduction to Information Highway	3
	Social or Behavioral Sciences Electives	3
		22

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

***OAD 110 - Computer Navigation is required for students without basic computer skills. Proficiency Test Available.

MAJOR REQUIRED COURSES

BUS 150	Business Math	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
BUS 276	Human Resource Management	3
OAD 103**	Intermediate Keyboarding**	3
OAD 125	Word Processing (Word)	3
OAD 126	Advanced Word Processing (Word II)	3
OAD 136	Adv. Financial Record Keeping (Payroll)	3
OAD 137	Comp. Fin. Record Keeping	
	(Quickbooks)	3
OAD 138	Records/ Information Management	3
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Applications (Excel I)	3
OAD 244	Database Applications (Access)	3
OAD 246	Office Graphics & Presentations	3
OAD 247	Special Topics (Excel II)	3
		45

TOTAL HOURS	67

WorkKeys Assessment is a requirement for graduation in this program. Please schedule with instructor.

**OAD 101-Beginning Keyboarding is required for students with speed of less than 40 wpm. Proficiency Test Available

OPTION III - MEDICAL ADMINISTRATIVE ASSISTANT

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102 or	English Composition II or	3
SPH 106	Fundamentals of Oral Communication	
	Humanities/Fine Arts Elective	3
MTH 116 or	Mathematical Applications or	3
MTH 100	Intermediate College Algebra	
CIS 146***	Microcomputer Applications***	3
CIS 203	Introduction to Information Highway	3
	Social or Behavioral Sciences Electives	3
		22

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 20 for further information.

***OAD 110 - Computer Navigation is required for students without basic computer skills. Proficiency Test Available.

MAJOR REQUIRED COURSES

BUS 150	Business Math	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
BUS 276	Human Resource Management	3
OAD 103**	Intermediate Keyboarding**	3
OAD 125	Word Processing (Word)	3
OAD 126	Advanced Word Processing (Word II)	
OAD 137	Comp. Fin. Record Keeping	
	(Quickbooks)	3
OAD 138	Records/Information Management	3
OAD 214	Medical Office Procedures	3
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Applications (Excel I)	3
OAD 244	Database Applications (Access)	3
OAD 246	Office Graphics and Presentations	3
HIT 110	Medical Terminology	3
		45
	TOTAL HOURS	67

WorkKeys Assessment is a requirement for graduation in this program. Please schedule with instructor.

**OAD 101-Beginning Keyboarding-Students without previous keyboarding experience or unable to test 40 wpm must take OAD 101.

SOFTWARE APPLICATIONS SHORT CERTIFICATE

The Software Applications Short Certificate is designed for students seeking instruction in current technology and/or training

toward obtaining Microsoft Certification in various types of Microsoft Software Applications. Instruction is also designed for those seeking to be more employable in the job market or to enhance current office skills.

BUS 150	Business Math	3
CIS 203	Introduction to Information Highway	3
OAD 125	Word Processing (Word)	3
OAD 126	Advanced Word Processing (Word II)	3
OAD 243	Database Applications (Excel)	3
OAD 244	Database Applications (Access)	3
OAD 246	Office Graphics & Presentations	3
OAD 247	Special Topics (Excel II)	3
		24

WorkKeys Assessment is a requirement for graduation in this program. Please schedule with instructor.

**OAD 101-Beginning Keyboarding-Students without previous keyboarding experience or unable to test 40 wpm must take OAD 101.

***OAD 110 - Computer Navigation is required for students without basic computer skills. Proficiency Test Available.

GENERAL OFFICE ASSISTANT SHORT CERTIFICATE

The Short Certificate Program in General Office Assistant is designed for persons seeking employment in an office environment. In addition, this Short Certificate Program provides professional development for persons who are currently employed needing new or upgraded skills.

BUS 150	Business Math	3
OAD 101	Beginning Keyboarding I	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing (Word)	3
OAD 126	Advanced Word Processing (Word II)	3
OAD 138	Records & Information Management	3
OAD 243	Spreadsheet Applications (Excel)	3
OAD 246	Office Graphics & Presentation	3
		24

WorkKeys Assessment is a requirement for graduation in this program. Please schedule with instructor.

***OAD 110 - Computer Navigation is required for students without basic computer skills. Proficiency Test Available.

Business Management & Supervision

Ms. Terri McGriff-Waldrop, Advisor
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Associate in Applied Science Degree (4 semesters)

Career Cluster:
Business, Management & Administration
At a Glance

The process of management is the pursuit of goals. Management consistently involves four basic functions—planning, organizing, directing, and controlling. Each addresses a particular set of problems and requires a particular set of skills. The importance of leadership, closeness with customers and employees, motivation, and communication are lessons that business persons must know well.

Program Description

The management curriculum is designed to provide a sound familiarity with many intricate but practical business concepts and exposes students to the challenges facing today's managers in both business and industry. The curriculum is composed of general education courses to broaden the student's educational base, major required courses to provide a broad base of management expertise, and a block of electives. The electives allow the student to build a unique educational experience designed to meet individual needs. (with the advice and consent of the program director)

Admission Requirements

Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

Career Path

Managers can be found in a variety of fields, including sales, construction, food service, human resources and health services.

For sales positions, some employers prefer a degree in business administration with an emphasis on marketing. Advertising, marketing, promotions, public relations, and sales manager jobs are highly coveted. Median annual earnings in May 2011 were $103,610 sales managers.

Excellent employment opportunities for construction managers are expected through 2014 because the number of job openings will exceed the number of qualified individuals seeking to enter the occupation. Median annual earnings of construction managers in May 2011 were $85,980.

Employment of medical and health services managers is expected to grow faster than average for all occupations through 2014, as the health care industry continues to expand and diversify. Job opportunities will be especially good in offices of health practitioners, general medical and surgical hospitals, home health care services, and outpatient care centers. Median annual earnings of medical and health services managers were $88,340 in May 2011. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102	English Composition II **or**	3
SPH 106 or 107	Speech	
	Humanities or Fine Arts Elective	3
MTH 100	Intermediate College Algebra	3
CIS146	Microcomputer Applications	3
CIS 196	Commercial Software Applications (Prerequisite to OAD 247)	3
	Social or Behavioral Sciences Electives	3
ECO 231	Principles of Macroeconomics	3
		25

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 20 for further information.

MAJOR REQUIRED COURSES

BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
BUS 275	Principles of Management	3
BUS 285	Principles of Marketing	3
ECO 232	Principles of Microeconomics	3
		15

OPTION I - BUSINESS MANAGEMENT

Specialized Courses

BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
BUS 263	Legal & Social Environment of Business	3
BUS 276	Human Resource Management	3
BUS 277	Management Seminar/E-Commerce	3
BUS 279	Small Business Management***	3
BUS 296	Business Internship I	3
	Advisor Approved Electives**	3
OAD 247	Special Topics/ Advanced Excel	3
		27
	TOTAL HOURS	67

**Advisor approved electives must begin with one of the following prefixes: BUS or RLS.

***This course should be taken during a student's second year of business courses. Completion of courses in accounting and marketing suggested.

OPTION II - FINANCIAL MANAGEMENT

Specialized Courses

BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
BUS 263	Legal & Social Environment of Business	3
BUS 271	Business Statistics I	3
BUS 276	Human Resource Management	3
RLS 101	Real Estate Principles	4
OAD 137	Electronic Financial Recordkeeping	3
OAD 247	Special Topics/Advanced Excel	3
		25
	TOTAL HOURS	65

OPTION III - OFFICE MANAGEMENT

Specialized Courses

BUS 178	Purchasing	3
BUS 215	Business Communications	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
BUS 263	Legal & Social Environment of Business	3
BUS 276	Human Resource Management	3
OAD 137	Electronic Financial Recordkeeping	3
OAD 218	Office Procedures	3
OAD 247	Special Topics/Advanced Excel	3
		27
	TOTAL HOURS	67

**Advisor approved electives must begin with one of the following prefixes: BUS or RLS.

OPTION IV - Entrepreneurship

Specialized Courses

BUS 178	Purchasing	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
BUS 263	Legal & Social Environment of Business	3
BUS 271	Business Statistics I	3
BUS 276	Human Resource Management	3
BUS 277	Management Seminar/E-Commerce	3
BUS 279***	Small Business Management	3
BUS 215	Business Communications	3
		27
	TOTAL HOURS	67

***This course should be taken during a student's second year of business courses. Completion of courses in accounting and marketing suggested.

Child Development

Ms. Dee-Retha Preuitt, Program Director
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Associate in Applied Science Degree (5 semesters)

Certificate (2 semesters)

Career Cluster: Human Services

At a Glance

Preschool teachers play a vital role in the development of children. What children learn and experience during their early years can shape their views of themselves and the world and can affect their later success or failure in school, work, and their personal lives. Preschool teachers use games, music, artwork, films, books, computers, and other tools to teach basic skills and introduce children to concepts in mathematics, language, science, and social studies. Teacher assistants provide instructional and clerical support for classroom teachers and tutor and assist children in learning class material using the teacher's lesson plans. They record grades, set up equipment, and help prepare materials for instruction. Teacher assistants also are called teacher aides or instructional aides. Some assistants refer to themselves as paraeducators or paraprofessionals.

Program Description

The Child Development **Associate in Applied Science Degree** program is designed to prepare students for employment in preschool programs. Graduates may be employed as teacher assistants in public kindergartens, as teachers or directors in private and preschool programs, and as the teacher or an assistant teacher in Head Start. Classes in this program are designed to meet the Alabama state minimum standard qualifications for a director, program director, and teacher in a licensed child care center.

The **Child Development Certificate** program offers the student background knowledge of all stages of child growth and development; training and practical experience in conducting all types of learning activities with children; knowledge and application of techniques in positive guidance and discipline, health, safety, and first aid practices, and a basic knowledge of the state minimum standards for daycare centers and homes. Any person who has an interest in or a desire to upgrade his or her knowledge in child care work and has a high school diploma or GED will be eligible for this program.

Admission Requirements

Applicants Must:

1. Meet all the general admission requirements of WSCC.
2. Submit a WSCC application to the Admissions Office, declaring Child Development as major.
3. Have a minimum cumulative GPA of 2.0 on a 4.0 scale on all previous high school and college work attempted.
4. Submit program application to the Child Development Program Director.
5. Arrange for an orientation interview with the Child Development Program Director. This should be done at the time application is made to the College.
6. Provide proof of medical insurance.

Selection and Notification

1. The Child Development Program admits three times per year.
2. Program applications will be reviewed for completion of program admission requirements. Written notification of the outcome of each application will be mailed to the student at the address provided on the application.
3. Students selected must respond, confirming acceptance within ten (10) days of the postmarked date of the accept-

ance letter. A student who fails to respond may forfeit his/her place in the class. A signed consent to drug testing must accompany the acceptance confirmation.

4. Students selected for acceptance should attend the mandatory orientation session. Failure to do so may result in forfeiture of their space in the class.

Program Expectations

Students admitted into the Child Development program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Upon Admission:

Child Development students are required to undergo Background Screening and Drug Testing according to Health Science Division policy.

Career Path

The **Child Development Associate in Applied Science Degree** program is designed to prepare students for employment in preschool programs. Emphasis is upon developing competency in guiding the experience of preschool children. Graduates may be employed as the teacher, an assistant teacher, or aides in public school systems, as teachers or directors in private and preschool programs and as teacher or an assistant in Head Start. Classes in this program are designed to meet the Alabama state minimum standard qualifications for a director, program director, and teacher in a licensed child care center.

Child Development courses from WSCC will be accepted for transfer to Athens State University to obtain a B.S. Degree in Early Childhood Education. Please consult STARS transfer guide for the latest information.

The **Child Development Certificate** program offers the student background knowledge of all stages of child growth and development; training and practical experience in conducting all types of learning activities with children; knowledge and application of techniques in positive guidance and discipline, health, safety, and first aid practices, and a basic knowledge of the state minimum standards for daycare centers and homes.

Employment of teacher assistants is expected to grow by 15 percent between 2010 and 2020, about as fast as the average for all occupations. Median annual earnings of teacher assistants in May 2010 were $23,220. The middle 50 percent earned between $16,430 and $26,160 and the highest 10 percent earned more than $31,610. (Source: U.S. Department of Labor Bureau of Labor Statistics).

CHILD DEVELOPMENT
Associate in Applied Science
(A.A.S.) Curriculum (5 semesters)

The A.A.S. Curriculum is designed for individuals whose primary goal is to enter the work force upon graduation.

Short Term Certificate (2 semesters)

General Required Courses

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
	Humanities/Fine Arts Elective	3
SPH 106	Fundamentals of Oral Communication	3
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
		24

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 20 for further information.

MAJOR REQUIRED COURSES

CHD 100	Intro. of Early Care & 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 Child Development	3
EMS 100**	Cardiopulmonary Resuscitation	1
CIS 146	Microcomputer Applications	3
		37
	TOTAL HOURS	61

**Not all CPR courses are acceptable for transfer for EMS 100. Please call Admissions Office for information.

SHORT CERTIFICATE

ORI 101*	Orientation to College	1
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 206	Children's Health and Safety	3
CHD 205	Program Planning and Educating	

	Young Children	3
CHD 215	Supervised Practical Experience in Child Development	3
	**CHD Electives	6
		28

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**Child Development Electives

CHD 100	Introduction of Early Care and Education	3
CHD 208	Administration of Child Development Programs	3
CHD 209	Infant and Toddler Education Programs	3
CHD 210	Educating Exceptional Children	3

Clinical Laboratory Technician

Ms. Julie Welch, Program Director
256.352-8347
julie.welch@wallacestate.edu

Associate in Applied Science Degree (5 semesters)

Career Cluster: Health Sciences

At a Glance

Rapid job growth and excellent job opportunities are expected. Most jobs will continue to be in hospitals, but employment will grow in other settings, such as physician group laboratories. Employment of clinical laboratory workers is expected to grow 15 percent between 2010 and 2020, faster than the average for all occupations. The volume of laboratory tests continues to increase with both population growth and the development of new types of tests.

Program Description

Clinical laboratory testing plays a crucial role in the detection, diagnosis, and treatment of disease. Using sophisticated lab equipment, clinical laboratory personnel examine and analyze body fluids and cells. They look for bacteria, parasites, and other microorganisms; analyze the chemical content of fluids; match blood for transfusions; and test for drug levels in the blood to show how a patient is responding to treatment. They also prepare specimens for examination, count cells, and look for abnormal cells in blood and body fluids. They perform analyses in the areas of microbiology, hematology, immunology, biochemistry, and immunohematology, which are relayed from the lab to physicians.

The Clinical Laboratory Technician program has as its mission to provide continuously improving, diversified, quality learning experiences for students in order to graduate Clinical Laboratory Technicians that perform competently and professionally in the field. The Clinical Laboratory Program accepts students twice a year in the summer and fall semesters. The graduate receives an Associate in Applied Science Degree and will be eligible to sit for a National Certification Examination. The Clinical Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, Illinois, 60018; 773-714-8880, www.naacls.org. Credit from other accredited CLT Programs will be considered for transfer with a 70% score or higher as the final grade for the equivalent WSCC CLT courses.

Admission Requirements
Applicants Must:
1. Meet all the general admission requirements of WSCC.
2. Submit a complete program application to the CLT program director with copies of high school or college transcripts. Applications will be accepted until April 15th for summer semester and June 1st for fall semester. Applications received after these dates will be considered only on a space available basis.
3. Applicants must possess a minimum prerequisite GPA of 2.5 on a 4.0 scale on all college work previously attempted.
4. Attain an ACT score of 18 or higher and submit score to the Admissions Office.

Selection and Notification
1. The CLT program admits students in the fall and summer semesters.
2. Candidates are ranked for admission on the basis of ACT scores, weighted GPA (GPA x 7.6) and completion of admission requirements. All other factors being equal, the date of application will be the deciding factor for admission.
3. Program applications will be reviewed for completion of program admission requirements. Written notification of program acceptance status will be mailed to each applicant at the address given on the application.
4. Following acceptance into the program, students must respond in writing, confirming their intent to enroll, within 10 days after the postmarked date of their acceptance letter. A student who fails to respond will forfeit his/her place in the class.

Program Expectations
Students admitted into the Clinical Laboratory Technician program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College catalog.

Upon Admission

1. Students must submit a completed physical examination form, current within one year, to the CLT program director, certifying that they are in good health and are able to meet the requirements for clinical performance.
2. Proof of Hepatitis B immunization and immunity against mumps, measles, rubella, varicella, and a tetanus booster less than 10 years is required.
3. Negative 2-step TB skin test (Mantoux).
4. CLT students are required to carry malpractice, accident, and health insurance.
5. Drug testing and background screening is required according to Health Science division policy.
6. Students are required to submit proof of current CPR certification through a health care provider course.
7. Students accepted into the CLT program must attend the mandatory CLT orientation session. Failure to do so will result in forfeiture of their place in the class.

Progression

Students enrolled in the CLT Program must earn a grade of "C" or better in all CLT courses and maintain a GPA of 2.5 in all program courses (CLT and required general education courses.) Failure to maintain an overall GPA of 2.5 will result in program dismissal. Failure to achieve a grade of "C" or better in a CLT course will result in program dismissal. A student whose progression is interrupted for any reason (withdrawal or course grades) must apply for program readmission within 2 semesters of withdrawal to avoid retaking CLT classes which have been sucessfully completed previously. Readmission or transfer may be denied due to:

1. Failure to maintain a 2.5 CLT GPA
2. Two or more semesters have elapsed since enrollment in CLT coursework.
3. Limited space availability in the courses needed

Students can be readmitted to the CLT program one time only. Graduation requirements must be met within three (3) years of initial CLT program entry (transferred courses included) to avoid having to repeat all major required courses.

Career Path

Graduates of the Clinical Laboratory Technician Program are employed in hospital laboratories, physicians' offices, and other laboratory facilities as Clinical Laboratory Technicians (CLT) and Medical Laboratory Technicians (MLT). These graduates are allied-health professionals that perform analyses in the areas of microbiology, hematology, immunology, biochemistry, and immunohematology.

Students in Clinical Lab have many options upon completion of the training at WSCC. The Associate Degree courses may be applied toward earning a Bachelor of Science Degree. Upon earning a B.S. the technician may challenge the National Certification Exam to become a "Medical Technologist" earning $4.00 to $5.00 more per hour.

Clinical Specialty Certificates may be earned for any or all of the laboratory areas.

The Medical Technology certificate may be used to earn a Masters Degree and also a PhD in Clinical Laboratory Science.

Median annual wage-and-salary earnings of medical and clinical laboratory technicians were $36,280 in May 2010. The middle 50 percent earned between $28,420 and $44,310 and the highest 10 percent earned more than $56,040. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

Associate in Applied Science Degree

It is not mandatory that all General Required Courses be completed before entering the professional phase.

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102	English Composition II **or**	3
SPH 106	Fundamentals of Oral Communication	
MTH 116	Mathematical Applications	3
BIO 103	Principles of Biology I	4
CHM 104	Introduction to Inorganic Chemistry	4
Elective	Humanities or Fine Arts Elective	3
Elective	Social or Behavioral Sciences Elective	3
		24

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

MAJOR REQUIRED COURSES

CLT 106	Laboratory Calculations and Statistics	2
CLT 111	Urinalysis and Body Fluids	4
CLT 121	CLT Hematology	5
CLT 131	Laboratory Techniques	4
CLT 141	CLT Microbiology I	5
CLT 142	CLT Microbiology II	4
CLT 151	CLT Clinical Chemistry	5
CLT 161	Integrated Laboratory Simulation	2
CLT 181	CLT Immunology	2
CLT 191	CLT Immunohematology	5
CLT 293	CLT Clinical Seminar	2
CLT 294	Clinical Laboratory Practicum I	3
CLT 295	Clinical Laboratory Practicum II	3
CLT 296	Clinical Laboratory Practicum III	3
CLT 297	Clinical Laboratory Practicum IV	3
		52
	TOTAL HOURS	75-76

Collision Repair

Mr. Tim Grace, Instructor
256. 352-8152
tim.grace@wallacestate.edu

Certificate (4 semesters)

Career Cluster:
Transportation, Distribution & Logistics

At a Glance
Collision repair technicians are employed in businesses such as body shops, collision centers, painting and polishing plants, insurance companies, restoration shops, and dealerships.

Program Description
The collision repair program is designed around I-Car, NATEF, and A.S.E. industry standards. The course of study is 4 semesters in length. Students completing the course will receive a certificate. 6H certification; OSHA 10-hour certificate based upon test score of 80% or better.

Admission Requirements
Students must meet all the general admission requirements of WSCC.

Program Expectations
The collision repair program is designed to train students to perform computerized estimates of repairs, repair and replace damaged automobile parts using computerized measuring, frame repair and glass replacement to working with fiberglass and plastics, and applying paints, waterborne, solvent, and clear coat finishes.

Career Path
Employment of collision repair technicians will be good for all occupations through the year 2014. Demand for qualified body repairers will increases as the number of motor vehicles in operation continues to grow, along with the number of accidents.

Median hourly earnings of auto body and related technicians, including incentive pay, were $17.81 in May 2008, with the highest 10 percent earning more than $30.17 an hour.

Employment of auto body technicians will be increasing for all occupations through the year 2018. Demand for qualified body repairers will increase as the number of motor vehicles in operation continues to grow, which in turn results in a greater number of accidents. New automotive designs of lighter weight materials such as steel alloys, aluminum and plastics are prone to greater collision damage than older, heavier designs and, consequently, more time is consumed in repair. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

REQUIRED COURSES

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 & Environmental Practices	3
ABR 154	Automotive Glass and Trim	3
ABR 156	Automotive Cutting and Welding	3
ABR 157	Automotive Plastic Repair	3
ABR 182	Special Topics in Auto Body	3
ABR 213	Automotive Structural Analysis	3
ABR 214	Automotive Structural Repair	3
ABR 223	Automotive Mechanical Components	3
ABR 258	Heating and AC in Collision Repair	3
ABR 265	Paint Defects and Final Repair	3
ABR 267	Shop Management	3
ABR 281	Special Topics in Auto Body	3
		48

Additional Certificate Requirements

COM 100	Vocational Technical English I	3
SPC 103	Oral Communication Skills	2
MAH 101	Introductory Mathematics I	3
DPT 103	Technical Computer Skills	3
WKO 101	Workplace Skills Development I	1
		12
	TOTAL HOURS	60

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

ELECTIVES

ABR 266	Aluminum Welding in Collision Repair	3
ABR 181	Special Topics in Auto Body	3
ABR 291	Auto Body Repair Co-op	3
ABR 292	Auto Body Repair Co-op	3
ABR 293	Auto Body Repair Co-op	3

Computer Science

Ms. Donna Farmer, Department Chair
256. 352.8148
donna.farmer@wallacestate.edu

Associate in Applied Science Degree (4 semesters)

Career Cluster: Information Technology

At a Glance

Computer security specialists may plan, coordinate, and implement and organization's information security. These workers may be called upon to educate users about computer security, install security software, monitor the network for security breaches, respond to cyber attacks, and in some cases, gather data and evidence to be used in prosecuting cyber crime. The responsibilities of computer security specialists has increased in recent years as there has been a large increase in the number of cyber attacks on data and networks.

Computer programmers write, test, and maintain detailed programs that computers must follow to perform their functions, as well as conceive, design, and test logical structures for solving problems by computers. Computer programs tell the computer what to do – which information to identify and access, how to process it, and what equipment to use. Many programmers update, repair, modify, and expand existing programs.

Computer support specialists and help-desk technicians provide technical assistance, support, and advice to customers and other users. These troubleshooters interpret problems and provide technical support for hardware, software, and systems.

Network administrators design, install, and support an organization's local-area network (LAN), wide-area network (WAN), network segment, Internet, or intranet system. They provide day-to-day onsite administration support for software users in a variety of work environments. They maintain network hardware and software, analyze problems, and monitor the network to ensure its availability to system users.

Web designers are responsible for developing and maintaining World Wide Web (WWW) sites for public and private organizations. Business and industry (both large and small) need web professionals to develop and maintain corporate web sites (intranet, extranet, and internet sites).

Program Description

The Computer Science Program is designed to prepare students for employment in industry or business. Emphasis is on the knowledge and skills needed in the small business computer environment.

Program Expectations

The Computer Science Program is designed to prepare students for employment in industry or business, with emphasis on the small business computer environment. The program offers five options: Cyber Security/Computer Forensic Technology, Programming, Software Support (Help Desk), and Internet/Networking Technology, and Web Technology.

Admission Requirements

Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

Career Path

Job prospects should be best for college graduates who are up to date with the latest skills and technologies. Employers will continue to seek computer specialists who possess a strong background in fundamental computer skills combined with good interpersonal and communication skills.

Median annual earnings in the computer science field ranged from $34,840 to $70,840 in May 2006, (Source: U.S. Department of Labor Bureau of Labor Statistics).

Completion Requirements

OPTION I - PROGRAMMING
Available online and on-campus

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102	English Composition II or Speech	3
HUM/ART	Humanities/Fine Arts Elective	3
MTH 100	Intermediate College Algebra	3
MTH 112	Pre-calculus Algebra	3
CIS 146	Microcomputer Applications**	3
	Social Sciences	3
BUS 241	Principles of Accounting I	3
		25

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**Typing proficiency is a prerequisite for CIS 146 and other programming courses. Students that are not proficient should take a keyboarding class prior to enrollment in computer course.

MAJOR REQUIRED COURSES

CIS 150	Introduction to Computer Logic and Programming	3
CIS 199	Network Communications	3
CIS 203	Introduction to the Information Highway	3
CIS 207	Introduction to Web Development	3
CIS 212	Visual Basic Programming	3
CIS 249	Microcomputer Operating Systems	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
		24

Option I-Computer Programming Requirements

CIS 213	Advanced Visual Basic Programming	3
CIS 222	Database Management Systems	3
CIS 251	C++ Programming	3
CIS 252	Advanced C++ Programming	3
CIS 281	Systems Analysis and Design	3
CIS	Computer Science Programming Electives (Must be approved by Advisor)	3
		18
	TOTAL HOURS	67

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

NOTE: Courses are not to be taken in given order above. Courses are offered days, nights, hybrid and online and may only be offered during certain semesters. Students must adhere to a closely advised schedule. Please see a Computer Science Advisor.

OPTION II - SOFTWARE SUPPORT (HELP DESK)
Available online and on campus

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102	English Composition II or Speech	3
HUM/ART	Humanities/Fine Arts Elective	3
MTH 100	Intermediate College Algebra	3
MTH/SCIENCE	Math or Science Elective**	3
CIS 146	Microcomputer Applications***	3
	Social Science/Elective	3
BUS 241	Principles of Accounting I	3
		25

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**If Math courses are taken for credit, the course must be higher level than College Algebra. Computer Science courses DO NOT meet this requirement.

***Typing proficiency is a prerequisite for CIS 146 and other programming courses. Students that are not proficient should take a keyboarding class prior to enrollment in computer course.

MAJOR REQUIRED COURSES

CIS 150	Introduction to Computer Logic and Programming	3
CIS 199	Network Communications	3
CIS 203	Introduction to the Information Highway	3
CIS 207	Introduction to Web Development	3
CIS 212	Visual Basic Programming	3
CIS 249	Microcomputer Operating Systems	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
		24

Option II-Software Support Requirements

CIS 196 W	Commercial Software App-Windows	3
CIS 196 E	Commercial Software App-Excel	3
CIS 196 A	Commercial Software App-Access	3
CIS 196	Commercial Software App- Web Dev Tools/Pub	3
CIS	Computer Science Elective (Must be approved by Advisor)	3
OAD 137	Electronic Financial Record Keeping	3
		18
	TOTAL HOURS	67

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

NOTE: Courses are not to be taken in given order above. Courses are offered days, nights, hybrid and online and may only be offered during certain semesters. Students must adhere to a closely advised schedule. Please see a Computer Science Advisor.

OPTION III -NETWORKING TECHNOLOGY

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102	English Composition II or Speech	3
HUM/ART	Humanities/Fine Arts Elective	3
MTH 100	Intermediate College Algebra	3
MTH/SCIENCE	Math or Science Elective**	3
CIS 146	Microcomputer Applications***	3
	Social Science/Elective	3
		22

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**If Math courses are taken for credit, the course must be higher level than College Algebra. Computer Science courses DO NOT meet this requirement.

*** Typing proficiency is a prerequisite for CIS 146 and other programming courses. Students that are not proficient should take a keyboarding class prior to enrollment in computer course.

MAJOR REQUIRED COURSES

CIS 150	Introduction to Computer Logic and Programming	3
CIS 199	Introduction to Networking Communications	3
CIS 203	Introduction to the Information Highway	3
CIS 207	Introduction to Web Development	3
CIS 212	Visual Basic	3
CIS 249	Microcomputer Operating Systems	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
		24

Option III - Networking Technology Requirements

CIS 171	Fundamentals of Unix/ Linux I	3
CIS 222	Database Management Systems	3
CIS 276	Server Administration	3
CIS 280	Network Security	3
CIS 281	Systems Analysis and Design	3
CIS 294	Special Topics - Troubleshooting	3
CIS*	Computer Science Elective*	3
		21
	TOTAL HOURS	67

*Must be approved by advisor

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

NOTE: Courses are not to be taken in given order above. Courses are offered days, nights, hybrid and online and may only be offered during certain semesters. Students must adhere to a closely advised schedule.

OPTION IV - CYBER SECURITY/ COMPUTER FORENSIC TECHNOLOGY
Not available online

GENERAL REQUIRED COURSES
ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102	English Composition II, or Speech	3
HUM/ARTS	Humanities/Fine Arts Elective	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications**	3
MTH/SCIENCE	Math or Science Elective***	3
PSY 200	General Psychology	3
BUS 241	Principles of Accounting I	3
		25

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**Typing proficiency is a prerequisite for CIS 146. Students that are not proficient should take a keyboarding class prior to enrollment in computer course.

***If Math courses are taken for credit, the course must be higher level than Intermediate College Algebra. Computer Science courses DO NOT meet this requirement.

Major Required Courses
CIS 151	Graphics for the World Wide Web	3
CIS 171	Fundamentals of Unix/ Linux I	3
CIS 199	Intro. to Network Communications	3
CIS 249	Microcomputer Operating Systems	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 276	Server Administration	3
CIS 280	Network Security	3
CIS 282	Computer Forensic	3
CRJ 140	Criminal Law	3
CRJ 147	Constitutional Law	3
CRJ 220	Criminal Investigation	3
CRJ 238	Crime Scene Investigation	3
CRJ 290	Selected Topics/Intro. to Cyber Crimes	3
CRJ	Elective	3
		45
	TOTAL HOURS	70

WorkKeys Assessment is a requirement for graduation in this porgram. Please call 256.352.8461 to schedule the test.

NOTE: Courses are not to be taken in given order above. Courses are offered days, nights, hybrid and online and may only be offered during certain semesters. Students must adhere to a closely advised schedule. Please see the Computer Science Advisor.

OPTION V- WEB TECHNOLOGY
Available online and on campus

GENERAL REQUIRED COURSES
ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102	English Composition II, or Speech	3
HUM/ART	Humanities/Fine Arts Elective	3
MTH 100	Intermediate College Algebra	3
MTH/SCIENCE	Math or Science Elective**	3
CIS 146	Microcomputer Applications***	3
	Social Science/Elective	3
BUS 241	Principles of Accounting I	3
		25

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**If Math courses are taken for math elective credit, the course must be higher level than College Algebra. Computer Science courses DO NOT meet this requirement.

***Typing proficiency is a prerequisite for CIS 146 and other programming courses. Students that are not proficient should take a keyboarding class prior to enrollment in computer course.

MAJOR REQUIRED COURSES
CIS 150	Introduction to Computer Logic and Programming	3
CIS 199	Introduction to Networking Communications	3
CIS 203	Introduction to the Information Highway	3
CIS 207	Introduction to Web Development	3
CIS 212	Visual Basic Programming	3
CIS 249	Microcomputer Operating Systems	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
		24

Option V - WebTechnology Requirements
CIS 151	Graphics for the World Wide Web	3
CIS 196	Com. Soft. App.-Web Dev Tools/Pub	3
CIS 208	Intermediate Web Development -Dream Weaver/Flash	3
CIS 209	Advanced Web Development	3
CIS 222	Database Management Systems	3
CIS 255	JAVA Programming (JavaScript)	3
		18
	TOTAL HOURS	67

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

NOTE: Courses are not to be taken in given order above. Courses are offered days, nights, hybrid and online and may only be offered during certain semesters. Students must adhere to a closely advised schedule. Please see the Computer Science Advisor.

Cosmetology

Ms. Tracy White-Smith, Instructor
256.352.8216
tracy.smith@wallacestate.edu

Certificate (4 semesters)

Short Term Certificate (2 semesters)

Career Cluster: Human Services

At a Glance
Successful cosmetologists, barbers and other personal appearance workers should have an understanding of fashion, art, and technical design. They should enjoy working with the public and be willing and able to follow clients' instructions. Communication, image, and attitude play an important role in career success. Business skills are important for those who plan to operate their own salons.

Program Description
Successful cosmetologists, barbers and other personal appearance workers should have an understanding of fashion, art, and technical design. They should enjoy working with the public and be willing and able to follow clients' instructions. Communication, image, and attitude play an important role in career success. Business skills are important for those who plan to operate their own salons.

Admission Requirement
Students meet all the general admission requirements of WSCC and a GED must be on file before the student can sit before the board of Cosmetology.

Program Expectations
The WSCC cosmetology program prepares the student for the real world of beauty by helping students attain a high degree of professionalism, attitude, demeanor, and specialty skills. Students practice all phases of salon services on clients by using creativity in design techniques to give each individual a personalized look. Instruction is competency based, derived from oc-cupational analysis and recognized national standards.

Career Path
The careers available to graduates are cosmetologist, color specialist, nail technician, platform artist, esthetician, educator, and makeup artist.

Median annual earnings in May 2004 for salaried hairdressers, hairstylists, and cosmetologists, including tips and commission, were $19,800, with the highest 10 percent earning more than $35,990. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

48 CREDIT HOURS REQUIRED FROM THE FOLLOWING:

COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 119	Business of Cosmetology	3
COS 123	Cosmetology Salon Practices	3
COS 125	Career and Personal Development	3
COS 127	Esthetics Theory	3
COS 133	Salon Management Technology	3
COS 134	Advanced Esthetics	3
COS 135	Advanced Esthetics Applications	3
COS 137	Hair Shaping and Design Theory	3
COS 141	Applied Chemistry for Cosmetology	3
COS 142	Applied Chemistry for Cosmetology Lab	3
COS 143	Speciality Hair Preparation Techniques	3
COS 144	Hair Shaping and Design	3
COS 145	Hair Shaping Lab	3
COS 146	Hair Additions	3
COS 148	Nail Care Theory	3
COS 149	Nail Art Theory	3
COS 150	Manicuring	3
COS 151	Nail Care	3
COS 152	Nail Care Applications	3
COS 153	Nail Art	3
COS 154	Nail Art Applications	3
COS 158	Employability Skills	3
COS 161	Special Topics in Cosmetology	1
COS 162	Special Topics in Cosmetology	3
COS 163	Facial Treatments	3
COS 164	Facial Machine	3
COS 165	Related Subjects Estheticians	3
COS 166	Skin Care Bacteriology and Sanitation	3
COS 167	State Board Review	3
COS 168	Bacteriology and Sanitation	3
COS 169	Skin Functions	3
COS 181	Special Topics	3
COS 182	Special Topics	3

COS 190	Internship in Cosmetology	3
COS 191	Co-op	3
COS 291	Co-op	3

ADDITIONAL CERTIFICATE REQUIREMENTS

COM 100	Vocational Technical English I	3
SPC 103	Oral Communication Skills	2
MAH 101	Introductory Mathematics I	3
DPT 103	Technical Computer Skills	3
WKO 101	Workplace Skills Development I	1
		12
	TOTAL HOURS	60

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule test.

NAIL TECHNOLOGY SHORT TERM CERTIFICATE

A student may train to be a nail technician by taking the prescribed set of courses listed below. A minimum of 27 semester hours must be completed in order to apply for the State of Alabama Cosmetology License Exam. These courses are offered as electives for cosmetology.

REQUIRED COURSES

COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 125	Career and Personal Development	3
COS 150	Manicuring	3
COS 152	Nail Care Applications	3
COS 153	Nail Art	3
COS 154	Nail Art Applications	3
	TOTAL HOURS	27

Criminal Justice

Mr. Bob Howell, Department Chair
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Associate in Applied Science Degree (5 semesters)

Associate in Science Degree - See General Studies

Career Cluster:
Law, Public Safety, Corrections & Security

At a Glance
Police officers and detectives maintain law and order, collect evidence and information, and conduct investigations and surveillance. Graduates go on to careers in such jobs as police officer, game warden, corrections officer or probation officer. Some jobs require a four-year degree, but a two-year associate's degree is all that is required at many police departments.

Forensic science technicians investigate crimes by collecting and analyzing physical evidence. Often, they specialize in areas such as DNA analysis or firearm examination. When criminal cases come to trial, forensic science technicians may give testimony on specific laboratory findings by identifying and classifying substances, materials, and other evidence collected at the scene of a crime.

Program Description
Wallace State provides law enforcement officers the necessary skills to conduct routine investigations. There is emphasis in forensic science and criminalistics, with special emphasis placed upon laboratory practices used to develop investigative evidence.

Admission Requirements
Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

Program Expectations
Prospective forensic science technicians can acquire good career preparation through two-year formal training. Many employers prefer applicants who have at least two years of specialized training or an associate's degree. A number of two-year associate's degree programs are designed to provide easy transfer to a four-year college or university.

Career Path
The opportunity for public service through law enforcement work is attractive to many because the job is challenging and involves much personal responsibility. Applicants with college training in police science, military police experience, or both should have the best opportunities.
Jobs for forensic science technicians are expected to increase much faster than average. Jobseekers who have gone on to earn a four-year degree in a forensic science will enjoy better opportunities than those with a two-year degree. Median annual earnings for police officers and forensic science technicians ranged from $45-48,000 per year in 2006. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

Associate in Applied Science Degree

This program is designed to provide the basic skills and knowledge needed by modern law enforcement officers. The program should benefit both those police officers currently in the field and those seeking initial entry into police positions.

Option I Forensic Investigation

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
MTH 116	Mathematical Applications	3
CIS 146	Microcomputer Applications	3
	Fine Art/Humanities (Code A)	3
SPH 106 or 107	Speech	3
	Social or Behavioral Sciences Elective	3
BIO 103	Biology with Lab or Higher	4
		23

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

MAJOR REQUIRED COURSES

CRJ 100	Introduction to Criminal Justice	3
CRJ 140	Criminal Law and Procedure	3
CRJ 147	Constitutional Law	3
CRJ 177	Criminal and Deviant Behavior	3
CRJ 178	Narcotics/Dangerous Drugs	3
CRJ 220	Criminal Investigation	3
CRJ 226	Fingerprint Science	3
CRJ 227	Homicide Investigation	3
CRJ 230	Criminalistics	3
CRJ 236	Advanced Criminalistics*	3
CRJ 237	Forensic Photography	3
CRJ 238	Crime Scene Investigation	3
CRJ	Elective	3
		39
	TOTAL HOURS	62

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.
*Prerequisite for CRJ 236-completion of CRJ 230 or permission of instructor

Option II Law Enforcement
GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
MTH 116	Mathematical Applications	3
CIS	Computer Science (Data Processing)	3

	Fine Art/Humanities	3
SPH 106 or 107	Speech	3
	Social or Behavioral Sciences	3
	Natural Science with Lab	4
		23

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

MAJOR REQUIRED COURSES

CRJ 100	Introduction to Criminal Justice	3
CRJ 116	Police Patrol	3
CRJ 140	Criminal Law and Procedure	3
CRJ 147	Constitutional Law	3
CRJ 177	Criminal and Deviant Behavior	3
CRJ 178	Narcotics and Dangerous Drugs	3
CRJ 216	Police Organization & Administration	3
CRJ 220	Criminal Investigation	3
CRJ 227	Homicide Investigation	3
CRJ 230	Criminalistics	3
CRJ 238	Crime Scene Investigation	3
CRJ 239	Issues in Law Enforcement	3
CRJ	Elective	3
		39
	TOTAL HOURS	62

WorkKeys Assessment is a requirement for graduation in this program. Please call 256-352-8461 to schedule the test.

Option III – Cyber Security/Computer Forensic Technology

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102	English Composition II, or Speech	3
HUM/ARTS	Humanities/Fine Arts Elective	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications***	3
MTH/SCIENCE	Math or Science Elective**	3
PSY 200	General Psychology	3
BUS 241	Principles of Accounting I	3
	Total General Required Course Hours	25

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**If Math courses are taken for math elective credit, the course must be a higher level than College Algebra. Computer Science courses DO NOT meet this requirement.

***Typing proficiency is a prerequisite for CIS 146. Students

that are not proficient should take a keyboarding class prior to enrollment in computer course.

MAJOR REQUIRED COURSES

CIS 151	Graphics for the World Wide Web	3
CIS 171	Linux/Unix	3
CIS 199	Intro. to Network Communication	3
CIS 249	Microcomputer Operating Systems	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 276	Server Administration	3
CIS 280	Network Security	3
CIS 282	Computer Forensic	3
CRJ 140	Criminal Law	3
CRJ 147	Constitutional Law	3
CRJ 220	Criminal Investigation	3
CRJ 238	Crime Scene Investigation	3
CRJ 290	Selected Topics/Introduction to Cyber Crimes	3
CRJ	Elective	3
	Total Cyber Security/Computer Forensic Technology Core Hours	45
	TOTAL HOURS	70

WorkKeys Assessment is a requirement for graduation in this program. Please call 256-352-8461 to schedule the test.

Culinary Arts

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Associate in Applied Science Degree (6 semesters)

Certificate (4 semesters)

Career Cluster: Hospitality & Tourism

At a Glance

Chefs, cooks, and food preparation workers prepare, season, and cook a wide range of foods in a variety of restaurants and other food service establishments. Some chefs and cooks go into business as caterers or personal chefs or they open their own restaurants. Others become instructors in culinary training programs.

Program Description

This program provides an Associate in Applied Science degree (6 semesters) and a Certificate (4 semesters). The culinary arts course of study offers organized, specialized learning experi-

ences which included theory, laboratory, and kitchen experience as they relate to nutrition, planning, selection, purchasing, storing, preparing, and serving food and food products.

Admission Requirements

Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

Program Expectations

Instruction will emphasize nutrition and quality food service activities in culinary arts establishments. Chefs and cooks create recipes and prepare meals, while food preparation workers peel and cut vegetables, trim meat, prepare poultry, and perform other duties such as keeping the work area clean and monitoring temperatures of ovens and stovetops.

Career Path

A graduate will have the opportunity to gain employment as a chef, caterer, cook, restaurant owner, or a culinary arts instructor. Job openings for chefs, cooks, and food preparation workers are expected to be plentiful through 2014. Employment growth will be spurred by increases in population, household income, and leisure time that allows people to dine out and take vacations more often. Median hourly earnings of chefs and head cooks were $14.75 in May 2004, with the highest 10 percent earning more than $26.75 per hour. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

GENERAL REQUIRED COURSES FOR AAS DEGREE

ENG 101	English Composition I	3
ENG 102	English Composition II or SPH 106	3
PSY 200	General Psychology	3
MTH 103	Intro to Technical Math	3
CIS 146	Microcomputer Applications	3
CIS 196F	Comm Soft App-Frontpage/Pub	3
ART 100	Art Appreciation	3
WKO 101	Workplace Skills Development I	1
		22

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

REQUIRED COURSES

CUA 101	Orientation to Hospitality Profession	3
CUA 110	Basic Food Preparation	3
CUA 111	Foundations in Nutrition	3
CUA 112	Sanitation, Safety, and Food Services	2
CUA 113	Table Service	2
CUA 115	Advanced Food Preparation	3

CUA 120	Basic Food Preparation Lab	2
CUA 122	Fundamentals of Quantity Cooking	3
CUA 173C	Culinary Arts Apprenticeship	3
CUA 201	Meat Preparation and Processing	2
CUA 202	Aromatic and Flavoring Combinations	3
CUA 204	Foundations of Baking	3
CUA 206	Advanced Garde Manager	2
CUA 208	Advanced Baking	2
CUA 210	Beverage Management	2
CUA 213	Food Purchasing and Cost Control	3
CUA 241	Basic Culinary Lab II	2
CUA 251	Menu Design	2
CUA 262	Restaurant Management and Supervision	3
CUA 281	Apprenticeship: Qualifying Dinner	3
HSM 112	Law and the Hospitality Industry	3
		54

TOTAL HOURS   76

CERTIFICATE

GENERAL EDUCATION REQUIREMENTS

COM 100	Vocational Technical English I	3
SPC 103	Oral Communication Skills	2
MAH 101	Introductory Mathematics I	3
DPT 103	Technical Computer Skills	3
WKO 101	Workplace Skill Development I	1
		12

REQUIRED COURSES

CUA 101	Orientation to the Hospitality Prof.	3
CUA 110	Basic Food Preparation	3
CUA 111	Foundations in Nutrition	3
CUA 112	Sanitation, Safety, and Food Service	2
CUA 113	Table Service	2
CUA 120	Basic Food Preparation Lab	2
CUA 122	Fundamentals of Quantity Cooking	3
CUA 173C	Culinary Arts Apprenticeship	3
CUA 201	Meat Preparation and Processing	2
CUA 202	Aromatic and Flavoring Combinations	3
CUA 204	Foundations of Baking	3
CUA 206	Advanced Garde Manger	2
CUA 208	Advance Baking	2
CUA 210	Beverage Management	2
CUA 213	Food Purchasing and Cost Control	3
CUA 241	Basic Culinary Lab II	2
CUA 251	Menu Design	2
CUA 262	Restaurant Management and Supervision	3
HSM 112	Law and the Hospitality Industry	3
		48

TOTAL HOURS   60

Dental Assisting

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Associate in Applied Science Degree (4 Semesters)

Certificate (3 Semesters)
Career Cluster: Health Science

At a Glance
A dental assistant helps with the direct care of patients under the supervision of a dentist. Dental assistants perform a variety of patient care, office, and laboratory duties. They work chairside as dentists examine and treat patients. They make patients as comfortable as possible in the dental chair, prepare them for treatment, and obtain their dental records. Assistants hand instruments and materials to dentists and keep patients' mouths dry and clear by using suction or other devices. Assistants also sterilize and disinfect instruments and equipment, prepare trays of instruments for dental procedures, take impressions and radiographs and instruct patients on post-operative and general oral health care.

Program Description
Upon successful completion of this program, graduates will be prepared to function as Dental Assistants in dental offices, hospitals, and clinics. The Dental Assisting program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. Graduates are qualified to take the National Certification Examination administered by the Dental Assisting National Board, Inc. Students may elect to complete the certificate program in 3 semesters or the Associate Degree program in 4 semesters.

Admission Requirements
Applicants Must:
1. Meet all the general admission requirements of WSCC.
2. Be eligible for ENG 101 according to COMPASS scores.
3. Submit an application to the Admissions Office.   Applications will be accepted until June 1. Applications received after June 1 will be considered on a space available basis.
4. Submit a Dental Assisting Program application to the Dental Assisting Program Director.
5. Submit an official college transcript with program application.

6. Possess a minimum cumulative GPA of 2.3 on a 4.0 scale.

Selection and Notification

1. The Dental Assisting Program admits annually each fall semester a maximum of 24 students.
2. Students are selected on the basis of satisfactory completion of admission requirements and GPA.
3. Program applications will be reviewed for completion of program admission requirements. Written notification of the outcome of each application will be mailed to the student at the address provided on the application.
4. Students must respond in writing, confirming their intent to enroll within 7 days after receipt of their acceptance letters. A student who fails to respond will forfeit his/her place in the class. A signed consent to drug testing and background screening must accompany the acceptance confirmation.
5. Students accepted must attend a mandatory orientation session. Failure to do so could result in forfeiture of their place in the class.
6. Due to the number of major required courses taken each semester, it is recommended that students complete as many general required courses as possible before entering the dental assisting program.

Program Expectations

Students admitted into the Dental Assisting program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Upon Admission

1. Upon acceptance into the program students will be required to submit a physical examination form (current within one year), which includes documentation of immunizations along with evidence of having begun the Hepatitis B vaccinations
2. Upon acceptance into the program, students are required to submit proof of CPR certification. Only CPR designed to certify health care professionals is accepted.
3. While enrolled in the program, students are required to have accident and liability insurance, available through the College.
4. Students are required to undergo background screening and drug testing and provide a clear result according to Health Science Division policy.
5. Students are required to have health insurance while enrolled in the program.

Progression

1. Students must attain a "C" in general and major required courses. Failure to do so will result in dismissal from the program.
2. Students are required to complete the program within two (2) years of entry into the program.
3. Students who withdraw or are dismissed from the program must apply for re-admission. Students will be readmitted one time only.

Career Path

The Dental Assisting curriculum prepares students to assist in dental offices. Other career opportunities include employment in public health clinics, hospitals, nursing homes, teaching, research and dental office management.

Upon completion of the dental assisting program, students may elect to apply for admission into the dental hygiene program. The dental assisting courses will be accepted for transfer to many colleges and universities for those interested in obtaining a Bachelors Degree.

Job prospects for dental assistants should be excellent. Dentists are expected to hire more assistants to perform routine tasks so that they may devote their own time to more complex procedures making Dental Assisting one of the fastest growing occupations over the 2004-2014 projection period.

Median hourly earnings of dental assistants were $16.09 in May 2010, with the highest 10 percent earning more than $22.19 an hour. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements
Associate in Applied Science Degree

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
SPH 106	Fundamentals of Oral Communication	3
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
HUM	Humanities or Fine Arts Elective	3
Elective	Natural Science	4
CIS 146	Microcomputer Applications	3
		23

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

MAJOR REQUIRED COURSES

DNT 100	Introduction to Dental Assisting	2
DNT 101	Pre-Clinical Procedures I	3
DNT 102	Dental Materials	3
DNT 103	Dental Anatomy and Physiology	3
DNT 104	Basic Sciences for Dental Assisting	2
DNT 111	Clinical Practice I	5
DNT 112	Dental Radiology	3
DNT 113	Dental Health Education	2
DNT 114	Dental Office Administration	4
DNT 116	Pre-Clinical Procedures II	3
DNT 122	Clinical Practice II	4
DNT 141	Directed Studies in Dental Assisting	3
		37

TOTAL HOURS FOR A.A.S. DEGREE		60

Dental Assisting Certificate

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
SPH 106	Fundamentals of Oral Communication	3
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
		13

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into re-medial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

MAJOR REQUIRED COURSES

DNT 100	Introduction to Dental Assisting	2
DNT 101	Pre-Clinical Procedures I	3
DNT 102	Dental Materials	3
DNT 103	Dental Anatomy and Physiology	3
DNT 104	Basic Sciences for Dental Assisting	2
DNT 111	Clinical Practice I	5
DNT 112	Dental Radiology	3
DNT 113	Dental Health Education	2
DNT 114	Dental Office Administration	4
DNT 116	Pre-Clinical Procedures II	3
DNT 122	Clinical Practice II	4
DNT 141	Directed Studies in Dental Assisting	3
		37

TOTAL HOURS FOR CERTIFICATE   50

Dental Hygiene

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Associate in Applied Science Degree (5 semesters)

Career Cluster: Health Science

At a Glance

As a practicing member of the dental health team, the dental hygienist acts as an educator and motivator in maintenance of oral health and the prevention of dental disease. The practice of dental hygiene directly affects the health of the public and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and clinical experience that serve as standards for entry into the profession. There are many professional roles which the dental hygienist may assume: participation in community health pro

grams, dental research, or as an active participant in the dental office. According to the U.S. Department of Labor and Statistics in 2006-2016, dental hygiene is projected as the second fastest growing career that requires an Associates Degree.

Program Description

The overall goal of the Dental Hygiene Program is to provide students with an educational opportunity to acquire skills, knwledge and professional attitudes necessary for successful employment as competent entry-level, state licensed and nationally certified dental hygienists.

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association, which qualifies graduates to take the National Dental Hygiene Board Examination. Graduates who success-fully complete the National Board Exam are qualified to take any State or Regional licensing examination.

Admission Requirements

1. Meet all the general admission requirements of WSCC.
2. Submit an application to the Admissions Office. Applications will be accepted until June 1. Applications received after June 1 will be considered on a space available basis.
3. Submit a Dental Hygiene Program Application to the DHY Program Director.
4. Submit an official college transcript with program applica-tion.
5. Attain an ACT score of 18 or higher and submit score to the Admissions Office.
6. Possess a 2.5 grade point average on a 4.0 scale.

Selection and Notification

1. The Dental Hygiene program admits annually each fall semester with a maximum of 30 students.
2. Students must complete all requirements for admission to be considered for selection.
3. The selection process involves the applicant's GPA for the general required courses, ACT score, and the number of general education hours that the student has completed when the program begins.
4. Applicants who have completed a Dental Assisting Program from an ADA accredited institution will receive bonus points added to their application score according to the following scale:
   Dental Assisting GPA 2.0-3.0 - 1 point
   Dental Assisting GPA 3.1-3.4 - 2 points
   Dental Assisting GPA 3.5-4.0 - 3 points
5. Students must respond in writing or e-mail confirming their intent to enroll within 7 days after receipt of their ac-ceptance letters. A student who fails to respond will forfeit their place in the class. A signed consent to drug testing and background screening must accompany the accept-ance confirmation.
6. Students accepted must attend a mandatory orientation session. Failure to do so could result in forfeiture of their place in the class.

Program Expectations

Students admitted into the Dental Hygiene program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Upon Admission:

1. Upon acceptance into the program students must submit a physical examination form (current within one year), which includes documentation of immunizations along with evidence of having begun the Hepatitis B vaccinations.
2. Upon acceptance to the program, students are required to submit proof of current CPR certification. Only CPR courses for Health Care providers will be accepted.
3. While enrolled in the program, students are required to have accident and liability insurance, available through the College.
4. Students are required to undergo background screening and drug testing according to Health Science Division policy.
5. Students are required to have health insurance while enrolled in the program.

Progression

1. Individuals who have received a certificate or degree in Dental Assisting from an ADA accredited institution may receive advanced standing for previously completed courses including DHY 102-Dental Materials and DHY 103-Dental Radiology (If these courses were completed no more than two years prior to enrollment in the program).
2. Students must attain a "C" in general and major required courses. Failure to do so may result in dismissal from the program.
3. Students selected for admission to the dental hygiene program must maintain a minimum grade of 75% or higher in major required courses. Failure to do so may result in dismissal from the program.
4. A student who withdraws or is dismissed from the program may re-apply for admission one time only.

Career Path

The Dental Hygiene curriculum prepares students to function as dental hygienists in private dental offices. Other career opportunities include teaching, research, community service and public health.

Employment of dental hygienists is expected to grow much faster than the average for all occupations through 2020, in response to increasing demand for dental care and the greater utilization of hygienists to perform services previously performed by dentists.Median hourly earnings of dental hygienists were $32.81 per hour in May 2010, with the highest 10 percent earning more than $44.00 an hour. Earnings vary by geographic location, employment setting, and years of experience. (Source: U.S. Department of Labor Bureau of Labor Statistics)

The WSCC Dental Hygiene Program courses will be accepted for transfer to Athens State and the University of Alabama at Birmingham in the Bachelor Degree in Health Science. Degree completion programs are available nationally for those interested in obtaining advanced degrees in Dental Hygiene.

Completion Requirements

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
SPH 106	Fundamentals of Oral Communication	3
CHM 104	Introduction to Inorganic Chemistry	4
BIO 201, 202**	Human Anatomy & Physiology I & II	8
BIO 220	General Microbiology	4
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
HUM	Humanities or Fine Arts Elective	3
		32

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**BIO 103 is a prerequisite class to these courses.

MAJOR REQUIRED COURSES

DHY 110	Dental Hygiene Theory I	2
DHY 112	Pre-Clinical Dental Hygiene	3
DHY 114	Dental Radiology	3
DHY 116	Dental Anatomy, Histology & Embryology	2
DHY 118	Anatomy, Embryology & Histology of the Head & Neck	2
DHY 120	Dental Materials	2
DHY 122	Clinical Dental Hygiene I	3
DHY 124	Dental Hygiene Theory II	2
DHY 126	Periodontology	3
DHY 128	Pharmacology/Medical Emergencies	2
DHY 130	Nutrition for Dental Hygiene	2
DHY 132	Clinical Dental Hygiene II	2
DHY 134	Dental Hygiene Theory III	2
DHY 210	General and Oral Pathology	2
DHY 212	Clinical Dental Hygiene III	4
DHY 214	Dental Hygiene Theory IV	1
DHY 216	Community Dental Health	2
DHY 218	Clinical Dental Hygiene IV	4
DHY 220	Dental Hygiene Theory V	1
		44
	TOTAL HOURS	76

Diagnostic Imaging

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Associate in Applied Science Degree (5 semesters)

Career Cluster: Health Science

At a Glance

Radiologic technologists are healthcare professionals who perform diagnostic imaging examinations. Images are created using x-rays that pass through the body. They are educated in anatomy, patient positioning, examination techniques, equipment protocols, radiation safety and protection, and basic patient care. Radiologic technologists perform a variety of diagnostic x-ray examinations of the skeletal system chest and abdomen. They may also administer contrast media to visualize anatomy in the body such as the gastrointestinal (GI) tract. Radiologic technologists work closely with radiologists, the physicians who interpret medical images to either diagnose or rule out disease or injury. Radiologic technologists may have the opportunity to specialize in specific imaging modalities, such as bone densitometry, computed tomography (CT), mammography, magnetic resonance imaging (MRI), nuclear medicine, or sonography.

With the advancement of technology and as the number of aging Americans increases, the demand for diagnostic imaging has grown. Employment opportunities for qualified professionals to provide medical imaging are available nationwide in a variety of settings such as hospitals, diagnostic imaging centers, urgent care centers, and specialty clinics (for example, orthopedics).

Program Description

The program is a five semester course of study designed to provide academic and clinical training in the diagnostic imaging profession. Students will begin to participate in clinical rotations beginning the first semester of the program and will be assigned hours consistent with day shift for the majority of their training. Beginning the third semester, students will be required to complete an evening shift rotation from 2:00 – 10:30 p.m. students are required to travel to different locations during the clinical education phase. Graduation requirements must be met within three (3) years following entry into the program.

The Diagnostic Imaging program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606 (www.jrcert.org). Upon graduating from a program accredited by JRCERT, students are eligible to apply to take the national registry examination of the American Registry of Radiologic Technologists (ARRT). By successfully passing the national registry exam, you will be awarded the credential, RT(R), registered technologist (radiography).

Admission Requirements

Applicants Must:
1. Meet all the general admission requirements of WSCC.
2. Submit the following to the Director of Admissions:
   a. Submit a WSCC application with official transcripts from all schools and COMPASS scores for reading, writing, and math. Applications will be accepted until June 1. Applications received after June 1 will be considered on a space available basis.
   b. Applicants must possess a minimum of a 2.5 cumulative grade point average on a 4.0 scale and must have a "C" or better in all prerequisite courses.
3. Submit a complete application packet for admission to the Diagnostic Imaging program director by June 1. Applications will be available through the program website only. The packet should include the following documents:
   a. Application for the Program and official transcripts
   b. Essential Function Standards
   c. Proof of Age (Copy of Birth Certificate)
   d. ACT with minimum composite score of 18
   e. Diagnostic Imaging ranking form
4. Applicants must be at least 18 years of age. (Alabama Regulations for Control of Radiation Rule 420-3-03(6), "Occupational Radiation Dose Limits:, states that all occupational workers employing ionizing radiation, must be at least 18 years of age).
5. A minimum of 2.50 cumulative GPA for previous college work.
6. Applicants must be in good standing with the college.
7. Applicants must meet the Essential Function Standards required for Diagnostic Imaging Program.
8. Applicants must have a "C" or better in all general education courses.

NOTE: It is the responsibility of each applicant to insure that all classes from other institutions have been transferred and to insure that their application is complete. Admission to the Diagnostic Imaging Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting the minimum requirements does not guarantee acceptance.

General Qualifications For ARRT Certification

Students must satisfy general qualifications for certification in accordance with The American Registry of Radiologic Technologists (ARRT) guidelines. The ARRT is the board that administers the national certification examination upon completion of an accredited Radiologic Technology Program. A candidate for certification by the ARRT must meet the ethics education and examination requirements as

described in The American Registry of Radiologic Technologists Rules and Regulations and ARRT Standards of Ethics.

In order to take this examination you must be of good moral character. Generally, the conviction of a felony or any other offense or misdemeanor, or a felony involving moral depravity indicates a lack of good moral character for ARRT purposes. Please contact the American Registry of Radiologic Technologist (651) 687-0048 for advisement if the previous statement applies.

Eligible candidates are allowed three attempts within three years to pass the ARRT exam. After three unsuccessful attempts or expiration of the three year limit, the individual must reapply and, if accepted, complete the entire program.

Selection and Notification
1. The Diagnostic Imaging program admits students in the fall semester of each year.
2. Students are selected on the basis of ACT scores and GPA of general education courses. All other factors being equal, cumulative GPA will be the deciding factor for admission.
3. All applications will be reviewed for completion of Diagnostic Imaging program admission requirements. Written notification of the outcome of each application will be mailed to the student.

Program Expectations
Students admitted into the Diagnostic Imaging program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Required Competencies:
Candidates for certification are required to meet the Professional Requirements specified in the ARRT Rules and Regulations. The following identifies the minimum didactic and clinical competency requirements for certification referenced in the Rules and Regulations. Upon completion of the Diagnostic Imaging program candidates will have obtained education and experience as required by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (www.jrcert.org) as well as the American Registry of Radiologic Technologist (ARRT).
1. Didactic Requirements:
   Candidates must successfully complete coursework addressing the topics listed in the General Required Courses and Major Required Courses.
2. Clinical Requirements:
   Candidates must demonstrate competence in the following clinical activities (www.arrt.org):
- Six mandatory general patient care activities
- Thirty–one mandatory radiologic procedures
- Fifteen elective radiologic procedures to be selected from a list of 35 procedures.
- One elective imaging procedure from the head section
- Two elective imaging procedures from the fluoroscopy studies section, one of which must be either an Upper GI or Barium Enema.
Upon Admission:

1. Students accepted into the program must attend the mandatory orientation session. Failure to do so will result in forfeiture of their place in the class.
2. Upon acceptance into the Diagnostic Imaging Program, the student must submit:
- A recent certification of good health from a physician, verifying that the student is in good physical and mental health and is able to perform the duties and activities required of Radiologic Technologists.
- Mantoux TB skin test results and complete immunization documentation must be included on the form.
- Evidence of having received the second of three Hepatitis B vaccinations or completion of the series.
- Provide proof of health insurance coverage.
- Students will be required to complete CPR certification within class activities

Admission to the Diagnostic Imaging program shall be provisional depending upon the student's ability to pass an initial drug screen and background check. Students may be subjected to random drug testing during the length of the program. Students are required to carry liability, accident, and medical insurance for the duration of program enrollment. Students cannot begin clinical rotations until copies of the health certificate, Hepatitis immunization status, CPR certification and health insurance card are on file. Liability and accident insurance are available through the college. Students should provide copies of the above documents at the mandatory orientation.

Progression:
Uninterrupted progression through the Diagnostic Imaging program is required. Any student whose progression is interrupted must reapply for readmission. If progression is interrupted for any reason, the student may only be readmitted one time. Any changes in the curriculum or admission procedures will be applicable upon the student's readmission. Students selected to the Diagnostic Imaging program must meet the following criteria:
1. Progress through all Diagnostic Imaging courses in the sequence specified by the program faculty.
2. Maintain a minimum grade of 75% or higher in major required courses. Failure to do so will result in dismissal from the program.
3. Maintain a 2.5 cumulative GPA in all coursework.
4. Maintain the ability to meet the Essential Functions.
5. Successfully complete the program within 33 months from the initial semester of RAD courses.
6. Maintain Current CPR at the health care provider level.
7. Abide by the policies, procedures, and rules of behavior of the college and the Diagnostic Imaging program.
8. Abide by the policies, procedures, and rules of behavior of the clinical agencies.
9. Submit completed medical forms by required deadlines.
10. Students are required to pass the Diagnostic Imaging Exit Exam in RAD 227. Failure to pass the exit exam will result in a failing grade for RAD 227, regardless of other grades or competencies achieved.

Re-Admission Policy

Students who interrupt the progression in the Diagnostic Imaging program must apply for readmission. A student who fails to progress during the first semester of the program must reapply for acceptance as a new student. Students must submit a readmission request and application packet no later than mid-term of the term prior to a planned reentry. Readmission to the Diagnostic Imaging program is not guaranteed even if a student meets all requirements for readmission. Readmission also depends upon availability of clinical space with students in regular progression given first option. The student must be considered for readmission only once. Readmission requires the following:

1. Submission of completed application packet.
2. A 2.5 cumulative GPA in all coursework.
3. That no longer than 33 months may elapse from initial admission term to date of graduation.
4. All students who are readmitted must prove competency in all previous coursework as prescribed by the program and successfully complete all RAD courses in which a "D" or "F" were received. If a student can not prove competency, the request for admission will be denied and the student must repeat all courses of the program regardless of previous grades obtained.
5. Submit completed medical forms by required deadlines
6. Ability to meet and comply with standards and policies in the current college catalog and Student Handbook.
7. Students who have been dismissed from two clinical facilities are ineligible for readmission.
8. Any student dismissed for academic or disciplinary reasons from the College will not be considered for readmission.
9. All students must meet all admission requirements to be eligible for readmission.
10. Any changes in the Diagnostic Imaging program and student handbook will be applicable to any student upon readmission.

Transfer Policy

Receiving advance placement in the Radiologic Technology program requires the following:

1. Unconditional admission to the college with clear academic status.
2. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
3. Minimum cumulative GPA of 2.5.
4. No longer than 33 months elapsing from the initial admission term to date of graduation.
5. Official transcripts verifying a minimum grade of "C" earned in courses which represent collegiate course work relevant to the degree with course content and level of instruction resulting in student competencies

at least equivalent for those matriculating students. Alabama Community College System Standardized Radiologic Technology Curriculum courses will be transferred without review of the course syllabus. Verification of knowledge and/or skills may be required.

6. Eligibility to return to previous Radiologic Technology program in good standing.
7. No more than one semester in which a grade of "D" or "F" has been earned in a radiography course.
8. Completion of 25 percent of total required hours for the A.A.S. Degree in Radiologic Technology at institution conferring degree.

Career Path

Upon completion of the program, candidates should take the registry and become a Registered Radiologic Technologist. Career opportunities include hospitals, outpatient imaging centers and physician's offices.

There are advanced imaging options available to Registered Radiologic Technologists to include but not limited to Magnetic Resonance Imaging (MRI) and Computed Tomography (CT). For additional information concerning other areas of specializations go to www.arrt.org.

A 2010 survey by the American Society of Radiologic Technologists showed the annual salaries averaged about $44,500 for entry-level radiographers. With experience, additional education or supervisory responsibilities, salaries can range from $65,000 - $85,000 per year, depending on area of specialization. Radiologic technologists may have flexible work schedules, including part-time or evenings, giving time for family, friends, school, or other activities.

WSCC Diagnostic Imaging courses have been accepted for transfer to Athens State University for a Bachelor's Degree in Health Science. Please consult STARS transfer guide for the latest information.

Completion Requirements

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101-102 or SPH 106	English Composition I & II	6
HUM**	Humanities and Arts Elective	3
BIO 201-202***	Human Anatomy and Physiology I & II	8
MTH 100	Intermediate College Algebra	3
PSY 200	General Psychology	3
		24

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**HUM-SPH 106/107 does not satisfy the HUM elective

***BIO 103 is a prerequisite class to these courses.

MAJOR REQUIRED COURSES

RAD 111	Introduction to Radiology	2
RAD 112	Radiographic Procedures I	4
RAD 113	Patient Care	2
RAD 114	Clinical Education	2
RAD 122	Radiographic Procedures II	4
RAD 124	Clinical Education II	5
RAD 125	Imaging Equipment	3
RAD 134	Clinical Education III	5
RAD 135	Exposure Principles	3
RAD 136	Radiation Protection & Radiation Biology	2
RAD 212	Image Evaluation & Pathology	2
RAD 214	Clinical Education IV	8
RAD 224	Clinical Education V	8
RAD 227	Review Seminar	2
		52
	TOTAL HOURS	76

Diagnostic Medical Sonography

Ms. Janet Money, Program Director
256.352.8411 or 8318
janet.money@wallacestate.edu

Associate in Applied Science Degree (6 semesters)

Career Cluster: Health Science

At A Glance

Sonography (ultrasound) is a dynamic profession that has grown significantly over the past several years. Sonography is a diagnostic medical procedure that uses high frequency sound waves (ultrasound) to produce images of organs, tissues, or blood flow inside the body. This type of procedure is often referred to as a sonogram or ultrasound scan.

Sonography can be used to examine many parts of the body, such as the abdomen, breasts, female reproductive system, prostate, heart, and blood vessels. It is also used to guide fine-needle tissue biopsy to assist in taking a sample of cells from an organ for lab testing (for example, a test for breast cancer). Unlike x-ray, there is no radiation used to perform a sonogram.

With rapidly developing technologies and increased use of diagnostic sonographic procedures, growth in this profession is projected to continue in the future with employment opportunities for qualified sonographers in a variety of settings nationwide. Sonographers can choose to work in clinics, hospitals, private practice physician offices, public health facilities, laboratories, and other medical settings performing examinations in their areas of specialization.

Program Description

This program of study is designed to provide academic and clinical training in the field of GENERAL (OB/GYN and Abdominal/Superficial Structures) diagnostic sonography.

The Associate in Applied Science degree awarded at program completion is a six-semester, competency-based curriculum that includes practical experience in regional health institutions.

The sonography program at Wallace State Community College is currently accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDMS) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). By attending a program accredited by CAAHEP, you will be able to apply to take the national certification examinations offered by the ARDMS/ARRT upon graduation from the program. By successfully completing the certification exams, you will be awarded the credential 'registered sonographer'.

Admission Requirements

1. Meet all the general admission requirements of WSCC.
2. Complete general required courses for Pre-sonography by deadline date of June 1.
3. Submit to the Admissions Office, by the June 1 deadline, a WSCC official college application declaring sonography as your major, plus current official college transcripts demonstrating completion of sonography general required courses, and a copy of official ACT scores (a score of 19 or better is required to qualify for program entry.)
4. Submit to the DMS Program Director, by the June 1 deadline, a DMS Program Application, college transcripts, documented evidence of a minimum of four (4) hours of observation in an ultrasound department and acknowledgement of having reviewed the WSCC drug policy (see policy at WSCC website: www.wallacestate.edu). The program application can also be found on the website. Select Programs, then Health Division, then Diagnostic Medical Sonography. Proof of active/current AHA Approved CPR certification for **Healthcare Providers** must also be provided with the application.
5. Attain a minimum GPA of 2.5 or greater on a 4.0 scale with a grade of "C" or better on all general required pre-sonography courses. GPA calculated for program selection will be on the general required pre-sonography courses only. Math/Sciences courses must have been completed within **seven** years of the date of expected entry into the DMS program.

Candidates must be able to meet all Technical Standards required of the program. Those Standards are as follows:
- Lift more than 50 pounds routinely
- Push and pull routinely
- Bend and stoop routinely
- Have full use of both hands, wrists and shoulders
- Distinguish audible sounds
- Adequately view sonograms, including color distinctions

- Work standing on their feet 80% of the time
- Interact compassionately and effectively with the sick or injured
- Assist patients on and off examining tables
- Communicate effectively with patients and other health care professionals
- Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence

Selection and Notification

1. The DMS Program admits a beginning class annually fall semester.
2. Candidates are ranked for admission on the basis of ACT scores, weighted GPA (GPA x 7.6) and completion of admission requirements.
3. Program applications will be reviewed for completion of program admission requirements. Written notification of program acceptance status will be mailed to each applicant at the address given on the application.
4. Following acceptance into the program, students must respond, in writing, confirming their intent to enroll, within 10 days after the postmarked date of their acceptance letters. A student who fails to respond will forfeit his/her place in the class. A signed consent to drug testing and background check must accompany the acceptance confirmation.

Program Expectations

Students admitted into the Diagnostic Medical Sonography are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Required Competencies:
Clinical competencies (patient care and interaction, performance of abdominal, superficial structures, obstetrical and gynecologic sonograms).

Upon Admission to the Program:
1. Sonography students are required to submit a completed program physical examination form, including proof of having completed 2 of 3 Hepatitis B vaccinations and proof of immunization or vaccinations for the diseases listed on the form by the deadline noted on their program acceptance letter.
2. Sonography students must maintain current CPR certification. The appropriate certification is for **"Healthcare Providers"**.
3. Accident and liability insurance, available through the College, is required.
4. Sonography students are required to undergo Background Screening and Drug Testing according to WSCC Health Science Division policy.
5. Medical insurance is required of all students in the program in order to attend clinicals.

Progression

Students selected for admission into the program must maintain a grade of 75% or higher on major required courses. Failure to do so will result in program dismissal.

Readmission

Students who withdraw or are dismissed from the program must apply for re-admission. No preferential consideration is given to prior students for re-admission. Students will be re-admitted ONE time only.

Career Path

Upon completion of the program, sonography students should take registries and become Registered Diagnostic Medical Sonographers. Many General (OB/GYN, Abdomen) sonographers opt to advance their career horizons by seeking expertise in Vascular Technology, Echocardiography, and other sonographic specialties. There are several areas of specialization in the field of sonography. For additional information concerning a career in sonography go to www.sdms.org. Additional career advancement opportunities exist in education, administration, research, and in commercial companies as education/application specialists, sales representatives, technical advisors, etc. Median annual earnings of Diagnostic Medical Sonographers were $66,768 according to the SDMS Sonographer Salary & Benefits Survey (2008). Program courses have been accepted for transfer to Athens State and the University of Alabama at Birmingham for the Bachelor Degree in Health Science. Please consult STARS transfer guide for the latest information.

Completion Requirements

GENERAL REQUIRED COURSES (PRE-SONOGRAPHY)

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
SPH 106	Fundamentals of Oral Communications	3
MTH 100	Intermediate College Algebra	3
BIO 201**	Anatomy and Physiology I	4
PHY 115	Technical Physics	4
PSY 200	General Psychology	3
	***Humanities/Fine Arts Elective	3
		23-24

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**BIO 103 is a prerequisite class to this course.

***Only Code A courses should be taken or PHL 210-Ethics and the Health Sciences (see course description in catalog).

MAJOR REQUIRED COURSES

DMS 203	Sonographic Terms	2
DMS 204	Sonographic Anatomy	3
DMS 205	Abdominal Sonography with Lab	4
DMS 206	Gynecologic Sonography with Lab	4
DMS 207	Abdominal Pathology	3
DMS 208	Sonography Clinic I	2
DMS 210	Introduction to Sonography Clinic	2
DMS 216	Acoustic Physics & Instrumentation	3

DMS 217	Quality Assurance Lab	1
DMS 220	Obstetrical Sonography I	3
DMS 221	Obstetrical Sonography II	3
DMS 225	Superficial Sonography	1
DMS 230	Sonography Preceptorship I	3
DMS 231	Sonography Preceptorship II	4
DMS 232	Sonography Preceptorship III	5
DMS 240	Sonography Seminar I	2
DMS 241	Sonography Seminar II	3
DMS 245	Conference	1
DMS 250	Introduction to Advanced Sonography	3
		52
	TOTAL HOURS	75-76

Diesel Mechanics

Mr. Jeremy Smith, Instructor
256.352.8063
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Certficate Program (4 Semesters)

Career Cluster:
Transportation, Distribution & Logistics

At a Glance
Diesel service technicians and mechanics, which include bus and truck mechanics and diesel engine specialists, repair and maintain the diesel engines that power transportation equipment asuch as heavy trucks, buses, and locomotives. Some diesel technicians and mechanics also work on heavy vehicles and mobile equipment, including bulldozers, cranes, road graders, farm tractors, and combines. Technicians need a state commercial driver's license (CDL) to test-drive trucks and buses on public roads.

Program Description
WSCC offers a certificate in diesel mechanics (4 semesters) and provides CDL training and testing for those interested in a career in diesel mechanics or truck driving. This program is designed to provide the knowledge and skills needed to be employed in the diesel mechanics field. It consists of classroom theory and shop application of most diesel mechanics processes.

Admission Requirements
Students must meet all the general admission requirements of WSCC.

Program Expectations
Technicians must be versatile in order to adapt to customers' needs and new technologies. It is common for technicians to handle all kinds of repairs, from working on a vehicle's electrical system one day to doing major engine repairs the next. In modern shops diesel service technicians use handheld or laptop computers to diagnose problems and adjust engine functions.

Career Path
Jobs available to graduates of this program are diesel technician, truck/heavy equipment mechanic, diesel engine specialist, truck driver, preventative maintenance technician to name a few.

Median hourly earnings of bus and truck mechanics and diesel engine specialists, including incentive pay, were $17.20 in May 2004, and the highest 10 percent earned more than $25.67 an hour. Median hourly earnings of heavy truck and tractor-trailer drivers were $16.11 in May 2004. The highest 10 percent earned more than $24.07 an hour. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

DEM 104	Basic Engines	3
DEM 105	Preventive Maintenance	3
DEM 118	Industrial & Agricultural Equipment	3
DEM 122	Heavy Vehicle Brakes	3
DEM 123	Pneumatics & Hydraulics	3
DEM 124	Electronic Engine Systems	3
DEM 125	Heavy Vehicle Drive Trains	3
DEM 126	Advanced Engines	3
DEM 127	Fuel Systems	3
DEM 130	Electrical/Electronic Fundamentals	3
DEM 135	Heavy Vehicle Steering & Suspensions	3
DEM 137	Heating, Air Conditioning, & Refrigeration Systems	3
DEM 154	Vehicle Maintenance & Safe Operating Practices	3
DEM 156	Commercial Driver's License Test Preparation	3
	Diesel Mechanics Electives	6
		48

ADDITIONAL CERTIFICATE REQUIREMENTS

COM 100	Vocational Technical English I	3
SPC 103	Oral Communication Skills or SPH 106	2
MAH 101	Introductory Mathematics I or MTH 131 or higher	3
DPT 103	Technical Computer Skills	3
WKO 101	Workplace Skill Development I	1
		12

| | Total Hours | 60 |

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

ELECTIVES

DEM 106	Heavy Equipment Operations	3
DEM 108	DOT Vehicle Inspection	3
DEM 110	Diesel Powered Auxiliary Equipment	3
DEM 111	Equipment Safety/Mechanical Fundamentals	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 128	Heavy Vehicle Drive Train Lab	3
DEM 129	Diesel Engine Lab	3
DEM 132	Basic Repair Welding for Diesel Mechanics	3
DEM 134	Computer-Controlled Engine & Powertrain Systems	3
DEM 158	Pneumatics and Hydraulics II	3
DEM 159	Heavy Vehicle Drive Trains II	3
DEM 170	Heavy Vehicle Air Brakes	3
DEM 180	Special Projects in Commercial Vehicles	3
DEM 181	Special Topics in Electrical	3
DEM 182	Special Topics in Engines	3
DEM 183	Special Topics in Power Train	3
DEM 184	Special Topics in Heavy Duty Brakes, Steering, and Suspension	3
DEM 185	Special Topics in Hydraulics	3
DEM 186	Special Projects in Commercial Vehicles	3
DEM 191	Special Projects in Diesel Mechanics	3
DEM 196	Co-op Elective	1
DEM 197	Co-op Elective	2

Drafting & Design Technology

Mr. Todd Hardman, Department Chair
256.352.8146
todd.hardman@wallacestate.edu

Associate in Applied Science Degree (5 Semesters)

Certificate (4 Semesters)

Career Cluster: Architecture & Construction

At a Glance
The drafting and design curriculum is designed to prepare a graduate to enter industry at a beginning level, possessing the necessary engineering drafting knowledge to advance as experience is acquired.

Program Description
Drafting and design consists of A.A.S. Degree (5 semesters) or a Certificate (4 semesters). Drafters prepare technical drawings and plans used by production and construction workers to build everything from manufactured products such as toys, toasters, industrial machinery, and spacecraft to structures such as houses, office buildings, and oil and gas pipelines.

Admission Requirements
Students must have a high school diploma or GED and meet all other general admission requirements of WSCC.

Program Expectations
The specialized sequence of theory and laboratory work includes basics and advanced drawings, mathematics, and specific drafting options such as machine parts, architectural, civil, electronic, and structural processes. Drawings in all the various areas will be performed on computer-aided design systems (CAD).

Career Path
Graduates can expect to acquire a position as a structural drafter, civil drafter, architectural drafter and designer, machine CAD drafter and designer, process and pipe designer, or electronic drafter.

Earnings for drafters vary by specialty and level of responsibility. Annual earnings of architectural and civil drafters reached more than $57,670 in 2003, with similar numbers of mechanical drafters earning more than $67,500, and electrical and electronics drafters earning more than $72,500. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements
Associate in Applied Science Degree

REQUIRED COURSES

DDT 104	Basic Computer Aided Drafting & Design	3
DDT 111	Fundamentals of Drafting & Design Technology	3
DDT 118	Basic Electrical Drafting	3
DDT 122	Advanced Technical Drawing	3
DDT 124	Introduction to Technical Drawing	3
DDT 127	Intermediate CAD	3
DDT 128	Intermediate Technical Drawing	3
DDT 131	Machine Drafting Basics	3
DDT 132	Architectural Drafting	3
DDT 211	Intermediate Machine Drafting	3
DDT 212	Intermediate Architectural Drafting	3
DDT 233	Solids Modeling	3
	DDT Electives	15
		51

ADDITIONAL REQUIRED COURSES

ENG 101	English Composition I	3
ENG 102	English Composition II or Speech 106 or Speech 107	3
	Humanities & Fine Arts Elective	3
	Computer Science & Mathematics Elective	6

MTH 103	Introduction to Technical Math	3
	History, Social, & Behavioral Sciences Elective	3
WKO 101	Workplace Skills Development I	1
		22

	TOTAL HOURS	73

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

ELECTIVES

DDT 115	Blueprint Reading for Machinists	3
DDT 116	Blueprint Reading for Construction	3
DDT 133	Basic Surveying	3
DDT 181	Special Topics	3
DDT 213	Civil Drafting, Plat Maps	3
DDT 214	Pipe Drafting	3
DDT 222	Advanced Architectural Drafting	3
DDT 225	Structural Steel Drafting	3
DDT 232	CAD Customization	3
DDT 236	Design Project	3
DDT 237	Current Topics in CAD	3
DDT 238	Special Topics in CAD	3
DDT 267	Drafting Internship	1
DDT 268	Drafting Internship	2

DRAFTING CERTIFICATE (DDT)
REQUIRED COURSES

DDT 104	Basic Computer Aided Drafting & Design	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 118	Basic Electrical Drafting	3
DDT 122	Advanced Technical Drawing	3
DDT 124	Introduction to Technical Drawing	3
DDT 127	Intermediate CAD	3
DDT 128	Intermediate Technical Drawing	3
DDT 131	Machine Drafting Basics	3
DDT 132	Architectural Drafting	3
DDT 211	Intermediate Machine Drafting	3
DDT 212	Intermediate Architectural Drafting	3
DDT 233	Solids Modeling	3
DDT	Electives	9
		45

ADDITIONAL CERTIFICATE REQUIREMENTS

COM 100	Vocational Technical English I	3
SPC 103	Oral Communication Skills	2
MAH 101	Introductory Mathematics I	3
DPT 103	Technical Computer Skills	3
WKO 101	Workplace Skills Development I	1
		12

	TOTAL HOURS	57

Electronic Technology

Mr. Tony Jetton, Department Chair
256.352.8160
tony.jetton@wallacestate.edu

Associate in Applied Science Degree (6 Semesters)

Certificate (5 Semesters)

Career Cluster:
Science, Technology, Engineering & Mathematics

At a Glance
Graduates from the electronic technology program are electronic technicians and are qualified to enter any of the industrial, communication, or biomedical areas, depending on the options selected. Graduates also have the background for entry into other areas of electronics (consumer-product repair, business machines, etc.).

Program Description
The electronics program is a two-year course of study. The certificate program is 5 semesters and the A.A.S. Degree is 6 semesters. Certificates and A.A.S. Degrees are offered in the areas of biomedical equipment, industrial electronics, and telecommunications.

Admission Requirements
Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

Program Expectations
Teaching is accomplished by both lecture and demonstration in the classroom, interactive computer programs, and through laboratory experimentation. The laboratory involves experiments directly related to information covered in lectures as well as troubleshooting, maintenance, and repair.

Career Path
Jobs will be available as electronic engineers, electronics technicians, maintenance technicians, engineering technicians, and biomedical technicians,

Median annual earnings for individuals in the field in 2004 ranged from $20.48 to $25.86 per hour, with the highest 10 percent of electronics technicians earning more than $33.82. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

ELECTRONIC TECHNOLOGY A.A.S. DE-GREE

GENERAL EDUCATION REQUIREMENTS FOR A.A.S. DEGREE

ENG 101	English Composition I	3
ENG 102	English Composition II or SPH 106	3
HUM	Humanities Elective	3
MTH 100	Intermediate College Math	3
CIS 146**	Microcomputer Applications	3
	Math, Science, or Computer Science Elective	3
	History, Social or Behavioral Science	3
WKO 101	Workplace Skills Development I	1
		22

**Biomedical equipment technicians will take BIO 201 and BIO 202.

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

REQUIRED COURSES

ILT 100	Applied Electronic Computation	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	Circuit Fabrication I	1
ILT 181	Special Topics in ILT	3
		32

Biomedical Equipment Technician Option (IL4) (A.A.S.)

ILT 169	Hydraulics/Pneumatics	3
ILT 195	Troubleshooting Techniques 1	3
ILT 203	Biomedical Electronics I	3
ILT 220	Electro-Optics	3
ILT 221	Electro-Optics Lab	2
ILT 240	Sensors Technology & Applications	3
ILT 291	Cooperative Education	3
		20

	TOTAL HOURS	74

Industrial Electronics Option (IL2) (A.A.S.)

ILT 139	Introduction to Robotic Programming	3
ILT 169	Hydraulics/Pneumatics	3
ILT 194	Introduction to Programmable Logic Controllers	3

ILT 195	Troubleshooting Techniques I	3
ILT 196	Advanced Programmable Logic Controllers	3
ILT 197	Motor Controls I	3
ILT 240	Sensors Technology & Applications	3
		21

	TOTAL HOURS	75

Telecommunications Option (IL1) (A.A.S.)

ILT 125	Digital Communications	3
ILT 126	Digital Communications Lab	2
ILT 135	Local Area Networks	3
ILT 195	Troubleshooting Techniques I	3
ILT 220	Electro-Optics	3
ILT 221	Electro-Optics Lab	2
ILT 224	Electronic Communications	3
ILT 225	Electronic Communications Lab	2
		21

	TOTAL HOURS	75

Information Technology Option (IL6) (A.A.S.)

ILT 135 or	Local Area Networks or	3
CIS 199	Network Communications	
CIS 249	Microcomputer Operating System	3
CIS 253	Basic Router Technology	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 276	Server Administration	3
CIS 280	Network Security	3
		21

	TOTAL HOURS	75

ELECTRONIC TECHNOLOGY CERTIFICATE

GENERAL EDUCATION REQUIREMENTS FOR CERTIFICATE

COM 100	Vocational Technical English I	3
SPC 103	Oral Communication Skills	2
MAH 101	Introductory Mathematics I	3
DPT 103	Technical Computer Skills	3
WKO 101	Workplace Skills Development I	1
		12

REQUIRED COURSES

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	Circuit Fabrication I	1
		26

Industrial Electronics Option (IL2) (Certificate)

ILT 139	Introduction to Robotic Programming	3

ILT 169	Hydraulics/Pneumatics	3
ILT 194	Introduction to Programmable Logic Controllers	3
ILT 195	Troubleshooting Techniques I	3
ILT 196	Advanced Programmable Logic Controllers	3
ILT 197	Motor Controls I	3
ILT 240	Sensors Technolgoy & Applications	3
		21

TOTAL HOURS   59

Telecommunications Option (IL1) (Certificate)

ILT 125	Digital Communications	3
ILT 126	Digital Communications Lab	2
ILT 135	Local Area Networks	3
ILT 195	Troubleshooting Techniques I	3
ILT 220	Electro-Optics	3
ILT 221	Electro-Optics Lab	2
ILT 224	Electronic Communications	3
ILT 225	Electronic Communications Lab	2
		21

TOTAL HOURS   59

Emergency Medical Services

Ms. Jennifer Hempfling, Program Director
256.352.8336
jennifer.hempfling@wallacestate.edu

Associate in Applied Science Degree (5 semesters)

EMT Short Certificate (1 semester)

Advanced EMT Short Certificate (1 semester)

Paramedic Certificate (3 semesters)

Career Cluster: Health Science

At a Glance

People's lives often depend on the quick reaction and competent care of emergency medical technicians (Basic and Advanced EMTs). Incidents as varied as automobile accidents, heart attacks, slips and falls, childbirth, and gunshot wounds all require immediate medical attention. EMTs and paramedics provide this vital service as they care for and transport the sick or injured to a medical facility. Following medical protocols and guidelines, EMTs, Advanced EMTs and paramedics provide appropriate emergency care (under the medical direction of physicians) and, when necessary, transport the patient. In an emergency, EMTs, Advanced EMTs and paramedics are typically dispatched by a 911 operator to the scene, where they often work with police and fire fighters. Working conditions tend to be indoors and out, in all types of weather. EMS professionals are required to do considerable kneeling, bending, and heavy lifting. The specific responsibilities of EMS professionals depend upon their level of qualification and training.

Program Description

The purpose of the Emergency Medical Services Program is to prepare students as competent entry-level pre-hospital providers. Currently Alabama recognizes three levels of providers; the EMT, Advanced EMT, and the Paramedic. The EMS program provides options for students to complete a certificate EMT, Advanced EMT, or Paramedic. Students completing required general education and all EMT courses can earn the Associate in Applied Science Degree in Emergency Medical Services. To receive this degree, the student must meet all WSCC graduation requirements and either complete the paramedic level courses at WSCC or meet the current criteria for EMS degree-seeking transfer students as set forth by the WSCC-EMS Department.

The paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs(CAAHEP)– Committee on Accreditation of Educational Programs forthe Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Pkwy, Suite 111-312, Rowlett, TX 75088. Students are eligible to make application to the National Registry of EMT's examination for Alabama licensure after completing each of the three levels and meeting current examination requirements (current requirements include attaining a 75% average in all core course work; completing ENG 101, Math 100 or higher, and SPH 106 with a minimum of C, and must be 18 years of age). License requirements for other states will be addressed individually.

All courses meet or exceed standards set forth by the U.S. Department of Transportation National Standard Training Curriculum and by the Alabama Department of Public Health.

Admission Requirements

ASSOCIATE IN APPLIED SCIENCE DEGREE (5 semesters)
Applicants Must:
1. Meet all WSCC admission requirements.
2. Submit an application to the Admissions Office.
3. Submit all COMPASS, SAT, or ACT scores to the Admission's office.
4. Submit a program application packet to the EMS Unit Secretary by the specified date.
5. Be eligible to enroll in ENG 101 according to COMPASS, SAT, or ACT scores or have completed ENG 101 with a grade of "C" or better. Students placing into remedial coursework are not eligible for program entry.
6. Be eligible to enroll in MTH 100 according to COMPASS, SAT, or ACT scores or have completed MTH 100 with a grade of "C" or better within last 2 years. Students placing into remedial coursework are not eligible for program entry.

7. Comply with the Essential Functions of the EMT as listed by the Alabama Department of Public Health (available in the EMS Student Handbook or by accessing the Alabama Department of Health Office of EMS and Trauma's web site at www.adph.org/ems in the rules and regulations portion **420-2-1.20 EMT Qualifications, Examinations, and Licensure**). Documentation of inability to comply must be submitted for review by the WSCC Americans with Disabilities Act Coordinator.

8. Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance

9. If already completed Advanced EMT course work, the student must possess a current Alabama Advanced EMT License (supply copy with program application). Active Status.

10. Schedule an appointment with the Program Director.
    NOTE: Completing all program entry requirements does not guarantee program admittance.

11. To receive college credit for non-credit EMT, the student must provide the following documentation:
    a. copy of current unencumbered Alabama EMS provider license
    b. documentation of up-to-date National Registry Certification at the requested level
    c. proof of six (6) months recent in-field experience as an EMT as documented by employer (volunteer service accepted with appropriate documentation).
    d. copy of current CPR certification at the Healthcare Provider level.

NOTE: Because class and clinical education are inseperable in EMT and Advanced EMT, credit can be awarded only for both courses in the EMT (EMS 118 and 119) certificate curriculum. Credit will not be awarded for only one course in this combination.

EMT Certificate (1 semester)
Applicants Must:
1. Meet all WSCC admission requirements.
2. Submit an application to the Admissions Office.
3. Submit all COMPASS, SAT, or ACT scores to the Admissions office.
4. Submit a program application packet to the EMS Unit Secretary by the specified date. COMPASS, SAT or ACT scores reveal ENG 101 eligibility.
5. Comply with the Essential Functions of the EMT as listed by the Alabama Department of Public Health (available by accessing the Alabama Department of Health Office of EMS and Trauma's web site at www.adph.org/ems in the rules and regulations portion **420-2-1.20 EMT Qualifications, Examinations, and Licensure**). Documentation of inability to comply must be submitted for review by the WSCC Americans with Disabilities Act Coordinator.
6. Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance.
7. Schedule an appointment with the Program Director.
    NOTE: Completing all program entry requirements does not guarantee program admittance.

ADVANCED EMT CERTIFICATE (1 semester)
Applicants Must:
1. Meet all WSCC admissions requirements.
2. Submit and application to the Admissions Office.
3. Meet with EMS faculty member prior to application for admission.
4. Submit all COMPASS, SAT or ACT scores to Admissions Office. Exam scores must be current within three years of application deadline.
5. Submit an Advanced EMT program application packet to the EMS Unit Secretary by the specified date.
6. COMPASS, SAT, or ACT scores reveal no remedial coursework required, eligible for ENG 101 and MTH 100.
7. Comply with the Essential Functions of the EMT as listed by the Alabama Department of Public Health (available by accessing the Alabama Department of Public Health Office of EMS and Trauma's website at www.adph.org/ems in the rules and regulations portion **420-2-1.20 EMT Qualifications, Examinations, and Licensure**). Documentation of inability to comply must be submitted for review by the WSCC Americans with Disabilities Act Coordinator.
8. Possess current Alabama EMT license - Active Status.
9. Schedule an appointment with the Program Director.
    NOTE: Completing all program entry requirements does not guarantee program admittance.

PARAMEDIC CERTIFICATE (3 semesters)
Applicants Must:
1. Meet ALL Basic EMT entry requirements.
2. Submit a Paramedic program application packet to the EMS Unit Secretary by the specified date.
3. Possess a current Alabama Advanced EMT License (supply copy with program application) - Active Status.
4. Be eligible to enroll in ENG 101 according to COMPASS, SAT, or ACT scores or have completed ENG 101 with a grade of "C" or better. Students placing into remedial coursework are not eligible for program entry.
5. Be eligible to enroll in MTH 100 according to COMPASS, SAT, or ACT scores or have completed MTH 100 or higher with a grade of "C" or better within last 2 years. Students placing into remedial coursework are not eligible for program entry.
6. Successfully completed BIO 201 with a grade of "C" or better.
7. Schedule an appointment with and EMS faculty member prior to application for admission.
    NOTE: Completing all program entry requirements does not guarantee program admittance.

Selection and Notification
Program applications will be reviewed for completion of program admission requirements and previous college coursework. Written notification of the outcome of each application will be mailed to the student at the address provided on the application.

Program Expectations

Students admitted into the Emergency Medical Services program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Upon Acceptance:

1. Submit a physical exam current within 1 year, completed by a licensed medical doctor or doctor of osteopathy. Immunization history must be accurate and complete; Titer test results preferred.
2. Present evidence of current health/hospitalization accident insurance.
3. Provide a signed consent to drug testing. Policy can be found at the college's website: (www.wallacestate.edu/drugs/index.html).
4. Emergency Service students are required to undergo Background Screening according to Health Science Division policy. **A positive result from the drug screen or background check may result in immediate dismissal from the EMS program**.

Progression

A student enrolled in the Program must:

1. Maintain a grade of 75% or better in core courses and a Satisfactory rating in cognitive psychomotor and affective domains. Failure to do so will result in dismissal from the program.
2. Carry liability and accident insurance while enrolled in the program.
3. Submit annual completed physical examination forms, including required vaccinations or titers, certifying that the student is in good health, is able to meet the requirements for clinical performance, and is in compliance with the Essential Functions for an EMT as defined by the ADPH-EMS Division.
4. Maintain current certification in Basic Life Support for the Health Care Provider.
5. Possess a current State of Alabama EMS license for previous level under which enrolled. The student will not be allowed to register for any Advanced EMT or Paramedic related courses without the appropriate state license. Without this license a student will not be allowed to participate in any clinical function and will therefore be dismissed from the program.
6. Any certificate (EMT, Advanced EMT, or Paramedic) must be completed within a two (2) year period of beginning coursework. Students not completing within this time frame will be required to re-apply to the program.
7. Enrolled students are expected to be competent in all knowledge and skills learned in previous EMS courses. Written and practical evaluation instruments utilized may assess knowledge and skills from previous EMS courses.

Re-Admission Policy

1. A student failing to complete a course may repeat that course once with the submission of Re-Enrollment Statement Form.

2. A student wishing to re-enroll in the program after withdrawing for one semester or more must demonstrate proficiency in knowledge and skills from previously completed coursework. If unable to prove proficiency the student will be admitted to the beginning of the failed certificate level. The student must submit Re-Enrollment Form, update background check, and updated physical.

3. A student failing to pass a course on the second attempt will be required to re-enter the program at the beginning of the failed certificate level.

Career Path

Graduates qualify for employment with air and ground ambulance services, fire and rescue departments, industrial safety departments, and emergency departments within medical facilities. Earnings of EMTs and paramedics depend on the employment setting and geographic location of their jobs, as well as their training and experience. Median annual earnings of EMTs and paramedics were $30,360 in May 2010. The middle 50 percent earned between $21,290 and $35,210 the highest 10 percent earned more than $45,280. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

A.A.S. DEGREE (5 Semesters)

GENERAL EDUCATION COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
SPH 106	Fundamentals of Oral Communication	3
HUM	Humanties/Fine Arts Elective	3
BIO 103	Introduction to Biology	4
BIO 201	Anatomy and Physiology I	4
MTH 100	Intermediate College Algebra	3
	History, Social and Behavioral Science Elective	3
	General Total	24

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

MAJOR REQUIRED COURSES

EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical Competencies	1
	EMT Total	10
EMS 155	Advanced Emergency Medical Technician	8
EMS 156	Advanced Emergency Medical Technician Clinical Competencies	2
	Advanced EMT Total	10

EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	3
EMS 243	Paramedic Pharmacology	1
EMS 244	Paramedic Clinical I	1
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Emergencies	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to Workforce	2
EMS 254	Advanced Competencies for the Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
	Paramedic Total	31
	TOTAL HOURS	75

EMT Short Certificate (1 semester)

MAJOR REQUIRED COURSES

EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical Competencies	1
	EMT Total	10

Advanced EMT Short Certificate (1 semester)

MAJOR REQUIRED COURSES

EMS 155	Advanced Emergency Medical Technician	8
EMS 156	Advanced Emergency Medical Technician Clinical Competencies	2
	Advanced EMT Total	10

Paramedic Certificate (3 semesters)

GENERAL EDUCATION COURSES

ENG 101	English Composition I	3
SPH 106	Fundamentals of Oral Communication	3
BIO 201	Anatomy and Physiology I	4
MTH 100	Intermediate College Algebra	3
	General Total	13

MAJOR REQUIRED COURSES

EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	3
EMS 243	Paramedic Pharmacology	1
EMS 244	Paramedic Clinical I	1
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Emergencies	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to Workforce	2
EMS 254	Advanced Competencies for the Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1

| | Paramedic Total | 31 |
| | TOTAL HOURS | 55 |

NOTE: All clinical hours for all clinical courses are minimum clock hours. Students are still required to achieve minimum competencies in each class. Additional time may be required to achieve minimum competency.

Flight Technology

Mr. Bert Mackentepe, Instructor
256.737.3040
bert.mackentepe@wallacstate.edu

Associate in Applied Science (6 semesters)

Short Term Certificates (1-3 semesters)

Career Cluster:
Transportation, Distribution & Logistics

At a Glance
Most students in this program become airline pilots, copilots, flight instructors, and flight engineers who transport passengers and cargo. However, one out of five pilots become a commercial pilot involved in tasks such as dusting crops, spreading seed for reforestation, testing aircraft, flying passengers and cargo to areas not served by regular airlines, directing firefighting efforts, tracking criminals, monitoring traffic, border patrol, off-shore oil transportation, and rescuing and evacuating injured persons.

Program Description and Expectations
The Aviation Program consists of flight and ground instruction, which will qualify students for various careers in the aviation industry. Students will have the opportunity to acquire FAA certification for the Private Pilot, Instrument Rating, and Commercial Pilot Certificates. Advanced certificates and ratings may also be acquired.

Upon successful completion of the program, students will receive an Associate in Applied Science Degree. Interested students should contact the Aviation Program for appropriate forms and instructions.

If you have the personal ambition and drive to become a professional pilot, our aviation technology program can provide challenging and innovative curricula, and course work integrated with a quality flight training program to prepare you for a career in professional aviation.

The Wallace State Aviation Department is fully accredited by the FAA and is approved by the Alabama State Department of Education for flight instruction under the U.S. Veteran's Administration Program.

Persons who qualify for admission to Flight Technology degree programs may be eligible for advanced standing credit for their aviation training and experience. The number of flight technology credits granted will be determined by an evaluation of professional credentials and qualifications including Federal Aviation Administration Certificates.

Admission

Admission to the College is required but does not guarantee admissions to the flight technology program as the flight program has additional admissions requirements that must be met.

Attendance

The Federal Aviation Administration regulates class attendance for the aviation program. Therefore, attendance is much more restrictive than some programs offered by Wallace State. No absences are permitted in the FAA approved ground schools. All missed coursework **must** be complete to meet FAA requirements for course completion.

Program Entry Requirements: Associate in Applied Science Degree

- Must possess a 3rd class (or higher) medical-student plot certificate obtained from a designated FAA medical examiner
- Must present an original birth certificate or current passport
- Must present a current driver's license or Government Issued Photo ID
- Minimum ACT score of 18 or the equivalent score on the SAT.
- Must be eligible to enroll in ENG 101 according to COMPASS, ACT, or SAT scores or have completed ENG 101 with a grade of "C" or better. Students placing remedial coursework are not eligible for program entry.
- Must be eligible to enroll in MTH 100 according to COMPASS, ACT, or SAT scores or have completed MTH 100 with a grade "C" or better. Students placing into remedial coursework are not eligible for program entry.
- Comply with the Essential Functions as required by program and FAA Regulations Part 141. Documentation of inability to comply must be submitted for review by the WSCC Americans with Disabilities Coordinator
- Schedule an appointment with program advisor and provide required documents

Short Term Certificate Entry Requirements

- Must possess a 3rd class (or higher) medical-student plot certificate obtained from a designated FAA medical examiner
- Must present an original birth certificate or current passport
- Must present a current driver's license or Government Issued Photo ID
- Schedule an appointment with program advisor and provide required documents

Program Standards

Our program technical standards have been developed to help students understand the minimum essential mental, physical, and behavioral skills necessary for participation in and completion of all core aspects of our curriculum. The Flight Technology program and/or the FAA or TSA, may identify additional essential functions. The flight program reserves the right to amend the essential functions as deemed necessary.

Essential Functions

As a WSCC flight student, you will be expected to do the following:

Thinking Skills: Apply aviation concepts and technology to safely pilot an airplane
- Read, understand, and follow WSCC, State, and FAA Regulations
- Recognize the design and operation of aircraft components, instruments, and systems
- Evaluate information and conditions to do flight planning, maneuvering, and safety risk management
- Apply principles of flight, weather, aerodynamics, and navigation to complete flight lessons
- Evaluate flight situations and make decisions quickly with sound judgment
- Process multi-sensory input and multi-task simultaneously to maintain positive aircraft control
- Keep up with sequence and pace of instructions

Sensory Observation Skills: Make independent observations and assessments to maintain positive control and safely pilot an airplane:
- Do pre-flight inspection of the engine, propeller, and electrical, environmental, hydraulic, pneumatic, fuel, ignition, lubrication, and flight control systems
- Process visual, auditory, and tactile input simultaneously
- Monitor for other air traffic through continuous visual scanning and radio calls
- Monitor instrument panel
- Detect and respond to auditory signals from air traffic control
- Chart flight plan with maps
- Possess quick sensory response time

Motor Skills: Possess sufficient physical strength, flexibility, and dexterity to operate an airplane
- Independently execute all required flight maneuvers including climbs, descents, stalls, turns, take-offs and landings
- Perform manual inspections of the airframe, engine, fuel tanks and oil reservoir requiring the ability to climb while maintaining balance and dexterity
- Respond to engine indications and instruments by making manual adjustments
- Sit for prolonged periods
- Possess quick physical response time
- Activate brake pedals for aircraft steering and braking
- Maintain balance and stability

<u>Communication Skills: Read, write, and understand English as required by FAA standards</u>
• Use English to obtain necessary information from aural and written sources
• Express information clearly in English both verbally and in writing
• Understand and correctly respond to radio and air traffic communication
• Communicate clearly by radio with air traffic control
• Communicate clearly by radio with other pilots in the air

<u>Behavioral Skills: Behave appropriately and safely in a high-risk learning environment</u>
• Work independently with minimal or no supervision
• Follow through with individual responsibilities
• Exercise good judgment
• Follow safety procedures
• Comply with drug-free requirements and testing
• Stay calm in stressful situations

<u>Environmental Tolerance: Work in a flight training enviroment</u>
Work for prolonged periods amidst:
• Changes in altitudes
• Changes in temperature
• Changes in air pressure
• Extreme noise
• Electrical equipment
• Gas and Fumes
• Moving objects and vehicles
• Slippery or uneven surfaces
• Variations of lighting

Please keep in mind that you will have to fulfill additional requirements to be eligible for certification exams or licensure in the field. For specific information on medical standards required for obtaining licenses and ratings through WSCC, go tohttp://www.cami.jccbi.gov/aam-300.

Additional Requirements

The Flight Technology program requires specific essential mental and physical functions, which must be possessed to be a successful pilot. In general, all Wallace State flight programs require:
• **Visual Accuracy:** 20/40 in each eye with or without correction
• **Color Vision:** Colors necessary for safe performance of airman duties
• **Hearing Acuity:** Conversational voice at 6 feet with both ears, or audiometry
• **Manual Dexterity:** in fingering and grasping activities and the ability to perform repetitive fine motor actions
• **Gross Motor:** ability to reach, stoop, kneel, stand, walk, and sit

Disability Accomodations

We have developed our technical standards in compliance with the Americans with Disabilities Act and Section 504 of the Re-habilitation Act of 1973. We will provide reasonable accommodations to qualified students with disabilities. The College may not make inquiry regarding a prospective student's disability status prior to admission to the institution. However, students may choose, at any time during their association with the College, to disclose a documented disability. Students should be aware that certain disabilities and/ or their mitigating therapies might delay or preclude their participation in some of the College's programs of study due to regulatory limitations of the Federal Aviation Administration. Students are encouraged to discuss these concerns with an Aviation Medical Examiner or directly with the FAA in Oklahoma City, OK by phoning (405) 954-4821. For specific information on medical standards required for obtaining license and ratings within the degree program go to:

http://www.cami.jccbi.gov/aam-300

Wallace State Community 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. 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 flight technology program.

Requests for reasonable accommodations should be directed to:
Lisa Harris, Director of Special Populations
Wallace State Community College
P.O. Box 2000, Hanceville, AL 35077
256.352.8052

Student Owned Aircraft - FAR 61 Only

Students in Flight Technology may fly aircraft that they own providing that the aircraft have the required FAA paperwork and inspections, and proof of liability. An insurance binder showing the policy expiration date must be provided and kept on file at Wallace State Community College Flight Department at all times while the student is receiving flight training in his/her aircraft. Additionally, the aircraft's maintenance logbooks and records will be verified for the required FAA inspections and paperwork before any flights are conducted. Student owned aircraft must be equipped with a complete set of dual controls. Students enrolled under FAR 141 must fly WSCC FAA approved aircraft only.

Additional Fees

Fees for the flight laboratories in Flight Technology are in addition to the regular college tuition fees. The special flight fees will vary in accordance with type of aircraft, and operational costs. Miscellaneous student expenses, such as FAA computer based Airmen Knowledge Test fees, FAA medical exam fees and FAA flight examiner fees are not included in the flight course fees. Students may take ground courses without taking

flight courses. There is no additional charge for aviation ground courses above regular college tuition fees.

Once a student enrolls at Wallace State, he/she must accomplish all subsequent flying through Wallace State in order for credit to be granted toward completion of the Flight Technology curriculum.

In degree programs requiring flight training, at least 25% of semester hours in the major field (FLT) must be taken at Wallace State Community College and must include at least two complete flight courses selected from the following: Private Pilot Certification course, Instrument Rating course, Commercial Certification course, and/or CFI Rating course.

STUDENTS MUST MEET WITH A FLIGHT TECHNOLOGY REPRESENTATIVE PRIOR TO ENROLLING FOR ANY FLT COURSE.

All Flight Training students will have to meet applicable Transportation Security Administration Rules and Guidelines for Flight Training.

- United States citizens should be prepared to provide proof of citizenship which includes at a minimum, an original birth certificate and photo I.D.
- Flight training for all other candidates—foreign pilots, foreign student pilots, and other non-US citizens (e.g. green card holders) must meet additional requirements.

Career Path

Overall, the employment of aircraft pilots is projected to increase through 2014 as demand for air travel grows along with the population and the economy. In the short run, however, employment of pilots is generally sensitive to cyclical swings in the economy. Earnings of aircraft pilots and flight engineers vary greatly depending whether they work as airline or commercial pilots. In May 2004, median annual earnings of airline pilots, copilots, and flight engineers were $129,250. Median annual earnings of commercial pilots were $53,870, with the highest 10 percent earning more than $110,070. (Source: U.S. Department of Labor Bureau of Labor Statistics)

COMMERCIAL PILOT

Associate in Applied Science Degree

GENERAL REQUIRED COURSES

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPH 106	Fundamentals of Oral Communication	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
WKO 101	Workplace Skills Development I	1
	Humanities & Fine Arts Electives (Advisor Approved)	3
	History, Social & Behavioral Sciences Electives	3
	MTH or Natural Science Electives (Advisor Approved)	3
		25

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

A.A.S. MAJOR REQUIRED COURSES-AIRPLANE & HELICOPTER

FLT 111	Private Ground Airplane	3
FLT 121	Commercial Ground Airplane	3
FLT 241	Instrument Ground Airplane/Helicopter	3
		9

COMMERCIAL AIRPLANE PILOT OPTION I

FLT 112	Professional Pilot Airplane Lab 1 (pvt)	3
FLT 122	Professional Pilot Airplane Lab 2 (pvt)	3
FLT 124	Professional Pilot Airplane Lab 3 (pvt)	3
FLT 126	Professional Pilot Airplane Lab 4 (pvt)	3
FLT 128	Professional Pilot Airplane Lab 5 (pvt)	3
FLT 132	Professional Pilot Airplane Lab 6 (inst)	3
FLT 134	Professional Pilot Airplane Lab 7 (inst)	3
FLT 136	Professional Pilot Airplane Lab 8 (inst)	3
FLT 138	Professional Pilot Airplane Lab 9 (cmml)	3
FLT 240	Professional Pilot Airplane Lab10 (cmml)	3
FLT 242	Professional Pilot Airplane Lab11 (cmml)	3
FLT 252	Professional Pilot Airplane Lab12 (cmml)	3
FLT 256	Professional Pilot Airplane Lab13 (cmml)	3
FLT 258	Professional Pilot Airplane Lab14 (cmml)	3
		42

TOTAL A.A.S. REQUIREMENTS OPTION I   76

COMMERCIAL HELICOPTER PILOT OPTION II

FLT 200	Professional Pilot Helicopter Lab 1 (pvt)	3
FLT 210	Professional Pilot Helicopter Lab 2 (pvt)	3
FLT 211	Professional Pilot Helicopter Lab 3 (pvt)	3
FLT 212	Professional Pilot Helicopter Lab 4 (pvt)	3
FLT 213	Professional Pilot Helicopter Lab 5 (cmml)	3
FLT 214	Professional Pilot Helicopter Lab 6 (cmml)	3
FLT 215	Professional Pilot Helicopter Lab 7 (cmml)	3
FLT 216	Professional Pilot Helicopter Lab 8 (cmml)	3
FLT 217	Professional Pilot Helicopter Lab 9 (cmml)	3
FLT 218	Professional Pilot Helicopter Lab 10 (cmml)	3
FLT 219	Professional Pilot Helicopter Lab 11 (cmml)	3
FLT 220	Professional Pilot Helicopter Lab 12 (cmml)	3
FLT 221	Professional Pilot Helicopter Lab 13 (cmml)	3
FLT 222	Professional Pilot Helicopter Lab 14 (cmml)	3
		42

TOTAL A.A.S. REQUIREMENTS OPTION II   76

SHORT TERM CERTIFICATE OPTIONS

PRIVATE PILOT - AIRPLANE CERTIFICATION

FLT 111	Private Pilot Ground School	3
FLT 112	Professional Pilot Airplane Lab 1	3
FLT 122	Professional Pilot Airplane Lab 2	3
FLT 124	Professional Pilot Airplane Lab 3	3
FLT 126	Professional Pilot Airplane Lab 4	3
	Program Length	**15**

INSTRUMENT PILOT AIRPLANE RATING

FLT 132	Professional Pilot Airplane Lab 5	3
FLT 134	Professional Pilot Airplane Lab 6	3
FLT 136	Professional Pilot Airplane Lab 7	3
FLT 138	Professional Pilot Airplane Lab 8	3
FLT 241	Instrument Pilot Ground School	3
	Program Length	**15**

COMMERCIAL PILOT AIRPLANE CERTIFICATION

FLT 121	Commercial Pilot Ground School	3
FLT 240	Professional Pilot Airplane Lab 9	3
FLT 242	Professional Pilot Airplane Lab 10	3
FLT 252	Professional Pilot Airplane Lab 11	3
FLT 254	Professional Pilot Airplane Lab 12	3
FLT 256	Professional Pilot Airplane Lab 13	3
FLT 258	Professional Pilot Airplane Lab 14	3
	Program Length	**21**

PRIVATE PILOT HELICOPTER CERTIFICATION

FLT 111	Private Pilot Ground School	3
FLT 200	Professional Pilot Helicopter Lab 1	3
FLT 210	Professional Pilot Helicopter Lab 2	3
FLT 211	Professional Pilot Helicopter Lab 3	3
FLT 212	Professional Pilot Helicopter Lab 4	3
	Program Length	**15**

COMMERCIAL PILOT HELICOPTER CERTIFICATION

FLT 121	Commercial Pilot Ground School	3
FLT 213	Professional Pilot Helicopter Lab 5	3
FLT 214	Professional Pilot Helicopter Lab 6	3
FLT 215	Professional Pilot Helicopter Lab 7	3
FLT 216	Professional Pilot Helicopter Lab 8	3
FLT 217	Professional Pilot Helicopter Lab 9	3
	Program Length	**18**

CERTIFIED FLIGHT INSTRUCTOR

FLT 261	Fundamentals of Flight Instruction	3
FLT 262	Instructor Methods of Oral Presentation	3
FLT 264	Flight Instructor Ground	3
FLT 281	Flight Instructor Initial Issuance	3
	Program Length	**12**

Career Path

Career opportunities include corporate pilot, airline pilot, flight instructor, EMS pilot, military pilot, law enforcement, border patrol, and air cargo.

General Studies

General Studies- Associate in Science Degree is designed for students who plan to transfer to a senior institution and pursue a course of study leading to a Baccalaureate Degree. The General Studies- Associate in Science Degree is comprised of five total areas with the first four (I-IV) intended to provide students with the foundation of general education courses. More specific courses for the pre-professional plans are generally components of Area V. Students are encouraged to obtain specific transfer information from STARS (see page 71) during their freshmen and sophomore years in order to become familiar with transfer requirements if they plan to attend an Alabama public college or university. If students plan to transfer otherwise, they should check with the transferring institution for guidelines to follow. Students pursuing the Liberal Arts – Associate in Arts Degree will follow the same pathways for completion as the General Studies – Associate in Science Degree. The following outlines can serve as samples of plans to study that may be followed as students pursue a concentration in a particular transfer field and obtain an Associate's Degree in General Studies or Liberal Arts.

Business Administration

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Ms. Marcy Manning, Advisor
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Associate in Science Degree
General Studies (A.S.)

Sample Curriculum with Concentration in Business Administration

This curriculum is recommended for those students wishing to pursue a four-year degree in business-related areas.

University Parallel Program

At a Glance

Administrative services managers perform a broad range of duties in virtually every sector of the economy. They coordinate and direct support services for organizations as diverse as insurance companies, computer manufacturers, and government offices. These workers manage the many services that allow organizations to operate efficiently, such as secretarial and reception, administration, payroll, conference planning and travel, information and data processing, mail, materials scheduling and distribution, printing and reproduction, records manage-

ment, telecommunications management, security, parking, personal property procurement, supply, and disposal. Specific duties for these managers vary by degree of responsibility and authority and the nature of the organizations.

Program Description

The Business Administration curriculum is recommended for those students wishing to pursue a four-year degree in business-related areas such as management, marketing, accounting, or finance. Courses in business law, economics, accounting, finance, mathematics, and statistics are advantageous.

Admission Requirements

Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101 & 102	English Composition I & II	6
ENG	Literature Sequence	6
SPH 106	Speech	3
MTH 112	Precalculus Algebra	3
Natural Science	Electives (must have labs)	8
HIS	History	3
PSY 200	General Psychology	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
	Fine Arts Elective	3
		42

MAJOR REQUIRED COURSES

BUS 241 & 242	Principles of Accounting I & II	6
BUS 263	Legal and Social Environment of Business	3
BUS 271 & 272	Business Statistics I & II	6
CIS 146	Microcomputer Applications	3
MTH 120	Calculus and Its Application**	
or BUS Elective	BUS 215, 275, 276, or 285	3
		21
	TOTAL HOURS	63

(College transfer requirements online at http://www.wallace-state.edu/admissions/stars.html)

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**Some universities such as Auburn, University of Alabama, University of Alabama-Birmingham, University of Alabama-Huntsville, and University of North Alabama require MTH 120. Other universities such as Athens State University and Jacksonville State University currently accept MTH 112. Please check with your senior institution

Criminal Justice

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Associate in Science Degree
General Studies (A.S.)
Sample Curriculum with Concentration in Criminal Justice

At a Glance

This program is designed for the student who wishes to complete the first two years of a four-year program in Criminal Justice.

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101-102	English Composition I & II	6
LIT	2 courses taken in sequence	6
HIS	2 courses taken in sequence	6
ART	Fine Art (Code A)	3
MTH	MTH 112 or higher	3
SPH 107	Fundamentals of Public Speaking	3
Natural Sciences	2 courses with labs**	8
	Social or Behavioral Sciences	6
		42

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information

**Must be code A Natural Sciences with labs

MAJOR REQUIRED COURSES

CRJ 100	Introduction to Criminal Justice	3
CRJ 140	Criminal Law and Procedure	3
CRJ 147	Constitutional Law	3
CRJ 216	Police Administration & Organization	3
CRJ 220	Criminal Investigation	3
CRJ 238	Crime Scene Investigation	3
CRJ	Elective	3
		21
	TOTAL HOURS	63

WorkKeys Assessment is a requirement for graduation in this program. Please call 256-352-8461 to schedule the test.

Music Education

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Associate in Science Degree- General Studies (A.S.)
Sample Curriculum with Concentration in Music (4 semesters)

University Parallel Program

At a Glance

The Music Education program is designed for students who wish to prepare for a career in music with options in Music Education (elementary or secondary), Professional Performance, Music Industry, Jazz Education, Church Music and Music Therapy. This program also prepares students interested in teaching music for transfer to a university, where they may earn a bachelor's degree and state certification to teach music in public elementary and secondary schools, or continue on to an advanced degree and teach on the college or university level. Graduates may also choose to teach in private schools and recreation associations or instruct individual students in private sessions.

Whether playing musical instruments, singing, composing or arranging music, or conducting, persons considering careers in music should have musical talent, versatility, creativity, and-- for those performing in front of an audience--poise and good stage presence. Because quality performance requires constant study and practice, self-discipline is vital. Performers must achieve a level of performing excellence and be counted on to be on their game whenever they perform. Musicians who play in concerts or in nightclubs and those who tour must have physical stamina to endure frequent travel and an irregular performance schedule.

Admission Requirements
Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG I02	English Composition II	3
	Humanities/Fine Arts	9
	Literature Elective	3
	Math (Precalculus Algebra or Finite Math Level)	3

Natural Science with Labs	8
History Sequence	6
Social and Behavioral Sciences	6
	42

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

MAJOR REQUIRED COURSES

MUS 111	Music Theory I	3
MUS 112	Music Theory II	3
MUS 211	Music Theory III	3
MUS 212	Music Theory IV	3
	Music Ensembles Band or Choir	4
	Individual Performance Instruction & Theory Labs	4
	Music Elective	2
		22
	TOTAL HOURS	64

Note: All music students receiving Performing Arts Scholarships are required to take MUS 115, Fundamentals of Music or pass a proficiency test and obtain final written approval by the Music Department Chair. Associate in Science Music Education Majors need to meet with their advisors concerning Area II for Fine Arts/Humanities requirement.

Pre-Engineering

Ms. Renee Quick, Math Department Chairperson
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Associate in Science Degree
Sample Curriculum with Concentration in Pre-Engineering

At a Glance

The Pre-Engineering Program is designed for students who wish to prepare for a career in Engineering. Interested students should discuss their educational and career goals with an engineering advisor as early as possible before entering coursework to insure proper course selection. Students must follow standard admission procedures of the College.

Program Description

Students will increase their knowledge of math and science so that they have a basic yet broad knowledge base which will complement their engineering studies upon transfer. Students

should be able to successfully navigate paths of Chemical Engineering, Civil Engineering, or other Engineering fields.

Admission Requirements

Students must have a high school diploma or GED and meet all the general admission requirements of WSCC while being prepared to take predominantly math and science coursework.

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101-102	English Composition I & II	6
MTH 125, 126 & 227	Calculus I, II & III	12
	Social/ Behavioral Science Electives**	6-9
	CIS Elective	3
	History Electives***	3-6
	Literature Electives***	3-6
	CHM Sequence (with labs)	8
	PHY Sequence (with labs)	8
	HUM/ARTS Electives*****	6-9
		62

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.
**Must have 12 total semester hours in Social Sciences.
***Must take a minimum of 3 hours in each discipline and take 6 hours in a sequence in one of the disciplines.
****Must have 12 total semester hours in Humanities.

Religious Studies

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Associate in Science Degree-General Studies (A.S.)
Sample Curriculum with Concentration in Religious Studies

At a Glance

This curriculum is recommended for those students wishing to explore religion as part of a larger discernment process including the possibility of baccalaureate study and/ or employment in ministry.

Admission Requirements
Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101 & 102**	English Composition I & II	6
ENG	Literature Elective	3
HUM 101	Introduction to Humanities	3
PHL 106	Introduction to Philosophy	3
	Fine Arts Elective	3
MTH 112	Pre-calculus Algebra	3
	Natural Sciences Elective (Must have labs)	8
HIS 101 & 102	Western Civilization I & !!	6
PSY 200	General Pyschology	3
PSY 210	Human Growth & Development	3
		42

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.
**Note a grade of "C" or higher is necessary for transfer. Please check with your senior institution regarding transferable grades in other "General Education core Requirement" courses.

MAJOR REQUIRED COURSES

REL 100	History of World Religions	3
REL 151	Survey of the Old Testament	3
REL 152	Survey of the New Testament	3
HUM 102	Introduction to Humanities	3
PHL 206	Ethics in Society	3
REL 101	Christian Doctrine	3
REL 106	Christian History	3
		21
	TOTAL HOURS	63

Sports Medicine

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Associate in Science Degree General Studies (A.S.)
Sample Curriculum with Concentration in Sports Medicine

University Parallel Program

At a Glance
Athletic trainers help prevent and treat injuries for people of all ages. Their clients include everyone from professional athletes to industrial workers.

These highly qualified professionals must be knowledgeable in anatomy, physiology, kinesiology, hygiene, nutrition, bracing, taping, conditioning, injury prevention, recognition and evaluation, emergency procedures, and protective equipment.

Recognized by the American Medical Association as allied health professionals, athletic trainers specialize in the prevention, assessment, treatment, and rehabilitation of musculoskeletal injuries. They provide education and advice on the prevention of injuries and work closely with injured patients to rehabilitate and recondition injuries, often through therapy. Athletic trainers are often one of the first heath care providers on the scene when injuries occur, and therefore must be able to recognize, evaluate, and assess injuries and provide immediate care when needed.

Athletic trainers work under the supervision of a licensed physician, and in cooperation with other health care providers. They may be employed in health clubs, sports medicine clinics, clinical and industrial health-care programs, corporate health programs, and athletic training curriculum programs. Graduates may also work with professional athletic teams, intercollegiate athletic programs, and secondary-school interscholastic athletic programs. Most athletic trainers work in full-time positions, and typically receive benefits.

Program Description

The Sports Medicine Program is designed to prepare students to assist with health-care issues of athletes. These highly qualified professionals work closely with physicians and other health-care workers and must be knowledgeable in anatomy, physiology, kinesiology, hygiene, nutrition, bracing, taping, conditioning, injury prevention, recognition and evaluation, emergency procedures, and protective equipment. Sports Medicine Technicians may be employed in health clubs, sports medicine clinics, clinical and industrial health care programs, corporate health programs, and athletic training curriculum programs. Field experience allows the student to gain valuable knowledge in observation and assistance in health care and athletic-training facilities. Students will work under the supervision of professionals in the field. General required courses may be completed concurrently with major required courses.

Completion Requirements

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101 & 102	English Composition I & II	6
	Social & Behavioral Science Electives	9
MTH 110 or higher	Finite Mathematics	3
SPH 106 or 107	Speech	3
HIS**	History Electives	3
ENG**	Literature Electives	3

BIO 103	Principles of Biology I	4
BIO 201	Human Anatomy & Physiology I	4
HUM/ART	Humanities & Fine Arts Electives	6
		42

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**Must complete a sequence in either literature or history and must take at least one course in each discipline.

MAJOR REQUIRED COURSES

PED 100	Fundamentals of Fitness	3
PED 200	Fundamentals of Physical Education	3
HED 224	Personal and Community Health	3
HED 226	Wellness	2
HED 231	First Aid	3
HED 232	Care & Prevention of Athletic Injuries	3
BIO 202	Human Anatomy & Physiology II	4
		21
	TOTAL HOURS	63

Gerontology

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Short Certificate (2 semesters)

Career Cluster: Health Science

At A Glance

Worldwide, populations are aging and people are living longer. People over the age of 65, especially those over the age of 80, are among the fastest growing in industrialized nations. For those born in the United States in 1900, almost half died before they were 50 years old. Those individuals born today can expect to live to be age 75 and older. In 1900, about one in 25 Americans were over the age of 65; today one in 8 is over 65. The age group growing the fastest today is the people aged 85 and over. In the 21st century, one in five Americans will be over 65.

Since seniors are the fastest-growing group of consumers of healthcare services, these growth trends will result in a demand for professionals with knowledge and expertise in the field of gerontology. Expanded career opportunities are forecast requiring a work force with education and training in gerontology.

From 2006 through 2016, Health Care and Social Assistance will continue to provide new career opportunities due to the aging of the population and an increase in social programs. Industries that are expected to experience the greatest gains are associated with elderly care, such as home health care

services, other residential care facilities, and community care facilities for the elderly. These three industries are projected to provide over 10,500 new jobs over the ten-year period. Seven of the 20 fastest growing industries are expected to occur in health care and social assistance over the period.

Who Should Take This Program?

Social workers, registered nurses, occupational therapists, case managers, rehabilitation counselors, psychologists, physical therapists, emergency workers, medical assistants, recreational therapists, family caregivers, and certified nursing assistants.

Program Description

The Gerontology Certificate program prepares social service and health care professionals, as well as students, with specialized knowledge of the aging process and geriatric issues that will help them better serve older adults. Adding the gerontology certificate to existing work and educational experience is likely to enhance an individual's career advancement opportunities and options. The program provides a background of basic knowledge in gerontology, and prepares certificate option students in professional skill areas such as counseling, recreation, social work, nursing, and administration. The certificate consists of 15 semester hours. Students should complete the Gerontology Certificate Program in two semesters.

The program includes a wide variety of courses that provide students with state-of-the-art knowledge about aging and teaches students how to implement that knowledge in practice. Completion of the program will develop and/or enhance existing proficiencies, knowledge, develop specific skills to address the complex needs of older adults in a variety of areas, including: enhance employment marketability, create a network for sharing of expertise, develop and build skills and competencies, develop an interdisciplinary perspective on aging, fulfill continuing education requirements for professionals, serve as advocates for older adults and their families, manage services and programs that promote the health and independence of older persons, educate others about gerontology health care, serve as a leader in developing and implementing multidisciplinary health care and social service teams, assist caregivers and provide direct care to older persons, and provide counseling assistance for end-of life issues.

Procedures and Requirements for Admission

Minimum admissions standards for the Human Services Gerontology Certificate program are as follows:
Applicants Must:
1. Submit a college application to the Admissions Office.
2. Meet all general admission requirements of WSCC
3. Students must be in good standing with the college
4. Submit an application to the Human Services/Gerontology Certificate Program Director, declaring the Gerontology Certificate Program in Human Services as their major. Ap-

plications cannot be faxed and must be submitted in person or via mail. Applications for fall entry must be received by June 1. Applicants received after June 1 will be considered on a space-available basis. Applications for spring entry must be received by October 15. Applications received after October 15 will be considered on a space-available basis. Applications for summer entry must be received by April 15. The admissions packet should include the following items:
a. Application for the program
b. Official college transcripts
c. Professional Resume
d. A typed letter essay (maximum of 500 words) stating why student should be accepted into the certificate program, their experience or interest with the aging population, and how they anticipate the certificate will assist them professionally
e. Signed Consent for Drug Testing-The drug policy can be found at the college's website (www.wallacestate.edu/drugs /index.html)
f. Signed Acknowledgement of Receipt of Background Screening Policy-(http://www.wallacestate.edu/fileadmin/user_upload/WallaceState/documents/Health/Background_Check_Form.pdf)
g. A copy of background screening results from an approved WSCC vendor. The background screening link can be accessed at http://wallacestate.edu/programs/health.html. The student is responsible for all background fees.
h. Applicants must have earned a minimum cumulative GPA of 2.5 on a 4.0 scale on all high school, GED, and college work previously attempted. Applicants who already have a Master's Degree in a health-related field from an accredited college are exempt from the 2.5 requirement. Official transcripts from all previous schools attended must be provided to the college.

Note: It is the responsibility of each applicant to ensure that the application is complete and all information is on file. Incomplete applications will not be accepted and will result in the applicant not being considered for admission.

SELECTION AND NOTIFICATION

1. The Gerontology Program accepts new students every semester.
2. Students are selected on the basis of application date and completion of admission requirements. Meeting minimum requirements does not guarantee acceptance into the program.
3. Program applications will be reviewed for completion of program admission requirements. Students accepted into the Gerontology Certificate Program will be notified in writing by the Human Services Program Director. The notification will be mailed to the student at the address on the application. Students who are not accepted will also receive written notification. Program acceptance or rejection will not be given over the phone.
4. Following admittance into the program, each student must respond, _in writing_, confirming his/her intent to enroll, within

14 <u>days</u> after the postmarked date of their acceptance letter. A student who fails to respond will forfeit his/her slot

5. During the first week of fall semester, students admitted into the program may be required to attend a program orientation on campus.

Program Expectations

Students admitted into the Human Services program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Progression

1. Students must achieve a minimum grade of "C" in all courses. Students who earn a grade of "D" or "F" will be required to repeat the course.

2. Maintain moral and legal standards that determine acceptable behaviors of social workers, psychologists, and counselors. The Human Services faculty reserves the right to determine behaviors that are inappropriate or may cause harm. The Human Services Department reserves the right to permanently dismiss from the program any student who does not conduct themselves in a professional manner.

3. Pass all required background screenings and drug screenings.

4. Students who withdraw from, or are dismissed from the program must reapply prior to re-entering the program.

5. Students may apply for re-entry into the program only once.

6. Students must have access to technology compatible to the technology utilized and required by Wallace State Community College and the Distance Learning Education Department.

7. Students must be proficient in email, Microsoft Office, and other basic computer skills.

8. Wallace State Community College and the Human Services instructors are not responsible nor held accountable for a student's lack of computer access, technology, and computer skill deficiencies.

9. Students who pass all required courses are required to complete a graduation application. Certificates are not awarded until the student files for graduation and meets all certificate requirements. All graduation fees are the responsibility of the student.

Career Path

Possible careers and training with the elderly will include:

*   Providing direct care to older persons in hospitals, clinics, adult day care programs, nursing homes, and home care
*   Counseling the elderly and their families about issues of caregiving, mental health, death, estate planning, long-term care finances, housing, and medication compliance
*   Planning, developing, administering, and implementing programs such as retirement communities, community agencies, health promotion, and therapeutic recreation
*   Conducting research on the aging process
*   Advocating for legislation for the elderly
*   Teaching community classes about the aging process

*   Designing age-appropriate products to meet the special needs of older consumers
*   Geriatric care management

Typical Workplace
*   Long-term care facilities
*   Social service agencies
*   Insurance companies
*   Government agencies
*   Home health agencies
*   Assisted-care facilities
*   Law firms
*   Hospitals

Median annual earnings of social and human service assistants were $28,200 in 2010, with the top 10 percent earning more than $21.58 per hourJ
. (Source: U.S. Department of Labor Bureau of Labor Statistics).

Required Courses

HUS 240	Introduction to Aging	3
HUS 241	Mental Health Work with the Elderly	3
HUS 242	Maintaining Health and Wellness in Later Life	3
HUS 243	Ethical, Legal, and Medical Issues in Aging	3
HUS 244	Special Topics in Geriatrics	3
		15

Health Information Technology

Ms. Donna Stanley, Program Director
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The curriculum in this program will be changing. Please contact a program advisor for the most up-to-date information.

Associate in Applied Science Degree (5-6 semesters)

Career Cluster: Health Science

At a Glance

If your interests include high tech, computers, and medicine then why not combine healthcare and technology? Consider a career in health information management. It just may be the thing for you.

The Health Information Technician is a skilled professional who analyzes and evaluates highly sensitive data in health records.

Skills of the Health Information Technician are varied but include the following: supervising the release of health information, maintaining and utilizing information storage and retrieval systems, compiling various health statistics, and supervising electronic health information management systems. Health information technicians may be employed by any facility that manages patient information, such as a hospital, clinic, physician office, insurance company, or medical research center. Health Information Technicians are trained to also become medical coding specialists. The medical coding specialists perform detailed review of medical records to identify diagnoses and operative procedures. Alphanumeric classification codes are assigned to each diagnosis and procedure using automated or manual methods. Principle classification systems used include the International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and the current Procedural Coding System (PCS).

Health Information professionals play a vital role in making our healthcare system work. They perform the data collection and analysis that doctors, nurses, and other healthcare professionals need to do their jobs well and are a key part of quality patient care. With experience, the RHIT credentialed individual holds potential for advancement to management positions.

A variety of options for program completion are available on campus and online.

Program Description

The Health Information Technology (HIT) Program at WSCC is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Only graduates of CAHIIM-accredited programs are eligible to take the national examination to become Registered Health Information Technicians (RHITs). Technicians trained in non-CAHIIM accredited programs or trained on the job are not eligible to take the examination. Wallace State Community College is one of only two CAHIIM-accredited programs in the state of Alabama.

Students have the opportunity to spend many hours in a simulation lab or a clinical setting to practice skills obtained in the classroom. Students enrolled in professional practice experience (clinical) courses are assigned hours consistent with day shift. Assignment to the professional practice experience facilities will be at the discretion of program officials, and students are required to travel to different locations for the 'hands on' training.

1. Full-time Program: A student who has completed all HIT required general education courses may complete the HIT program courses in four semesters. HIT courses, excluding professional practice experience classes, may be completed online. Please note that class availability online and on campus depends on the number of students enrolled.

2. Part-time Program: A student who has completed all HIT general education courses may choose to complete the program by taking classes on a part-time basis. The program must be completed within two years (or eight semesters) following entry into the program.

3. Online Program: A student may schedule HIT online classes in accordance with either the full-time or part-time completion option. The professional practice experience activities must be completed on dayshift, not online. HIT students who live within 75 miles of campus must attend on-campus professional practice experience class meetings. Instructors may require online students to take make-up exams on campus. Instructors may also require online course exams to be proctored, according to college policy.

Admission Requirements

Applicants Must:

Before June 1, applicants must meet all the requirements listed below to be considered eligible for acceptance into the Health Information Technology program.

1. Submit a WSCC application to the Admissions Office and meet all the general admission requirements for the college.

2. Submit a complete program application packet to the Health Information Technology Program Director before June 1. Applications received after June 1 will be considered on a space-available basis only.

3. Complete all HIT required general education courses and HIT 110 with a grade of "C" or better before September 1 to be considered for HIT program admission in fall semester. Students who complete all HIT general education classes with at least a grade of "C" before June 1 will receive first consideration for program acceptance.

4. Submit HIT program application packet including ACT scores. The HIT program requires a minimum composite score of 17. ACT scores should also be sent to the Admissions Office.

5. Submit COMPASS test scores to the Admissions Office and as part of the HIT program applications. COMPASS must be taken within 3 years of the planned program entry date. The HIT program requires a minimum score of 76 on the Reading examination part of the test.

• If ACT has been taken within 3 years of program application, scores may be accepted in lieu of COMPASS scores. An ACT Reading subscore of 17 is required in lieu of 76 on the Reading part of the COMPASS.

• Although a student has successfully completed ENG 101, a COMPASS Reading score of at least 76 is required. If a student has successfully completed Math 116 (or higher Math), a COMPASS score for Math is not required.

6. Submit official college transcripts to the Admissions Office and unofficial transcript should be submitted as part of the HIT application packet. All applicants must possess a minimum 2.5 GPA on a 4.0 scale with a grade of "C" or better on all general required pre-HIT courses. Grade point average is calculated using only HIT major and HIT general education courses. Note: Official high school transcripts or proof of GED must be sent to the Admissions Office, not the HIT department.

Selection and Notification

1. The Health Information Technology program admits one class annually in the fall. Students will be admitted to program courses during the fall semester only, with the exception of HIT 110. HIT 110 Medical Terminology must be completed before program admission.

2. Admission to the Health Information Technology program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

3. Students that meet the application deadline are selected on the basis of ACT score.

4. Program applications will be reviewed for completion of program admission requirements. Students accepted into the HIT program will be notified in writing by the HIT Program Director. The notification will be mailed to the student at the address on the application. Students who are not accepted will also receive written notification. Program acceptance or rejection will not be given over the phone or via email.

5. Students selected must respond, confirming their intent to enroll within ten (10) days of the postmarked date of the acceptance letter. A student who fails to respond will forfeit his/her place in the class.

Program Expectations

Students admitted into the Health Information Technology program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Required Competencies:

1. Clinical Classification Systems proficiency (Medical Coding).
2. Reimbursement methodology proficiency (Billing process and procedures).
3. Knowledge of health data structure, content and standards.
4. Quality management and performance improvement skills.
5. Compliance with healthcare privacy, confidentiality, and legal regulations.
6. Skilled in computer concepts such as healthcare applications and security.
7. Maintenance and monitoring of data storage systems.
8. Application of leadership concepts and techniques, including management functions.

Upon Admission:

1. Students selected for acceptance must attend the mandatory orientation session (or view and listen to the online version if residence is greater than 75 miles from campus). All students must score 100 on the post-orientation exam posted in the HIT Student Center. Failure to do so before the program established deadline will result in forfeiture of their space in the class, resulting in administrative withdrawal of the student from all HIT classes.

2. Selected students, at the request of the Professional Practice Course instructor (Clinical Coordinator), must submit:
   • Documentation of recent physical exam on the proper program issued form

   • Mantoux (2-step) TB skin test results and proof of required vaccinations and at least the second of three Hepatitis B vaccinations
   • Valid CPR certification - only CPR courses designed to certify health care providers is accepted
   • Copy of current health insurance card (Health insurance coverage is required).
   • Clear background check and drug screen according to college policy must be completed before program admission.

   Failure to submit all required clinical documentation before the program established deadline will result in program dismissal.

3. Selected students must carry accident and malpractice insurance, available through the College at the time of registration for program classes. Health program students are also required to have health insurance coverage.

Progression

In order to progress in the Health Information Technology program:

Students must maintain a grade of "C" (70) or better in all major required Health Information Technology courses. A student will be dismissed from the program if he/she withdraws from, or makes a "D" or "F" in a HIT course.

Students selected for admission to the program must maintain a minimum GPA of 2.5 in HIT required courses. Failure to do so will result in dismissal from the program. Grade point average is calculated using only HIT major and HIT general education courses.

Graduation requirements must be met within two (2) years or eight (8) semesters following entry into the program. Students who are in the HIT program greater than 8 consecutive semesters (or 2 years) must retake certain classes to be elgible for graduation. Students who repeat HIT classes must apply the grade earned in the second (or last) attempt towards graduation requirements. Students who withdraw or are dismissed from the program and wish to be readmitted must reapply the following year and follow procedures and requirements for admission to the HIT program published in the current catalog. Readmission into the program will be allowed one time only. After the second dismissal from any healthcare information program, students are not eligible to apply for the HIT or MCC program.

Students who are accepted for readmission are required to repeat certain classes previously completed, such as lecture classes associated with lab classes. The grade for the second (or last) attempt will be applied towards graduation requirements.

Students are required to pass the HIT proficiency exam in the required class HIT 292. If a student does not score at least 70% on this proficiency exam, he/she will fail HIT 292 regardless of other HIT 292 course grades. See HIT Student Handbook and course syllabus for details.

Health Information Technology program faculty may require

online course exams to be proctored, according to college policy.

Readmission to Program

Students whose progression through the HIT program is interrupted and who desire to re-enter the program must schedule an appointment with the HIT Program Director to discuss re-entry. The student must apply for readmission to the HIT program according to published application deadlines. Students are only eligible for re-entry within one year from the term of withdrawal or failure. Students who apply for re-entry greater than one year after withdrawal or dismissal must repeat all HIT courses. The grade earned in the second (or last) attempt in the HIT course is applied towards graduation requirements.

Reinstatement may be denied due to, but not limited to, any of the following circumstances:
1. Failure to possess a GPA of at least 2.5 for all HIT major and HIT general education courses.
2. Space unavailability in a course in which the student wished to be reinstated.
3. Refusal by clinical agencies to accept the student for clinical experiences.
4. Over 12 months have elapsed since the student was enrolled in a HIT course.
5. Student has been dismissed from the program.

Admission with Advanced Standing

Graduates from Wallace State Community College Medical Coding Certificate program are eligible for admission with advanced standing provided that the following criteria are met:
1. The applicant has met all of the requirements for admission to the College and to the HIT program before June 1.
2. All HIT prefix courses must have been completed with a minimum grade of "C" within the last 2 years to be accepted toward degree requirements. This applies only if there are no major changes to the classification system currently required by regulatory agencies.

Transfer Students

Students transferring into the Health Information Technology program must meet all requirements for admission to the program. Only with program director's approval those equivalent courses taken at other CAHIIM accredited programs within the last year prior to program admission will be considered for application toward completion of program requirements.

Career Path

The Health Information Technology degree curriculum prepares graduates to work in any setting that health information is generated (physician offices, nursing homes, hospitals, home health care agencies, insurance companies, etc.)

This is not a complete list, but graduates of this program may choose to work in any of the following areas:
•   Performance Improvement (facilitates quality improvement projects in the facility)
•   Insurance and Billing
•   Release of Information (Coordinator or Privacy Officer)
•   Medical Coding (Coder/DRG Specialist)
•   Medical Office (Coordinator or Manager)
•   Electronic Data Management

Job prospects for graduates are very good. Employment of health information technicians is expected to grow much faster than the average for all occupations through 2020. Entry level annual earnings of health information technicians are $25,000 - $30,000. Salaries increase with experience in the field to earnings of more than $40,000 per year. (Source: U.S. Department of Labor Bureau of Labor Statistics)

The WSCC HIT program classes may be accepted for transfer to accredited programs in Health Information Administration, such as Alabama State University and University Alabama at Birmingham. Please consult STARS transfer guide for the latest information.

Completion Requirements

GENERAL REQUIRED COURSES/ Prerequisites for Program

ORI 101*	Orientation to College	1
ENG 101-102	English Composition I & II	6
BIO 201-202**	Human Anatomy & Physiology I & II	8
	Behavioral Science Elective	3
	Humanities and Fine Arts Elective	3
MTH 116	Mathematical Applications	3
CIS 146	Microcomputer Applications	3
HIT 110	Medical Terminology	3
		30

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**BIO 103 is a prerequisite class for these courses.

HIT MAJOR REQUIRED COURSES

HIT 111	Diagnostic & Pharmacology	2
HIT 115	Pathophysiology & Pharmacology for HIT	4
HIT 130	HIT Classification & Reimbursement	3
HIT 131	Classification Skills Laboratory	1
HIT 134	HIT Legal and Ethical Issues	3
HIT 151	Health Data Content and Structure	3
HIT 152	Skills Development Laboratory I	1
HIT 153	Health Care Delivery Systems	2
HIT 158	Introduction to Clinical Environment	1
HIT 160	HIT Clinical Practice I	1
HIT 221	HIT Computer Applications	2
HIT 222	HIT Computer Applications Laboratory	1
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Skills Laboratory I	1

HIT 232	Medical Coding Systems II	3
HIT 235	Medical Coding Systems III	2
HIT 236	Medical Coding Skills Laboratory	1
HIT 254	Organizational Improvement	3
HIT 255	Principles of Supervision in HIT	3
HIT 286	Expanded Medical Coding	2
HIT 292	HIT Exam Review	2
HIT 296	Professional Practice	2
		46
	TOTAL HOURS	76

Note: All courses with the HIT prefix must be completed at WSCC.

Heating & Air Conditioning

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Certificate (4 semesters)

Career Cluster: Architecture & Construction

At a Glance

Heating, air conditioning, and refrigeration systems consist of many mechanical, electrical, and electronic components such as motors, compressors, pumps, fans, ducts, pipes, thermostats, and switches. Technicians often specialize in either installation or maintenance and repair, although they are trained to do both.

Program Description

This program offers a Certificate (4 semesters). The air conditioning/refrigeration program prepares students with the necessary technical knowledge and skills that will enable them to start a career in the air conditioning and refrigeration industry. Students will learn skills that are compatible with in-field practices and will be able to identify and use the specialty tools and testing equipment associated with the service and installation of heating, ventilations, air conditioning and refrigerating equipment.

Admission Requirements

Students must meet all the general admission requirements of WSCC.

Program Expectations

Heating and air conditioning technicians follow blueprints or other specifications to install oil, gas, electric, solid-fuel, and multiple-fuel heating systems and air conditioning sytems. Refrigeration mechanics install, service, and repair industrial and commercial refrigerating systems and a variety of refrigeration equipment, using care to conserve, recover, and recycle refrigerants that, if released, can be harmful to the environment.

Completion Requirements

This curriculum provides the student with the necessary skills, knowledge, and experience for employment in Heating and Air Conditioning occupations.

The student will acquire fundamental processes and skills in the following areas of Refrigeration: Domestic and Commercial Air Conditioning and Heat Pumps, Gas and Electric Heating, Special Devices, Electricity, Control Circuits, and Application.

Career Path

Students will acquire jobs as residential air condition and heating installer/service technician, commercial air conditioning and heating installer/service technician, systems control maintenance, refrigeration technician/ice machine repair and maintenance.

REQUIRED COURSES

ASC 111	Principles of Refrigeration	3
ASC 112	HVACR Service Procedures	3
ASC 113	Refrigeration Piping Practices	3
ASC 119	Fundamentals of Gas Heating Systems	3
ASC 120	Fundamentals of Electric Heating Systems	3
ASC 121	Principles of Electricity for HVACR	3
ASC 122	HVACR Electrical Circuits	3
ASC 123	HVACR Electrical Components	3
ASC 127	HVACR Electric Motors	3
ASC 132	Residential Air Conditioning	3
ASC 147	Refrigerant Transition & Recovery Theory	3
ASC 148	Heat Pump Systems I	3
ASC 149	Heat Pump Systems II	3
ASC 203	Commercial Refrigeration	3
ASC 209	Commercial Air Conditioning Systems	3
ASC 210	Troubleshooting HVACR Systems	3
		48

ADDITIONAL CERTIFICATE REQUIREMENTS

DPT 103	Technical Computer Skills	3
COM 100	Vocational Technical English I	3
MAH 101	Introductory Mathematics I	3
SPC 103	Oral Communication Skills	2
WKO 101	Workplace Skills Development I	1
		12
	TOTAL HOURS	60

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

ELECTIVES

ASC 126	Commercial Heating Systems	3
ASC 128	Heat Load Calculations	3
ASC 130	Computer Assisted HVAC Troubleshooting	1
ASC 133	Domestic Refrigeration	3
ASC 134	Ice Machines	3
ASC 135	Mechanical Gas/Safety Codes	3
ASC 138	Customer Relation in HVAC	3
ASC 139	Automotive Air Conditioning	3
ASC 141	Environmental Systems	4
ASC 144	Basic Drawing & Blueprint Reading in HVAC	3
ASC 152	Heat Pump Systems	6
ASC 181	Special Topics in A/C & Refrigeration I	3
ASC 182	Special Topics in A/C & Refrigeration II	3
ASC 183	Special Topics in A/C & Refrigeration	1
ASC 184	Special Topics in A/C & Refrigeration	1
ASC 185	Special Topics in A/C & Refrigeration	2
ASC 186	Special Topics in A/C & Refrigeration	2
ASC 187	Special Topics in A/C & Refrigeration	5
ASC 192	HVAC Apprenticeship/Internship	3
ASC 200	Review for Contractors Exam	3
ASC 205	System Sizing & Air Distribution	3

Human Services

Ms. Susan Beck, Program Director
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Associate in Applied Science Degree (5 semesters)

Career Cluster: Human Services

At a Glance

The Human Services curriculum is designed for students who wish to pursue a two-year degree and prepare for a paraprofessional career in a mental health/human services related field. Human Services workers assist social workers, health care workers, and other professionals to provide services to people. They usually work under the direction of workers from a variety of fields, such as psychology, psychiatry, social work, nursing, rehabilitative or physical therapy, and law enforcement. Human Services workers provide services to clients to help them improve their quality of life. They access clients' needs, investigate their eligibility for benefits and services, and find ways to obtain those services. Workers monitor and keep case records on clients and report progress to supervisors and case managers. Human services workers may organize and lead group activities, assist clients in need of crisis intervention, or counseling. In group homes or half-way houses, they assist those who need supervision with daily living skills and personal hygiene. They review clients' records, ensure the client takes their medication, talk with family members, confer with medical personnel and caregivers, give emotional support, and help clients become involved in community and therapeutic recreation programs. Workers support and assist the client's participation in a treatment plan, individual or group counseling, or occupational therapy.

Human Services workers should have a strong desire to help others, have effective communication skills, a sense of responsibility, time-management skills, and possess and model ethical behavior. Human services workers should possess a sense of self-control and healthy stress management coping skills. Since many clients' are vulnerable to mistreatment or exploitation, human services workers should also be empathetic, patient, and genuine.

Clinical experience allows the student to gain valuable knowledge in observation and assistance in human services facilities. Students work under the supervision of professionals in the human services field. Students enrolled in clinical education will be assigned hours consistent with day working hours of human services agencies. However, assignments may include second shift hours of 3 pm – 11 pm. Assignment to clinical facilities will be at the discretion of the program director and/or clinical director. Students may be required to travel distances away from their home for their clinical assignment.

Program Description

The Human Services Program offers three A.A.S. degree options for the student: Mental Health Technician Associate, Alcohol and Drug Counseling Associate, and Social Work Associate. A student may complete one or more of the three options, depending upon which option he/she desires to pursue.

The Mental Health Technician Associate Option is offered every year. The Alcohol and Drug Counseling Associate Option is offered in odd-numbered years, and the Social Work Associate Option is offered in even-numbered years.

The Mental Health Technician Associate (sometimes called a Psychiatric Technician, Behavioral Health Technician, Mental Health Technologist, Mental Health Aide, or Counselor Assistant) is trained to work as a paraprofessional in state institutions, mental health centers, psychiatric (behavioral medicine) units of hospitals, domestic violence shelters, developmental centers, group homes, halfway houses, and a variety of human services facilities. He/she may work with children, adolescents, and adults who are experiencing mental illness, mental retardation, substance abuse, domestic violence, adjustment disorders (personal loss, stress, and health), various categories of behavior-related pathology, and family issues. Upon completion of the program, a student may voluntarily take the Nationally Certified Psychiatric Technician exam to become a Nationally Certified Psychiatric Technician.

The Alcohol and Drug Counseling Associate Option offers specialized training for students desiring to work with substance abusers and their families. He/she is trained to work in state institutions, mental health centers, profit treatment centers, non-profit treatment centers, 12-step recovery programs, half-way houses, and group homes. With the course work in this program and a minimum of two years of documented work experience in the addictions field, the student may qualify to take the state certification exam to become a "Certified Alcohol and Drug Counselor."

The Social Work Associate Option (sometimes called a case management aide, social work assistant, community support worker, or life skills counselor) trains the student to work as an assistant social worker or assistant case manager. Graduates of this option work at mental health centers, domestic violence shelters, nursing homes, assisted living facilities, developmental centers, state institutions, hospitals, service providers of the Alabama Department of Human Resources, addiction recovery programs, various state and federal government programs, Community Action programs, non-profit assistance programs, child advocacy centers, adolescent programs, adolescent and adult detention centers, and literacy programs. Students are trained to work with individuals at all stages of the human lifespan.

Admission Requirements

Minimum admissions standards for the Human Services Degree program are as follows:

Applicants Must:
1. Submit a college application to the Admission's Office.
2. Meet all general admission requirements of WSCC.
3. Be in good standing with the college.
4. Meet the essential functions for a Human Services Worker and for each chosen option.
5. Applicants must have earned a minimum cumulative GPA of 2.5 on a 4.0 scale on all high school, GED, and college work previously attempted. Official transcripts must be provided to the college and attached to the HUS program application.
6. Submit a program application to the Program Director indicating their option choice(s). Program applications are available online at the college's website or in the program office. Applications cannot be faxed and must be submitted in person or via mail. Applications for fall entry must be received by **June 1**, for spring entry by **October 15**, and for summer entry by **April 15**. Applicants received after June 1, October 15, or April 15 will be considered on a space-available basis. The application packet should include the following items:
   a. Application for the program.
   b. High school/GED and official college transcripts if applicable.
   c. WSCC/HUS Observation form – Students must submit documented evidence of a minimum of twelve (12) hours of observation in a human services agency.
   d. A copy of background screening results. The back ground screening link can be accessed online at

http://www.wallacestate.edu/programs/health.html. The student is responsible for the cost of the background screening.

Note: It is the responsibility of each applicant to ensure that the application is complete and all information is on file. Incomplete applications will not be accepted and you will not be considered for entry into the program.

Selection and Notification

1. The Human Services Program accepts new students every semester.
2. Students are selected on the basis of application date and completion of admission requirements. Meeting minimum requirements does not guarantee acceptance into the program.
3. Program applications will be reviewed for completion of program admission requirements. Students accepted into the Human Services Program will be notified in writing by the Human Services Program Director. The notification will be mailed to the student at the address on the application. Students who are not accepted will also receive written notification. Program acceptance or rejection will not be given over the phone.
4. Following admittance into the program, each student must respond, <u>in writing,</u> confirming his/her intent to enroll, **within 14 days** after the postmarked date of their acceptance letter. A student who fails to respond will forfeit his/her slot in the class. A signed consent for drug testing must accompany the acceptance letter. The drug policy can be found at the college's website www.wallacestate.edu/drugs/index.html). A background screening policy and acknowledgement form verifying receipt and understanding of the background check policy must be attached to the acceptance letter. Background check policy can be found at the college's website Health education page (http://www.wallacestate.edu/fileadmin/user_upload/WallaceState/documents/Health/Background_Check_Form.pdf)
5. Attend a mandatory program orientation. The Human Services Program Director will schedule the orientation.
6. Program acceptance will be conditional on receiving verification from a WSCC approved vendor of a negative drug screening.

Program Expectations and Progression

Students admitted into the Human Services program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

1. Students must achieve a minimum grade of "C" in all major required and option courses. Students who earn a grade of "D" or "F" will be required to repeat the course.
2. Students must take General Psychology 200 (PSY 200) and achieve a grade of "C" or better before enrolling in Psychology 210 and Psychology 230.

3. Program option and major required courses more than 5 years old must be repeated.
4. Maintain moral and legal standards that determine acceptable behaviors of social workers, psychologists, and counselors. The Human Services faculty reserves the right to determine behaviors that are inappropriate or may cause harm to mental health consumers. The Human Services Department reserves the right to permanently dismiss from the program any student who is refused the use of the facilities by the clinical agency.
5. Pass all required background screenings and drug screenings.
6. Upon completion of all coursework, students are required to file a graduation application. You will not receive your degree until you submit a graduation application. Graduation fees are the responsiblity of the student.

Clinical Requirements
Before attending clinical the student must:
1. Complete a departmental clinical application/placement sheet.
2. Provide verification of all three Hepatitis B vaccines. The three-shot series takes approximately 6 months to complete. Vaccination fees are the responsibility of the student.
3. Provide documentation of a current Two-step TB Skin test. Every student must have the initial Mantoux skin test (the Tine test is not acceptable).
4. Submit a current (within last chronological year) physical exam with evidence of immunizations. Forms are located in the current Human Services Student Handbook. Handbooks are sold in the Wallace State Campus Bookstore.
5. Have a signed consent to drug testing on file.
6. Take a drug screening before the beginning of each clinical rotation assignment. Only Health Science Division approved drug testing sites will be utilized. See the Human Services Director for approved testing sites. Drug testing fees are the responsibility of the student and fee charges may vary.
7. Proof of current American Heart Association Approved CPR Certification for Healthcare Providers. CPR training must be earned hands-on and not on-line. CPR training is available at Wallace State.
8. Complete a mandatory background screening. Wallace State's clinical site facilities require background checks before the student is approved for clinical placement at their facility. Based upon the background check, Wallace State's Health Division and each individual clinical site facility have the right to approve or deny student clinical placement. Only Health Science Division approved background screening vendors will be utilized. The Human Services Program Director or designee will give you a list of acceptable background screening vendors. Background screening fees are the responsibility of the student. Failure to comply with required background checks will result in the student not being placed at clinical and dismissal from the Human Services program. Before students complete a background screening, they will be required to submit an acknowledgement verifying receipt and understanding of the background check policy.
9. Clinical placement site facilities have the right to approve or deny a student the right to complete a clinical assignment at that facility.
10. Clinical placement sites have the right to request a student be removed from their facility for unethical behavior. If a clinical facility requests a student be removed from a clinical setting, the student will not be reassigned that semester and disciplinary charges may be implemented as outlined in the WSCC catalog.
11. Human Services students are required to have liability insurance and accident insurance, available through the college. Many clinical facilities also require health insurance. Fees for insurance are the responsibility of the student.
12. Health insurance is required of all Health Students. You must provide proof of health insurance before clinical placement.

Students must meet all of the above requirements to be considered eligible for clinical placement. Drug testing and background screenings must be completed before a student is placed and all required immunizations, vaccinations, physical exam, CPR certification, and proof of health insurance must be on file. Students that do not comply with the clinical requirements will not be placed.

Readmission to Program
Students who do not enroll in Human Services coursework for 12 months (or more) or who are dismissed from the program must apply for program readmission. Students will not be allowed to register for HUS courses until all readmission requirements are met to include:
1. Application for readmission submitted to HUS program director. Students who apply for readmission are required to attach to their readmission application drug screening and background screening verification. Only WSCC approved drug screening vendors will be accepted. Students are responsible for any fees associated with readmission requirements.
2. Any major required or option courses more than 5 years old must be repeated.
3. Attend new HUS program student orientation session.

Readmittance into the program is not guaranteed. Students may apply for readmission to the program one time only. Students may be denied due to, but not limited to:
1. Failure to possess a 2.5 GPA for all HUS general education courses.
2. Student has been dismissed from the program.
3. Refusal by clinical sites to accept the student for clinical placement.
4. Dismissal from the clinical site.

Career Path
Students wishing to pursue a Bachelor's degree in psychology, behavioral science, or social work must consult with the STARS program to ensure transfer of human services courses. Human Services courses may not transfer to specific bachelor degree programs.

Job opportunities in the Human Services field are expected to grow by 28% through 2020. Job prospects are projected

to be excellent, particularly for those with appropriate post-secondary education. Median annual earnings of social and human service assistants were $28,200, or $13.56 per hour in 2010, with the top 10 percent earning more than $21.59 per hour (Source: U.S. Department of Labor Bureau of Labor Statistics).

Completion Requirements

GENERAL REQUIRED COURSES
All students in program are required to take

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
BIO 103	Principles of Biology I	4
CIS 146	Microcomputer Applications	3
MTH 116	Mathematical Applications	3
	Humanities/Fine Arts Elective	3
	(Should be Code A or Code B)	
PSY 200	General Psychology	3
PSY 210**	Human Growth and Development	3
		26

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

** PSY 200 is required before enrolling in PSY 210 and PSY 230.

General Required Classes Requirements:
1. Students must take the COMPASS exam before enrolling in English or Math
2. All students majoring in Human Services must earn a grade of C in PSY 200 before enrolling in PSY 210 or PSY 230.
3. All students majoring in Human Services must earn a grade of C in PSY 210.
4. ORI 101 must be taken the first or second semester you are enrolled in WSCC unless you are exempt.

MAJOR REQUIRED COURSES

All students in program are required to take 33 semester hours of major required classes. Students must earn a semester grade of C or better in each of the following major required classes and option classes. Students who earn a semester grade of D or F are required to repeat the course. Major required and option courses more than 5 years old must be repeated.

MAJOR REQUIRED COURSES

HUS 101	Introduction to Human Services	3
HUS 104	Fundamentals of Health Care	3
HUS 109	Techniques of Behavior Modification	3
HUS 112	Activity Therapy	3
HUS 211	Intro. to Alcohol & Drug Prevention & Abuse	3

HUS 222	Group Counseling Techniques	3
HUS 223	Guidance and Counseling Techniques	3
HUS 224	Clinical I	3
HUS 225	Clinical II	3
PSY 207	Psychology of Adjustment	3
PSY 230**	Abnormal Psychology	3
		33

** PSY 200 is required before enrolling in PSY 210 and PSY 230.

All HUS students are required to specialize in one of the following options listed below. Each student will be assigned a degree plan based upon the program option the student specializes. A student may elect to specialize in two or more options. However, students cannot substitute or transfer option classes. All listed option classes in the chosen option must be taken. Must complete 18 hours (additional 3-hour elective) if pursuing secondary option after initial degree.

Each option degree plan is coded using the 3-letter abbreviation listed below. If a student changes their major option or add additional options, students must change/add their new degree plan in the Admissions Office. Failure to change/add degree plans may limit the student's ability to register fo classes and may also affect financial aid eligibility.

Mental Health Technician (HMH) Option (offered every fall and spring semester) 15 hours

HUS 103	Introduction to Developmental Disabilities	3
HUS 119	Mental Illness and Psychopharmacology	3
HUS 120	Mental Health Terminology	3
HUS 218	Behavior Pathology	3
HUS 230	Special Topics in Human Services	3
		15
	TOTAL HOURS	74

*Must complete 18 hours (additional 3-hour elective) if pursuing secondary option after initial degree.

Drug & Alcohol Associate Option (HUD) Offered beginning fall semester in odd-numbered years (2013) and spring semester of even-numbered years (2014). 15 hours

HUS 212	Prev. Resources In Drug & Alcohol Abuse	3
HUS 214	Working With The Chemically Dependent	3
HUS 215	Working With The Family of The Chemically Dependent	3
HUS 216	Alcohol and Drug Education and Prevention	3
HUS 217	Alcoholism and Drug Abuse Seminar	3
		15
	TOTAL HOURS	74

*Must complete 18 hours (additional 3-hour elective) if pursuing secondary option after initial degree.

Social Work Associate Option (HUS) Offered in fall semester of even-numbered years (2012 and 2014) and spring semester in odd-numbered years (2013 and 2015) 15 hours

HUS 102	Introduction Case Work	3
HUS 113	Group Dynamics	3
HUS 131	Problems of Children & Youth	3
HUS 133	Geriatrics	3
HUS 138	Counseling from a Cultural Perspective	3
		15
	TOTAL HOURS	74

*Must complete 18 hours (additional 3-hour elective) if pursuing secondary option after initial degree.

Liberal Arts

Liberal Arts- Associate in Arts Degree is designed for students who plan to transfer to a senior institution and pursue a course of study leading to a Baccalaureate Degree. The Liberal Arts-Associate in Arts Degree is comprised of five total areas with the first four (Area I-IV) intended to provide students with the foundation of general education courses. More specific courses for the pre-professional plans are generally components of Area V. Students are encouraged to obtain specific transfer information from STARS (see page 71) during their freshmen and sophomore years in order to become familiar with transfer requirements if they plan to attend an Alabama public college or university. If students plan to transfer otherwise, they should check with the transferring institution for guidelines to follow. Students pursuing the General Studies – Associate in Science Degree will follow the same pathways for completion as the Liberal Arts – Associate in Arts Degree. See page 124 for sample plans of study under General Studies that may be followed as students pursue a concentration in a particular transfer field and obtain an Associate's Degree.

Machine Tool Technology

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Associate in Applied Science (5 semesters)

MTT Certificate (4 semesters)

Short Term Certificate CNC (2 semesters)

Short Term Certificate Tool & Die (2 semesters)

Career Cluster: Manufacturing

At a Glance
Along with operating machines that use metal cutting tools to shape work pieces, machinists may operate machines that cut with lasers, water jets, or electrified wires.

Program Description
This program offers a Certificate (MTT – 4 semesters), Short Term Certificates (CNC-2 semesters), Tool & Die (2 semesters), and an Associate in Applied Science (A.A.S. – 5 semesters). The machining/computer numerical control program prepares students to enter the skilled manufacturing workforce as highly trained employees. The tool and die students learn to shape, form or cut metal work pieces into blueprint specific tools for industry using high-tech machines and modern software.

Admission Requirement
Students must have a high school diploma or GED and meet the general admission requirements of WSCC. Students must have a Certificate or Degree in MTT or permission of a departmental instructor before enrolling in the CNC Short-Term Certificate or the Tool and Die Short-Term Certificate.

Program Expectations
Students will learn the skills needed to carry through to completion the construction and repair of machine parts using machinist's hand tools, machine tools, and precision measuring instruments. Students will then learn to read blueprints and to set up and operate machinery such as engine lathes, milling machines, cylindrical grinders, surface grinders, and drill presses. Students will also be trained in the programming and operation of highly technical computer controlled lathes, milling machines and wire electrical discharge machines.

Career Path
Careers as machinists, CNC operators and programmers, tool and die makers, tool machinery and sales, and quality control inspectors are just a few that will be available to graduates of this program.

Excellent job opportunities are expected. Employers in certain parts of the country report difficulty attracting qualified applicants. Median hourly earnings of machinists were $16.33 in May 2004, with the highest 10 percent earning more than $24.34 an hour. Experienced machinists may be promoted to supervisory or administrative positions in their firms, increasing their earning power. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

MACHINE TOOL TECHNOLOGY

REQUIRED COURSES

MTT 100	Machining Technology I	6
	or MTT 147 & MTT 148	
MTT 103	Machining Technology II	6
	or MTT 149 & MTT 150	
MTT 107	Machining Calculations I	3
MTT 127	Metrology	3
MTT 128	Geometric Dimensioning and	
	Tolerancing I	3
MTT 129	Lathe Operations	
	or MTT 134 & MTT 135	6
MTT 137	Milling I	3
MTT 138	Milling I Lab	3
	or MTT 136	
	Electives	15
		48

ADDITIONAL REQUIREMENTS FOR A.A.S. DEGREE

ENG 101	English Composition I	3
ENG 102	English Composition II or SPH 106	3
HUM	Humanities	3
MTH 103	Introduction to Technical Math	3
	CIS, or Math, or Science Electives	6
	History, Social and Behavior Science Electives	3
MTT or CNC	Department Approved Electives	6
WKO 101	Workplace Skills Development	1
		28

	TOTAL A.A.S. DEGREE HOURS	76

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

ADDITIONAL CERTIFICATE REQUIREMENTS

MAH 101	Introductory Mathematics I	3
COM 100	Introductory Technical English I	3
SPC 103	Oral Communications	2
DPT 103	Technical Computer Skills	3
WKO 101	Workplace Skills Development I	1
		12

	TOTAL CERTIFICATE HOURS	60

WorkKeys Assessment is a requirement for graduation in this program. Please schedule with instructor.

MACHINE TOOL TECHNOLOGY ELECTIVES

MTT 100	Machining Technology I	6
	or MTT 147 (3) & MTT 148 (3)	
MTT 103	Machining Technology II	6
	or MTT 149 (3) & MTT 150 (3)	

MTT 108	Machinist Handbook Functions I	3
MTT 121	Basic Print Reading for Machinists	3
MTT 123	Engine Lathe Lab I	3
MTT 124	Engine Lathe Lab II	3
MTT 129	Lathe Operations	6
	or MTT 134 (3) & MTT 135 (3)	
MTT 130	Machining Calculations II	3
MTT 133	Milling Lab II	6
MTT 134	Lathe Operations I	3
MTT 135	Lathe Operations I Lab	3
MTT 136	Milling Operations	6
	or MTT 137 & MTT 138	
MTT 140	Basic CNC Turning I	3
MTT 141	Basic CNC Milling I	3
MTT 142	Advanced Machining Calculations	3
MTT 144	Electrical Discharge Machining I	3
MTT 145	Drill Presses and Power Saws I	6
MTT 146	Precision Grinding Machines I	6
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
MTT 149	Introduction to Machine Shop II	3
MTT 150	Introduction to Machine Shop II Lab	3
MTT 154	Metallurgy	3
MTT 171	Intermediate Blueprint Reading	3
MTT 181	Special Topics in MTT	3
MTT 182	Special Topics in MTT	3
MTT 183	Special Topics in MTT	3
MTT 202	Machine Maintenance and Repair	3
MTT 221	Advanced Blueprint Reading	
	for Machinists	3
MTT 281	Special Topics in MTT	3
MTT 282	Special Topics in MTT	3
MTT 291	Co-op in Machining Tool Technology	3
MTT 292	Co-op in Machine Tool Technology	3
MTT 293	Co-op in Machining Tool Technology	2
MTT 294	Co-op in Machining Tool Technology	1

COMPUTER NUMERICAL CONTROL (Short Term Certificate)

REQUIRED COURSES

CNC 139	Basic CNC	3
CNC 142	Applied Geometry for CNC	
or	Machining	3
CNC 143	Applied Trigonometry for CNC	
	Machining	3
CNC 158	Die Fundamentals	3
CNC 214	Electrical Discharge Machine Prog.	3
CNC 222	CNC Graphics: Turning	3
CNC 223	CNC Graphic Programming: Milling	3
	Department-Approved Electives	8
	TOTAL HOURS	26

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

CNC ELECTIVES

CNC 111	Intro. to Computer Numerical Control	2
CNC 112	CNC Turning	3
CNC 113	CNC Milling	3
CNC 142 or	Applied Geometry for CNC Machining	3
CNC 143	Applied Trigonometry for CNC Machining	3
CNC 181	Special Topics in CNC	3
CNC 212	Advanced CNC Turning	3
CNC 215	Quality Control and Assurance	3
CNC 221	Advanced Blueprint Reading for Machinists	3
CNC 230	CNC Special Projects	3
CNC 234	Precision Machine Practices	5
CNC 235	Basic Die Construction	5
CNC 281	Special Topics in CNC	3

TOOL & DIE (Short Term Certificate)

CNC 139	Basic CNC	3
CNC 158	Die Fundamentals	3
CNC 160	Die Construction & Tryout	3
CNC 161	Die Maintenance & Repair	3
CNC 214	Electrical Discharge Machine Prog.	3
CNC	Electives	14
	TOTAL HOURS	29

TOOL & DIE ELECTIVES

CNC 154	Metalurgy	3
CNC 157	Toolmakers Technology	3
CNC 159	Basic Formability	3
CNC 233	Advanced Tool & Die	4
CNC 235	Basic Die Construction	5

Medical Assistant

Ms. Tracie Fuqua, Program Director
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tracie.fuqua@wallacestate.edu

Associate in Applied Science Degree (5 semesters)

Career Cluster: Health Science

At a Glance

Projected as one of the fastest growing healthcare professions in the 2010-2020 decade by the U.S. Department of Labor and Statistics, Medical Assistants are multi-skilled health professionals specifically educated to work in ambulatory setting performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

Program Description

The Medical Assistant curriculum covers administrative duties including scheduling and receiving patients, preparing and maintaining medical records, performing secretarial skills,handling telephone calls and writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include preparing the patient for examination, taking patient histories and vital signs, performing first-aid and CPR, assisting the physician with examinations and treatments, performing routine laboratory procedures and diagnostic tests, preparing and administering medications as directed by the physician, and performing electrocardiograms and basic radiography.

The Wallace State Community College-Hanceville Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) (www.maerb.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB) Commission on Accreditation of Allied Health Education Programs, 1361Park Street, Clearwater, FL 33756 (727) 210-2350.

Graduates will be able to sit for the national certification examination for the Medical Assistant administered by the American Association of Medical Assistants Certification Board or the Registered Medical Assistant Examination administered by the American Medical Technologist. AAMA Disciplinary Standards state that if a person is found guilty of a felony or has pled guilty to a felony, the individual will be ineligible to sit for the Certification Examination. The certifying board may grant a waiver based upon mitigating circumstances. After successful completion of the exam, the individual will be a Certified Medical Assistant CMA(AAMA).

Goals and Objectives:
1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To prepare the student to work in a physician's office or medical clinic where they can successfully utilize administrative and clinical skills and techniques.

3. To teach the student to be professional at all times.
4. To teach the student in a manner that is applicable to "practical" work situations and encourage the development of critical thinking skills.
5. To teach the student appropriate knowledge and attitudes concerning the legal and ethical responsibilities of the profession.
6. To teach the student how to function as a valuable member of the health care team.
7. To encourage all students to sit for a nationally recognized credential such as the CMA (AAMA) or RMA
8. To encourage continuing education so the student will be aware of continuous changes in the health care field.

The Medical Assistant Program offers four alternatives for a student's completion of classes: (Note: Actual program completion time may vary).

1. Four Semesters, Non-integrated program: A student who has completed all general education courses may complete the MAT program courses in 4 semesters by taking 3 semesters of full time study. The last semester the student will perform the clinical rotation and any other MAT classes needed.

2. Two-year integrated program. A student may schedule general education classes while taking the major required courses. This alternative requires a minimum of 5 or 6 semesters to complete.

3. Part time Program: The student may choose to complete the program by attending part time. Progression will depend upon the number of classes taken each semester.

The Medical Assistant Program offers online/hybrid courses. Laboratory hours of all MAT classes must be completed on campus. Laboratory section assignments will be made based on space availability and may be day, afternoon, or evening. While lab section assignments are random, every effort will be made to avoid lab assignments that will conflict with other courses in which the student is enrolled. As a part of the program, students will be required to sit for a national credentialling examination.

Students should indicate on the program application, the option that they would like to choose to complete their degree.

Admission Requirements

Applicants Must:
1. Meet all the general admission requirements of WSCC.
2. Submit a WSCC application to the Admissions Office. Applications will be accepted until June 1 for Fall admission. Applications will be accepted until November 1 for Spring admission. Applications received after the deadline date will be considered on a space available basis.
3. Submit a program application to the Medical Assistant Program Director. Attach copies of transcripts from high school as well as official transcripts from other institutions attended.

4. Possess a minimum 2.0 GPA on a 4.0 scale.
5. Minimum score of 17 on the ACT, submitted and on file, to the Director of Admissions prior to the application deadline. It is the applicant's responsibility to verify with the Admissions Office that the ACT score has been received prior to the deadline.

Selection and Notification

1. The Medical Assistant Program admits two times per year.
2. Students are selected on the basis of completion of all program requirements prior to the deadline. If the number of qualified applicants exceeds the number of spaces available in the Medical Assistant program, the composite ACT score and cumulative GPA, equally weighted, will be used to rank applicants for admission.
3. Program applications will be reviewed for completion of program admission requirements. Written notification of the outcome of each application will be mailed to the student at the address provided on the application.
4. Students selected must respond, confirming acceptance within ten (10) days of the postmarked date of the acceptance letter and declare MAT as their program major. A student who fails to respond to their acceptance letter, and/or fails to declare MAT as their major may forfeit his/her place in the class. A signed consent to drug testing must accompany the acceptance confirmation.
5. Students selected for acceptance should attend the mandatory orientation session. Failure to do so may result in forfeiture of their space in the class.

Program Expectations

Students admitted into the Medical Assisting program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.
Required Competencies
a) Administrative competencies (perform clerical functions, perform bookkeeping procedures, process insurance claims)
b) Clinical competencies (fundamental procedures, specimen collection, diagnostic testing, patient care)
c) General competencies (professional communications, legal concepts, patient instruction, operational functions)

A complete list of competencies is available in the MAT Student Handbook.

Upon Admission
a) Medical Assistant students are required to submit an annual physical examination form, including proof of Hepatitis B and other vaccinations before they will be allowed into clinical facilities.
b) Students are required to submit proof of current CPR certification before they will be allowed into clinical facilities Only CPR courses that provide certification for health care providers will be accepted.
c) Accident and liability insurance, available through the College, is required of all Medical Assistant students.
d) Medical Assistant students are required to undergo Background Screening and Drug Testing according to Health Science Division policy.

e) Medical Assisting students must comply with the Alabama Infected Health Care Worker Act.

f) Students are required to submit proof of personal health insurance during the semester prior to clinical practicum rotation and to maintain coverage while performing their clinical rotation.

Progression

Students must maintain a grade of "C" or better in all major required courses and the general required Math course to progress in the Medical Assisting courses. Math must be completed prior to taking MAT 216, Pharmacology for the Medical Office.

Readmission to Program

Students who withdraw or are dismissed from the program must apply for re-admission. Students will be readmitted one time only.

Work Experience

College credit is not awarded for work experience in the healthcare field.

Completion Requirements

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
SPH 106 or 107	Fundamentals of Oral Communication or Fundementals of Public Speaking	3
BIO 103	Principles of Biology I	4
PSY 200	General Psychology	3
HUM	Humanities and Fine Arts Elective	3
MTH 116	Mathematical Applications	3
CIS	Computer Science Elective	3
		23

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

MAJOR REQUIRED COURSES

MAT 101	Medical Terminology or HIT 110 Medical Terminology	3
MAT 102	Medical Assisting Theory I	3
MAT 103	Medical Assisting Theory II	3
MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 120	Medical Administrative Procedures I	3
MAT 121	Medical Administrative Procedures II	3
MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 128	Medical Law & Ethics for the Medical Assistant	3
MAT 200	Management of Office Emergencies	2

MAT 211	Clinical Procedures II for the Medical Assistant	3
MAT 215	Laboratory Procedures II for the Medical Assistant	3
MAT 216	Pharmacology for the Medical Office	4
MAT 219	Radiology for the Medical Assistant	3
MAT 220	Medical Office Insurance	3
MAT 222	Medical Transcription I	2
MAT 229	Medical Assisting Practicum	3
HIT 120**	Introduction to Keyboarding	1
		48
	TOTAL HOURS	71

**HIT 120 may be waived in lieu of 35 WPM typing proficiency.

Career Path

The Medical Assistant curriculum prepares students to function as allied-health professionals in a physician's office or outpatient clinic. Other career opportunities include medical office management, administrative work in hospitals, insurance claims associate, teaching and research.

Medical assistants work primarily in outpatient settings, a rapidly growing sector of the health care industry. In view of the preference of many health care employers for trained personnel, job prospects should be best for medical assistants with formal training or experience, particularly for those with certification. Earnings vary, depending on experience, skill level, and location. Median annual earnings of medical assistants were $29,760 in May 2010. (Source: U.S. Department of Labor Bureau of Labor Statistics)

The WSCC Medical Assisting Program courses will be accepted for transfer to Athens State University in the Bachelor Degree in Health Science and the University of Alabama at Birmingham in the Bachelor of Science in Healthcare Management. Please consult STARS transfer guide for the latest information.

Practicum

Students of the Medical Assistant Program will not receive payment or compensation in any form, monetary or otherwise, for experiences performed during the practicum. Students will be supervised while taking the medical assisting preceptorship course.

Medical Coding

Ms. Donna Stanley, Program Director
256. 352.8327
donna.stanley@wallacestate.edu

NOTE: Pending ACHE and State Board Approval. The curriculum in this program will be changing. Please contact a program advisor for the most up-to-date information.

Certificate (4 semesters)

Career Cluster: Health Science

Program Description

Medical coding specialists perform detailed review of medical records to identify diagnoses and operative procedures. Numeric classification codes are assigned to each diagnosis and procedure, using automated or manual methods. Principle classification systems used include the International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and the current Procedural Coding Systems (PCS). Coders also operate computerized grouper programs to cluster diagnoses and procedures into payment categories called Diagnosis-Related Groups (DRGs).

This is a comprehensive coding program with a balanced emphasis on coding that is typically done in a physician's office as well as inpatient and outpatient coding that is done in acute care settings. Successful coding program graduates will have in-depth coding skills in ICD, CPT, PCS, and reimbursement schemes with special knowledge of DRGs, APCs, and ChargeMaster descriptions.

The American Health Information Management Association has established a national certification program for medical coders. Each new graduate qualifies as a candidate for the AHIMA national examination to become a Certified Coding Associate (CCA). When coupled with extensive, on-the-job experience, the Medical Coding coursework prepares the student to take the AHIMA examination to become a Certified Coding Specialist (CCS) or Certified Coding Specialist- Physician Office (CCS-P) and American Academy of Professional Coders (AAPC) coding certification exams such as the Certified Professional Coder (CPC) exam.

The medical coding professional practice course includes experience in the Health Information Laboratory on campus and/or health care facilities. Students enrolled in professional practice experience (clinical) courses will be assigned hours consistent with day shift. Assignments to the professional practice experience facilities will be at the discretion of program officials, and students are required to travel to different locations for this 'hands on' training.

Students should complete the Coding Certificate Program in four semesters. (Actual program completion time may vary). Students may complete the Coding Certificate program coursework online. Note that online and on campus class availability depends on the number of students enrolled.

All Coding Certificate program classes are offered online, except for the professional practice experience course which must be completed on dayshift in the Health Information Laboratory on campus and/or an approved health care facility, not online. Coding Certificate students who live within 75 miles of campus must attend on campus professional practice experience class meetings. Instructors may require online students to take make-up exams on campus. Instructors may also require online course exams to be proctored, according to college policy.

Admission Requirements

Applicants Must:

Before June 1, applicants must meet all the requirements listed below to be considered eligible for acceptance into the Medical Coding Certificate program.

1. Submit a WSCC application to the Admissions Office and meet all the general admission requirements for the college.
2. Submit a complete program application packet to the Medical Coding Certificate Program advisor before June 1. Applications will be accepted until June 1 for fall admission. Applications received after June 1 will be considered on a space-available basis only.

The following must be sent to the Admissions Office and the Program Director before June 1:

1. A complete program application including: COMPASS* test scores. The Medical Coding Certificate program requires a minimum score of 76 on the Reading examination part of the test. The test must be taken within 3 years of the planned program entry date. Although a student has successfully completed ENG 101, a COMPASS Reading score of at least 76 is required.
2. All official college transcripts and official high school transcripts or proof of GED. All applicants must:
    a. Possess a minimum 2.5 GPA on a 4.0 scale
        Or if no previous college work
    b. Possess a minimum 2.5 GPA on a 4.0 scale for high school work (GED acceptable in lieu of high school transcript).

Official transcripts must be submitted to the Admissions Office and copies are acceptable for the Medical Coding Program Director.

*Students who have not previously completed a college level English and/or math class must take all parts of the COMPASS test according to WSCC general policy.

Selection and Notification

1. The Medical Coding Certificate Program admits one class annually in the fall. Students will be admitted to program courses during the fall semester only.
2. Admission to the Medical Coding Certificate program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.
3. Students that meet all admission requirements by the application deadline are selected on the basis of GPA.
4. Program applications will be reviewed for completion of program admission requirements. Students accepted into the Medical Coding Certificate program will be notified in writing by the program director. The notification will be mailed to the student at the address on the application. Students who are not accepted will also receive written notification. Program acceptance or rejection will not be given over the phone or via email.

5. Students selected must respond, confirming their intent to enroll within ten (10) days of the postmarked date of the acceptance letter. A student who fails to respond will forfeit his/her place in the class.

Program Expectations

Students admitted into the Medical Coding Certificate program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Required Competencies:

1. Clinical Classification System Proficiency (Medical Coding).
2. Reimbursement Methodology Proficiency (Billing processes and procedures).
3. Healthcare privacy, confidentiality, legal, and ethical issues.
4. Computer skills.

Upon Admission:

1. Students selected for acceptance must attend the mandatory orientation session (or view and listen to the online version if residence is greater than 75 miles from campus). All students must score 100 on the post-orientation exam posted in the HIT/Medical Coding Certificate Student Center. Failure to do so before the program established deadline will result in forfeiture of their space in the class, resulting in administrative withdrawal of the student from all Medical Coding Certificate classes.
2. Selected students, at the request of the Professional Practice Course instructor (Clinical Coordinator), must submit the following clinical documentation:
- Documentation of recent physical exam on the proper program issued form
- Mantoux (2-step) TB skin test results and proof of required vaccinations and at least the second of three Hepatitis B vaccinations
- Valid CPR certification - only CPR courses designed to certify health care providers is accepted
- Copy of current health insurance card (Health insurance coverage is required).
- Clear background check and drug screen according to college policy.

    Failure to submit all required clinical documentation before the program established deadline will result in program dismissal.
3. Selected student must carry accident and malpractice insurance, available through the College at the time of registration for program classes. Students are also required to have health insurance coverage.

Progression

In order to progress in the Medical Coding Certificate program:

Students must maintain a grade of "C" (70) or better in all required Medical Coding Certificate program classes. A student will be dismissed from the program if he/she withdraws from, or makes a "D" or "F" in a HIT prefix course.

Students selected for admission to the program must maintain a minimum GPA of 2.5 in all required courses. Failure to do so will result in dismissal from the program. Grade point average is calculated using only Medical Coding Certificate program courses.

Graduation requirements must be met within two (2) years following entry into the program.

Students are required to pass the Medical Coding program proficiency exam in the required class HIT 283. If a student does not score at least 70% on this proficiency exam, he/she will fail HIT 283 regardless of other HIT 283 course grades. See HIT/Medical Coding Certificate Student handbook and course syllabus for details. Medical Coding Certificate program faculty may require online course exams to be proctored, according to college policy.

Readmission to Program:

Students who withdraw or are dismissed from the program and wish to be readmitted must reapply the following year and follow procedures and requirements for admission to the Medical Coding Certificate program published in the current catalog. Readmission into the program will be allowed one time only. After the second dismissal from any healthcare information program, students are not eligible to apply for HIT or MCC program. Students who are accepted for readmission are required to retake lecture courses associated with lab courses that a grade of less than C was earned, even though a passing grade was made in the lecture course. The grade for the second (or last) attempt will be applied towards graduation requirements.

Career Path

The Medical Coding Certificate curriculum prepares students to function as medical coding professionals in a variety of healthcare settings, such as hospitals and physician offices. Graduates from WSCC Medical Coding Certificate program are eligible to apply for admission with advanced standing into the WSCC accredited HIT program.

Completion Requirements

General Required Courses

ORI 101*	Orientation to College	1
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
HUM	Humanities Elective	3
	Math and/or Biology Elective	3
		13

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

Major Required Courses

HIT 111	Diagnostic and Pharmacology	2
HIT 113	Anatomy, Physiology and Medical Terminology	5

HIT 115	Pathophysiology & Pharmacology for HIT	4
HIT 130	HIT Classification & Reimbursement	3
HIT 131	Classification Skills Laboratory	1
HIT 151	Health Data Content and Structure	3
HIT 158	Intro. to the Clinical Environment	1
HIT 221	HIT Computer Applications	2
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Skills Laboratory	1
HIT 232	Medical Coding Systems II	3
HIT 235	Medical Coding Systems III	2
HIT 236	Medical Coding Systems Lab III	1
HIT 283	Medical Coding Professional Practice	2
HIT 286	Expanded Medical Coding	2
		35
	TOTAL HOURS	48

NOTE: All courses with the HIT prefix must be completed at WSCC.

Music Education

See General Studies

Associate Degree Nursing

Ms. Deborah Hoover, Program Director
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deborah.hoover@wallacestate.edu

The Department of Nursing Education's admissions policy is currently under revision. Please monitor www.wallacestate.edu/nursing for updated information.

Associate in Applied Science Degree (5 semesters)

Career Cluster: Health Science

At a Glance
Overall job opportunities for registered nurses are expected to be excellent, but may vary by employment and geographic setting. Employment of RNs is expected to grow much faster than the average for all occupations through 2016 resulting in many new jobs.

Registered nurses assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. They also administer nursing care to ill, injured, convalescent or disabled patients. Advising patients on health maintenance and disease prevention or providing case management may also be included. Licensing or registration is required. Advanced practice nursing licensures include: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RN's who have specialized formal, post-basic education and who function in highly autonomous and specialized roles.

The median annual earnings of registered nurses were $64,690 in 2010. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Career Description
Registered nurses (RNs), regardless of specialty or work setting, treat patients, educate patients and the public about various medical conditions, and provide advice and emotional support to patients family members. RNs record patients' medical histories and symptoms, help perform diagnostic tests and analyze results, operate medical machinery, administer treatment and medications, and help with patient follow-up and rehabilitation. RNs can specialize in one or more areas of patient care. There generally are four ways to specialize. RNs can choose a particular work setting or type of treatment, such as perioperative nurses, who work in operating rooms and assist surgeons. RNs also may choose to specialize in specific health conditions, as do diabetes management nurses. Other RNs specialize in working with one or more organs or body system types, such as dermatology nurses, who work with patients who have skin disorders. RNs also can choose to work with a well-defined population, such as geriatric nurses, who work with the elderly. Some RNs may combine specialties. For example, pediatric oncology nurses deal with children and adolescents who have cancer.

Mission Statement
The mission of the Wallace State Department of Nursing is to promote standards of excellence in nursing education through student-centered learning while emphasizing integrity, compassion, resourcefulness and diversity. The Department of Nursing will produce graduates who are dedicated and exceptional healthcare providers committed to transforming the lives of patients, families and the community.

Admission Requirements
1. Unconditional admission to the college – College application must be submitted by the program application deadline.
2. Receipt of complete nursing application between Feb 15 and April 15 for Fall entry OR between July 1 and September 1 for Spring entry.
3. A minimum GPA of 2.5 on a 4.0 scale for the most recent 24 semester hours of college coursework. Note: GPA calcu-

lation is under review. Official transcripts from each college attended must be provided to the Admissions Office and unofficial transcripts attached to the nursing application.

4. Student must be in good standing with the college.
5. Student must be eligible for Math 100 as determined by college policy and Biology 201 during the first semester.
6. Student must meet the Essential Functions and technical standards required for nursing as documented on the required WSCC physical form at (www.wallacestate.edu/nursing-see Physical Form Essential Functions). Complete physical must be submitted by published due date.
7. Applicants will be required to take the ACT exam. Please monitor www.wallacestate.edu/nursing for more information since the admissions policy is under revision.
8. Priority for admission is given to first time applicants. Readmissions/reinstatements are considered on a space available basis.

Selection and Notification

1. The Associate Degree Nursing Program admits a class each Fall and Spring semester.
2. Admission to the Associate Degree Nursing Program is competitive; the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance. The Department of Nursing Education's admissions policy is currently under revision. The ACT test will be utilized in the admissions process and points awarded for grades in BIO 201, 202, and 220.
3. The Department of Nursing Education will notify students selected for admission.
4. Along with the notification of acceptance, students will receive information related to the required nursing orientation session.
5. Students accepted into the Associate Degree Nursing Program must attend the required orientation session. Written confirmation of intent to enroll must be submitted at nursing orientation. This document will be enclosed in the official acceptance letter. A student who fails to present the acceptance form may forfeit his/her place in the class. Failure to attend the required nursing orientation may also result in forfeiture of his/her place in the class. Nursing students SHALL COMPLY with legal, moral, and legislative standards which determine acceptable behavior of the registered nurse.
6. All students must submit a clear background check by the school-approved vendor prior to registration. Any result other than clear will prohibit the student from enrolling.
7. During the initial nursing semester, the student must submit to a drug screen by the school-approved vendor; date to be assigned by the Department of Nursing Education. Any result other than clear will result in the student's dismissal from all nursing courses.

It is important for prospective nursing students to know about the Alabama Board of Nursing's regulations on the review of candidates for eligibility for initial and continuing licensure. The following questions must be answered on the application for Licensure as a Registered Nurse by Examination:

1. Have you ever been arrested for, been charged with, been convicted of, entered a pea of guilty to, entered a plea of nolo contendre or no contest for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? A crime related to driving while impaired or while under the influence of any substance is not a "minor traffic violation".
2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized),and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?
3. Have you ever been arrested or convicted of driving under the influence of drugs/alcohol?
4. In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?
5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?
6. Is the Board of nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?
7. Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?
8. Have you ever been placed on a state and/or federal abuse registry?
9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides "Honorable" and/or court-martialed you?

A "yes" answer will not necessarily prevent you from eligibility but will require submission of an explanation accompanied by certified documents.

The final determination for eligibility to write the NCLEX-RN is made solely by the Alabama Board of Nursing after review of the candidate's application.

Transfer Students

Students transferring into the Nursing Program must meet requirements for admission. Only those equivalent general education and nursing courses taken at other accredited institutions and passed with a "C" or better will be applied toward completion of the program. Alabama Community College System Standardized Nursing Curriculum courses will be transferred without further review of the course syllabus. Nursing courses from

other institutions will be accepted only after review by the accepting institution to ensure content consistency. Students attempting to transfer credit hours must be eligible to return to the previous institution. Students will be required to provide a letter of good standing from the Dean/Director of Nursing at the transferring institution. Students are accepted contingent on available space and will only be admitted after submitting to a background check and drug screen. An updated physical form and CPR card will be required. Graduation from the Associate Degree Nursing Program is contingent on completing at least 25% of required program hours at Wallace State Community College. Passage of math and skills validation exams are also required before acceptance.

Program Expectations

Required Competencies:
1. Clinical competencies (assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management.)
2. General competencies (professional communication, legal/ethical concepts, patient/family teaching, and evaluation).

In addition, students admitted into the nursing program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog and rules and regulations published in the Department of Nursing Education Student Handbook.

Upon Full Admission:
1. Nursing students are required to submit an annual WSCC physical examination, including proof of Hepatitis B and other vaccination status which meets clinical agency contract requirements.
2. Nursing students are required to submit proof of current CPR certification which meets clinical agency requirements. Only CPR courses that provide certification for health-care providers will be accepted-Professional Rescuer (ARC) or Health Care Provider (AH).
3. Accident and liability insurance, available through the College, is required of all nursing students. Major Medical coverage is also required but is not available through the College. Each insurance policy must meet clinical agency contract requirements.
4. Nursing students are required to undergo and clear Background Screening and Drug Testing according to Health Science Division Policy.
5. Nursing students must comply with the Alabama Infected Health Care Worker Act.

Course Progression

In order to progress in the Associate Degree Nursing Program, the student is expected to meet the following requirements:
1. Maintain a grade of "C" or better in ALL general education and nursing courses and a "S" (Satisfactory) in the clinical component when appropriate. A minimum grade of 75 constitutes a "C" in nursing courses.
2. Students with a grade of less than "C" and/or an unsatisfactory clinical evaluation in any nursing course will be required to repeat the entire course before continuing in the program. Repeat must occur within one year of failure or withdrawal.
3. Students with a grade of "D" or "F" in a required academic course may be allowed to progress provided the GPA does not fall below 2.0. Should the GPA fall below 2.0, the student will be required to step out of the nursing curriculum until the GPA is at least 2.0 then reapply for admission. The academic course must be repeated and passed successfully in either case.
4. Demonstrate competence in pharmacology theory, calculating drugs, and dosages. Tests will be given in NUR 104 and NUR 202 to assess the student's competence in calculating drugs and dosages. Two attempts will be allowed to achieve a passing score of 90% in NUR 104 and 90% in NUR 202. Failure to achieve the passing score will result in a failure of the course REGARDLESS of other course grades.
5. Write required national achievement exams throughout the program of study. Exams are at the student's expense.
6. Maintain legal, moral, and legislative standards which determine acceptable behaviors of a registered nurse. The nursing faculty as a whole reserves the right to determine behaviors that are inappropriate or that may cause harm to a client. The Department of Nursing Education reserves the right to permanently dismiss from the program any student who is refused the use of the facilities by a clinical agency.
7. Maintain major medical health insurance for the duration of enrollment in the program. Documentation of current health insurance must be on file before a student can begin any clinical rotation.
8. Present a completed DNE physical exam to the department no later than the designated date of the second year of study.

Reinstatement to Program

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. In order to re-enter the nursing program, the student must:
1. Have a 2.0 GPA on nursing required coursework to include academics except for first semester students who must have a 2.5 GPA to enter.
2. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
3. Maintain current CPR at the health care provider level.

Students whose progression through the nursing program is interrupted and who desire to re-enter the program must notify the Department of Nursing Education of the desire to re-enter. In order to be reinstated, a student must:

1. Apply for reinstatement to the college if not currently enrolled;
2. Apply for reinstatement to the nursing program according to published application deadlines (April 15, July 15, or November 15). Students are only eligible for reinstatement within one year from the term of withdrawal or failure.
3. Demonstrate competency in previous nursing courses successfully completed including but not limited to dosage calculation proficiency. Failure to achieve a 90% on the math proficiency exam will result in denial of reinstatement.
4. **Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.**
5. Submit updated physical form and CPR validation.

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

1. Space unavailability in a course in which the student wishes to be reinstated. (Students in regular progression have enrollment priorities for clinical sites.)
2. Grade point average is less than 2.0 in nursing program required courses.
3. Refusal by clinical agencies to accept the student for clinical experiences.
4. Failure to demonstrate competency in all previous nursing courses successfully completed.
5. Over twelve months have elapsed since the student was enrolled in a nursing course.
6. Student has been dismissed from the program for disciplinary reasons or unsafe clinical care.
7. Failure to achieve a clear drug screen.
8. Failure to achieve a clear background screen.
9. Failure to score 90% on math validation and/or skills validation exam.

Program Dismissal

Nursing non-progression or failure is defined as failure of one or more nursing courses in a single semester or withdrawal for any reason from one or more nursing courses in two separate semesters. Two instances of non-progression will result in dismissal from the 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 Community College System, provided:

1. The student meets current entry requirements;
2. The student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.
3. AD students with two non-progressions may apply to complete the third semester of the Practical Nursing program provided they have completed NUR 102, 103, 104, 105, and 106 with a grade of "C" or better and the GPA is at least 2.0 on Nursing required courses. Students will be admitted on a space available basis for only one attempt at completing the Practical Nursing program.

Students dismissed from any nursing program for disciplinary reasons and/or unsafe/unsatisfactory client care will not be considered for reinstatement to the nursing program.

Admission Through The Mobility Program

Mobility students are accepted once per year during the spring semester. Licensed Practical Nurses (LPNs) are eligible for admission with advanced standing provided that the following criteria are met:

1. The license to practice is issued by Alabama, is current, and has no stipulations restricting practice.
2. The applicant has met all of the requirements for admission to the college and to the nursing program. College and program applications must be submitted between July 1 and September 1.
3. Graduates of an Alabama Community College System Practical Nursing Program who are accepted for admission to the Associate Degree Nursing program within 2 years of graduation will not be required to complete NUR 200 (Concepts of Career Mobility).
4. Students who graduated from an ACCS program more than 2 years prior or who graduated from a Practical Nursing Program other than an ACCS program must successfully complete NUR 200 for progression to NUR 201 (Nursing Through the Lifespan I).
5. Mobility students must validate 500 clock-hours of employment as an LPN before enrollment in NUR 200 or NUR 201 respectively.

If a student is dismissed from the Mobility program, the student may apply for admission to the generic associate degree nursing degree program but is not eligible to apply for re-entry into the Mobility program.

Full Time/Part-Time/Hybrid Curriculum Option

In addition to the traditional five-semester nursing curriculum, the student may choose to enroll in an extended curriculum. The extended curriculum allows the student extra semesters in which to complete the Associate Degree Nursing degree. Part-time options vary depending on semester of entry. A Hybrid option is also available. Theory content is provided online while the student is required to come to campus to complete the lab component, check-offs, testing, and attendance in the clinical component at area agencies. The student may enroll in hybrid on full-time or part-time basis.

Anticipated Expenses

In addition to regular college tuition, there are certain other required expenses. These may include but are not limited to the following: uniforms with required accessories, achievement examinations, graduation fees, State Board of Nursing licensure fee, transportation/parking/meal expense while at clinical; drug testing and background check expenses. Membership in the Student Nurses' Association is encouraged; fees are nominal. Nursing school pins are optional and are available for purchase at the completion of the program. Students are required to sub-

mit an annual physical and required immunizations or screening tests at their own expense. These include but are not limited to MMR, Tetanus, TB skin test (or chest x-ray), Drug Testing, and Chickenpox and HBV vaccines (or titer). Students may be required to submit additional health clearance/physician release statements whenever deemed necessary by the Department of Nursing Education. Students are required to carry liability (malpractice) insurance and accident insurance when involved in clinical course work. Both liability and supplemental accident insurance must be purchased through the College. Please keep in mind that the supplemental accident insurance offers only limited coverage for accidents incurred while in class/clinical. Students must also provide proof of major medical insurance (not provided through WSCC). Current certification in CPR (AHA BLS-HCP or Red Cross Professional Rescuer) is required. This certification can be obtained by registering for EMS 100 at WSCC or providing a current AHA-BLS-HCP or Red Cross Professional Rescuer Card.

Career Path

The Associate Degree Nursing program is designed to provide the necessary training to enable the graduate to fulfill an entry-level position as a staff nurse. Employment options include a variety of settings such as hospitals, clinics, physician's offices, long-term care facilities, home-health agencies and out-patient-surgery clinics. Upon successful completion of the program in nursing, graduates are eligible to apply to write the National Council Licensure Examination - Registered Nurse (NCLEX-RN). The program in nursing is approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). NLNAC, Inc. 3343 Peachtree Road, NE, Suite 500, Atlanta, Georgia, 30326, (404) 975-5000, www.nlnac.org.

The AAS degree conferred by WSCC is accepted for transfer credit at all major four-year universities. There are many options available to obtain the Bachelor's Degree, Master's Degree or Doctoral Degree in Nursing. Graduates of these programs are eligible for higher salaries and opportunities for employment in nursing practice and nursing education.

Completion Requirements

General Education Courses (Co-Requisites)

MTH 100 or higher	Intermediate College Algebra	3
ENG 101	English Composition I	3
SPH 106 or 107	Speech	3
BIO 201-202**	Human Anatomy & Physiology I & II	8
BIO 220**	Microbiology	4
PSY 200	General Psychology	3
PSY 210	Human Growth & Development	3
HUM	Humanities or Fine Arts Elective (Code A recommended)	3
ORI 101*	Orientation to College	1
		31

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/

transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**BIO 103 is a prerequisite class for this course.

MAJOR REQUIRED COURSES

NUR 102	Fundamentals of Nursing	6
NUR 103	Health Assessment	1
NUR 104	Introduction to Pharmacology	1
NUR 105	Adult Nursing	8
NUR 106	Maternal-Child Nursing	5
NUR 200*	Concepts of Career Mobility	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	Transition to Nursing Practice	4
		42
	TOTAL HOURS	73

*For Career Mobility students only.
See also: Admission Through the Mobility Program

Program requirements may change without notice.

Practical Nursing

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The Department of Nursing Education's admissions policy is currently under revision. Please monitor www.wallacestate.edu/nursing for updated information.

Certificate (3 semesters)

Career Cluster: Health Science
At a Glance

Licensed Practical Nurses care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. They may work under the supervision of a registerd nurse. Licensing is required.

The Mean annual earnings of licensed practical nurses were $40,380 in 2010. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Career Description

Licensed practical nurses (LPNs) care for the sick, injured, con-

valescent, and disabled under the direction of physicians, dentists, and registered nurses. Most LPNs provide basic care, such as taking vital signs, administering medication and performing treatments. LPNs collaborate with RNs to monitor patients and report adverse reactions to medications or treatments. They collect samples for testing, perform routine laboratory tests, feed patients, and record food and fluid intake and output. To help keep patients comfortable, LPNs assist with bathing, dressing, and personal hygiene. In states where the law allows, they may administer prescribed medicines or start intravenous fluids. Experienced LPNs may supervise nursing assistants and aides.

Mission Statement

The mission of the Wallace State Department of Nursing is to promote standards of excellence in nursing education through student-centered learning while emphasizing integrity, compassion, resourcefulness and diversity. The Department of Nursing will produce graduates who are dedicated and exceptional healthcare providers committed to transforming the lives of patients, families and the community.

Admission Requirements

1. Unconditional admission to the college – College application must be submitted by the program application deadline.
2. Receipt of completed nursing application between February 15 and April 15 for fall entry.
3. A minimum GPA of 2.5 on a 4.0 scale for most recent 24 semester hours of college coursework. Note: GPA calculation is under review. Official transcripts from each college attended must be provided to the Admissions Office and unofficial transcripts attached to the nursing application.
4. A minimum cumulative GPA of 2.5 on a 4.0 scale from high school for students without previous college coursework. Official transcripts must be provided to the Admissions Office by the nursing application deadline (GED accepted).
5. Student must be eligible for:
   a. Math 116 as determined by college policy, and
   b. BIO 201 (A & P I) during the first term of nursing courses.
   *(BIO 103 is the pre-requisite to BIO 201; the ACCS placement exam is available for BIO 103.)
6. Student must be in good standing with the college.
7. Student must meet the Essential Functions and technical standards required for nursing (www.wallacestate.edu - see Physical Form Essential Functions). Complete physical must be submitted by the published due date.
8. Applicants will be required to take the ACT exam. Please monitor www.wallacestate.edu/nursing for more information since the admissions policy is under revision.
9. Priority for admission is given to first time applicants. Readmissions/reinstatements are considered on a space available basis.

Selection and Notification

1. The Practical Nursing Program admits a class each Fall semester.
2. 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 minimal requirements does not guarantee acceptance. The Department of Nursing Education admissions policy is currently under revision. The ACT exam will be utilized in the admissions process.
3. The Department of Nursing Education will notify students selected for admission.
4. Along with the notification of acceptance, students will receive information related to the required nursing orientation session.
5. Students accepted into the Practical Nursing Program must attend the required orientation session. Written confirmation of intent to enroll must be submitted at nursing orientation. This document will be enclosed in the official acceptance letter. A student who fails to present the acceptance form may forfeit his/her place in the class. Failure to attend the required nursing orientation may also result in forfeiture of his/her place in the class. Nursing students SHALL COMPLY with legal, moral, and legislative standards which determine acceptable behavior of the practical nurse.
6. All students must submit a clear background check by the school-approved vendor prior to registration. Any result other than clear will prohibit the student from enrolling.
7. During the initial nursing semester, the student must submit to a drug screen by the school-approved vendor; date to be assigned by the Department of Nursing Education. Any result other than clear will result in the student's dismissal from all nursing courses.

It is important for prospective nursing students to know about the Alabama Board of Nursing's regulations on the review of candidates for eligibility for initial and continuing licensure. The following questions must be answered on the application for Licensure as a Practical Nurse by Examination:

1. Have you ever been arrested for, been charged with, been convicted of, entered a pea of guilty to, entered a plea of nolo contendre or no contest for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? A crime related to driving while impaired or while under the influence of any substance is not a "minor traffic violation".
2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized),and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?
3. Have you ever been arrested or convicted of driving under the influence of drugs/alcohol?
4. In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?
5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?
6. Is the Board of nursing or other licensing authority of any

state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?

7. Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?

8. Have you ever been placed on a state and/or federal abuse registry?

9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides "Honorable" and/or court-martialed you?

A "yes" answer will not necessarily prevent you from eligibility but will require submission of an explanation accompanied by certified documents.

The final determination for eligibility to write the NCLEX-PN is made solely by the Alabama Board of Nursing after review of the candidate's application.

Program Expectations

Required Competencies:
1. Clinical competencies (fundamental procedures, specimen collection, diagnostic testing, patient care)
2. General competencies (professional communication, legal/ethical concepts, patient instruction, operational functions)

In addition, students admitted into the nursing program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog and the Department of Nursing Education Handbook

Upon Full Admission:
1. Nursing students are required to submit an annual WSCC physical examination, including proof of Hepatitis B and other vaccination status which meets clinical agency contract requirements.
2. Nursing students are required to submit proof of current CPR certification which meets clinical agency requirements. Only CPR courses that provide certification for health-care providers will be accepted-Professional Rescuer (ARC) or Health Care Provider (AH).
3. Accident and liability insurance, available through the College, is required of all nursing students. Major Medical coverage is also required but is not available through the College. Each insurance policy must meet clinical agency contract requirements.
4. Nursing students are required to undergo and clear Background Screening and Drug Testing according to Health Science Division Policy.
5. Nursing students must comply with the Alabama Infected Health Care Worker Act.

Course Progression:

In order to progress in the Practical Nursing Program, the student is expected to meet the following requirements:

1. Maintain a grade of "C" or better in ALL general education and nursing courses and a "S" (Satisfactory) in the clinical component when appropriate. A minimum grade of 75 constitutes a "C" in nursing courses.
2. Students with a grade of less than "C" and/or an unsatisfactory clinical evaluation in any nursing course will be required to repeat the entire course before continuing in the program.
3. Students with a grade of "D" or "F" in a required academic course may be allowed to progress provided the GPA does not fall below 2.0. Should the GPA fall below 2.0, the student will be required to step out of the nursing curriculum until the GPA is equal to at least 2.0 then reapply for admission. The academic course must be repeated in either case.
4. Demonstrate competence in calculating drugs and dosages. A test will be given in NUR 104 to assess the student's competence in calculating drugs and dosages. Two attempts will be allowed to achieve a passing score of 90%. Failure to achieve the passing score will result in a failure of the course REGARDLESS of other course grades.
5. Write required national achievement exams throughout the program of study. Exams are at the student's expense.
6. Maintain legal, moral, and legislative standards, which determine acceptable behaviors of a practical nurse. The nursing faculty as a whole reserves the right to determine behaviors that are inappropriate or that may cause harm to a client. The Department of Nursing Education reserves the right to permanently dismiss from the program any student who is refused the use of the facilities by a clinical agency.
7. Complete all general education and nursing course requirements with a cumulative GPA of 2.0 or higher.
8. Maintain health insurance for the duration of enrollment in the program. Documentation of current health insurance must be on file before a student can begin any clinical rotation.

Reinstatement to Program:

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. In order to re-enter the nursing program, the student must:

1. Have a 2.0 GPA on nursing required coursework to include academics (except for first semester students who must have 2.5 GPA to enter).
2. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
3. Maintain current CPR at the health care provider level.

Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must notify the Director of Nursing Education of the desire to re-enter. In order to be reinstated, a student must:
1. Apply for reinstatement to the college if not currently enrolled;
2. Apply for reinstatement to the nursing program according to published application deadlines (April 15, July 15, or November 15). Students are only eligible for re-entry within one year from the term of withdrawal or failure.

3. Demonstrate competency in previous nursing courses successfully completed including but not limited to dosage calculation proficiency. Failure to achieve a 90% on the math proficiency exam will result in denial of reinstatement.
4. Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.
5. Submit updated physical form and CPR validation.

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

1. Space unavailability in a course in which the student wishes to be reinstated. (Students in regular progression have enrollment priorities for clinical sites.)
2. Grade point average is less than 2.0 in nursing program required courses.
3. Refusal by clinical agencies to accept the student for clinical experiences.
4. Failure to demonstrate competency in all previous nursing courses successfully completed.
5. Over twelve months have elapsed since the student was enrolled in a nursing course.
6. Student has been dismissed from the program for disciplinary reasons or unsafe clinical care.
7. Failure to achieve a clear drug screen.
8. Failure to achieve a clear background screen.
9. Failurs to score 90% on math validation and/ or skills validation exam.

Program Dismissal:

Nursing non-progression or failure is defined as failure of one or more nursing courses in a single semester or withdrawal for any reason from one or more nursing courses in two separate semesters. Two instances of non-progression will result in dismissal from the program. If a student has been dismissed from the nursing program, the student may apply for readmission. 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:

1. The student meets current entry requirements;
2. 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 considered for reinstatement to the nursing program.

Anticipated Expenses

In addition to regular college tuition, there are certain other required expenses. These may include but are not limited to the following: uniforms with required accessories, achievement examinations, graduation fees, State Board of Nursing licensure fee, transportation/parking/meal expense while at clinical; drug testing and background check expenses. Membership in the Student Nurses' Association is encouraged; fees are nominal. Nursing school pins are optional and are available for purchase

at the completion of the program. Students are required to submit an annual physical and required immunizations or screening tests at their own expense. These include but are not limited to MMR, Tetanus, TB skin test (or chest x-ray), Drug Testing, and Chickenpox and HBV vaccines (or titer). Students may be required to submit additional health clearance/physician release statements whenever deemed necessary by the Department of Nursing Education. Students are required to carry liability (malpractice) insurance and accident insurance when involved in clinical course work. Both liability and supplemental accident insurance must be purchased through the College. Please keep in mind that the supplemental accident insurance offers only limited coverage for accidents incurred while in class/clinical. Students must also provide proof of major medical insurance (not provided through WSCC). Current certification in CPR (AHA BLS-HCP or Red Cross Professional Rescuer) is required. This certification can be obtained by registering for EMS 100 at WSCC or providing a current AHA-BLS-HCP or Red Cross Professional Rescuer Card.

Career Path

The Practical Nursing program is designed to provide the necessary training to enable the graduate to fulfill an entry-level position as a staff nurse. Employment options include a variety of settings such as hospitals, outpatient care centers, physician's offices, nursing care facilities, and home-health agencies. Upon successful completion of the program in practical nursing, graduates are eligible to apply to write the National Council Licensure Examination – Practical Nurse (NCLEX-PN). The program in nursing is approved by the Alabama Board of Nursing. Licensed Practical Nurses have the opportunity to expand their educaiton through LPN-AD mobility options and generic nursing programs.

Median annual earnings of licensed practical nurses were $40,380 in 2010. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

General Required Courses

ORI 101*	Orientation to College	1
MTH 116 or higher	Mathematical Applications	3
BIO 201-202**	Human Anatomy & Physiology I & II	8
ENG 101	English Composition I	3
		15

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**BIO 103 is a prerequisite class for this course.

Major Required Courses

NUR 102	Fundamentals of Nursing	6
NUR 103	Health Assessment	1
NUR 104	Basic Pharmacology	1
NUR 105	Adult Nursing	8
NUR 106	Maternal and Child Nursing	5

NUR 107	Adult/Child Nursing	8
NUR 108	Psychosocial Nursing	3
NUR 109	Role Transition	3
		35
	TOTAL HOURS	50

Program requirements may change without notice.

Occupational Therapy Assistant

Ms. Tammy Gipson, Program Director
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Associate in Applied Science Degree (5 semesters)

Career Cluster: Health Science

At a Glance

Employment of occupational therapy assistants and aides is expected to grow by 30 percent from 2008 to 2018, much faster than average for all occupations. Occupational Therapy is best described by The American Occupational Therapy Association as follows: Occupational therapy focuses on enabling people to do the activities of daily life. The very word "occupation" means an activity which "occupies" our time. Young or old, we all have a job to do - the job of living. Learning, growing, playing, working, managing our homes, and caring for our families are among the "occupations" of life. Unfortunately, physical, emotional, or other challenges often prevent people from fully participating in the job of living. Disease, injury, depression, or developmental problems can make it difficult for people to do everyday tasks and be active and independent.

Occupational therapy-a vibrant, growing profession makes it possible for people to achieve independence and to enjoy life to its fullest. By choosing a career as an occupational therapy assistant, you will make a difference! You will be able to improve the lives of people, from newborns to the very old.

Students today can look forward to dynamic careers working in multiple settings with people of all ages. The employment outlook for occupational therapy assistants is bright. Recent information published by the U.S. Department of Labor, Bureau of Labor Statistics has projected that the job outlook for occupational therapy assistants will continue to improve steadily for the foreseeable future.

Program Description

Under the direction of an Occupational Therapist, the Occupational Therapy Assistant (OTA) assists in evaluating patients and in developing a plan of selected tasks to restore, influence, or enhance performance of individuals whose abilities to cope with daily-living tasks are impaired or threatened by developmental deficits, the aging process, physical injury or illness, learning disabilities, or psychological and social disabilities. Occupational Therapy Assistants are employed in general hospitals, rehabilitation centers, nursing homes, home health-care agencies, private practices, and other specialized health-care settings.

A student who has completed all OTA required general education courses may complete the OTA program courses in three semesters.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220 at 1-800-SAY-AOTA Ext. 2911. The certifying agency is the National Board for Certification in Occupational Therapy, Inc. (NBCOT) 301-990-7979 located at 800 South Frederick Avenue, Suite 200, Gaithersburg, MD 20877-4150. After successful completion of the NBCOT exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Conviction of a felony may affect a graduate's ability to sit for the NBCOT certification examination or to attain state licensure. Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Admission Requirements

Applicants Must:
1. Meet all the general requirements of WSCC.
2. Complete general required courses for OTA by deadline of June 1.
3. Submit to WSCC Admission Office, by June 1 deadline, an official WSCC application for admission, current official college transcripts demonstrating completion of OTA general required courses, and a copy of official ACT scores (a minimum ACT score of 18 is required to qualify for program entry).
4. Submit to OTA Program Director, but June 1 deadline, a complete OTA program application, copy of unofficial college transcripts, documented evidence of 24 hours of observation and/or participation in not less than two approved occupational therapy departments. (Hours will be verified through telephone conversation or correspondence with supervisors listed on application.) Proof of active/current AHA Approved CPR Certification for Healthcare Providers must also be provided with application. The program application can be found online at http://www.wallacestate.edu/ota.html.
5. Attain a minimum GPA of 2.5 or greater on a 4.0 scale with a grade of "C" or better on all general required pre-OTA courses. GPA calculated for program selection will be on the general required pre-OTA courses only.

Students are encouraged to meet with the OTA Program Advisor prior to spring semester (before application) to verify completed and needed course work, for successful application to the program.

Program application packets, which include the OTA Program application, documentation of observation hours, copy of unofficial transcripts and copy of healthcare provider CPR card, must be submitted to the OTA Program as a complete packet. Incomplete packets will not be accepted for consideration. Applications may be downloaded from the OTA section of the WSCC Web Page at www.wallacestate.edu.

Selection and Notification
1. The OTA program admits annually in the fall semester.
2. Candidates are ranked for admission on the basis of ACT scores, weighted GPA (GPA x 7.6) and completion of admission requirements.
3. Program applications will be reviewed for completion of program admission requirements. Written notification of the program admission status for each applicant will be mailed to the student at the address provided on the application.
4. Students must return written confirmation of their acceptance within 14 days of the postmarked date of the acceptance letter. Failure to do so will result in forfeiture of place in the class. A signed consent to drug testing and background screening must accompany the acceptance confirmation.

Program Expectations
Students admitted into the Occupational Therapy Assistant program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.
Upon Acceptance:
1. OTA students are required to submit an annual physical examination form, including proof of Hepatitis B and other vaccination status.
2. Students are required to submit proof of current CPR certification. Only CPR courses that provide certification for health care providers will be accepted.
3. Malpractice and accident insurance, available through the College, is required of all OTA students.
4. OTA students are required to undergo Background Screening and Drug Testing according to Health Science Division policy.

Progression:
OTA students must attain a minimum grade of "C" in all general education and major required courses. Failure to do so in major required courses will result in dismissal from the program. A student in good academic standing will be allowed to apply for readmission only once to the program.

OTA students are required to exhibit professional behavior at all times. A professional behavior assessment is completed on each OTA student. A minimal acceptable score of 70 is required each semester by OTA students. Failure to obtain

the minimal acceptable score will result in probation of the OTA student with supplemental counseling by an OTA advisor. If the OTA student is unable to obtain the minimal required score after counseling, they will be dismissed from the OTA program.

Readmission to Program
Students whose progression through the OTA program is interrupted and who desire to re-enter the program must schedule an appointment with a OTA faculty advisor to discuss re-entry. The student must apply for readmission to the OTA program within one year from the term of withdrawal of failure. Students who are accepted for readmission are required to repeat certain classes previously completed. Readmission may be denied due to, but not limited to, any of the following circumstances:
1. Failure to possess a GPA of at least 2.0 for all OTA major and OTA general education courses.
2. Refusal by fieldwork sites to accept the student for fieldwork experiences.
3. Over 12 months have elapsed since the student was enrolled in an OTA course.
4. Student has been dismissed from the program.

Career Path
Occupational Therapy Assistants are employed in general hospitals, rehabilitation centers, nursing homes, home health-care agencies, private practices, and other specialized health-care settings. Depending on your employer or the setting in which you work, your tasks may include:

- Aiding the growth and development of premature babies
- Improving learning environments for physically or mentally challenged school children
- Adapting home environments for people dealing with the effects of stroke, reduced vision, or other conditions
- Analyzing job tasks and equipment to prevent future injuries for an injured worker
- Measuring the effectiveness of treatment activities

The middle 50 percent of occupational therapy assistants earned between $39,240 and $57,810 in May 2008, with the highest 10 percent earning more than $65,160. (Source: U.S. Department of Labor Bureau of Labor Statistics)

The WSCC Occupational Therapy Assistant Program courses will be accepted for transfer to Athens State, University of Alabama at Birmingham, and University of South Alabama in the Bachelor Degree in Health Science. As of January 1, 2007 all students interested in furthering their career and becoming an occupational therapist are required to obtain a post baccalaureate degree (i.e. professional master's degree or entry level doctoral degree). Please consult STARS transfer guide for the latest information.

Completion Requirements

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
	Humanities/Fine Arts Elective	3
SPH 106 or 107	Speech	3
MTH 116	Mathematical Applications	3
BIO 201**	Human Anatomy & Physiology I	4
HIT 110	Medical Terminology	3
CIS 146	Microcomputer Applications	3
PSY 200	General Psychology	3
		26

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**BIO 103 is a prerequisite class for this course.

MAJOR REQUIRED COURSES

OTA 200	Occupational Therapy Fundamentals	3
OTA 205	Practical Anatomy and Kinesiology	4
OTA 208	Development Across the Life Span	3
OTA 210	Purposeful Activity	2
OTA 211	Activity Analysis	2
OTA 220	Referral and Assessment Techniques	3
OTA 221	Documentation for the OTAS & COTA	2
OTA 222	Treatment Planning & Implementation	4
OTA 223	Professional Skills Development	3
OTA 224	Service Operations Management	3
OTA 230	The Psychiatric Environment	2
OTA 231	Group Process in OT	1
OTA 240	Medical Conditions in OT	3
OTA 245	Splinting	2
OTA 250	Level I Fieldwork - A	1
OTA 251	Level I Fieldwork - B	1
OTA 252**	Level II Fieldwork -A	4
OTA 253**	Level II Fieldwork - B	4
OTA 260	OTA Review Seminar	1
EMS 104	First Aid	1
		49
	TOTAL HOURS	75

**Students must complete Level II Fieldwork within 20 months following completion of academic preparation.

Paralegal

Ms. June Brooks, Department Chair
256. 352.8224
june.brooks@wallacestate.edu

Associate in Applied Science Degree (4 semesters)

Career Cluster:
Law, Public Safety, Corrections & Security

At a Glance
Paralegals—also called legal assistants—are assuming a growing range of tasks in the nation's legal offices. One of a paralegal's most important tasks is helping lawyers prepare for closings, hearings, trials, and corporate meetings. Paralegals may investigate the facts of cases and ensure that all relevant information is considered. They may also identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases. Paralegals may prepare written reports, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials. Paralegals also organize and track files of all important case documents and make them available and easily accessible to attorneys.

Additionally, paralegals perform a number of other vital functions including drafting contracts, mortgages, separation agreements, and instruments of trust. Some paralegals coordinate the activities of other law office employees and maintain financial office records.

Paralegals are found in all types of organizations, but most are employed by law firms, corporate legal departments, and various government offices. In these organizations, they can work in many different areas of the law, including litigation, personal injury, corporate law, criminal law, employee benefits, intellectual property, labor law, bankruptcy, immigration, family law, and real estate.

Program Description
The Paralegal-Legal Assistant Program is an Associate in Applied Science Degree program designed to prepare the student for employment in law offices; corporate legal departments; federal, state, and local government agencies; banking, business, and industry.

Admission Requirements
Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

Career Path
Employment is projected to grow through 2014. Employers are trying to reduce costs and increase the availability and

efficiency of legal services by hiring paralegals to perform tasks formerly carried out by lawyers. Experienced, formally-trained paralegals should have the best employment opportunities.

Earnings of paralegals and legal assistants vary greatly. Salaries depend on education, training, experience, the type and size of employer, and the geographic location of the job. In addition to earning a salary, many paralegals receive bonuses. In May 2004, full-time wage and salary paralegals and legal assistants had median annual earnings, including bonuses, of $39,130. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPH 106 or 107	Speech	3
	Humanities	3
MTH 116	Mathematical Applications	3
	CIS/Natural Science Electives	6
	History, Social and Behavioral Sciences	3
		25

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

MAJOR REQUIRED COURSES

CIS 146	Microcomputer Applications	3
BUS 261	Business Law I	3
BUS 262	Business Law II	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 160	Criminal Law and Practice	3
PRL 230	Domestic Law	3
PRL 240	Wills, Estates, and Trusts	3
PRL 262	Civil Law and Procedure	3
PRL 265	Constitutional Law and Analysis	3
PRL 291	Internship in Paralegalism	3
PRL 210	Real Estate Transactions	3
	or	
RLS 101	Real Estate Principles	4
		39-40

	TOTAL HOURS	64-65

WorkKeys Assessment is a requirement for graduation in this program. Please call 256-352-8461 to schedule the test.

Pharmacy Technology

Mr. Brandon Brooks, Program Director
256. 352.8023
brandon.brooks@wallacestate.edu

Short Certificate (2 semesters)

Career Cluster: Health Science

At a Glance

Listed as one of the fastest growing healthcare professions through the year 2016 by the United States Department of Labor, Bureau of Labor Statistics, Pharmacy Technicians are skilled medical professionals who assist pharmacists with the provision of pharmaceutical care in both institutional and retail pharmacies. Duties of a pharmacy technician are varied, but include assisting pharmacists with prescription dispensing, inventory management, administrative reporting, medication compounding, and preparation of intravenous medications.

Program Description

The Pharmacy Technology program is designed to prepare students to assume positions in both institutional and retail pharmacies. The program curriculum consists of theory courses, lab activities, and supervised clinical internships. Program coursework includes pharmacology, medical terminology, pharmacy laws and regulations, and pharmaceutical calculations. Clinical internships are utilized to enable students to take the knowledge and skills they have obtained and apply them in a working pharmacy environment.

The Pharmacy Technology program is accredited by the American Society of Health-System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesada, MD 20814, (301) 657-300, www.ashp.org. Certification as a Pharmacy Technician (CPhT) is achieved upon successful completion of the Pharmacy Technician Certification Exam (PTCE). Additionally, pharmacy technicians are required to register with the Alabama Board of Pharmacy.

Admission Requirements

Applicants Must:
1. Meet all the general admission requirements of WSCC.
2. Possess a GPA of 2.0 on a 4.0 scale.
3. Submit a WSCC application to the Admissions Office. Applications will be accepted until June 1 for Fall admission. Applications received after June 1 will be considered on a space available basis.
4. Submit a program application to the Pharmacy Technology program director. Attach copies of high school transcripts or official transcripts from other institutions attended.

5. All information must be included for the packet to be complete. Any missing information will result in the applicant not being considered for admission.

Selection and Notification

1. Students will be selected based on their completion of admission requirements and program application date. All other factors being equal, GPA will be the deciding factor for admission.
2. The Director of Admissions will review all applications for completion of admission requirements and will notify students accepted into the program.
3. Upon acceptance into the Pharmacy Technology program, the student must submit:
   a. A completed physical form certifying that the student is in good health and is able to meet clinical requirements.
   b. Evidence of Hepatitis B immunization.
   c. Proof of health insurance.
   d. A signed consent to drug testing and background screening.
4. The student must also contact the program director and arrange for an orientation meeting upon acceptance.

Program Expectations

Students admitted into the Pharmacy Technology program are expected to comply with the Health Science program Regulations and Expectations as published in the Programs of Study section of the Wallace State College catalog.

Required Competencies:
Students will be required to perform competency demonstrations in the following areas:
1. Brand and generic drug name identification and classification
2. Pharmaceutical calculations
3. Prescription dispensing
4. Aseptic Technique
5. Preparation of parenteral medications

Upon Admission:
Students will be required to:
1. Submit an annual physical examination form, including proof of Hepatitis B and other vaccinations before they will be allowed into clinical facilities.
2. Submit proof of CPR certification before they will be allowed into clinical facilities.
3. Obtain accident and liability insurance (this is available through WSCC at the time of course registration).
4. Undergo background screening and drug testing according to Health Science Division policy.
5. Obtain an Alabama Pharmacy Technician Registration.

Progression

Students selected for admission to the Pharmacy Technology program must maintain a minimum grade of 75% or higher in major required courses. Failure to do so will result in the stu

dent being ineligible to progress through the program. Students who withdraw from, or are dismissed from the program must re-apply prior to reentering the program. Students may apply for reentry into the program only once.

Career Path

The Pharmacy Technology curriculum prepares students to function as healthcare professionals in both retail and institutional pharmacies. Students may be employed in chain drug stores, independent pharmacies, mail order pharmacies, hospital pharmacies and medical clinics. Other career opportunities may include employment with state healthcare agencies and prescription benefit management companies.

Median hourly earnings of pharmacy technicians in May 2010 were $13.92, with the highest 10 percent earning more than $19.31 per hour. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

Short Certificate Program

MAJOR REQUIRED COURSES

ORI 101*	Orientation to College	1
PHM 100	Introduction to Pharmacy	2
PHM 102	Pharmacology I	3
PHM 112	Pharmacology II	3
PHM 113	Drugs and Health	3
PHM 205	Billings and Computers	3
PHM 207	Institutional Pharmacy	3
PHM 210	Pharmacy Practice	3
PHM 211	Pharmacy Technician Practicum I	3
PHM 212	Pharmacy Technician Practicum II	3
	TOTAL HOURS	27

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

Physical Therapist Assistant

Ms. Alina Adams, Program Director
256. 352.8332
alina.adams@wallacestate.edu

Associate in Applied Science Degree (5 semesters): 2 prerequisite semesters + 3 program semesters

Career Cluster: Health Science

At a Glance

The Physical Therapist Assistant (PTA) is a skilled technical health care worker who assists the physical therapist in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Patients include accident victims and individuals with disabling conditions such as low-back pain, arthritis, heart disease, fractures, head injuries, and cerebral palsy.

Duties of the physical therapist assistant are varied but include rehabilitation of orthopedic, neurological, pediatric, and sports related problems. Physical therapist assistants are employed in hospitals, rehabilitation centers, skilled nursing facilities, home health care agencies, private practices, and other specialized health care settings. Once a patient is evaluated and a treatment plan is designed by the physical therapist, the physical therapist assistant can provide many aspects of treatment.

Components of treatment procedures performed by these workers involve exercise, massage, electrical stimulation, paraffin baths, hot and cold packs, traction, and ultrasound. The physical therapist assistant is responsible for reporting patient responses and treatment outcomes to the physical therapist.

Program Description

The Physical Therapist Assistant Program is a two-year course of study. The student should complete the first year of general education course prerequisites before being eligible to apply to the PTA Program. Three semesters are necessary to complete the final year of the program. The second-year classes include technical and clinical experience in a variety of health-care settings where the student performs selected clinical procedures under the supervision of a physical therapist or physical therapist assistant.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA) [1111 North Fairfax Street, Alexandria, VA 22314; 703-706-3245, www.apta.org/CAPTE). Only graduates of CAPTE accredited schools will be eligible to apply to sit for the National Licensing Examination for the Physical Therapist Assistant, administered by the Federation of State Boards of Physical Therapy. After successful completion of this exam, the individual will be a licensed physical therapist assistant.

Admission Requirements

Student admissions for the PTA Program are made annually. Enrollment is limited but there is not a waiting list; all eligible applicants are considered for admission. Students are selected on the basis of completion of program application requirements, prerequisite GPA and ACT test scores. Applications will be accepted from April 1 until June 1 for classes that begin each fall term. Applications received after the deadline will be considered on a space available basis. No application will be received or considered after the start of the fall semester.

Applicants Must:
1. Meet all the general requirements of WSCC.
2. Submit an application packet to the PTA Program, which includes the following:
   a. PTA program application.
   b. Documentation of 24 hours of observation at not less than 2 different facilities; this paper work must be signed by the Registered Physical Therapist or Licensed Physical Therapist Assistant under whom this observation was completed.
   c. Copies of transcripts from all schools previously attended, including WSCC transcript.
   d. Copy of ACT score.
3. Submit the following to the Director of Admissions:
   a. WSCC application for admission, declaring PTA as your major.
   b. Official transcripts from all schools previously attended. Applicants must possess a minimum of 2.5 or greater grade point average on a 4.0 scale with a "C" or better in all general required courses. GPA calculated for program selection will be on the general required prerequisite courses only. Students who have successfully completed all of the prerequisite courses will be considered for admission first. Students who have not completed all prerequisites will be considered thereafter only if space is available and provided that submitted documentation reflects that prerequisites will be successfully completed prior to the program start date.
   c. Documentation of an ACT composite test score of not less than 18.

It is the responsibility of each applicant to ensure that the application is complete and that all information is on file in the appropriate offices. All information must be included for the application to be complete. Any piece of missing documentation will result in the application not being considered for admission. Each time an applicant reapplies to the program this packet must be completed again. Retain copies of every item submitted, as this information will not be released from previous application packets.

Selection and Notification

1. The PTA Program admits students in the fall semester of each year. Admission to the program is competitive, and the number of students admitted is limited by faculty and clinical availability. Meeting minimal requirements does not guarantee acceptance. Please visit the PTA Program website for statistics for recently admitted classes.
2. Program applications will be reviewed for completion of program admission requirements.
3. Applicants are ranked on the basis of a formula that weighs the GPA in prerequisite courses, observation hours and

ACT score. All applicants who meet the minimum requirements are considered; however, the higher an applicant's prerequisite GPA, observation hours and ACT score, the better his/her chances for admission. Bonus points will also be added to the ranking for individuals who have completed or are currently enrolled in PTA 120. In the event of a tie between two applicants the individual who has completed PTA 120 will be accepted over one who has not. Written notification of the outcome will be mailed to each applicant at the address provided on the application.

4. Students selected for program admission must respond, confirming their intent to enroll, within ten (10) days of the postmarked date of the acceptance letter. A student who fails to respond will forfeit their position in the class.

5. Students who are accepted into the program and are not eligible to register for classes by the day of program orientation due to failing to meet the financial aid deadline must make alternate payment arrangements or forfeit their place in the class. The WSCC financial aid deadline for fall is usually June 1 each year - refer to the financial aid website for details. This deadline includes the FAFSA and all required paperwork.

Program Expectations

Students admitted into the Physical Therapist Assistant program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog and on the college website.

Required Competencies:
1. Clinical Competencies (patient care/coordination/interaction, fundamental therapy procedures, therapeutic intervention techniques)
2. General Competencies (professional communication, legal and ethical concepts, patient/family/caregiver instruction)

Upon Admission:
Following official acceptance into the program students will be required to submit a physical examination form (current within one year), which includes documentation of immunizations along with evidence of having begun the Hepatitis B vaccinations. Additionally, students must be able to meet all Performance Standards/Essential Functions as published on the program website. Students will also be required to successfully complete a background check and drug screening. PTA students must carry liability insurance and accident insurance, which are available through the College, as well as personal health insurance. Do not complete any of these (physical exam, background check or drug screening) until instructed to do so by the program director.

Progression

Students selected for admission to the PTA Program must maintain a minimum grade of 75% or higher in major required courses. Failure to do so, or withdrawal from a PTA major required course, will result in dismissal from the program.

Students are required to pass the PTA Exit Exam in PTA 201. Failure to pass the exit exam will result in a failing grade for PTA 201, regardless of other grades or competencies achieved. See the PTA Program Student Handbook or PTA 201 syllabus for further information.

Readmission to Program

Applicants who have been previously dismissed or have with drawn from the program may be readmitted one time only. A new application must be submitted to be considered for the next class. No preferential consideration is given to prior students for readmission.

Career Path

The high school student interested in a career in physical therapy should pursue advanced math and science courses to prepare themselves. Upon completion of the PTA Program, graduates are eligible to sit for the National Physical Therapy Examination for the Physical Therapist Assistant, achieving licensure and therefore employability throughout the United States. Due to the diversity of patients seen and the variety of clinical settings available, PTAs can specialize in the care of one patient group or experience a variety of employment options. A PTA can also advance their clinical skills through professional continuing education workshops.

The U.S. Department of Labor Occupational Outlook Handbook, anticipates that positions for physical therapist assistants will increase much faster than average, growing by 46% in 2010-2020 and that long-term demand will continue to rise, in accordance with the increasing number of individuals with disabilities or limited function. The growing elderly population is particularly vulnerable to chronic and debilitating conditions that require therapeutic services, making the role of the PT/PTA team vital. In addition, future medical developments should permit an increased percentage of trauma victims to survive, creating added demand for therapy services. Physical therapists are expected to increasingly utilize assistants to reduce the cost of physical therapy services.

Median annual earnings of physical therapist assistants were $49,690 in May 2010, and the highest 10 percent earned more than $63,830. (Source: U.S. Department of Labor Bureau of Labor Statistics)

PTAs interested in administrative positions can continue their education by pursuing a Health Science degree or a degree in Health Care Management from a university, many of whom will recognize the PTA Program year as elective credit. Consult the STARS transfer guide for further information. The individual who wishes to become a physical therapist will pursue either a Master's Degree or Doctorate in Physical Therapy and should take bachelor's or master's level course work appropriate to the program to which they plan to apply. Further information about PTA and PT education is available through the American Physical Therapy Association website at www.apta.org.

Completion Requirements

GENERAL REQUIRED COURSES (Prerequisites)

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
SPH 106	Fundamentals of Oral Communications	3
HUM**	Humanities Elective	3
MTH 100	Intermediate College Algebra	3
BIO 201, 202***	Human Anatomy and Physiology I & II	8
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
HIT 110	Medical Terminology	3
		29

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

** Ethics (particularly Ethics & the Health Sciences) or Spanish is recommended. Other Code A courses can be taken.

*** BIO 103 (or passage of the Biology Placement Test) is a prerequisite class for BIO 201 & 202.

RECOMMENDED COURSE

PTA 120****	Introduction to Kinesiology	3

****Admission to the Physical Therapist Assistant Program is not required to enroll in this course. Bonus points will be added to an applicant's overall admission ranking based on the grade achieved in this course, or a limited bonus amount for enrollment in this course at the time of program application.

MAJOR REQUIRED COURSES

PTA 200	PT Issues and Trends	2
PTA 201	PTA Seminar	2
PTA 202	PTA Communications Skills	2
PTA 220	Functional Anatomy & Kinesiology	3
PTA 222	Functional Anatomy & Kinesiology Lab	2
PTA 230	Neuroscience	2
PTA 231	Rehabilitation Techniques	2
PTA 232	Orthopedics for the PTA	2
PTA 240	Physical Disabilities I	2
PTA 241	Physical Disabilities II	2
PTA 250	Therapeutic Procedures I	4
PTA 251	Therapeutic Procedures II	4
PTA 258	Intro to the Clinical Environment	1
PTA 260	Clinical Education I	1
PTA 266	Clinical Fieldwork I	2
PTA 268	Clinical Practicum	5
PTA 290	Therapeutic Exercise	1
		39
	TOTAL HOURS	68-69

NOTE: All courses with the PTA prefix must be completed at WSCC.

Polysomnography

Ms. Lisa Tarvin, Program Director
256. 352.8410
lisa.tarvin@wallacestate.edu

Program curriculum is currently under review for possible revision. Please contact program advisor for the latest information.

Short Certificate (2 semesters)

Career Cluster: Health Science

At A Glance

Polysomnographic Technologist, more commonly known as sleep lab technicians or sleep technologists, perform sleep diagnostics. They work in conjunction with physicians to provide comprehensive clinical evaluations for the diagnosis of sleep disorders. By applying non-invasive monitoring equipment, the technologist simultaneously monitors electroencephalography, electroculography, electromyography, electrocardiography, multiple breathing variables and blood oxygen levels during sleep. Technologists provide supportive services related to the ongoing treatment of sleep related problems.

Program Description

The program at WSCC is a two semester course of study that includes general education and discipline specific courses. Discipline specific classes include classroom, lab and clinical experiences in a variety of health care settings where students perform clinical procedures under the supervision of polysomnographic technologists and physicians. Students are admitted to the sleep technology program annually for the fall semester.

Admission Requirements

The Polysomnography (PSG) program accepts a class each fall semester. The following information details the admission criteria for the Certificate Polysomnography program:

Applicants Must:

1. Meet all of the general requirements of Wallace State Community College (by the program application deadline).
2. Obtain **unconditional** admission to the college (by the program application deadline).
3. Must be a student in good standing with the college (by the program application deadline).
4. Take the ACT exam. A score of 17 or greater is required to qualify for program entry. Scores must be submitted by the program application deadline.
5. Possess a minimum cumulative GPA of 2.0 on a 4.0 scale (by the program application deadline).
6. A minimum cumulative **GPA of 2.0** on a 4.0 scale *from*

high school for students *without* previous college coursework (by the program application deadline).

7. **SUBMIT TO ADMISSIONS:**
a) Submit a Wallace State application to the Admission's office declaring Polysomnography Technology as the major (by the program application deadline).
b) Submit Official Transcripts from each college attended to the Admission's Office (by the program application deadline).
c) If high school graduate (no college attended) submit official high school transcripts to the Admission's Office (by the program application deadline).
d) If GED submit official certificate to the Admission's Office (by the program application deadline).
e) Submit official ACT scores to the Admission's Office (by the program application deadline).

8. **SUBMIT TO POLYSOMNOGRAPHY PROGRAM DIRECTOR:** *Simply stating you gave copies of these items to the admissions department will not meet this requirement.*
a. Receipt of completed (program specific) polysomnography application by **June 1** for fall semester consideration. *Must be submitted in person or by mail. When mailing your application, to ensure receipt, please send completed packet by certified mail. Due to the high number of applications, it is department policy that the receipt of an application will not be confirmed. Applications are NOT ACCEPTED by FAX or E-mail. Bring or mail completed application to: Wallace State Community College; Polysomnography Program Director; P. O. Box 2000; Hanceville, AL 35077-2000.
b) Unofficial transcripts from all colleges attended must be submitted to the Program Director. All transcripts must be submitted for every college you have attended. If you are currently attending Wallace you are still required to include copies of transcripts with the program application (by the program application deadline).
c) If high school graduate (no college attended) submit high school transcripts to the Program Director (by the program application deadline). High school transcript must include GPA in order to be considered.
d) If GED submit unofficial certificate to the Program Director (by the program application deadline).
e) Submit ACT scores to the Program Director (by the program application deadline).

Selection and Notification

1. Admission to the Polysomnography Program is competitive; the number of students is limited by the number of faculty and clinical facilities available. **MEETING MINIMAL REQUIREMENTS DOES NOT GUARANTEE ACCEPTANCE.**
2. Applications are not complete until all admission requirements have been met and all documents have been submitted to admissions and the Polysomnography Department. **June 1** is the application deadline. Incomplete applications will not be considered.
3. Program applications will be reviewed for completion of program admission requirements. Students accepted into the

Polysomnography program will be notified in writing by the Polysomnography program director. The notification will be mailed to the student at the address on the application. Students who are not accepted will also receive written notification. Program acceptance or rejection will not be given over the phone.
4. Complete applications meeting the admission requirements will be ranked by ACT score to determine admission if there are more applicants than can be accepted. If there is a tie the deciding factor will be GPA.

It is the official policy of Wallace State Community College, the Polysomnography Program and the faculty that no persons shall be excluded from participation in, denied the benefits of, or be subjected to discrimination on the basis of race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.

Program Expectations

Students admitted into the Polysomnography program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

In order to enroll in the program after acceptance, students must respond to the acceptance letter by the date specified and attend mandatory orientation sessions. A student who fails to respond by the date specified in the letter or who does not attend the mandatory orientation sessions will forfeit his/her place in the class.

Upon acceptance into the PSG Program the student must submit:
1. A complete physical form current within 1 year, certifying that the student is in good health and is able to meet clinical requirements.
2. Evidence of Hepatitis B immunization and other required immunizations.
3. Proof of major medical health insurance.
4. A signed consent to drug testing.
5. Clear background screen according to division policy.
6. Proof of malpractice insurance and accident insurance which are available through the college.
7. Provide proof of current CPR Healthcare provider certification or enrollment in EMS 100. Certification must be valid for at least 1 year after acceptance. BLS Healthcare Provider certification must include a "hands-on" component. The American Heart Association BLS for Healthcare Providers fulfills this requirement.

Progression

Students admitted to the program must achieve a "C" or better in all program courses to progress to the next semester. Failure to do so in general education or major required courses will result in dismissal from the program.

Readmission to Program

Readmission to the program is not guaranteed. A student who withdraws or is ineligible to continue in the program must formally re-apply and meet the procedures and requirements for

admission to the Polysomnography Program published in the current catalog prior to June 1st of any given year. The student's application will then be considered in relationship to all other applicants for admission. A student in **good academic standing** will be allowed to reapply once to the program. Students will be readmitted **one time only.**

Career Path

Growth in the number of sleep labs across the country supports an increasing demand for trained professionals. From three accredited labs in 1975, this industry has grown to 425 accredited labs and more than 2,000 non-accredited labs in 2002.

One of the newest Wallace State programs, polysomnography has experienced excellent job placement rates. Full-time and part-time job opportunities are expected to be plentiful in the surrounding region in the coming years. Graduates in 2006 earned $13 to $16 per hour. (Source: U.S. Department of Labor Bureau of Labor Statistics)

ORI 101*	Orientation to College	1
EMS 100	Cardiopulmonary Resuscitation I	1
PSG 110	Introduction to Electroneurodiagnostics	2
PSG 111	Introduction to Electroencephalography	3
PSG 112	Sleep/ Wake Anatomy & Physiology	3
PSG 113	Fundamentals of Polysomnography	4
PSG 114	Data Interpretation	3
PSG 115	PSG Clinical Practice I	3
PSG 116	PSG Clinical Practice II	3
PSG 117	PSG Clinical Practice III	3
PSG 118	PSG Clinical Practice IV	2
		28

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information..

Respiratory Therapy

Dr. Paul Taylor, Program Director
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Associate in Applied Science Degree (5 semesters)

Career Cluster: Health Science

At a Glance

A respiratory therapist is responsible for administering, under physician's prescription, many types of breathing therapeutics, and utilizing specialized breathing, aerosol and humidification equipment. These include the use of oxygen or oxygen mixtures, chest physiotherapy, mechanical ventilation, and aerosol medications.

Respiratory therapists evaluate and treat all types of patients, ranging from premature infants whose lungs are not fully developed to elderly people whose lungs may be diseased. Respiratory therapists provide temporary relief to patients with chronic asthma or emphysema, as well as emergency care to patients who are victims of a heart attack, stroke, trauma, drowning, or shock.

They perform limited physical examinations, and conduct diagnostic tests that assess breathing capacities and determine the concentration of oxygen and other gases in patients. The respiratory therapist works closely with the physician and also directly with the patient in the treatment situation by performing regular assessments of patients and equipment.

Program Description

This program is designed to provide necessary training for successful completion of the requirements for the advanced practitioner level as defined by the National Board for Respiratory Care (NBRC). A respiratory therapist is responsible for administering under physician's prescription many types of breathing therapeutics, and utilizing specialized breathing, aerosol, and humidification equipment. The respiratory therapist works closely with the physician and also directly with the patient in the treatment situation, which is an attractive feature of this career. The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC) (www.coarc.com). Upon graduation the student is eligible to apply to take the registry examination of the National Board of Respiratory Care.

Admission Requirements

Applicants Must:
1. Meet all the general admission requirements of WSCC.
2. Submit WSCC application to the Admissions Office. Submit a RPT Program application to the RPT Program Director along with unofficial college transcripts. Applications will be accepted until June 1. Applications received after June 1 will be considered on a space available basis.
3. Possess a minimum cumulative GPA of 2.0 on a 4.0 scale.
4. Have grades of "C" or better in prerequisite general required courses to be considered for the program. All prerequisite general required courses must be completed prior to beginning the Respiratory Therapy major courses in fall semester.
5. Attain a minimum of 18 on the ACT and submit that score to the Admissions Office. It is the responsibility of each applicant to insure that his or her application is complete and that all prerequisite general education required courses have been completed.

Selection and Notification

1. The Respiratory Therapy Program admits applicants in the fall semester each year.
2. Program applications will be reviewed for completion of program admission requirements. Written notification of the outcome of each application will be mailed to the student at the address provided on the application.
3. All other factors being equal, applicants will be ranked by ACT score to determine admission if there are more applicants than can be accepted.

Program Expectations

Students admitted into the Respiratory Therapy program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Required Competencies:
Respiratory Therapy Students must demonstrate numerous competencies representing all three learning domains: the cognitive, psychomotor, and affective domains. Students learn, practice, and verify these competencies in a number of settings including the classroom, laboratory, and clinic. Respiratory therapy laboratories provide students with the opportunity to view demonstrations, evaluate and practice with medical devices, and perform simulated clinical procedures. In addition to the cognitive skills required in the class room, students must demonstrate psychomotor skills in manipulation of patients and equipment, as well as general professional behaviors, like team-building and interpersonal communications. To satisfy laboratory and clinic requirements, students must perform all procedures without critical error.

Upon Admission:
In order to enroll in the program after acceptance, students must attend a mandatory orientation session. A student who fails to respond will forfeit his/her place in the class. A signed consent to drug testing is required prior to enrollment.
Upon acceptance into the program, students must submit a physical examination form (current within one year), which includes documentation of immunizations along with evidence of having begun the Hepatitis B vaccinations. Students are required to provide proof of current CPR certification from a health care provider course as well as proof of health insurance prior to attending clinical.
Students will also be required to successfully complete a background check and drug screening.

Progression

RPT students must achieve a "C" or above in all general and major required courses. Students who fail to achieve a "C" or above in a major required course cannot progress and will be dismissed from the Program and must re-apply for readmission. A minimal grade of 75 constitutes a "C" in Respiratory Therapy courses.

Readmission to Program:
Level I Students (First, Second and Third Semester Students)
1. Any student that leaves the program for any reason, (academic or personal) during the first three semesters must start the program from the beginning.
2. These students must re-apply to the program prior to the June 1st deadline. If the student fails to progress during the summer semester they must re-apply with-in 1 week of the last day of attendance.
3. A student who fails to progress during the first three semesters is not automatically ranked and/or re-entered.
4. All first, second and third semester students will be ranked along with all other applications and will be accepted based on the ranking process.
5. It is strongly encouraged that if a student is not doing well in a course and is wanting to re-apply for the next year that they seek advice from a program advisor/faculty member about dropping the RPT courses to help their GPA and the ranking process.
6. Any student dismissed from the program for disciplinary reasons will not be allowed to re-enter the program/ nor eligible to re-apply.

Level II Students (Fourth and Fifth Semester Students)
1. Students leaving the program during the fourth or fifth semester will be allowed to re-enter, and take only the classes that were not passed or completed. However, it is mandatory that the re-entry student must re-take the clinical course (RPT 230 or RPT 240) as well.
• Even if the student has a passing grade in the clinical course, clinical must be repeated in order for the program to report to the Alabama State Board of Respiratory Therapy that the student is in "Good Standing within the Program".
2. Level II students must notify the program director at least one month prior to the beginning of the semester they are expected to re-enter. They are also responsible for registering for the courses to be repeated and the clinical course (RPT 230 or RPT 240) for that semester.

Career Path

As a Respiratory Therapist, you will have numerous opportunities to specialize and advance. If you are in clinical practice, you can change from general care to care of critical patients who have extensive problems with other organ systems such as the heart or kidneys. You can also advance to supervisory or managerial positions in a respiratory therapy department. Respiratory Therapists working in home health care and equipment rental facilities may become branch managers.

Specializations:
• Respiratory Therapists may work in neonatal-pediatrics in children's hospitals and general hospitals with neonatal-pediatric wards.
• Pulmonary rehabilitation therapists provide care and education to patients with chronic lung diseases like asthma, emphysema, chronic bronchitis, and pulmonary fibrosis.
• Want to help people sleep better? Then specializing in polysomnography may be for you. Sleep laboratories gen-

erally employ Respiratory Therapists who often work the night shift when the sleep studies are conducted.

- Home care work is often a next good step for you if like to visit with patients and be out and about. Most Respiratory Therapists working in home care have extensive experience working in a hospital or other health care setting since home care necessitates a lot of independent thinking.
- If you like doing detective work to solve a mystery, then working in pulmonary diagnostics is a good specialization for you. By conducting pulmonary function tests, you help physicians diagnose whether a patient has a lung disease and, if so, which one.

Job opportunities are expected to be very good, especially for respiratory therapists with cardiopulmonary care skills or experience working with infants. Employment of respiratory therapists is expected to increase faster than average through 2018 due to substantial growth in the numbers of the middle-aged and elderly population and the expanding role of respiratory therapists in the early detection and treatment of pulmonary disorders. There are also job opportunities for respiratory therapists with advanced cardiopulmonary care and neonatal care experience.

Although hospitals will continue to employ the vast majority of of therapists, a growing number can expect to work outside of hospitals in home health care services, offices of physicians or other health practitioners, or consumer-goods rental firms.

Median annual earnings of respiratory therapists were $54,280 in May 2010. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Additional career advancement opportunities exist in education, administration, research, and in commercial companies as clinical specialist, pharmaceutical sales, and technical support. Students wanting to earn a four year degree may do so by transferring to Athens State University – Bachelor of Science in Health Science.

Completion Requirements

GENERAL REQUIRED COURSES (Prerequisite)

ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
BIO 201**	Human Anatomy and Physiology I	4
		10

** BIO 103 is a prerequisite class for this course.

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 102	English Composition II	3
HUM	Humanities/Fine Arts Elective	3
BIO 202	Human Anatomy and Physiology II	4
PSY 200	General Psychology	3
	TOTAL HOURS	24

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

MAJOR REQUIRED COURSES

RPT 210	Clinical Practice I	2
RPT 211	Introduction to Respiratory Care	2
RPT 212	Fundamentals of Respiratory Care I	4
RPT 213	Anatomy & 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 & 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	4
RPT 240	Clinical Practice IV (Internship)	4
RPT 241	Pulmonary Rehabilitation & Home Care	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 Respiratory Care Practitioner	2
RPT 254	Patient Assessment Techniques for the Respiratory Care Pract.	2
		52
	TOTAL HOURS	76

Sports Medicine

See General Studies

Therapeutic Massage

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Therapeutic Massage Certificate Program (2 semesters)

Career Cluster: Health Science

At a Glance
Therapeutic massage is an ancient healing art, recognized as an important modality in the holistic treatment of the body. As a growing profession, therapeutic massage provides ongoing wellness and stress reduction for healthy individuals and enhances the healing of individuals with neuromuscular dysfunction. Massage therapists employ more than 80 different types of massage, including Swedish, deep tissue, neuromuscular, sports massage, reflexology, acupressure, and myofascial. This hands-on manipulation of the soft tissues of the body is enhanced through the use of aromatherapy, heat and cold therapies, stretching, stones, and other modalities.

Massage therapists are usually self-employed, providing relaxation services to local salons, spas, hotels, fitness centers, or therapeutic massage intervention in physical therapy, chiropractic or medical offices and clinics. Massage therapists also provide appointment-based services to a private client base through their own clinic or in the client's home or business. Due to the physical demands of the job, most massage therapists work part-time. Full time employment for a massage therapist is most often found in large metropolitan areas or vacation / resort areas. Outside of those venues, full-time employment can be limited, particularly in rural areas. However, licensure as a massage therapist is extremely appealing to health care providers such as physical therapist assistants, occupational therapy assistants, nurses or others who are currently employed in the health care arena and seeking to expand their skill set. Data available through the 59,000 members of Associated Bodywork and Massage Professionals indicates that 51% of massage therapists are employed at least 25 hours per week in another job with medical professions listed as one of the top 5 other employment areas.

Program Description
The Therapeutic Massage Program is a short-term certificate program. Two consecutive semesters are necessary to complete the program, which begins in the fall semester each year. The two semesters combine classroom theory and labs with hands-on clinical massage experiences in our campus facilities.

The Therapeutic Massage Program is a licensed school approved by the Alabama Board of Massage Therapy and has an assigned school code from the National Certification Board for Therapeutic Massage and Bodywork. Upon completion of the program, graduates will be eligible to apply to sit for the national certification exam, administered by the National Certification Board for Therapeutic Massage and Bodywork. After successful completion of this exam, the individual can be licensed as a massage therapist in a number of states, including Alabama. Licensure is required to practice within the State of Alabama. In accordance with state regulatory guidelines, this program provides for training in therapeutic massage rather than employment. No guarantee of employment or future success as a massage therapist is given or implied.

Admission Requirements
Student admissions for the Therapeutic Massage Program are made on an annual basis. Enrollment is limited. All qualified applicants are admitted on a first come, first admitted, space available basis. Applications are accepted from 8:00 a.m. on June 15 through the first day of fall term or until the program is filled. If June 15 falls on a weekend or a day that WSCC is closed, applications will be received on the next working day immediately after the deadline. Applications will not be accepted before June 15 and applications received after the first day of fall term will only be accepted and considered on a space available basis.

Applicants Must:
1. Meet all the general requirements of WSCC.
2. Be at least 18 years of age at the time of program completion.
3. Submit a Therapeutic Massage Program application packet to the program director, which includes the following:
   a. Therapeutic Massage program application.
   b. Documentation of having received two full body massages, one must be from a licensed massage therapist and the other can be a massage from the WSCC Student Massage Clinic.
   c. Copy of high school transcript or equivalency certificate.
   d. Transcript copies from all colleges previously attended, if applicable.
   e. Copy of COMPASS Reading Examination score of 76 or higher, taken within the last 3 years. (If a student has taken the ACT within the past 3 years, an ACT Reading sub-score of 17 can be substituted. Alternately, students with a degree from a regionally accredited institution and a minimum cumulative GPA of 2.5 are exempt from this requirement.
   f. Copy of active/current AHA approved CPR for Healthcare Providers certification.
4. Submit the following to the Director of Admissions:
   a. WSCC application.
   b. Official transcripts from all schools previously attended.

All information must be included for the application to be complete. Any piece of missing documentation will result in the application not being considered for admission and will be

returned to the applicant. Retain copies of every item submitted, as submitted information will not be released from accepted application packets.

Selection and Notification
1. The Therapeutic Massage Program admits students in the fall semester of each year. The availability of day or evening classes is based on demand.
2. Program applications will be reviewed in the order in which they are received for completion of program admission requirements. All qualified applicants are admitted until the program is filled. Applications delivered in person will be considered over those received by mail.
3. Incomplete or ineligible applications will be returned to the applicant. Deficits may be corrected and the application resubmitted but a place in the program will not be held while those deficits are corrected.
4. Students selected must respond, confirming their intent to enroll within ten (10) days of the postmarked date of the acceptance letter. A student who fails to respond will forfeit their position in the class.
5. Students who are accepted into the program and are not eligible to register for classes by the day of program orientation due to failing to meet the financial aid deadline must make alternate payment arrangements or forfeit their place in the class. The WSCC financial aid deadline for fall is usually June 1 each year - refer to the financial aid website for details. This deadline includes the FAFSA and all required paperwork.

Program Expectations
Students admitted into the Therapeutic Massage program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State Community College Catalog and available on the college website.

Required Competencies:
1. Clinical Competencies (client care/coordination/interaction, fundamental massage therapy procedures, therapeutic intervention techniques)
2. General Competencies (professional communication, legal and ethical concepts, client instruction)

Upon Admission:
Following official acceptance into the program students will be required to submit a physical examination form (current within one year), which includes documentation of immunizations along with evidence of having begun the Hepatitis B vaccinations. Additionally, students must be able to meet all Performance Standards/Essential Functions as published on the program website. Students will also be required to successfully complete a background check and drug screening. Therapeutic Massage students must carry liability insurance and accident insurance, which are available through the College, as well as personal health insurance. Do not complete any of these (physical, background check or drug screening) until instructed to do so by the program director.

Progression
Students selected for admission to the Therapeutic Massage Program must maintain a minimum grade of 70% or higher in all required courses. Failure to do so, or withdrawal from any MSG course, will result in dismissal from the program.

Readmission to Program:
Applicants who have been previously dismissed or have with drawn from the program may be readmitted one time only. A new application must be submitted to be considered for the next class. No preferential consideration is given to prior students for readmission.

Career Path
Therapeutic massage is open to individuals directly out of high school provided that they will be at least 18 years of age upon program completion. Individuals should possess strong communication skills, be self-motivated, and have a strong sense of empathy. Building trust in professional relationships is essential for maintaining and expanding one's client base. Therapeutic massage is also ideally suited to individuals currently employed in health care who are seeking to add another skill set. Upon completion of the Therapeutic Massage Program, graduates are eligible to sit for the national certification examination, achieving licensure and therefore employability throughout much of the United States. Due to the diversity of massage techniques employed, massage therapists can advance their skills through professional continuing education workshops.

The US Department of Labor Occupational Outlook Handbook anticipates that massage therapy positions will increase faster than average, growing by 19% in 2008-2018 and that the long-term demand will continue to rise, particularly among those seeking part-time employment. According to data available through the Associated Bodywork and Massage Professionals website, Alabama ranks last in concentration of massage therapists with only 1 massage therapist for every 3,876 residents. Median hourly earnings of massage therapists were $16.78 in May 2008, and the highest 10 percent earned more than $33.47. Generally some portion of their income is earned as gratuities, although tipping is not common in the hospital or clinical setting. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Completion Requirements

REQUIRED COURSES

ORI 101*	Orientation to College	1
MSG 101	Introduction to Therapeutic Massage	2
MSG 102	Therapeutic Massage Lab I	3
MSG 103**	Anatomy & Physiology	3
MSG 104***	Musculoskeletal and Kinesiology I	3
MSG 105	Therapeutic Massage Supervised Clinical I	2
MSG 200	Business and Marketing Plans	1
MSG 201	Therapeutic Massage for Special Populations	2
MSG 202	Therapeutic Massage Lab II	3
MSG 203***	Pathology	3
MSG 204***	Musculoskeletal and Kinesiology II	3
MSG 205	Therapeutic Massage Supervised Clinical II	2
MSG 206	National Certification Exam Review	1
	TOTAL HOURS	28-29

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

**BIO 201 / 202 Human Anatomy & Physiology I & II may be substituted for this class.

***Health care professionals interested in course substitutions should contact the program director for further information.

NOTE: All courses with the MSG prefix must be completed at WSCC.

Upholstery

Ms. Karan Smith, Instructor
256. 352.8168
karan.smith@wallacestate.edu

Certificate (4 semesters)

Career Cluster: Manufacturing

At a Glance
Classroom and shop experiences are related to aspects of upholstering, including furniture, automobiles and even boats, as well as time estimation for a project, pricing and salesmanship. Upholsterers also help customers select new coverings by providing samples of fabrics and pictures of finished pieces.

Program Description
The upholstery program is a 4-semester certificate program. Upholster/interior refinishing program teaches upholsterers all facets of restoring and recovering furniture.

Admission Requirements
Meet all the general admission requirements of WSCC.

Program Expectations
Instruction includes history and styles of furniture: installing, repairing, arranging and securing springs; filler, padding, and covering material; pattern making, cutting, sewing and trimming; outside coverings, cushion filling, tufting, styling and designing; buttoning and wood refinishing, industrial sewing, alternations, domestic sewing, and functions of various dewing machines.

Career Path
Career opportunities for students can be found in upholstery shops, fabric stores, auto customizing shops, and some will own upholstery shops and sewing shops.

Salaries: Hourly Wage $8.52 to $17.06 depending on type of Work and geographic location.

Completion Requirements

REQUIRED COURSES

UPH 111	Upholstery Fundamentals & Design	3
UPH 112	Upholstery Design Furniture Lab	3
UPH 113	Upholstery Design Auto Lab	3
UPH 114	Upholstery Design Experimental Lab	3
UPH 121	Correlating Decorative Elements	3
UPH 122	Decorative Elements Furniture Lab	3
UPH 123	Decorative Elements Auto Lab	3
UPH 124	Decorative Elements Experimental Lab	3
UPH 132	History of Furniture Styles	3
UPH 212	Design Interiors Furniture Lab	3
UPH 214	Design Interiors Experimental Lab	3
UPH 215	Shop Management and Layout	3
UPH 217	Upholstery Crafts and Accessories	3
UPH 218	Embroidery Design	3
UPH 221	Automotive Upholstery and Design	3
UPH 224	Automotive Upholstery Design Experimental Lab	3
		48

Additional Certificate Requirements

COM 100	Vocational Technical English I	3
MAH 101	Introductory Mathematics I	3
SPC 103	Oral Communications	2
DPT 103	Technical Computer Skills	3
WKO 101	Workplace Skills Development I	1
		12
	TOTAL HOURS	60

Electives

UPH 131	Wood Repair and Refinishing	3
UPH 211	Design Interiors Furniture & Auto	3
UPH 213	Designs Interiors Auto Lab	3
UPH 216	Draperies, Cornices, Bedding	3
UPH 222	Interior Materials-Furniture	3
UPH 223	Interior Materials-Auto	3
UPH 225	Advanced Furniture Techniques	3

UPH 226	Advanced Automotive Techniques	3
UPH 227	Quilting Techniques & Designs	3
UPH 281	Special Topics	3
UPH 183	Special Topics	3

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

Visual Communications

Mr. Adrian Scott, Advisor
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Associate in Applied Science Degree (4 semesters)

Short Term Certificate (2 semesters)

Career Cluster:
Arts, A/V Technology & Communications

At a Glance
Wallace State's degree in graphic arts, called Visual Communications, combines artistic talents and high-tech delivery to satisfy an ever growing 'creative economy' and industry demand for employees skilled in 'new media' production.

Graphic designers—or graphic artists—plan, analyze, and create visual solutions to communications problems. They decide the most effective way of getting a message across in print, electronic, and film media using a variety of methods such as color, type, illustration, photography, animation, and various print and layout techniques.

Graphic designers use a variety of graphics and layout computer software to assist in their designs. Designers creating Web pages or other interactive media designs use computer animation and programming packages. Computer software programs allow ease and flexibility in exploring a greater number of design alternatives. Employers expect new graphic designers to be familiar with computer graphics and design software.

Program Description
Wallace State's degree in graphic arts, called Visual Communications, combines artistic talents and high-tech delivery to satisfy an ever growing 'creative economy' and industry demand for employees skilled in 'new media' production.

Program Expectations
Upon completion of the Visual Communications program, students will have a firm foundation to start possible careers in graphic and commercial design, desktop publishing, computer animation, gaming design, industrial design, apparel and fashion design, photography, advertising, marketing and promotions and Web page design.

Admission Requirements
Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

Completion Requirements
The program consists of twenty-five semester hours of general education courses, with the following balance of hours involving both rigorous art studio and technical visual communications computer courses.

Career Path
Employment of graphic designers is expected to grow 13 percent, as fast as the average for all occupations from 2008 to 2018, as demand for graphic design continues to increase from advertisers, and computer design firms. Graphic designers with Web site design and animation experience will especially be needed as demand increases for design projects for interactive media-web sites, mobile phones, and other technology. According to the American Institute of Graphic Arts, median annual total cash compensation for entry-level designers was $35,000 in 2008.
Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2010-11 Edition.

GENERAL REQUIRED COURSES

ORI 101*	Orientation to College	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3
MTH 100	Intermediate College Algebra	3
	Art Appreciation or Art History	3
SPH 106 or 107	Speech	3
	Natural Science Elective	4
	Social Science Elective	3
		26

*ORI 101- Orientation to College is a college requirement, not a requirement of the program. Students placing into remedial/ transitional coursework will be required to complete ORI 103 Orientation (Master Student) instead of ORI 101. See page 22 for further information.

MAJOR REQUIRED COURSES

ART 113	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 216, 233 or 114	Elective-Printmaking, Painting or Drawing II	3
ART 221	Computer Graphics	3
ART 243	Sculpture	3
ART 283	Graphic Animation	3
VCM 250	Intro Technical Illustration	3
VCM 145	Intro Digital Photography	3
VCM 172	Digital Vector Illustraion	3
VCM 180	Introduction to Graphic Design	3

VCM 185	Digital Raster Imaging	3
VCM 254	Graphic Design	3
VCM 270	Supervised Study in Graphics	3
VCM 289	Portfolio	1
		40
	TOTAL HOURS	66

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

VISUAL COMMUNICATIONS SHORT CERTIFICATE (3D MODELING AND SIMULATION)

VCM 185	Digital Raster Imaging	3
VCM 250	Intro Technical Illustration	3
VCM 251	Technical Illustration	3
VCM 270	Supervised Study in Graphics	3
CIS 223	Three Dimensional Computer Modeling	3
CIS 251	C++ Programming	3
DDT 104	Introduction to CAD	3
DDT 124	Intro to Technical Drawing	3
	TOTAL HOURS	24

WorkKeys Assessment is a requirement for graduation in this program. Please call 256-352-8461 to schedule the test.

Welding

Mr. Jim Thompson, Instructor
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Certificate (4 Semesters)

Career Cluster: Manufacturing, Architecture & Construction, Facility Operation, Maintenance, Weld Inspection

At a Glance
Certified welders, fabricators, and weld technicians are in high demand in Alabama and across the nation. Automotive manufacturing, shipbuilding, new construction, defense contractors, manufacturing fabrication, facility and infrastructure maintenance are the driving force behind these highly sought-after professionals. The welding curriculum is parallel with the (NCCER) National Center for Construction Education and Research and the American Welding Society standards.

Program Description
Welding Technology, a 4-semester program, offers a guide to skills and knowledge in the safe operation of the following welding processes and equipment operation: oxy-acetylene flame cutting; plasma arc cutting; welding and brazing equipment; electric arc welding equipment for shielded metal arc, gas metal arc, flux-core arc welding, and gas Tungsten arc welding equipment. Additional training is offered in robotics, CNC cutting and welding applications.

Admission Requirements
Student must meet all the general admission requirements of WSCC.

Program Expectations
The Welding Technology curriculum provides training in industrial blueprints, welding symbol interpretation, knowledge and hands-on workplace skills. Instruction uses the latest welding technology in stick, mig, pulse mig, flux core, metal core, tig, pulse tig, manual oxy-fuel, plasma, and carbon arc cutting processes that are common in the structural, facility maintenance, and pipe welding industries.

Program Exit Requirements
In addition to the welding course requirements, graduates must pass two AWS certification tests in 3G position using different welding processes.

Career Path
This program is designed to equip students who successfully compete the program with skills to qualify for an entry level or better positions in production welding, lay-out fabrication, new and existing facility construction, pipe and pressure vessel welders, boilermakers, maintenance and repair welders, management, welding education, business owner, certified welding inspector, certified welding educator, sales of welding equipment and consumables, power plant, or automotive manufacturing.

Completion Requirements

REQUIRED COURSES

WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/PAC/CAC	3
WDT 110	Industrial Blueprint Reading	3
WDT 119	G.M.A./Flux Cored Arc Welding	3
WDT 120	SMA Welding Groove	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/PAC/CAC Lab	3
WDT 124	G.M.A./Flux Cored Arc Weld. Lab	3
WDT 125	SMA Welding Groove Lab	3
WDT 219	Welding Inspection & Testing	3
WDT 228	Gas Tungsten Arc Welding	3
WDT 268	Gas Tungsten Arc Lab	3
WDT	Welding Technical Electives	12
		48

ADDITIONAL CERTIFICATE REQUIREMENTS

COM 100	Vocational Technical English I	3
MAH 101	Introductory Mathematics I	3
SPC 103	Oral Communications	2
DPT 103	Technical Computer Skills	3
WKO 101	Workplace Skills Development I	1
		12
	TOTAL HOURS	60

WorkKeys Assessment is a requirement for graduation in this program. Please call 256.352.8461 to schedule the test.

ELECTIVES I

WDT 115	G.T.A.W. Carbon Pipe	3
WDT 116	G.T.A.W. Stainless Pipe	3
WDT 155	G.T.A.W. Carbon Pipe Lab	3
WDT 156	G.T.A.W. Stainless Pipe Lab	3

ELECTIVES II

WDT 217	SMAW Carbon Pipe	3
WDT 218	Certification	3
WDT 257	SMAW Carbon Pipe Lab	3
WDT 258	Certification Lab	3

ELECTIVES III

WDT 157	Consumable Welding Processes	3
WDT 158	Consumable Welding Processes Lab	3
WDT 166	FCAW	3
WDT 167	FCAW Lab	3

ELECTIVES IV

WDT 180	Special Topics	3
WDT 181	Special Topics Lab	3
WDT 280	Special Topics	3
WDT 281	Special Topics in Welding Technology	3

ADDITIONAL WELDING ELECTIVES

WDT 160	Robotic Lab I	3
WDT 182	Special Topics	3
WDT 183	Special Topics	2
WDT 184	Special Topics	1
WDT 193	Co-op	3
WDT 221	Pipefitting and Fabrication	3
WDT 223	Blueprint Reading for Fabrication	3
WDT 229	Boiler Tube	3
WDT 269	Boiler Tube Lab	3
WDT 282	Special Topics	3
WDT 291	Co-op	3
WDT 292	Co-op	3
WDT 293	Co-op	1
WDT 294	Co-op	2

WORKFORCE DEVELOPMENT

ADULT EDUCATION & TRAINING

Wallace State Community College offers a variety of ways that students and members of the community at large may enrich their lives physically, socially, culturally, and intellectually. This is achieved through the following departments: Continuing and Community Education (CCE), Training for Existing Business and Industry (TEBI), and Adult Education (AE). These departments work together to provide adult basic education and workplace literacy training, short-term non-credit job training, and customized services for businesses.

Adult Education

Ms. Kelley Jones, Adult Education Director
256. 352.8077 or 252-8078
kelley.jones@wallacestate.edu

All Adult Education classes and materials are free.

The Adult Education Program offers many advantages to a variety of students. Adult Education classes are offered during the daytime, evening, and online. AE/ GED classes have open enrollment, meaning a student can enter the program at any time during the year and remain in class until goals are met.

Goals may include preparation for the General Education Development (GED) certificate, Compass, ACT, WorkKeys, or to improve educational skills in Math, Reading, Language (Writing/Essay), Science, and Social Studies for workforce purposes. English as a Second Language (ESL) is also a component of the program to assist learners of the English Language.

Instructional delivery varies by class location. However, most classes utilize live instruction, computers, one-on-one tutoring, and printed materials. Computerized tutorial packages are available at most sites. Students may receive instruction in select areas. An assessment is given upon class entry to determine a starting point and administered periodically throughout the instructional process to monitor progression.

The Adult Education program provides classes in Blount, Cullman, Winston, and Southeast Morgan counties. Please call for class locations and schedules and for an Orientation to begin the classes.

GED Certificate

Ms. Jamie Blackmon, GED Chief Examiner
256. 352.8461
jamie.blackmon@wallacestate.edu

The GED Tests are given every other Friday, 7:30 a.m. until 4:30 p.m. in the basement of the baseball stadium in classroom #101. Registration is every other Monday night at 6:00 p.m. in the basement of the baseball stadium in classroom #101. **Registration is required before a test day can be assigned.** Requirements for registration are as follows:

If 18 years of age or older, bring:
1. Valid Alabama ID (Driver's License or State ID)
2. Social Security Card
3. Receipt from WSCC Cashier ($50 for first-time testers)

-If under 18 years of age in addition to the above items bring:
1. Student Exit Interview Form from high school
2. Notarized parental permission to take the GED exam

Re-tests are scheduled as needed. Persons wishing to re-test must call Jamie Blackmon to schedule a test date. Those interested in taking the GED test should call 256.352.8461 for a registration date and a test date and location.

Training for Existing Business & Industry

Customized Training

The Training for Existing Business and Industry Department at Wallace State Community College in conjunction with the Alabama Technology Network provides customized workforce development and employee training services. This program offers business consulting services, training needs assessments, customized employee training, and employee skills assessments to businesses and industries.

Wallace State annually offers more than 50 customized TEBI courses to hundreds of employees of agencies, businesses, and industries like Rehau, Topre, American Proteins, and the Alabama Department of Transportation.

Topics offered have included A+ Certification, Basic Blueprint Reading, Basic Machining Calculations, Introduction to Metrology, Geometric Dimensioning and Tolerancing, 2000 ICC Plumbing Codes, Total Quality Management, ISO 9000, Gap Analysis, Continuous Process Improvement, Software Applications, and Management Techniques to name a few.

Training programs are developed and tailored to meet client needs. Qualified instructors have years of professional experience in the field and provide training using the latest information and technology. Services may be offered on-site or at Wallace State.

Open Enrollment Training

To provide educational experiences for lifelong learning, professional development, and to meet the training needs of businesses and individuals in our service area, Wallace State offers many open enrollment courses.   These courses have specific dates, times, and locations. Classes are published on the Wallace State website.

Topics include Computer Skills, Spanish for various professionals, Business and Management Skills, and Soft Skills among others. If you have an idea for an open enrollment class, please call the TEBI office.

Continuing & Community Education

Continuing Education

Wallace State offers continuing education credits for several professions. Our Department of Nursing is an approved provider of continuing education by the Alabama Board of Nursing (ABNPO137). We provide continuing education courses for nurses and other allied health professionals. We also offer continuing education courses in Ag Production (Ornamental and Turf Pest Control License) and Real Estate.

Certificate Programs

Wallace offers certificate programs such as Certified Nursing Assistant, Phlebotomy Technician, and MIG Welding. These courses are completed in a few short weeks. Upon successful completion of the course, the student will have the skills necessary to obtain a new career.

Certified Nursing Assistant

Ms. Melinda Edwards
256. 352.8172
melinda.edwards@wallacestate.edu

Certificate-Workforce Development

At a Glance

A Nursing Assistant is a valuable member of the healthcare team, working more closely with patients and their personal care than any other member of the healthcare team.

Program Description

The Certified Nursing Assistant (CNA) program prepares men and women to give basic nursing care under the direction of a licensed nurse. This program meets the requirements for the Alabama Certified Nursing Assistant, and graduates are qualified to take the State Certification Exam.

Classes will be given on campus for 6 weeks of lecture and training, a total of 66 hours, and 26 hours of clinical training.

Admission Requirements

The CNA training is offered through our Training for Business and Industry as a non-credit certificate program. Apply through the Workforce Development Department.

Program Expectations

WSCC provides comprehensive theory and clinical training both in hospitals and nursing homes. Upon successful completion of this course, students will be able to take the State Certification Examination.

Completion Requirements

Students must successfully complete both the theory and clinical components.

Career Path

Nursing Assistants make a difference in the quality of life for each person in their care. Our state-approved Certified Nursing Assistant training will get you into one of the fastest growing occupations in the United States. According to the Bureau of Labor Statistics, the demand for CNA's will grow faster than the average through the year 2010. Wages ranged from $7 to $13 per hour in 2006.

Phlebotomy Technician

Ms. Melinda Edwards
256. 352.8172
melinda.edwards@wallacestate.edu

Certificate- Workforce Development

At a Glance

A Phlebotomy Technician (phlebotomist) is an integral member of the medical laboratory team whose primary function is the collection of blood samples from patients by venipuncture or microtechniques. The phlebotomist facilitates the collection and transportation of laboratory specimens, and is often the patient's only contact with the medical laboratory. The need to assure quality and patient safety mandates strict professional behavior and standards of practice for these practitioners.

Program Description

This 88-hour course is intended for those who have no experience and want to become employed as a Phlebotomy Technician in a clinical laboratory, public health department setting, or other Allied Health fields where phlebotomy is utilized. The course includes 48 hours of classroom training and a 40 hour externship to provide you with a complete learning experience.

Designed for busy adults, classes are held in the evenings. Externships are coordinated after completion of classes through a local hospital.

Admission Requirements

The Phlebotomy Technician Program is offered through Training for Business and Industry as a non-credit certificate program. Students must be 18 years of age and have a high school diploma or GED. Apply through the Workforce Development Department.

Completion Requirements

Students must successfully complete both the classroom training and externship components.

Career Path

There is always a need for qualified health professionals. With the recent changes in the training requirements for phlebotomists there is a growing need for certified phlebotomists. The U.S. Bureau of Labor Statistics estimates that phlebotomists earn from $18,720 to $25,168, with a median salary of $21,944. A 2002 survey conducted by the American Society for Clinical Pathology (ASCP) reported that phlebotomy technicians earned a median hourly wage of $10.55.

The goal of the CCE department is to provide primarily non-credit educational experiences for lifelong learning and professional development. A number of courses are open to everyone, regardless of age or educational training. Course offerings include: continuing education for medical professionals in maintaining their licensure requirements; business topics for professional development; computer classes (with hands-on, personalized attention for beginners); leisure and personal development classes for the community; and job-specific Spanish classes. For more information, visit www.wallacestate.edu/ce.

Continuing and Community Education's revolutionary **online** education center provides computer courses to help individuals succeed on the job and in their personal lives. These self-paced and self-directed courses allow students to advance through the material online, at their own speed and from the comfort of their own computers. Also available are preparation courses for Microsoft Office Specialist and A+ Certification.

Ongoing Registration

Early enrollment is encouraged to ensure adequate enrollment and space availability. The following registration and withdrawal procedures will guide you through the enrollment process for continuing education classes.

You may register by phone, fax, or mail. To register by phone, call the WSCC Admissions Office at 256. 352.8243. Fax a completed registration form to 256. 352.8228 or mail it to: Wallace State Community College, Continuing and Community Education, P.O. Box 2000, Hanceville, Alabama 35077-2000

Payment must be made at the time of registration. Debit or credit card (American Express, Discover, MasterCard, or Visa) payment may be made over the phone. Checks should be made payable to Wallace State Community College.

Course Cancellations

Each course is arranged to ensure sufficient enrollment to cover the cost of instruction and materials. If low enrollment occurs, students are generally notified of cancellation 48 hours prior to the beginning of a course. We apologize for any inconvenience this may cause.

Withdrawal

Withdrawal from courses must be made in writing to the Wallace State Continuing Education Department. Notification must be received no later than one week before the beginning of the course. No refunds will be made for withdrawals after the one-week deadline.

Refund Policy

It is our policy that NO REFUNDS will be issued one week prior to an individual class or the first class in a series. However, if we cancel a class due to insufficient enrollment, fees will be reimbursed or you may select another class to attend based on space availability.

Certificates

Certificates are given for continuing education contact hours ONLY, unless specifically requested by the attendee during the registration process.

Courses Available Upon Request

If you, your business, or organization has a particular topic of interest that you would like for us to offer, please contact us 256.352.8172 or email melinda.edwards@wallacestate.edu.

WALLACE STATE
HANCEVILLE

Course Descriptions

COURSE DESCRIPTIONS

Courses are arranged in alphabetical order by subject area. The course descriptions includes a course designation, followed by a course number, course title, and an indication of the number of credit hours (lecture, lab) per week. (V) indicates that lecture and lab hours vary.

ABBREVIATIONS

The following are the official catalog course abbreviations used by Wallace State Community College:

DESCRIPTIONS

Catalog numbers ending with the number one (as ENG 101) indicate that the course is ordinarily to be considered as the first part of a continuation course consisting of two semester's work; the catalog number of the second part of the course ends with the number two (as ENG 102). Granting credit in these courses is sequence. However, to satisfy requirements in such subjects, it is generally necessary to take the continuation course.

Courses numbered 001-099 are institutional credit courses. These courses are not designed to transfer and do not count toward graduation. Courses numbered 100 through 199 are primarily for freshmen; courses numbered 200 through 299 are primarily for sophomores. Courses requiring no prerequisites are open to all students regardless of the catalog number.

The Alabama College System Course Directory lists common course names, numbers, and descriptions used by all of Alabama's two-year colleges. Courses which satisfy Areas I-IV of the General Studies curriculum at all public Alabama colleges and universities are indicated with the appropriate Area notation. Other courses which may transfer and may meet requirements for articulated programs have the following codes.

Code A— AGSC approved transfer courses in Areas I-IV that are common to all institutions.

Code B— Area V that are deemed appropriate to the degree and pre-major requirements of individual students.

Code C— Potential Area V transfer courses that are subject to approval by respective receiving Institutions.

The college reserves the right to withdraw any course for which the demand is insufficient. The term "credit" indicates the number of "semester hours' credit" granted upon the successful completion of a course.

Prerequisites or corequisite requirements of courses are listed with the course description in the catalog. It is the responsibility of the student to know these requirements and follow them when registering. The instructor of the course and the appropriate division chair must approve any waiver of these requirements.

A complete list of the courses being offered is published each term in the class schedule.

AGRICULTURAL PRODUCTION (AGP)

AGP 101 Orientation to Agricultural Occupations. 1 hr. (1-0)
PREREQUISITE: As required by program.
This course is an exploration of work relating to agriculture. Topics include job opportunities, working conditions, and educational requirements. Upon course completion, students should be able to demonstrate an understanding of the agricultural industry, employment opportunities and related requirements. **Code C**

AGP 106 Scientific Principles of Agricultural Production. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course introduces students to concepts and practices of modern farming operations. Topics include basic biology and chemistry needed for the production of farm products. Upon course completion, students will be able to demonstrate an understanding of basic chemical and biological principles associated with crop and livestock production. **Code C**

AGP 130 Poultry Production. 4 hrs. (3-2)
PREREQUISITE: As required by program.
This course focuses on the basic technical aspects of poultry production. Topics include housing, growing contacts, heating and cooling, nutrition, economics, and poultry health. Upon course completion, students will be able to develop a poultry production and marketing plan. **Code C**

AGP 152 Agricultural Equipment Repair and Maintenance. 3 hrs. (0-6)
PREREQUISITE: As required by program.
This course focuses on the repair and maintenance of agricultural equipment. Emphasis is placed on welding and other mechanical practices pertaining to small engines, tractors, implements and harvesters. Upon course completion, students will be able to perform basic repair and maintenance procedures on agricultural equipment. **Code C**

AGP 176 Agricultural Drainage. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This is a basic course in soil erosion management. Topics include reclamation procedures, terracing techniques, and construction of waterways and ponds. Upon course completion, students will be able to apply appropriate measures to prevent soil erosion. **Code C**

AGP 218 Agricultural Salesmanship. 3 hrs. (1-4)
PREREQUISITE: As required by program.
This course focuses on agricultural sales techniques. Topics include product awareness, display, and customer relations. Upon course completion, students will be able to demonstrate techniques used in effectively marketing and distributing agricultural products. **Code C**

AGP 281 Special Topics Agriculture Production. 3hrs. (3-0)
PREREQUISITE: As required by program.
These courses provide specialized instruction in various areas related to agricultural production. Emphasis is placed on meeting students' needs. **Code C**

ANTHROPOLOGY (ANT)

ANT 200 Introduction to Anthropology. 3 hrs. (3-0)
This course is a survey of physical, social, and cultural development and behavior of human beings. **Code A**

ANT 210 Physical Anthropology. 3 hrs. (3-0)
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. **Code A**

ANT 230 Introduction to Archeology. 3 hrs. (3-0)
This course is an introduction to archeological excavation techniques and post-excavation laboratory procedures. **Code A**

ART (ART)

ART 100 Art Appreciation. 3 hrs. (3-0)
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 works of art. **Code A**

ART 113 Drawing I. 3 hrs. (0-6)
This course provides the opportunity to develop perceptional technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects. **Code B**

ART 114 Drawing II. 3 hrs. (0-6)
PREREQUISITE: Drawing I.
This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art and the communication of personal thoughts and feelings. **Code B**

ART 121 Two Dimensional Composition I. 3 hrs. (0-6)
This course introduces the basic of concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. **Code B**

ART 122 Two Dimensional Composition II. 3 hrs. (0-6)
PREREQUISITE: 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, students should, through personal expression, demonstrate and make effective use of these elements and principles of design in creating two-dimensional compositions. Code B

ART 126 Color. 3 hrs. (0-6)
This course introduces the student to the fundamentals of color and color uses. Topics include various color theories, technical skills in mixing color, types of pigment and the expressive uses of color. Upon completion, students should be able to explain and demonstrate a fundamental understanding of color as it is used in the development of assigned color problems. **Code C**

ART 127 Three Dimensional Composition. 3 hrs. (0-6)
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, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms. **Code B**

ART 133 Ceramics I. 3 hrs. (0-6)
This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design and the functional and aesthetic aspects of pottery. Upon completion, students should demonstrate through their work a knowledge of the methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics. **Code C**

ART 134 Ceramics II. 3 hrs. (0-6)
PREREQUISITE: ART 133.
This course develops the methods of clay forming as a means of expression. Topics may include hand building, glazing, design and the functional and aesthetic aspects of pottery, although emphasis will be placed on the wheel throwing method. Upon completion, students should demonstrate improved craftsmanship and aesthetic quality in the production of pottery. **Code C**

ART 143 Crafts I. 3 hrs. (0-6)
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, students should be able to demonstrate creative uses of materials, a knowledge of the fundamentals of art, and an understanding of craftsmanship, and aesthetic quality. **Code B**

ART 144 Crafts II. 3 hrs. (0-6)
PREREQUISITE: ART 143.
This course develops skills in creating a variety of crafts, which may include work with fibers, metal, glass or other media. Emphasis is placed on processes, techniques, materials, and creative expression. Upon completion, students should demonstrate an improved level of competence in the creative uses of materials, craftsmanship, the fundamentals of art, and aesthetics. **Code B**

ART 173 Photography I. 3 hrs. (0-6)
This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have a knowledge of composition and history. **Code C**

ART 174 Photography II. 3 hrs. (0-6)
PREREQUISITE: ART 173.
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, students should demonstrate through the photographic process his/her creative and communication skills. **Code C**

ART 175 Digital Photography. 3 hrs. (0-6)
PREREQUISITE: As required by college.
This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos. **Code C**

ART 178 Audio-Visual Techniques. 3 hrs. (0-6)
PREREQUISITE: As required by program.
This course is an exploration of the area of linkage between the visual and auditory senses. Emphasis is placed on working with

sound and recording equipment, projected images, and multimedia hardware and software. Upon completion, students should be able to produce finished multimedia projects. **Code C**

ART 180 Introduction to Graphic Design. 3 hrs. (0-6)
This course is a general introduction to graphic design. Topics include history, processes, and production design. Upon completion, students should understand the concepts used to create media graphics. **Code C**

ART 190 Art Legal and Financial Management. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course is designed to acquaint the student with funding sources, business procedure, and project planning for the visual artist. Topics include grants, budgeting, legal contracts, and self promotion. Upon completion, students should demonstrate a knowledge of the basics of managing an art related business. **Code C**

ART 203-204 Art History I-II. 3 hrs. each (3-0)
These courses offer study of the chronological development of sculpture, painting, and architecture. Ancient through Contemporary Periods are included in the two-course sequence. These courses are open to all students and are especially recommended for those who plan further study in art, art education, history, and related fields. **Code A**

ART 216 Printmaking I. 3 hrs. (0-6)
PREREQUISITE: ART 113, ART 121 or permission.
This course introduces various printmaking processes. Topics include relief, intaglio, serigraphy, or lithography and the creative process. Upon completion, students should have a basic understanding of the creative and technical problems associated with printmaking. **Code C**

ART 217 Printmaking II. 3 hrs. (0-6)
PREREQUISITE: ART 216 or permission.
This course provides the opportunity for the student to study a printmaking process beyond the introductory level. Emphasis is placed on creativity, composition, and technique in the communication of ideas through printmaking. Upon completion, students should demonstrate an understanding of the printmaking process as a creative tool for the expression of ideas. **Code C**

ART 220 Introduction to Computer Graphics. 3 hrs. (0-6)
This course is designed to acquaint the student with the technology, vocabulary, and procedures used to produce artworks with computers. Emphasis is placed on the fundamentals of art, creativity and the understanding of various graphic software. Upon completion, students should demonstrate a knowledge of computer graphics through production on a graphic program in a computer environment. **Code C**

ART 221 Computer Graphics I. 3 hrs. (0-6)
This course is designed to enhance the student's ability to produce computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion, students should have an understanding of professional computer graphics. **Code C**

ART 222 Computer Graphics II. 3 hrs. (0-6)
This course is designed to enhance the student's ability to produce an advanced level of computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion, students should have an understanding of professional computer graphics. **Code C**

ART 231 Watercolor Painting I. 3 hrs. (0-6)
This course introduces materials and techniques appropriate to painting on paper with water-based medium. Emphasis is placed on developing the technical skills and the expressive qualities of watercolor painting. Upon completion, students should be able to demonstrate a basic proficiency on handling the techniques of watercolor and how it can be used for personal expression. **Code C**

ART 232 Watercolor II. 3 hrs. (0-6)
PREREQUISITE: ART 231.
This course advances the skills and techniques of painting on paper using water based medium. Emphasis is placed on exploring the creative uses of watercolor and developing professional skills. Upon completion, students should demonstrate and compile a body of original paintings that reflect a personal awareness of the media's potential. **Code C**

ART 233 Painting I. 3 hrs. (0-6)
This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting. **Code B**

ART 234 Painting II. 3 hrs. (0-6)
PREREQUISITE: ART 233.
This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas. **Code C**

ART 243 Sculpture I. 3 hrs. (0-6)
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, students should understand the fundamentals of art and three-dimensional form, as well as the various media and processes associated with sculpture. **Code C**

ART 244 Sculpture II. 3 hrs. (0-6)
PREREQUISITE: ART 243.
This course is designed to sharpen skills in the media and processes of sculpture. Emphasis is placed on personal expression through three-dimensional form. Upon completion, students should be able to apply the fundamentals of art, their knowledge of form, and the sculptural processes to communicating ideas. **Code C**

ART 251 Lettering I. 3 hrs. (0-6)
This course introduces script and constructed lettering. Topics include types of lettering, materials, techniques, styles, layout and composition. Upon completion, students should be able to demonstrate lettering procedures and skills that reflect appropriate uses. **Code C**

ART 252 Lettering II. 3 hrs. (0-6)
PREREQUISITE: ART 251.
This course advances the students' lettering skills in script and constructed letter forms. Emphasis is placed on technical skills and creativity in using the constructed letter. Upon completion, students should demonstrate through assigned projects the personal, creative, and competent use of lettering styles. **Code C**

ART 253 Graphic Design I. 3 hrs. (0-6)
This course is designed to introduce the study of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography and production technology. Upon completion, students should demonstrate a knowledge of the fundamentals of art and understanding of the relationship between materials, tools and visual communication. **Code C**

ART 254 Graphic Design II. 3 hrs. (0-6)
PREREQUISITE: ART 253.
This course further explores the art of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography and production technology. Upon completion, students should be able to apply the knowledge of the fundamentals of art, material and tools to the communication of ideas. **Code C**

ART 256 Technical Illustration I. 3 hrs. (0-6)
This course is a study of illustrated drawings as prepared for industry. Emphasis is on techniques, perspective and axonometric drawing, and design. Upon completion, the student should be able to apply good design and various illustrative techniques to enhance renderings. **Code C**

ART 257 Technical Illustration II. 3 hrs. (0-6)
PREREQUISITE: ART 256.
This course is an advanced study of illustrated drawings as prepared for industry. Emphasis is on techniques, perspective and axonometric drawing, and design. Upon completion, the student should be able to apply good design and various illustrative techniques to enhance renderings. **Code C**

ART 283 Graphic Animation I. 3 hrs. (0-6)
PREREQUISITE: As required by program.
This course is designed to teach the art of animation as a continuation of the study of visual communicatin. Topics include story development, drawing, layout story boarding, directing, motion control, sound synchronization lighting and camera operation. Upon completion, students should understand the creative process as it relates to animation and demonstrate this knowledge through various projects. **Code C**

ART 284 Graphic Animation II. 3 hrs. (0-6)
PREREQUISITE: As required by program.
This course advances the students' technical and aesthetic knowledge of animation beyond the introductory level. Topics include story development, drawing, layout, story boarding directing, motion control, sound synchronizing, lighting and camera operation. Upon completion, students should advance his or her understanding of the creative process as it relates to animation and demonstrate this knowledge through various projects. **Code C**

ART 286 Art for Teachers. 3 hrs. (3-0)
This course provides the opportunity for perspective teachers to experience and analyze art in order to effectively incorporate the art curriculum into the classroom. Emphasis is placed on the exploration of teaching skills using art knowledge and the aesthetic experience. Upon completion, students should be able to demonstrate the ability to communicate art knowledge and the validity of the art curriculum. **Code C**

ART 291 Supervised Study in Studio Art I. 1-4 hrs. (V)
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. **Code C**

ART 292 Supervised Study in Studio Art II. 1-4 hrs. (V)
PREREQUISITE: ART 291, permission.
This course is designed to enable the student to continue studio experiences in greater depth. Topics are chosen by the student with the approval of the instructor. Upon completion, the student should have a greater expertise in a particular area of art.   **Code C**

ART 299 Art Portfolio. 1 hr.   (V)
This course is designed to teach the art major in the preparation and presentation of an art portfolio. Emphasis is placed on representing the student's potential as an artist in order to interest employers, clients or schools. Upon completion, students should be able to make a professional presentation of their design and communication skills. **Code C**

ASTRONOMY (AST)

AST 200 Observational Astronomy. 1-2 hrs. (V)
This is a laboratory course which introduces the student to the techniques of astronomical observation. Evening laboratory work will be required. **Code C**

AST 220 Introduction to Astronomy. 4 hrs. (3-2)
This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent developments. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. Laboratory is required. **Code A**

AUTOMOTIVE MANUFACTURING (AUT)

*Pending Approval-Courses for Automotive Manufacturing Technology were under development at time of catalog printing.

AUT 100 Introduction to Automotive Concepts. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
An introduction to automotive manufacturing concepts is the focus of this course. This course reviews the history of automotive manufacturing and discusses the automotive manufacturing processes for various automotive assembly and sub-assembly plants. It outlines the historical development of automotive manufacturing in Alabama.   Finally the electro-mechanical sytems and body components of a typical vehicle will be examined. CORE **Code C**

AUT 102 Lean Manufacturing and Industrial Safety. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course will introduce students to manufacturing fundamentals. It introduces various tools and techniques typically used in Lean manufacturing. It also will provide Occupational Safety and Health Administration (OSHA) certification instruction. OSHA standards will include electrical, Lock Out/ Tag Out, hazardous communications, personal protective equipment, machine guarding, and walking and working surfaces. CORE **Code C**

AUT 104 Blueprint Reading for Manufacturing. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the manufacturing and industrial trade areas. Topics include multiview projection, pictorial drawings, dimensions and notes, lines and symbols, tolerances, industrial applications, scales and quality requirements. Upon completion, students should be able to interpret blueprint drawings used in the manufacturing and industrial trades. This course may be tailored to meet specific local industry needs. **Code C CORE**

AUT 112 Principles of Industrial Electricity. 3 hrs. (2-2)
PREREQUISITE: As required by college.
This course provides an in depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate measurements using appropriate measurement instruments. They should also be able to perform fundamental task associated with troubleshooting, repairing, and maintaining AC systems. **Code C**

AUT 114 Introduction to Programmable Logic Controllers. 3 hrs. (2-2)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. **Code C CORE**

AUT 116 Introduction to Robotics. 3 hrs. (2-2)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform

preventative maintenance. CORE **Code C**

AUT 130 Fundamentals of Industrial Hydraulics and Pneumatics. 3 hrs. (2-2)
PREREQUISITE: As required by college.
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. **Code C**

AUT 138 Principles of Industrial Mechanics. 3 hrs. (1-4)
PREREQUISITE: As required by college.
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. **Code C**

AUT 139 Introduction to Robotic Programming. 3 hrs. (1-4)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course provides an introduction to robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion, the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple instructions. **Code C**

AUT 142 Industrial Wiring I. 3 hrs. (1-4)
PREREQUISITE: As required by college.
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. **Code C**

AUT 152 Machining Technology I. 6 hrs. (2-8)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, grinding machines, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, grinding, drilling, sawing, turning, and milling. **Code C**

AUT 186 Principles of Industrial Maintenance Welding and Metal Cutting Techniques. 3 hrs. (1-4)
PREREQUISITE: As required by college.
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 plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. **Code C**

AUT 219 PLC Applications. 3 hrs. (2-2)
PREREQUISITE: As required by college.
This course introduces advanced PLC programming techniques. Topics include tags, parallel processing, program optimization, and advanced math instructions. Emphasis is placed on optimizing PLC functions. Upon completion, students will be able to utilize advanced instructions to control PLC functions. **Code C**

AUT 221 Advanced Programmable Logic Controllers. 3hrs. (2-2)
PREREQUISITE: As required by college.
This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system. **Code C**

AUT 232 Sensors Technology & Application. 3 hrs. (2-2)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course provides a study of industrial electronic sensors. Topics include, but are not limited to, photo-electric, temperature, gas and humidity, pressure and strain sensors. The lab enables students to test, and troubleshooting electronic sensors and sensor circuits. Upon completion, students should be able to select, install, test, and troubleshoot industrial electronic sensors. **Code C**

AUT 234 Industrial Motor Controls I. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is place on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. **Code C**

AUTOMOTIVE SERVICE TECHNOLOGY (AUM)

AUM 101 Fundamentals of Automotive Technology. 3 hrs. (1-4)
PREREQUISITES: As determined by college.
This course provides basic instruction in Fundamentals of Automotive Technology. **CORE Code C**

AUM 112 Electrical Fundamentals. 3 hrs. (1-4)
PREREQUISITES: As determined by college.
This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits. **CORE Code C**

AUM 121 Braking Systems. 3 hrs. (1-6)
PREREQUISITE: As determined by college.
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. **CORE Code C**

AUM 122 Steering and Suspension 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. **CORE Code C**

AUM 124 Automotive Engines. 3 hrs. (1-4)
PREREQUISITE: As required by college.
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. **CORE Code C**

AUM 130 Drive Train and Axles. 3 hrs. (1-6)
PREREQUISITE: As determined by college.
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 driveability. **CORE Code C**

AUM 133 Motor Vehicle Air Conditioning. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement. **Code C**

AUM 162 Electrical and Electronic Systems. 3 hrs. (1-4)
This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. **CORE Code C**

AUM 182 Special Topics. 2 hrs. (0-4)
PREREQUISITE: As determined by college.
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 automotive, or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice. **Code C**

AUM 212 Advanced Electrical and Electronic Systems. 3 hrs. (1-5)
PREREQUISITE: As required by college.
This course provides instruction in advanced automotive electrical

and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components. **Code C**

AUM 220 Advanced Automotive Engines. 3 hrs. (1-4)
PREREQUISITE: As required by college.
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 of reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals. **Code C**

AUM 224 Man Transmission and Transaxle. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability. **Code C**

AUM 230 Automatic Transmission and Transaxle. 3 hrs. (1-6)
PREREQUISITE: As required by college.
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. **CORE Code C**

AUM 239 Engine Performance. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. **CORE Code C**

AUM 244 Engine Performance and Diagnostics. 3 hrs. (1-4)
PREREQUISITE: As required by college.
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 driveability. **CORE Code C**

AUM 246 Automotive Emissions. 3 hrs. (1-4)
PREREQUISITES: As required by college.
This is an introductory course in automotive emissions systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. **Code C**

AUM 281 Special Topics. 3 hrs. (0-3)
PREREQUISITE: As determined by college.
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 automotive, or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice. **Code C**

AUM 291 Co-op. 3 hrs. (0-15)
PREREQUISITE: As determined by college.
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. **Code C**

BIOLOGY (BIO)

BIO 103 Principles of Biology I. 4 hrs. (3-2)
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, protists, and fungi. A 120 minute laboratory is required. **Code A**

BIO 104 Principles of Biology II. 4 hrs. (3-3)
PREREQUISITE: BIO 103 or Biology Placement Test.
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.   **Code A**

BIO 201 Human Anatomy and Physiology I. 4 hrs. (3-2)
PREREQUISITE: BIO 103 or Biology Placement Test.
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. **Code B**

BIO 202 Human Anatomy and Physiology II. 4 hrs. (3-2)
PREREQUISITE: BIO 103 or Biology Placement Test and 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. **Code B**

BIO 220 General Microbiology. 4 hrs. (2-4)
PREREQUISITE: BIO 103 or BIO 212 (Recommended 4 Semester hours of Chemistry).
This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120 minute laboratories are required. **Code B**

BIO 230 Human Pathophysiology. 4 hrs. (3-2)
PREREQUISITE: BIO 201, BIO 202 and BIO 220.
Human Pathophysiology covers the nature, etiology, prognosis, prevention, and therapeutics of human disease. A 120 minute laboratory is required. **Code C**

BIO 250 Directed Studies in Biology. 1-4 hrs. (V)

PREREQUISITE: Permission of instructor. **Code C**

BIO 251 Directed Studies in Biology. 1-4 hrs. (V)
PREREQUISITE: BIO 250. **Code C**

BUSINESS (BUS)

BUS 100 Introduction to Business. 3 hrs. (3-0)
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. **Code C**

BUS 150 Business Math. 3 hrs. (3-0)
This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest, discounting notes, depreciation methods, and present value. **Code C**

BUS 175 Retailing. 3 hrs. (3-0)
This course is a study of the principles and practices of retailing. Topics include planning, policies and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies, and retail management. **Code C**

BUS 177 Salesmanship. 3 hrs. (3-0)
This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior. **Code C**

BUS 178 Purchasing. 3 hrs. (3-0)
This course provides an overview of the principles of purchasing for resale. Topics include buying techniques, market buying systems, financial management of purchasing departments, market information systems, and problems confronting retail and wholesale buyers. **Code C**

BUS 186 Elements of Supervision. 3 hrs. (3-0)
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. **Code C**

BUS 188 Personal Development. 1-3 hrs. (V)
This course provides strategies for personal and professional development. Topics include business etiquette, personal appearance, interviewing techniques, and development of a self-concept necessary for business success. **Code C**

BUS 190 Management Workshop I. 1-3 hrs. (V)
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry. **Code C**

BUS 191 Management Workshop II. 1-3 hrs. (V)
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry. **Code C**

BUS 192 Management Workshop III. 1-3 hrs. (V)
This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry. **Code C**

BUS 193 Business Co-op I. 1 hr. (1-0)
PREREQUISITES: Successful completion of two (2) business courses.
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to practices in the business environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. **Code C**

BUS 194 Business Co-op II. 1 hr. (1-0)
PREREQUISITE: Successful completion of BUS 193.
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to practices in the business environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. **Code C**

BUS 195 Business Co-op III. 1 hr. (1-0)
PREREQUISITE: Successful completion of BUS 194.
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to practices in the business environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. **Code C**

BUS 196 Business Co-op IV. 1 hr. (1-0)
PREREQUISITE: Successful completion of BUS 195.
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to practices in the business environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. **Code C**

BUS 197 Business Co-op V. 1 hr. (1-0)
PREREQUISITE: Successful completion of BUS 196.
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to practices in the business environment. The grade is based on the employer's evaluation of each

student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. **Code C**

BUS 215 Business Communication. 3 hrs. (3-0)
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. **Code C**

BUS 241 Principle of Accounting I. 3 hrs. (3-0)
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. **Code B**

BUS 242 Principle of Accounting II. 3 hrs. (3-0)
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. **Code B**

BUS 261 Business Law I. 3 hrs. (3-0)
This course provides an overview of legal principles affecting businesses. Topics include contracts, agency and employment, negotiable instruments, bailments, and sale of goods. **Code B**

BUS 262 Business Law II. 3 hrs. (3-0)
This course is a continuation of BUS 261. Topics include legal principles related to partnerships, corporations, real property and leases, insurance, security devices, bankruptcy, trust and estates; government regulations of business and labor; civil and criminal liability; and business security. **Code B**

BUS 263 The Legal and Social Environment of Business. 3 hrs. (3-0)
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. **Code B**

BUS 271 Business Statistics I. 3 hrs. (3-0)
PREREQUISITES: Two years of high school Algebra, Intermediate Algebra, or appropriate score on Math Placement Test.
This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing. **Code B**

BUS 272 Business Statistics II. 3 hrs. (3-0)
PREREQUISITE: BUS 271.
This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series, index numbers, and decision theory. **Code B**

BUS 275 Principles of Management. 3 hrs. (3-0)
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. **Code B**

BUS 276 Human Resource Management. 3 hrs. (3-0)
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. **Code C**

BUS 277 Management Seminar/E-Commerce. 3 hrs. (3-0)
This course offers study of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their areas of concentration and employment training. **Code C**

BUS 279 Small Business Management. 3 hrs. (3-0)
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 items, purchasing insurance, and the importance of appropriate legal counsel. This course should be taken during a student's second year of business courses. Completion of courses in accounting and marketing suggested. **Code C**

BUS 280 Industrial Management. 3 hrs. (V)
This course provides an overview of management in an industrial setting. Topics include operations analysis, research and development, physical facilities, production planning, productivity improvement, product flow, quality control, jobs and wages, and employee motivation. **Code C**

BUS 284 Economic Labor Relations. 3 hrs. (3-0)
This is a basic management course in the field of labor. Topics include psychological and institutional factors, economic factors and economic analysis in such areas of the labor-management relations. **Code B**

BUS 285 Principles of Marketing. 3 hrs. (3-0)
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior. **Code B**

BUS 291 Alternating Business Co-op I. 1-3 hrs. (V)
PREREQUISITES: As required by program.
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. **Code C**

BUS 292 Alternating Business Co-op II. 1-3 hrs. (V)
PREREQUISITES: As required by program.
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. **Code C**

BUS 293 Alternating Business Co-op III. 1-3 hrs. (V)
PREREQUISITES: As required by program.
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. **Code C**

BUS 296 Business Internship I. 3 hrs. (3-0)
PREREQUISITE: Minimum 6 Semester hours completed. Minimum GPA 2.0 (C).
This two-course sequence allows the student to work part-time on a job closely related to his or her academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract. **Code C**

BUS 297 Business Internship II. 3 hrs. (3-0)
PREREQUISITE: Minimum 6 Semester hours completed. Minimum GPA 2.0 (C).
This two-course sequence allows the student to work part-time on a job closely related to his or her academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract. **Code C**

BUS 298 Directed Studies I. 1-3 hrs. (V)
This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need. **Code C**

BUS 299 Directed Studies II. 1-3 hrs. (V)
This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need. **Code C**

CHEMISTRY (CHM)

CHM 099 Developmental Chemistry. 3 hrs. (3-0)
This course is designed for students with little or no background in chemistry. This preparatory course offers a detailed review of the mathematical base for chemistry, including formulas, naming, and equations, and covers basic chemical calculations of stoichiometry.

CHM 104 Introduction to Inorganic Chemistry. 4 hrs. (3-3)
PREREQUISITE: MTH 116, 098, 103 or equivalent math placement score.
This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required. **Code A**

CHM 105 Introduction to Organic Chemistry. 4 hrs. (3-3)
PREREQUISITE: CHM 104 (Introduction to Inorganic Chemistry).
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. **Code A**

CHM 111 College Chemistry I. 4 hrs. (3-3)
PREREQUISITE: MTH 112 (Precalculus Algebra) or equivalent math placement score and the completion of either CHM 099, CHM 104 or high school chemistry.
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.   **Code A**

CHM 112 College Chemistry II. 4 hrs. (3-3)
PREREQUISITE: CHM 111 (College Chemistry I)
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 reductions, nuclear chemistry, an introduction to organic and biochemistry, atmostpheric chemistry, selected topics in descriptive chemistry including metals, nonmetals and semimetals, coordination compounds, transition compounds, and post transition compounds. Laboratory is required. **Code A**

CHM 221 Organic Chemistry I. 4 hrs. (3-3)
PREREQUISITE: CHM 112 (College Chemistry II).
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 organic laboratory techniques. **Code B**

CHM 222 Organic Chemistry II. 4 hrs. (3-3)
PREREQUISITE: CHM 221 (Organic Chemistry I).
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. Special emphasis on reaction mechanisms, spectroscopy, and stereochemistry is included. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic organic laboratory techniques. **Code B**

CHILD DEVELOPMENT (CHD)

CHD 100 Introduction of Early Care and Education of Children. 3 hrs. (3-0)
This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings. **Code C**

CHD 201 Child Growth and Development Principles. 3 hrs. (3-0)
This course is a systematic study of child growth and development from conception through early childhood. Emphasis is on principles underlying physical, mental, emotional and social development, and methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children. **Code C**

CHD 202 Children's Creative Experiences. 3 hrs. (3-0)
This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children. **Code C**

CHD 203 Children's Literature and Language Development. 3 hrs. (3-0)
This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children. **Code C**

CHD 204 Methods and Materials for Teaching Children. 3 hrs. (3-0)
This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science and social studies concepts. Upon completion, students will be able to demonstrate basic methods of creating learning experiences using developmentally appropriate techniques, materials and realistic expectations. Course includes observations of young children in a variety of childcare environments. **Code C**

CHD 205 Program Planning for Educating Young Children. 3 hrs. (3-0)
PREREQUISITE: CHD 204
This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children. **Code C**

CHD 206 Children's Health and Safety. 3 hrs. (3-0)
This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintain safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. **Code C**

CHD 208 Administration of Child Development Programs. 3 hrs. (3-0)
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. On completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program. **Code C**

CHD 209 Infant and Toddler Education Programs. 3 hrs. (3-0)
This course focuses on child development from infancy through thirty-five months of age with emphasis on planning programs using developmentally appropriate materials. Emphasis is placed on positive ways to support an infant's or toddler's social, emotional, physical and intellectual development. Upon completion, the students should be able to plan an infant-toddler program and environment which is appropriate and supportive of the families and the children. **Code C**

CHD 210 Educating Exceptional Children. 3 hrs. (2-2)
This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children. **Code C**

CHD 215 Supervised Practical Experience in Child Development. 3 hrs. (0-6)
This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course. **Code C**

CLINICAL LABORATORY TECHNICIAN (CLT)

CLT 106 Laboratory Calculations and Statistics.   2 hrs.   (2-0)
This course incorporates practical application of mathematical concepts in the clinical laboratory. Instruction includes the metric system, solution preparation, dilutions, and other laboratory calculations. Upon completion, students should be able to make determinations of precision and accuracy using statistical data for various laboratory departments. **Code C**

CLT 111 Urinalysis and Body Fluids. 4 hrs. (2-2)
This course focuses on the theory and techniques in the examination of urine and other body fluids. The student is introduced to the physical and chemical properties of these fluids as well as microscopic examination of sediment and the identification of cells and crystals. Upon completion, students should be able to perform basic urinalysis and correlate laboratory results to reveal disorders and other disease states. **Code C**

CLT 121 CLT Hematology. 5 hrs. (3-2)
In this course the theory and techniques of hematology are covered. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, and selected automated methods. Upon completion, students should be able to perform various procedures including preparation and examination of hematologic slides and relate results to specific disorders.   **Code C**

CLT 131 Laboratory Techniques. 4 hrs. (3-1)
This course covers the basic principles and techniques used in the clinical laboratory. Emphasis is placed on terminology, basic microscopy, safety, and computations. Upon completion, students should be able to perform various basic laboratory analyses and utilize basic theories of laboratory principles. **Code C**

CLT 141 CLT Microbiology I. 5 hrs. (3-2)
The student is presented with theories, techniques, and methods used in basic bacteriology. Focus is on bacterial isolation, identification, and susceptibility testing. Upon completion, students should be able to select media, isolate and identify microorganisms, and discuss modern concepts of epidemiology. **Code C**

CLT 142 CLT Microbiology II. 4 hrs. (3-1)
The student is presented with the theories, techniques, and methods used in basic parasitology, mycology, and virology. Emphasis is placed on special bacteria, identification, life cycles, culture growth, and pathological states of infection and infestation. Upon completion, students should be able to identify certain parasites, demonstrate various staining and culture procedures, and discuss the correlation of certain microorganisms to pathological conditions. **Code C**

CLT 151 CLT Clinical Chemistry. 5 hrs. (3-2)
This course emphasizes theories and techniques in basic and advanced clinical chemistry. Coverage includes various methods of performing biochemical analyses on clinical specimens. Upon completion, students should be able to apply the principles of clinical chemistry, evaluate quality control, and associate abnormal test results to clinical significance. **Code C**

CLT 161 Integrated Laboratory Simulation. 2 hrs. (0-2)
This course provides an opportunity for the student to perform clinical laboratory procedures in all phases of laboratory testing as a review of previous laboratory courses. Emphasis is placed on organization of tasks, timing, accuracy, and simulation of routine operations in a clinical laboratory. Upon completion, students should be able to organize tasks and perform various basic laboratory analyses with accuracy and precision. **Code C**

CLT 181 CLT Immunology. 2 hrs. (1-1)
Theory and techniques in immunology are presented to the student. Emphasis is placed on the basic principles of the immune system, serologic testing, the production of specific antibodies and their use in the identification of infectious organisms. Upon completion, students should be able to relate basic principles of immunology, describe techniques for analytical methods utilizing immunological concepts, and correlate results of analyses to certain disease states. **Code C**

CLT 191 CLT Immunohematology. 5 hrs. (3-2)
Theory and techniques in immunohematology are presented to the student. In this course coverage includes antigen and antibody reactions including blood typing, antibody detection and identification, and compatibility testing. Upon completion, students should be able to apply theories and principles of immunohematology to procedures for transfusion and donor services, and correlate blood banking practices to certain disease states and disorders. **Code C**

CLT 293 CLT Clinical Seminar. 2 hrs. (2-0)
This course is a cumulative review of clinical laboratory science theory. The seminar consists of an on-campus summation of previous classes emphasizing recall, application of theory, correlation, and evaluation of all areas of clinical laboratory science. Upon completion, students should be able to apply theory of analytical methods, recognize normal, abnormal, and erroneous results, and relate laboratory results to pathological conditions. **Code C**

CLT 294 Clinical Laboratory Practicum I. 3 hrs. (0-3) PRE-REQUISITE: CLT 106, 108, 111, 121, 131, 141, 142, 151, 161, 181, 191.
This supervised practicum is within the clinical setting and provides laboratory practice in hematology and urinalysis. Emphasis is placed on clinical skills and performance in areas such as specimen preparation and examination, instrumentation, reporting of results, management of data and quality control. Upon completion, students should be able to process specimens, perform analyses utilizing various methods including instrumentation, report results, manage data and quality control using information systems. **Code C**

CLT 295 Clinical Laboratory Practicum II. 3 hrs. (0-3) PRE-REQUISITE: CLT 106, 108, 111, 121, 131, 141, 142, 151, 161, 181, 191.
This supervised practicum is within the clinical setting and provides laboratory practice in microbiology. Emphasis is placed on clinical skills and performance in areas such as recovery, isolation, culturing and identification of microorganisms. Upon completion, students should be able to isolate, culture, analyze microorganisms utilizing various methods, report results, manage data and quality control using information systems.
Code C

CLT 296 Clinical Laboratory Practicum III. 3 hrs. (0-3) PRE-REQUISITE: CLT 106, 108, 111, 121, 131, 141, 142, 151, 161, 181, 191.
This supervised practicum is within the clinical setting and provides laboratory practice in serology and immunohematology. Emphasis

is placed on clinical skills and performance in areas such as the detection and identification of antibodies, the typing of blood, and compatibility testing of blood and blood components. Upon completion, students should be able to perform the screening for and identification of antibodies, compatibility testing, record and manage data and quality control using information systems. **Code C**

CLT 297 Clinical Laboratory Practicum IV. 3 hrs. (0-3) PREREQUISITE: CLT 106, 108, 111, 121, 131, 141, 142, 151, 161, 181, 191.
This supervised practicum is within the clinical setting and provides laboratory practice in clinical chemistry. Emphasis is placed on clinical skills and performance in areas such as computerized instrumentation and the ability to recognize technical problems. Upon completion, students should be able to perform biochemical analyses by various methods, including testing utilizing computer-oriented instrumentation, report test results, manage patient data and quality control statistics using information systems. **Code C**

COLLISION REPAIR (ABR)

ABR 111 Non-Structural Repair. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
Students are introduced to basic principles of non-structural panel repairs. Topics include shop safety, identification and use of hand/power tools, panel preparation, sheet-metal repairs, and materials. **Code C**

ABR 114 Non-Structural Panel Replacement. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
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. **Code C**

ABR 122 Surface Preparation. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatments, selection of undercoats, and proper masking procedures. **Code C**

ABR 123 Paint Application and Equipment. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
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. **Code C**

ABR 151 Safety and Environmental Practices. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course is designed to instruct the student in safe work practices. Topics include OSHA requirements, the right to know laws, EPA regulations as well as state and local laws. **CORE Code C**

ABR 154 Automotive Glass and Trim. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural and non-structural glass and automotive trim and glass. Upon completion, students should be able to remove and replace automotive trim and glass. **Code C**

ABR 156 Automotive Cutting and Welding. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc, oxyacetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures. **Code C**

ABR 157 Automotive Plastic Repairs. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course provides instruction in automotive plastic repairs. Topics include plastics 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 181 Special Topics in Auto Body. 3 hrs. (0-6)
PREREQUISITE: As required by college.
This course is a 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 182 Special Topics in Auto Body. 3 hrs. (0-6)
PREREQUISITE: As required by college.
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 183 Special Topics in Auto Body. 2 hrs. (0-4)
PREREQUISITE: As required by college.
This course is guided indpendent study in special projects to give the student additional training in a specific area selected by the instructor. Emphasis is placed on individual student needs to improve or expand skills. Upon course completion, students should be able to demonstrate skills to meet specific needs.

ABR 213 Automotive Structural Analysis. 3 hrs. (1-4)
PREREQUISITE: As required by college.
Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage. **Code C**

ABR 214 Automotive Structural Repair. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
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. **Code C**

ABR 223 Automotive Mechanical Components. 3 hrs. (1-4)
PREREQUISITE: As required by college.
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. **Code C**

ABR 224 Automotive Electrical Components.   3 hrs. (1-4)
PREREQUISITE: As required by college.
This course provides instruction in collision related electrical repairs and various restraints systems, including seat belts, seat belt tensioners, and airbags. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors. **Code C**

ABR 255 Steering and Suspension. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
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. **Code C**

ABR 258 Heating and AC in Collision Repair. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course is a study of automotive air condition, heating, and cooling systems. Topics include automotive air conditioning, heating and cooling systems theory, component replacement and system service. **Code C**

ABR 261 Restraint Systems. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
Both the function and design of various restraints and passive restraints systems, including seat belts, seat belt tensioners, and airbags, will be discussed. Topics include airbag modules and impact sensors for both front and side airbag systems. Students learn about using service manuals, flow charts, and wiring diagrams during the diagnosis and repair process. **Code C**

ABR 265 Paint Defects and Final Repair. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to troubleshoot and correct paint imperfections. **Code C**

ABR 266 Aluminum Welding in Collision Repair. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course covers the principles and techniques of aluminum GMA (MIG) welding. Students learn to set up and tune a welding machine, address safety issues, perform proper welding techniques, prepare metal surfaces, and identify and correct weld defects.

ABR 267 Shop Management. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course introduces the students to basic principles of body shop management. Emphasis is placed on management structure, customer/insurance company relations, sound business practices, principles of cycle time, and basic collision/damage estimation. Upon completion, students should be able to understand the principles of operating a collision repair facility.

ABR 269 Estimating and Damage Analysis. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course introduces the students to the principles of collision/damage estimation. Topics include cost and time estimations, determinations of repair or replacement parts, and whether to use new, used, or aftermarket parts. Upon completion of this course, students should be able to provide a hand written or computerized damage report/estimate.

ABR 281 Special Topics in Auto Body. 3 hrs. (0-6)
PREREQUISITE: As required by college.
This course is a 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 skill sto meet specific needs.

ABR 285 Advanced Repair Skills Application. 1 hr.
PREREQUISITE: As required by college.
This course is designed to provide students with a capstone experience incorporating the knowledge and skills learned in the Auto Body program into one project. Special emphasis is given to student skill attainment.

ABR 291 Auto Body Repair Co-op. 3 hrs. (0-15)
PREREQUISITE: As required by college.
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, students should have gained skills necessary for entry level employment.

ABR 292 Auto Body Repair Co-op. 3 hrs. (0-15)
PREREQUISITE: As required by college.
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, students should have gained skills necessary for entry level employment.

ABR 293 Auto Body Repair Co-op. 3 hrs. (0-15)
PREREQUISITE: As required by college.
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, students should have gained skills necessary for entry level employment.

COMPUTER SCIENCE (CIS)

CIS 096 Introduction to Computers. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is designed to introduce students to basic computer terminology, hardware, input/output devices, memory, and processing. Students will learn basic keyboarding skills in addition to learning how to manage files. Windows as a graphical user interface and operations and applications that use the Windows environment are emphasized. **Code C**

CIS 101 Computer Applications Lab. 1hr. (0-1)
PREREQUISITE: As required by college.
This lab is designed to allow instructors to provide additional implementation of computer concepts as needed. This course may be duplicated with an alpha suffx added to the course number. **Code C**

CIS 111 Word Processing Software Applications. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides students with hands-on experience using word processing software. Students will develop skills common to most word processing software by developing a wide variety of documents. Emphasis is on planning, developing, and editing functions associated with word processing. **Code C**

CIS 113 Spreadsheet Software Applications. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets. **Code C**

CIS 115 Presentations Graphics Software Applications.   3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations. **Code C**

CIS 117 Database Management Software Applications.   3 hrs. (3-0)
PREREQUISITE: As required by college.
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. **Code C**

CIS 130 Intro to Information Systems. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be to describe and use the major components of selected computer software and hardware. **Code B**

CIS 146 Microcomputer Applications. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC 3 certification. **Code B**

CIS 147 Advanced Micro Applications. 3 hrs. (3-0)
PREREQUISITE: As required by college
This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare students for the MOS certification. **Code B**

CIS 148 Post Advanced Micro Applications. 3 hrs. (3-0)
PREREQUISITE: As required by college
This course builds on concepts associated with various microcomputer applications with emphasis on advanced features commonly found in software applications. Advanced features of word processing, spreadsheets, database, and presentation packages are introduced. Features such as macros, Visual Basic Applications, and online features are included in the content of the course. Upon completion, the student will be able to apply the advanced features of selected software to the workplace. This course will help prepare students for the MOS certification. **Code B**

CIS 149 Introduction to Computers. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC 3 certification. **Code C**

CIS 150 Introduction to Computer Logic and Programming. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems. **Code C**

CIS 151 Graphics for the World Wide Web. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course will provide an overview to the theory, tools, and techniques necessary for creating high-quality graphics using design software tools. **Code C**

CIS 158 Fundamentals of Wireless LANS. 3 hrs. (3-0)
This course is an introductory course about the design, planning, implementation, operation, and troubleshooting of wireless networks. It is intended to prepare students for the Cisco Wireless LAN Support Specialist designation. **Code C**

CIS 160 Multimedia for the World Wide Web. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a

web page utilizing multimedia. **Code C**

CIS 161 Introduction to Networking Communications.   3 hrs. (3-0)

This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification. **Code C**

CIS 165 Network Lab. 1hr. (0-1)

COREQUISITE: As required by college.

This lab is designed to allow instructors to provide additional implementation of networking concepts as needed. This course may be duplicated with an alpha suffix added to the course number. **Code C**

CIS 171 Fundamentals of Unix/Linus I. 3 hrs. (0-3)

PREREQUISITE: As required by college.

This course presents fundamental applications in Unix/Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration. **Code C**

CIS 172 Fundamentals of Unix/Linus II. 3 hrs. (2-1)

PREREQUISITE: As required by college.

This course is a continuation of DPT171 and includes advanced features of Unix/Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, iptables/firewall to secure Unix/Linux systems, and strategic user-group applications specific to administrative network control.   **Code C**

CIS 182 Help Desk Applications. 3 hrs. (3-0)

PREREQUISITE: As required by college.

The main purpose of this course is to provide students with a comprehensive understanding of the helpdesk environment and the knowledge, skills, and abilities necessary to work in the user support industry. Students will learn problem-solving and communication skills that are very valuable when providing user support. Through hands-on exercises and case projects students will learn how to apply their knowledge and develop their ideas and skills. **Code C**

CIS 185 Computer Ethics. 3 hrs. (3-0)

PREREQUISITE: As required by college.

This course will survey the various issues surrounding computer ethics. **Code C**

CIS 189 Co-op for CIS I. 3 hrs. (3-0)

PREREQUISITE: As required by college.

This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's

evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. **Code C**

CIS 191 Intro to Computer Programming Concepts. 3 hrs. (3-0)

PREREQUISITE: As required by college.

This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Struc-tured programming techniques involving input/output, conditional statements, loops, files, arrays and structures and simple data structures are introduced. Students are expected to write programs as part of this course. **Code B**

CIS 192 Advanced Computer Programming Concepts. 3 hrs. (3-0)

PREREQUISITE: As required by college.

This course covers the concepts of algorithm specifications, structured programming, data representation, searching, sorting, recursion, simple data structures, language description, and problem testing. Emphasis is placed on development of problem-solving skills. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code C**

CIS 193 Introduction to Computer Programming Lab. 1 hr. (0-1)

COREQUISITE: As required by college.

This lab is designed to allow instructors to provide additional implementation of programming concepts as needed. This course may be duplicated with an alpha suffix added to the course number. **Code C**

CIS 196 Commercial Software Applications. 3 hrs. (3-0)

PREREQUISITE: As required by college.

This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to repeat for credit for each different topic being covered. Emphasis is placed on the purpose capabilities and utilization of each package, language or program. Upon completion, students will be able to use the features selected for the application covered. **Code C**

CIS 197 Advanced Commercial Software Applications.   3 hrs. (3-0)

PREREQUISITE: CIS 196 and/or as required by college.

This course provides the student with hands-on experience in using the advanced features of software packages, languages, and utility programs currently in use. Each offering focuses on one software package with credit being received for each different package. Upon completion, students will be able to use the features selected for the application covered. **Code C**

CIS 199 Network Communications. 3 hrs. (3-0)

PREREQUISITE: As required by college.

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks)

and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. **Code C**

CIS 201 Introduction to Computer Programming Concepts. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course presents fundamental programming concepts. Included in this course are problem solving and algorithms, various design tools, programming structures, variable data types and definitions, modularization, and selected programming languages. Techniques are introduced to enable students to develop programs. As part of this course, students will apply programming concepts in CIS 202, which is a co-requisite for this course.   **Code C**

CIS 202 Introduction to Computer Programming Concepts Lab. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This lab is designed to allow instructors to provide additional application of programming concepts as needed. This course may be duplicated with an alpha suffix added to the course number.   **Code C**

CIS 203 Introduction to the Information Highway. 3 hrs. (3-0)
PREREQUISITE: As required by college.
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. **Code C**

CIS 205 Control Language and Utilities Applications.   3 hrs. (3-0)
PREREQUISITE: As required by college.
This course introduces computer operation and the job or executive language on a mini- or mainframe computer using both batch and on-line techniques. Utilities including sorts, screen design aids, and control programs while operating system concepts such as scheduling are introduced. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.   **Code C**

CIS 206 Advanced Control Language. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course covers the advanced use of Control Language Commands used to control system functions. Display files, queries, functions and conditional logic are covered and used in practical applications. **Code C**

CIS 207 Introduction to Web Development. 3 hrs. (3-0)
PREREQUISITE: As required by college.
At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. **Code C**

CIS 208 Intermediate Web Development. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course builds upon basic skills in Web authoring. Various Web

authoring tools are introduced. Upon completion students will be able to use these tools to enhance Web sites. **Code C**

CIS 209 Advanced Web Development. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification. **Code C**

CIS 210 Case Study in Computer Skills Application.   3 hrs. (0-1)
This course is designed to provide students with a capstone experience incorporating the knowledge and skills learned in the Computer Science program into student projects/case studies. Special emphasis is given to student skill attainment.
Code C

CIS 212 Visual Basic Programming. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course emphases BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code B**

CIS 213 Advanced Visual Basic Programming. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is a continuation of CIS 212, Visual Basic Programming. **Code C**

CIS 214 SECURITY ANALYST (PEN TESTING). 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is a continuation of CIS course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions. **Code C**

CIS 215 C# PROGRAMMING. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is an introduction to the C# programming language. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. Topics include program structure, language syntax, and implementation details. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. At the end of the course, students will be able to:

•	Analyze the basic structure of a C# application and be able to document, debug, compile, and run a simple application.

•	Create, name, and assign values to variables.

•	Use common statements to implement flow control, looping, and exception handling.

•	Create methods (functions and subroutines) that can return values and take parameters.

- Create, initialize, and use arrays.

- Explain the basic concepts and terminology of object-oriented programming.

- Use common objects and reference types.

- Build new C# classes from existing classes.

   Code C

CIS 222 Database Management Systems. 3 hrs. (3-0)
PREREQUISITE: As required by course.
This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web. **Code C**

CIS 223 Three Dimensional Computer Modeling. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is a study in 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation, and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use. **Code C**

CIS 224 Three Dimensional Computer Animation. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is a study in 3D computer animation. Course contents include a review of 3D modeling, rendering the 3D animations, compositing and special effects for both video and digital editing, video and film recording, storyboarding and sound design, technical testing and production estimates and scheduling. **Code C**

CIS 225 Introduction to SQL Programming-Oracle. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is designed to give students a firm foundation in concepts of relational databases, to create database structures and to store, retrieve, and manage data. Students will learn to query using Basic SQL statements, restrict, sort, perform single row functions and group the queried data. Students will write advanced SELECT statements and use advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval. You will query multiple table, perform nested queries, implement constraints, use data and time functions, and create sequences and views. Students learn to write SQL and SQL* Plus script files using the iSQL*Plus tool to generate report-like output. Demonstrations and hands-on practice reinforces the fundamental concepts. This course is the first of two courses required to acquire certification as Oracle Certified Associate (OCA).

CIS 226 ORACLE DATABASE ADMINISTRATION 1. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is designed to give students a firm foundation in basic administration of a database (i.e.Oracle Database 11g or higher). In this class, students learn how to install and maintain an Oracle Database. Students gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Students learn how to create an operational data-base and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with hands-on practices. This course is the second of two courses required to acquire certification as Oracle Database Administrator - Oracle Certified Associate (OCA) - Maps to Oracle Exam 1Z0052.

CIS 227 Program with PL/SQL - Oracle Developer. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course introduces students to PL/SQL and helps them understand the benefits of this powerful programming language. Students learn to creqte PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Students learn to create anonymous PL/SQL blocks as well as stored procedures and functions. Students learn to develop, execute, and manage PL/SQL stored program units such as procedures, functions, packages, and database triggers. Students also learn to manage PL/SQL subprograms, triggers, declaring identifiers and trapping exceptions. Students are introduced to the utilization of some of the Oracle-supplied packages. This course is the second of two courses required to acquire certification s Oracle Database 11g Developer - Oracle Certified Associate (OCA).

CIS 228 Oracle Database Administration II. 3 hrs. (3-0)
PREREQUISITE: As required by college.
In this course, the concepts and architecture that support backup and recovery, along with the steps of how to carry it out in various ways and situations, are covered in detail. This includes how to define and test our own backup and recovery scenarios. Students learn to manage memory effectively and to perform some performance evaluation and tuning tasks, including using some of the advisors. All types of flashback technologies, scheduling jobs inside and outside of the database, and controlling system resource usage are covered. Topics are reinforced with hands-on practices. This course counts towards the second of two courses required to acquire certification as Oracle Database Administrator - Oracle Certified Associate (OCA) - Maps to Oracle Exam 1Z0053.

CIS 231 Fortran Programming. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course introduces fundamental concepts of the programming language FORTRAN. Topics included are mathematical and relational operators, branching, the use of input devices, arrays, subprograms, and introductory file and disk operation. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code B**

CIS 232 Advanced FORTRAN Programming. 3 hrs. (3-0)
PREREQUISITE: As required by college.
The course presents the principles and techniques of programming applications. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. This course is a continuation of CIS 231. **Code C**

CIS 236 Scientific Computation. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course presents the principles and techniques of a scientific programming language such as FORTRAN with applications in engineering, science, and mathematics. **Code C**

CIS 241 Introduction to RPG Programming. 3 hrs. (3-0)
PREREQUISITE: CIS 130 or CIS 190 or equivalent.
This course introduces the fundamental concepts of RPG (Report Program Generator). It includes such topics as report preparation, control breaks, and file processing. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code C**

CIS 242 Intermediate RPG Programming. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is a continuation of CIS 241; includes such topics as sequential and random access file processing techniques. It may cover many of the structured programming commands, externally described files, display files, and other capabilities unique to some versions of RPG. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code C**

CIS 243 Advanced RPG Programming. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides enhanced use of externally described physical, logical, and display files in interactive processing. Special instructions are directed toward the use and coding of Subfile Programs. Students enrolled in this course are expected to spend two practice hours per week in the computer laboratory. **Code C**

CIS 245 Cyberterrorism. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course focuses on ways that computers can be used to assist in terrorist activity. Students will learn to assess the potential of various kinds of cyber attacks and will learn to devise plans and contingencies against future attacks. Topics include current U.S. policy regarding infrastructure protection and various avenues of addressing threats. **Code C**

CIS 246 Ethical Hacking. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner. **Code C**

CIS 249 Microcomputer Operating Systems. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management. **Code C**

CIS 250 E-Commerce. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is an introduction into e-commerce. Topics include marketing, building an e-commerce store, security, and electronic payment systems. Upon completion students will be able to build an e-commerce presence. **Code C**

CIS 251 C++ Programming. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing. **Code B**

CIS 252 Advanced C++ Programming. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is a continuation of C++ programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code C**

CIS 253 Basic Router Technology. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is designed to prepare students to apply the basics of networking hardware. The course covers beginning router configurations, routed and routing protocols, and an introduction to LAN switching. **Code C**

CIS 254 Advanced Router Technology. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is designed to prepare students to apply the advanced principles and applications of networking hardware. The course covers advanced router configurations, LAN switching, network management, and advanced network issues. **Code C**

CIS 255 Java Programming. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code B**

CIS 256 Advanced Java. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is a second course of a sequence using the Java programming language. Topics include: Sun's Swing GUI components, JDBC, JavaBeans, RMI, servlets, and Java media framework. Upon completion, the student will be able to demonstrate knowledge of the topics through programming projects and appropriate exams. **Code C**

CIS 257 Novell Administration. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course introduces the basics of managing a Novell network. It teaches students how to use Novell tools to set up, manage, and use basic network services including file systems, networking printing,

security and E-Mail. After completing this course students will be able to: add users to the network; execute network applications and share software resources; make accessing the network seem invisible to users; set up and manage the network file system; provide transparent access to information and resources anywhere on the network; use a multicontext NetWare Directory Services (NDS) environment; set up and manage network printing; create effective network security; back up and restore NetWare server data; set up and manage Novell messing services. **Code C**

CIS 258 Novell Administration II. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course is designed to develop advanced administration skills such as performance tuning for the network and server, and managing complex tree structures. Students wil learn how to oversee a complex Novell networking environment, including Novell partitioning and replication and time synchronization strategies. After completing this course students will be able to manage a complex NDS. **Code C**

CIS 259 Novell Network Administration III. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course affords opportunities to design and create a Novell implementation plan. **Code C**

CIS 261 COBOL Programming. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.   **Code B**

CIS 262 Advanced COBOL Programming. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course consists of development, completion, testing, and execution of complex problems in COBOL using various data file structures. A structured approach will be implemented as a methodological system. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code B**

CIS 264 Business Applications. 3 hrs. (3-0)
PREREQUISITE: As required by college.
Prior programming training is put to use in implementing a practical business application such as accounts receivable, accounts payable, payroll, or other business system. A different application is selected each semester. Instructor will provide student with the necessary data and the student will create all the programs that are necessary to produce the expected results. This course will require outside laboratory time to produce programs for evaluation. Mastery of the language selected for the study, at the desired level, is required. **Code C**

CIS 265 DATABASE PROGRAMMING I. 3 hrs. (2-1)
PREREQUISITE: As required by college.
This course teaches the student how to develop and deploy Internet applications using Oracle Forms. Working in a rapid development environment, participants learn how to customize forms through user interface items and how to control database data access by creating event-related triggers. The student will also learn how to test and debug Web applications through the Oracle Forms environment. **Code C**

CIS 268 Software Support. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This course is a suitable substitute for CIS 239, Networking Software. If used this is a CORE course for the AAT and AAS CIS programs. **Code C**

CIS 269 Hardware Support. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for CIS 240, Networking Hardware. **Code C**

CIS 270 Cisco I. 3 hrs. (3-0)
This course is the first part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. **Code C**

CIS 271 Cisco II. 3 hrs. (3-0)
This course is the second part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. **Code C**

CIS 272 Cisco III. 3 hrs. (3-0)
This course is the third part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. **Code C**

CIS 273 Cisco IV. 3 hrs. (3-0)
This course is the fourth part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. **Code C**

CIS 274 Advanced Networking Lab. 1 hr. (0-1)
PREREQUISITE: As required by college.
This lab is designed to allow instructors to provide additional application of networking concepts as needed. This course may be duplicated with an alpha suffix added to the course number. **Code C**

CIS 275 Workstation Administration. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides a study of client system administration in a network environment. Topics include installing monitoring maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations. **Code C**

CIS 276 Server Administration. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course introduces network operating system administration. Topics included in this course are network operating system soft-

ware installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment. **Code C**

CIS 277 Network Services Administration. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks. **Code C**

CIS 278 Directory Services Administration. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment. **Code C**

CIS 279 Network Infrastructure Design. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides a study of network infrastructure design. Topics included in this course are strategies for planning, implementing, and maintaining server availability and security, client addressing schemes, name resolution, routing, remote access, and network security. Students gain experience by designing plans for implementing common network infrastructure and protocols. **Code C**

CIS 280 Network Security. 3 hrs. (3-0)
PREREQUISITE: As required by the college.
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures. **Code C**

CIS 281 System Analysis and Design. 3 hrs. (3-0)
PREREQUISITE: CIS 199/CIS 207/CIS 212
COREQUISITE: CIS 251
This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code C**

CIS 282 Computer Forensics. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) certification. **Code C**

CIS 284 CIS Internship. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience. **Code C**

CIS 285 Object Oriented Programming. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language, such as C++ or Java. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system. **Code B**

CIS 286 Computerized Management Info Systems. 3 hrs. (3-0)
PREREQUISITES: As required by college.
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. **Code C**

CIS 287 SQL Server. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course will provide students with the technical skill required to install, configure, administer and troubleshoot SQL Server client/server database management system. At the completion of this series students will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database devices and partition data using segments; manage the user accounts; manage user permissions; identify the various task scheduling and alerting abilities of SQL Executive; identify the concepts used in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server. **Code C**

CIS 289 Wireless Networking. 3 hrs. (3-0)
The purpose of this course is to allow students to explore current issues related to wireless technology. Students will be able to develop and maintain wireless networks using advancements in current technology. **Code C**

CIS 290 Special Topics. 1 hr. (1-0)
PREREQUISITE: As required by college.
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 comprehension of the specified topics. **Code C**

CIS 291 Case Study in Computer Science. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion, students should be able to design, code, test and document a comprehensive computer information system. **Code C**

CIS 292 Special Topics. 2 hrs. (2-0)
PREREQUISITE: As required by college.
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 comprehension of the specified topics.
Code C

CIS 293 Special Topics. 1 hr. (1-0)
PREREQUISITE: As required by college.
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 specified skills. **Code C**

CIS 294 Special Topics. 3 hrs. (3-0)
PREREQUISITE: As required by college.
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. **Code C**

CIS 295 Special Topics. 2 hrs. (2-0)
PREREQUISITE: As required by college.
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 comprehension of the specified skills. **Code C**

CIS 296 Special Topics. 3 hrs. (3-0)
PREREQUISITE: As required by college.
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 specified skills. **Code C**

CIS 297 CO-OP for CIS II. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. **Code C**

CIS 298 CO-OP for CIS III. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. **Code C**

CIS 299 Directed Studies in Computer Science.   3 hrs. (3-0)
PREREQUISITE: As required by college.
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 been able to demonstrate knowledge of the topics as specified by the instructor. **Code C**

COMPUTERIZED NUMERICAL CONTROL (CNC)

CNC 111 Introduction to Computer Numerical Control.   2 hrs. (1-2)
PREREQUISITE: MTT 101, MTT 104 or by Instructor Permission.
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage. **CORE Code C**

CNC 112 Computer Numeric Control Turning. 3 hrs. (1-4)
PREREQUISITE: CNC 111 or by Instructor Permission.
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers. **Code C**

CNC 113 Computer Numeric Control Milling. 3 hrs. (1-4)
PREREQUISITE: CNC 111or by Instructor Permission.
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers. **Code C**

CNC 142 Applied Geometry for CNC Machine. 3 hrs. (3-0)
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, students should be able to solve problems required for planning, making, and checking of machined parts. **Code C**

CNC 143 Applied Trigonometry for CNC Machining. 3 hrs. (3-0)
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, students should be able to analyze and make computations in orderly steps to make and inspect parts. **Code C**

CNC 157 Toolmakers Technology. 3 hrs. (1-4)
This course covers the use of precision measuring instruments and interpreting engineering drawings. Emphasis is placed on the inspection of machine parts using a wide variety of measuring instruments and interpreting engineering drawings using modern conventions, symbols, datums, datum targets, projected tolerance zones, and industry specifications and standards. Upon completion students should be able to demonstrate correct use of measuring instruments and display print reading skills in line with NIMS certification standards. **Code C**

CNC 181 Special Topics in Computerized Numerical Control. 3 hrs. (1-4)
This course provides specialized instruction in various areas related to CNC. Emphasis is placed on meeting students' needs. **Code C**

CNC 211 Computer Numerical Control. 2 hrs. (2-0)
This course provides concentrated study in advanced programming techniques for working with modern CNC machine tools. Topics include custom macros and subroutines, canned cycles, and automatic machining cycles currently employed by the machine tool industry. Upon completion, students should be able to program advanced CNC functions while conserving machine memory.

CNC 212 Advanced Computer Numerical Control Turning. 3 hrs. (1-4)
PREREQUISITE: CNC 112 or by Instructor Permission.
This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers. **Code C**

CNC 213 Advanced Computer Numerical Control Milling. 3 hrs. (1-4)
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

CNC 214 Electrical Discharge Machine Programming. 3 hrs. (1-4)
PREREQUISITE: None
This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats, control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines. **Code C**

CNC 215 Quality Control and Assurance. 3 hrs. (2-2)
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 Geometric Dimensioning and Tolerancing and Coordinate Measuring Machines. **Code C**

CNC 221 Advanced Blueprint Reading for Machinists. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints. **Code C**

CNC 222 Computer Numerical Control Graphics: Turning. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, machine selection, tool selection, operational sequence, speed, feed and cutting depth. **Code C**

CNC 223 Computer Numerical Control Graphics Programming: Milling. 3 hrs. (1-4)
PREREQUISITE: CNC 111 or by Instructor Permission.
This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program. **Code C**

CNC 230 Computer Numerical Control Special Projects. 3 hrs. (1-4)
PREREQUISITE: Permission of instructor.
This course is designed to allow students to work in the lab with limited supervision. The student is to enhance their proficiency levels on various CNC machine tools. Upon completion, students are expected to plan, execute, and present results of advanced CNC products. **Code C**

CNC 232 Basic Tool and Die. 4 hrs. (2-4)
PREREQUISITE: Instructor Permission.
This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures. **Code C**

CNC 233 Advanced Tool and Die. 4 hrs. (1-6)
PREREQUISITE: As determined by college.
This course provides continued study in the application of jigs and fixtures. Emphasis is placed on design and manufacture of complex jigs and fixtures. Upon completion, students should be able to design and build complex jigs and fixtures. **Code C**

CNC 234 Precision Machining Practices. 5 hrs. (1-8)
PREREQUISITE: As determined by college.
A course 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, students should be able to manufacture parts with extreme close tolerance. **Code C**

CNC 235 Basic Die Construction. 5 hrs. (1-8)
This course is designed to teach construction, maintenance, operation and safety as related to tool and die construction. Topics include blanking, piercing, and bending. Upon completion, students should be able to design, and build blanking dies and bending dies. **Code C**

CNC 281 Special Topics in Computerized Numerical Control. 3 hrs. (1-4)
PREREQUISITE: None
This course provides specialized instruction in various areas related to CNC. Emphasis is placed on meeting students' needs. **Code C**

COSMETOLOGY (COS)

COS 111 Introduction to Cosmetology. 3 hrs.   (3-0)
PREREQUISITE: As required by college.
COREQUISITE: COS 112-Introduction to Cosmetology Lab
This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. **CORE Code C**

COS 112 Introduction to Cosmetology Lab. 3 hrs. (0-9)
PREREQUISITE: As required by college.
COREQUISITE: COS 111-Introduction to Cosmetology
In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111.   **CORE Code C**

COS 113 Theory of Chemical Services. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: COS 114-Chemical Services Lab
During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics. **CORE Code C**

COS 114 Chemical Services Lab. 3 hrs. (0-6)
PREREQUISITE: As required by college.
COREQUISITE: COS 113
During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting. **CORE Code C**

COS 115 Hair Coloring Theory. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: COS 116-Hair Coloring Lab
In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of haircoloring and the effects on the hair. **CORE Code C**

COS 116 Hair Coloring Lab. 3 hrs. (0-6)
PREREQUISITE: As required by college.
COREQUISITE: COS 115-Hair Coloring Theory
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening. **CORE Code C**

COS 117 Basic Spa Techniques. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: COS 118-Basic Spa Techniques Lab
This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care. **CORE   Code C**

COS 118 Basic Spa Techniques Lab. 3 hrs. (0-9)
PREREQUISITE: As required by college.
COREQUISITE: COS 117-Basic Spa Techniques
This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student 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, and nail care. **CORE Code C**

COS 119 Business of Cosmetology. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is designed to develop job-seeking and 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. **Code C**

COS 123 Cosmetology Salon Practices. 3 hrs.   (0-9)
PREREQUISITE: As required by college.
This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting. **Code C**

COS 125 Career and Personal Development. 3 hrs. (3-0)
PREREQUISITE: As required by college.
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. **Code C**

COS 127 Esthetics Theory. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on skin, different types of massage and benefits, and key elements of basic facial treatment. **Code C**

COS 133 Salon Management Technology. 3 hrs. (1-5)
PREREQUISITE: As required by college.
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. **Code C**

COS 134 Advanced Esthetics. 3 hrs. (1-5)
PREREQUISITE: As required by college.
This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on skin, different types of massage and benefits, and key elements of the basic facial treatment.

COS 135 Advanced Esthetics Applications. 3 hrs. (1-5)
PREREQUISITE: As required by college.
This course provides advanced practical applications related to skin care. Principal topics include massage techniques, various facial treatments, proper product application through skin analysis, and

introduction to ingredients and treatments used by the esthetician. Upon completion, the student should be able to perform various massage techniques, prescribe proper type of facial treatment and product, and demonstrate facials using any of the eight functions of the facial machine. **Code C**

COS 137 Hair Shaping and Design Theory. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course introduces students to concepts related to the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines..

COS 141 Applied Chemistry for Cosmetology. 3 hrs. (3-0)
PREREQUISITE: As required by college.
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. **Code C**

COS 142 Applied Chemistry for Cosmetology Lab. 3 hrs. (0-9)
PREREQUISITE: As required by college.
COREQUISITE: COS 141 and/or as required by program.
This course provides practical applications of the knowledge and skin learned in reference to chemical reactions, as well as the chemical application to the hair and skin. Emphasis is placed on knowledge of basic chemistry, pH scale, cosmetic chemistry, and physical and chemical changes in the hair and skin structure. Upon completion, the student should be able to determine the proper chemical product for each prescribed service. **Code C**

COS 143 Specialty Hair Preparation Techniques. 3 hrs. (1-5)
PREREQUISITE: As required by college.
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. **Code C**

COS 144 Hair Shaping and Design. 3 hrs. (1-5)
PREREQUISITE: As required by college.
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. **Code C**

COS 145 Hair Shaping Lab. 3 hrs. (0-9)
PREREQUISITE: As required by college.
This covers the study of 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 using safety and sanitary precautions. **Code C**

COS 146 Hair Additions. 3 hrs. (1-5)
PREREQUISITE: As required by college.
This course focuses on the practice of adding artificial hair. Topics include hair extensions, weaving, and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for attaching human and synthetic hair. **Code C**

COS 148 Nail Care Theory. 3 hrs. (3-0)
PREREQUISITE: As required by college.
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. **Code C**

COS 149 Nail Art Theory. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course focuses on nail enhancement products and 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. **Code C**

COS 150 Manicuring. 3 hrs. (1-5)
PREREQUISITE: As required by college.
This course focuses on the theory and practice of nail care. Topic include sanitation nail structure, nail disorders and diseases, manicuring, pedicuring, nail wrapping, sculptured nails and acrylic overlays. **Code C**

COS 151 Nail Care. 3 hrs. (1-5)
PREREQUISITE: As required by college.
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. **Code C**

COS 152 Nail Care Applications. 3 hrs. (0-9)
PREREQUISITE: As required by college.
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. **Code C**

COS 153 Nail Art. 3 hrs. (1-5)
PREREQUISITE: As required by college.
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. **Code C**

COS 154 Nail Art Applications. 3 hrs. (0-9)
PREREQUISITE: As required by college.
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. **Code C**

COS 158 Employability Skills. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides the study of marketable skills to prepare the student to enter the world of work. Emphasis is placed on resumes, interviews, client and business relations, personality, computer literacy and attitude. Upon completion, the student should be able to obtain employment in the field for which they have been trained. **Code C**

COS 161 Special Topics in Cosmetology. 1 hr.   (1-0)
PREREQUISITE: As required by college.
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession. **Code C**

COS 162 Special Topics in Cosmetology. 3 hrs. (0-9)
PREREQUISITE: As required by college.
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession. **Code C**

COS 163 Facial Treatments. 3 hrs. (1-5)
PREREQUISITE: As required by college.
This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type. **Code C**

COS 164 Facial Machine. 3 hrs. (0-9)
PREREQUISITE: As required by college.
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 apparants, 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. **Code C**

COS 165 Related Subjects Estheticians. 3 hrs. (0-9)
PREREQUISITE: As required by college.
This course includes subjects related to the methods for removing unwanted hair. This course includes such topics as electrolysis information and definitions, safety methods of permanent hair removal, the practice of removal of superfluous hair, and the use of depilatories. Upon completion of this course, students will be able to apply depilatories and practice all safety precautions. **Code C**

COS 166 Skin Care Bacteriology and Sanitation. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course introduces students to bacteriology and sanitation of skin care implements. Emphasis is placed on decontamination, infection control and safety. At the end of this course, students will be able to describe practices for sanitizing facial implements and proper use and disposal of non-reusable items. **Code C**

COS 167 State Board Review. 3 hrs. (1-5)
PREREQUISITE: As required by college.
Students are provided a complete review of all procedures and practical skills pertaining to the training in the program. Upon completion, the student should be able to demonstrate the practical

skills necessary to complete successfully the required State Board of Cosmetology examination and gain entry level employment. **Code C**

COS 168 Bacteriology and Sanitation. 3 hrs. (1-5)
PREREQUISITE: As required by college.
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. **Code C**

COS 169 Skin Functions. 3 hrs. (0-9)
PREREQUISITE: As required by college.
This course introduces skin functions and disorders. Topics include practical application for skin disorder treatments, dermabrasion, and skin refining. Upon completion of this course, student will be able to demonstrate procedures for acne, facials and masks for deeper layers and wrinkles. **Code C**

COS 181 Special Topics. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

COS 182 Special Topics. 3 hrs. (0-9)
PREREQUISITE: As required by college.
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

COS 190 Internship in Cosmetology. 3 hrs. (0-9)
PREREQUISITE: As required by college.
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. **Code C**

COS 191 Co-Op. 3 hrs. (0-15)
PREREQUISITE: As required by college.
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work related competencies. **Code C**

COS 291 Co-Op. 3 hrs. (0-15)
PREREQUISITE: As required by college.
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work related competencies. **Code C**

CRIMINAL JUSTICE (CRJ)

CRJ 100 Introduction to Criminal Justice. 3 hrs. (3-0)
An examination of the total criminal justice process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. History and philosophy, career oriented. **Code B**

CRJ 116 Police Patrol. 3 hrs. (3-0)
This course studies the duties, and responsibilities of the uniformed police patrol. It emphasizes the importance of patrol functions and includes principles, methods, procedures and resources used in police patrol operations. **Code C**

CRJ 117 Community Relations. 3 hrs. (3-0)
This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service, and mobilizing community involvement and cooperation. **Code C**

CRJ 140 Criminal Law and Procedure. 3 hrs. (3-0)
This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with attention to the Alabama Code. Areas of criminal procedure essential to the criminal justice professional are covered. **Code C**

CRJ 146 Criminal Evidence. 3 hrs. (3-0)
This course considers the origins of the law of evidence and current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the court regarding evidence. **Code C**

CRJ 147 Constitutional Law. 3 hrs. (3-0)
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. **Code C**

CRJ 156 Correctional Institutions. 3 hrs. (3-0)
This course examines correctional institutions and their functions. Topics covered include prison facilities, programs, and the effects of incarceration. **Code C**

CRJ 157 Community Based Corrections. 3 hrs. (3-0)
This course examines various forms of community corrections and alternative sentences. Probation, parole, halfway houses, work release, community service, electronic monitoring, and camps are among the programs considered. **Code C**

CRJ 160 Introduction to Security. 3 hrs. (3-0)
This course surveys the operation, organization, and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered. **Code B**

CRJ 166 Private and Retail Security. 3 hrs. (3-0)
This course surveys the legal foundations, regulations, training, and other issues in private security. Typical offenses, laws, and law enforcement strategies common in the field are covered. Methods of loss prevention are examined. **Code C**

CRJ 167 Industrial Security. 3 hrs. (3-0)
This course analyzes the security requirements for public or private industrial and commercial facilities. Physical security, loss preven-

tion, and classified operations are included. **Code C**

CRJ 177 Criminal and Deviant Behavior. 3 hrs. (3-0)
This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation. **Code C**

CRJ 178 Narcotics/Dangerous Drugs. 3 hrs. (3-0)
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. **Code C**

CRJ 205 Treatment of the Offender. 3 hrs. (3-0)
This course looks at the principles and techniques of dealing with the detained offender. Topics include searching, transporting, interviewing, and counseling. **Code C**

CRJ 212 Correctional Counseling Techniques. 3 hrs. (3-0)
This course focuses on the basic concepts of influencing human behavior. Theories of individual and group counseling are emphasized, as well as some of the barriers faced in dealing with the public offender. **Code C**

CRJ 216 Police Organization and Administration. 3 hrs. (3-0)
This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered. **Code C**

CRJ 217 Report Writing. 3 hrs. (3-0)
This course reviews the various types of police reports, including incident, investigative, progress, and others. The course analyzes the different forms of written communications used in law enforcement. **Code C**

CRJ 218 Traffic Control. 3 hrs. (3-0)
This course is designed to teach the student traffic safety planning, traffic law enforcement, regulation and control. The Alabama Motor Vehicle Code is examined. **Code C**

CRJ 219 Firearms. 3 hrs. (3-0)
This course covers the moral implications, legal provisions, safety precautions, and restrictions governing the use of firearms. The use of sidearms and riot guns with stationary and combat targets is explored. **Code C**

CRJ 220 Criminal Investigation. 3 hrs. (3-0)
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. **Code C**

CRJ 226 Fingerprint Science. 3 hrs. (3-0)
This course involves the history, classification, and current procedures of handling latent fingerprints. Latent print examination filing, and courtroom presentations are considered. **Code C**

CRJ 227 Homicide Investigation. 3 hrs. (3-0)
This course covers the principles, techniques and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry. **Code C**

CRJ 230 Criminalistics. 3 hrs. (3-0)
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. **Code C**

CRJ 236 Advanced Criminalistics. 3 hrs. (3-0)
PREQUISITE: CRJ 230
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 experiences may be utilized. **Code C**

CRJ 237 Forensic Photography. 3 hrs. (3-0)
This course analyzes the principles, techniques, and uses of forensic photography in criminal investigation. Emphasis is placed on basic camera operation and mechanics, crime scene photography, and rules of photographic evidence. **Code C**

CRJ 238 Crime Scene Investigation. 3 hrs. (3-0)
This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collection and preservation, and courtroom procedures are considered. **Code C**

CRJ 239 Issues in Law Enforcement. 3 hrs. (3-0)
This course involves research, writing, and discussion of selected subjects relating to law enforcement. An analysis of contemporary police problems is provided. **Code C**

CRJ 256 Correctional Rehabilitation. 3 hrs. (3-0)
This course surveys the different methods used in the rehabilitation of public offenders. Topics include individual and group counseling, education, recreation, religion, drug treatment, and vocational programs. **Code C**

CRJ 259 Issues in Corrections. 3 hrs. (3-0)
This course involves research, writing, and discussion of selected subjects relating to corrections. An analysis of contemporary problems in corrections is provided. **Code C**

CRJ 280 Internship in Criminal Justice. 1-3 hrs. (3-0)
PREREQUISITE: Permission of the instructor.
This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head. **Code C**

CRJ 290 Selected Topics - Seminar in Criminal Justice. 1-3 hrs. (3-0)
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. **Code C**

CULINARY ARTS (CUA)

CUA 101 Orientation to the Hospitality Profession. 3 hrs. (3-0)
This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality

industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends. **CORE**

CUA 102 Catering. 2 hrs. (2-0)
This course includes the theory and practice of operating a catering business. Topics include food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.

CUA 110 Basic Food Preparation. 3 hrs. (3-0)   CO-REQUISITE: CUA 120
In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items.   This course is **CORE** for AAS/AAT or Diploma in Culinary Arts or Commercial Food Services.

CUA 111 Foundations in Nutrition. 3 hrs. (3-0)
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 cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles to meal planning**. CORE**

CUA 112 Sanitation, Safety, and Food Service. 2 hrs. (2-0) This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparation and serving. Specific topics include the dangers of microbial contaminants, food allergens and foodborne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course students will be prepared to test for ServSafe© certification. The content of this course is foundational for all culinary arts classes. **CORE**

CUA 113 Table Service. 2 hrs. (2-0)
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 of this course, students should be able to demonstrate proficiency in the art of table service.

CUA 114 Meal Management. 3 hrs. (1-4)
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 of this course, students will be able to apply efficient work habits, sanitation and safety in the kitchen.

CUA 115 Advanced Food Preparation. 3 hrs. (1-4)
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, students will develop advanced skills in food preparation and meal management.

CUA 120 Basic Food Preparation Lab. 2 hrs. (0-4)
CO-REQUISITE: CUA 110
In this course students apply fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills. This course is **CORE** for AAS/AAT or Diploma in Culinary Arts or Commercial Food Services.

CUA 122 Fundamentals of Quantity Cooking. 3 hrs. (1-4)
This course covers the principles and methods of quantity cooking. Topics include weights and measures, costing and converting of recipes, vocabulary and standard abbreviations, health department regulations and inspection, and food production forms and records. Upon completion of this course the student will have a basic knowledge of the principles of quantity food production.

CUA 125 Food Preparation. 5 hrs. (3-4)
In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills. This course is **CORE** for AAS/AAT or Diploma in Culinary Arts.

CUA 130 Chocolate and Truffles. 3 hrs. (1-4)
This course is a specialty hands-on course in chocolate, focusing on: tempering, chocolate candy making and the use of chocolate as a centerpiece medium. The student will have competency in chocolate to apply in the industry.

CUA 132 Food Preparation and The Health Care Industry.   3 hrs. (3-0)
This course introduces students to food preparation and service in the health care industry. Emphasis will be placed on using medical dictionaries and reading charts for therapeutic diet instruction, and designing and creating menus and diet programs for special client populations. Upon completion, students should be able to read and interpret medical terms, and demonstrate knowledge about food service in the health care industry.

CUA 134 Culinary French. 2 hrs. (2-0)
This course covers classical French vocabulary and culinary terms. Emphasis is placed on basic French menu terms describing techniques and equipment. Upon completion of this course the student will have a basic understanding of French terminology as it relates to the food industry.

CUA 141   Food Production for Special Operations. 3 hrs. (1-4)
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, students should be able to plan, organize, and prepare food service items for special operations.

CUA 142 Specialty Breads. 2 hrs. (1-2)
The student will have a complete analysis of the different types of flour and types of leavening agents, as well as of the old, original method of making bread with naturally developed yeast present in pieces of previously fermented dough. Also, have a full understanding of the basic process of making bread; water, kneading, fermentation, temperature, and proofing. The student will also explore the art of fantasy breads, appliqués, presentation assemblages, and decorative breads. The student will develop competencies in stockroom, scully and supervision.

CUA 150 Basic Culinary Lab I. 2 hrs. (0-5)
In this course, students apply food preparation techniques through hands-on experiences. Emphasis is placed on manipulative skills under direct supervision. Students will develop competencies in food production.

CUA 165 Cake Decorating and Design. 3 hrs. (2-3)
This course focuses on preparing cake, tortes, individual viennese cakes, and piping skills. Emphasis is placed on piping different mediums such as: chocolate, buttercream, royal icing; assembling cakes with different batters or dough such as: genoise, Japonaise, Bavarian, mousse, and marzipan. Upon completion student should be able to plan, execute and evaluate whole cakes, desert platters, and a show piece.

CUA 173 Culinary Arts Apprenticeship. 3 hrs. (0-15)
This course provides the student with hands-on experience in a selected (approved) commercial food operation establishment under direct supervision. This course may be repeated for credit.

**CUA 180 Special Topics in Commercial Food Services.
1 hr. (0-2)**
These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs. This course may be repeated for credit.

**CUA 181 Special Topics in Commercial Food Services.
2 hrs. (0-4)**
These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs. This course may be repeated for credit.

**CUA 182 Special Topics in Commercial Food Services.
3 hrs. (0-6)**
These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs. This course may be repeated for credit.

CUA 183 Culinary Art Sculpture . 3 hrs. (1-4)
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 wedding cakes to salt dough.

CUA 201 Meat Preparation and Processing. 2 hrs. (1-2)
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 the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing.

CUA 202 Aromatic and Flavoring Combinations. 3 hrs. (1-4)
Students will learn the difference between spices and herbs. Students will further learn the categories of herbs and spices which enable them to create their finest dishes. Students 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. (1-4)
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. Students learn why particular sauces will or will not go with particular dishes. The student will focus on brown and white stocks; consommé's, fumets and essences; glazes and rouxs. The student will further develop mother sauces and compound sauces.

CUA 204 Foundations of Baking. 3 hrs. (1-4)
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, students should be able to prepare and evaluate baked products.

CUA 205 Intro to Garde Manger. 3 hrs. (1-4)
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, canapes, hor d'oeuvres, and related food items. Upon completion, students 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. (1-2)
This course is a continuation of skill development in the art of Garde Manger. Major topics to be covered include prepration of gourmet foods, application of cold food fabrications and display, sausage making, ice carving and carving decorative substances to produce buffets. Upon completion, students whould 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. (1-2)
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, students should be able to demonstrate pastry preparation and plating, cake decorating, and show-piece production skills.

CUA 210 Beverage Management. 2 hrs. (2-0)
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. (3-0) Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, stu-

dents should be able to apply effective purchasing techniques based on the end-use of the product.

CUA 214 International Cuisine. 3 hrs. (1-4)

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. (1-4)

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 of this course, students will be able to research and execute regional American cuisines.

CUA 216 Plated Dessert Design. 3 hrs. (2-2)

This course focuses on plated dessert designs. Emphasis will be placed on complex presentations with two or more main items using decorative garnishes. Upon completion, students should be able to plate and serve attractive presentations of desserts with appropriate sauces and garnishes.

CUA 217 Introduction to Pastries. 2 hrs. (1-2)

This course focuses on preparing cakes and tortes. Emphasis is on the techniques necessary for Bavarian creams, ganache, buttercream, whipped cream, marzipan, chocolate, and production of mignardises and petit fours. Upon completion, students should be able to plan, execute and evaluate dessert platters, individual plated desserts, and show pieces.

CUA 218 Advanced Pastries. 3 hrs. (1-4)

This course is a continuation of CUA 217 and focuses on wedding cakes, occasional cakes, pastry buffets, and frozen desserts. Emphasis is placed on creating a pastry buffet consisting of cakes, tortes, French pastries, and mignardises. Upon completion, students should be able to plan, execute, and evaluate dessert platters, individual plated desserts, and show pieces.

CUA 220 Introduction to Patisserie. 3 hrs. (1-4)

 This is an introductory course to patisserie. Emphasis is placed on individual desserts, blown sugars, pulled sugar, pastillage gum paste, and nougat. Upon completion, students should be able to plan, execute, and evaluate dessert platters, individual plated desserts, and show pieces.

CUA 221 Advanced Patisserie. 3 hrs. (1-4)

This course continues the focus on patisserie. Emphasis is placed on developing competencies in individual desserts, platter setups, decorative show pieces, ices, sorbets, parfaits, chocolates, and confections. Upon completion, students should be able to plan, execute, and evaluate dessert platters, individual plated desserts, and show pieces.

CUA 241 Basic Culinary Lab II. 2 hrs. (0-4)

This course provides students the opportunity to have hands-on experience with direct supervision. Emphasis will be placed on techniques, production, presentation, safety and sanitation. Upon completion, students should be able to demonstrate skills in food preparation.

CUA 251 Menu Design. 2 hrs. (2-0)

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

CUA 260 Internship for Culinary Apprentice. 1 hr. (0-5)

This course is designed to give students practical, on-the-job experiences in all phases of food service operations under the supervision of a qualified chef and coordinated with the college instructor. This course may be repeated for credit.

CUA 261 Culinary Apprenticeship Practicum. 1 hr. (1-0)

In this course the student will complete the final practical exam required by the American Culinary Federation to complete a formal chef apprenticeship. This course must be taken during the last semester of apprenticeship.

CUA 262 Restaurant Managment and Supervision.   3 hrs. (3-0)

This course introduces restaurant and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a restaurant setting.

CUA 271 Managment of Food and Beverage Service.   2 hrs. (2-0)

This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

CUA 281 Apprenticeship: Qualifying Dinner. 3 hr. (0-5)

In this course, students will demonstrate chef's skills developed during culinary training by practical examination through preparing a gourmet meal for a panel of chef judges.

CUA 285 Culinary Capstone. 1 hr.   (1-0)

In this course, students will demonstrate their mastery of the required competencies for completion of a culinary degree. Students will complete their competency checklist and demonstrate their culinary abilities by preparing a meal to be judged by a panel of chefs.

Dental Assisting (DNT)

DNT 100 Introduction to Dental Assisting. 2 hrs. (2-0)

PREREQUISITE: As required by program.
This course is designed to provide an introduction to the field of dentistry. Topics include history of dentistry, dental equipment, dental auxiliaries, psychology as it applies to denistry, professional organizations, certification requirements, legal and ethical considerations, work ethics, and communication skills. Emphasis is placed on the Alabama Dental Practice Act and OSHA Standards. Upon completion, students should be able to discuss basic aspects of dentistry.
Code C CORE

DNT 101 Pre-Clinical Procedures I. 3 hrs. (2-1)
PREREQUISITE: As required by program.
This course is designed to introduce chairside assisting techniques including concepts of four handed dentistry, sterilization techniques, dental instruments, anesthesia, and operative dentistry. Emphasis will be placed on preparation of the student for clinical dental assisting. Upon completion, the student should be able to perform dental assisting skills in a clinical setting.
Code C CORE

DNT 102 Dental Materials. 3 hrs. (2-1)
PREREQUISITE: As required by program.
This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students will be given intra and extra oral technical tasks to perform. Upon completion, students should be able to take and pour preliminary impressions, trim study models, construct custom trays and temporary crowns, prepare and place restorative material, and manipulate cements and impression materials. **Code C**

DNT 103 Dental Anatomy and Physiology.   3 hrs. (3-0)
This course is designed to study dental anatomy and the structure of the head and neck with a basic understanding of body structure and function. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations will provide a foundation essential to an understanding of dental health. Upon completion, students should be able to discuss and identify the basic structure and function of the human body specifically the head, neck, and dentition. **Code C CORE**

DNT 104 Basic Sciences for Dental Assisting. 2 hrs. (2-0)
This course is designed to study basic microbiology, pathology, pharmacology, and medical emergencies. Emphasis is placed on the corelation of these sciences to the practice of dentistry. Upon completion, students should be able to apply basic science to the dental field. **Code C**

DNT 111 Clinical Practice I. 5 hrs. (1-12)
PREREQUISITES: DNT 101
This course is designed to allow the student the opportunity for clinical observation and practical work experience in clinical settings under the supervision of a licensed dentist. Emphasis will be placed on the basic skills of chairside assisting. Upon completion, students should be able to demonstrate basic skills in the area of chairside assisting. **Code C CORE**

DNT 112 Dental Radiology. 3 hrs. (2-1)
PREREQUISITE: As required by program.
This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Students will be taught to produce diagnostically acceptable intra and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, operator and patient safety, infection control, quality assurance, intraoral radiographic technique and image characteristics. Upon completion, students should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist. **Code C CORE**

DNT 113 Dental Health Education. 2 hrs. (2-0)
This course is designed to introduce the student to the basic principles of nutrition, preventive dentistry, and dental health education. Emphasis will be placed on philosophy of preventive dentistry in-

cluding: oral hygiene, patient motivation and management, and methods of oral health education. Upon completion, students should be able to apply the basic principles of nutrition and preventive dentistry. **Code C**

DNT 114 Dental Office Administration. 4 hrs. (3-1)
PREREQUISITE: As required by program.
This course is designed to introduce basic dental office procedures. Emphasis includes appointment and recall systems, financial records, accounting procedures, insurance claims, filing systems, purchasing and inventory of supplies and equipment, and the utilization of computers to perform business office procedures. Upon completion, students should be able to demonstrate efficiency in dental office administrative procedures.   **Code C**

DNT 116 Pre-Clinical Procedures II. 3 hrs. (3-0)
PREREQUISITE: DAT/ DNT 101 or equivalent.
The course is a continuation of Pre-Clinical Procedures I. Emphasis is placed on dental specialties. Upon completion, the student should be able to discuss and identify dental specialty procedures and instrumentation. **Code C**

DNT 122 Clinical Practice II. 4 hrs. (0-4)
PREREQUISITES: Successful completion of DAT/DNT 111
This course is designed to provide the student the opportunity to develop advanced dental assisting skills in chairside dental assisting procedures, radiology, team work, communication skills and administrative duties. Emphasis will be placed on clinical procedures. Upon completion, students should be able to demonstrate proficiency in the area of chairside assisting **Code C**

DNT 123 Dental Assisting Seminar. 4 hrs. (4-0)
This course is designed to discuss and evaluate the students' clinical experiences and the resume and interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification exam review. Upon completion, students should be able to successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant.   **Code C**

DNT 124 Clinically Applied Infection Control and OSHA Standards. 1 hr. (0-1)
PREREQUISITE: DAT 111
This course is designed for the integration of previously acquired knowledge of OSHA Standards and Infection Control in a clinical setting. Emphasis will be placed on clinical application of Infection Control and Compliance of OSHA Standards as it relates to dental chairside assisting. Upon completion, students should be able to demonstrate skills in the area of Infection Control and OSHA Guidelines.   **Code C**

DNT 125 Clinical Practice III. 3 hrs. (0-9)
PREREQUISITES: DNT 122
This course is designed to provide students with an opportunity to enhance dental assisting skills. Emphasis will be placed on chairside assisting, radiology, receptionist duties, team work, and communication skills. Upon completion, students should be able to demonstrate proficiency in the areas of chairside assisting, radiology and office management. **Code C**

DNT 137 Clinical / Co-op. 4 hrs. (0-20)
This course is designed to enable the student to gain dental experience by performing job related activities. Successful completion

of student cognitive, psychomotor or affective domain competencies are required in this course. **Code C**

DNT 141 Directed Studies in Dental Assisting. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course is designed to study specific areas of dentistry as chosen by the student and faculty member. Emphasis will be placed on the research and critique of a specific dental topic. Upon completion, students should be able to deliver a written and/or oral presentation on the chosen topic. **Code C**

DENTAL HYGIENE (DHY)

DHY 110 Dental Hygiene Theory I. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course is an introduction to Dental Hygiene theory including process of care with emphasis on professionalism, basic instrumentation skills and patient assessment processes. Upon completion, students will be able to apply the basic theory of dental hygiene to patient care and utilize this knowledge as a rationale for treatment provided. **Code C**

DHY 112 Pre-Clinical Dental Hygiene. 3 hrs. (1-2)
PREREQUISITE: As required by program.
This course prepares students to perform the specific skills outlined in the Dental Hygiene Process of Care. Emphasis is placed on professionalism, infection control, basic instrumentation skills and patient assessment processes. Patient assessment processes include conducting a medical history interview, documentation of vital signs, head and neck cancer screening exams, caries detection, assessment of deposits and an evaluation of the periodontium. This will be accomplished through lab demonstrations and clinical practice on manikin and/or lab partners. Upon completion, will be able to demonstrate the assessment procedures and utilization of basic instrumentation necessary to perform an oral prophylaxis. **Code C**

DHY 114 Dental Radiology. 3 hrs. (2-1)
PREREQUISITE: As required by program.
This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Emphasis is placed on x-ray properties, generation of x-rays, film processing, infection control, quality assurance, intraoral radiographic technique and image characteristics. Students will be taught to produce diagnostically acceptable intra and extra-oral radiographs. Upon completion, students will be able to expose, process and mount radiographs on patients for diagnostic purpose under the direct supervision of a dentist. **Code C**

DHY 116 Dental Anatomy, Histology & Embryology. 2 hrs. (2-0)
PREREQUISITE: Admission to the DHY Program.
This course is designed to cover an intense study of the structure and function of the cells and tissues that comprise dentition. Crown and root morphology receive in-depth study. Emphasis is placed on the embryologic development of dentition. Gross anatomy and histological considerations provide the foundation for the understanding of dental and oral disease. Upon completion, the student will be able to identify and discuss the anatomical structure of dentition, the embryological development of dentition and the function, structure and composition of the cells and tissues comprising den-

tition. **Code C**

DHY 118 Anatomy, Embryology & Histology of the Head and Neck. 2 hrs. (2-0)
PREREQUISITE: Admission to the DHY Program.
This course is designed to study the composition, structure and function of the cells and tissues of the body with emphasis on the head, neck and oral cavity. Embryological development of these structures will be traced. Gross anatomy and histologic considerations provide the foundation for understanding of dental and oral disease. Upon completion, the student will be able to discuss the embryologic development, the anatomical structures, and the cells and tissues comprising anatomic structures in the head, neck, and oral cavity. **Code C**

DHY 120 Dental Materials. 2 hrs. (1-1)
PREREQUISITE: As required by program.
This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students will be given intra and extra oral technical tasks to perform. Emphasis is placed on polishing amalgam restorations, and placement of sealants. Upon completion, students will be able to take and pour alginate impressions, trim study models, construct temporary crowns and mouthguards, polish amalgam restorations, place sealants, manipulate cements and impression materials. **Code C**

DHY 122 Clinical Dental Hygiene I. 3 hrs. (0-3)
PREREQUISITE: As required by program.
This course is designed to provide the student with the opportunity to develop instrumentation skills necessary for comprehensive dental hygiene treatment including the removal of hard and soft deposits. Emphasis is placed on patient assessment, treatment planning, polishing restorations, application of topical fluoride, patient education, oral hygiene instruction and tissue evaluation. Upon completion, students will be able to assess, plan, provide and evaluate the effectiveness of the dental hygiene treatment provided for the patient. **Code C**

DHY 124 Dental Hygiene Theory II. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course elaborates and expands upon the theories presented in Dental Hygiene Theory I, and introduces additional information required when rendering individualized patient care. Emphasis is placed on dental considerations for patients with chronic diseases taking medications that may impact one's dental health, recognizing varying levels of dental disease, determining appropriate interventions and evaluation of dental hygiene treatment, and instrument sharpening to aid in effective removal of deposits. Upon completion students will be able to apply individualized patient care based on patient need. **Code C**

DHY 126 Periodontology. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course is designed to present normal periodontal structures and an analysis and correlation of etiology, assessment, immunology, clinical and radiographic diagnosis, treatment planning, prognosis and therapy of periodontal diseases. Emphasis is placed on an intense comprehensive study of chronic inflammatory periodontal disease including the non-surgical and surgical therapy and pain control. Upon completion, students will be able to discuss the etiol-

ogy, predisposing factors, immunology, assessment, diagnosis, treatment planning, prognosis, treatment and evaluation of treatment for periodontal diseases. **Code C**

DHY 128 Pharmacology / Medical Emergencies. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course is designed to study pharmacology as it relates to the practice of dentistry. Drugs and anesthetics are addressed including composition, indications, contraindications, mechanism of action, dosages, modes of administration, and side effects. Emphasis is placed on the most common drugs used in dentistry and the recognition of the signs and symptoms and treatment protocol for medical and dental emergencies. Upon completion, students will be able to discuss pharmacology and medical emergencies as related to dentistry. **Code C**

DHY 130 Nutrition for DHY. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course is designed to present general nutrition and application to the development and maintenance of sound teeth and tissue. Emphasis will be placed on individual nutrient needs, dietary assessment and dental health. Upon completion, students will be able to correlate nutrition with dental health, provide counseling and develop dietary plans for patients. **Code C**

DHY 132 Clinical Dental Hygiene II. 2 hrs. (0-2)
PREREQUISITE: As required by program.
This course elevates students to higher levels of dental hygiene treatment. Emphasis is placed on refining of instrumentation skills, application of individualized treatment in relation to special needs of patients and utilization of power scaling during patient treatment. Upon completion, students will improve their patient assessment skills and instrumentation skills during comprehensive dental hygiene treatment. **Code C**

DHY 134 Dental Hygiene Theory III. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course is designed to continue to advance student's knowledge base as it applies to patient care. Emphasis will be placed on the dental hygiene treatment of medically compromised and special needs patients. The theory of dental hypersensitivity will be presented. Upon completion, students will be able to apply appropriate hygiene treatment of medically compromised and special needs patients. **Code C**

DHY 210 General and Oral Pathology. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course is designed to introduce general pathology with consideration of the common diseases affecting the human body. Emphasis will be placed on the study of oral disease and pathological conditions of the mouth, teeth and their supporting structures. Upon completion, students will be able to discuss general pathology and discuss and identify clinically, oral disease and pathological conditions. **Code C**

DHY 212 Clinical Dental Hygiene III. 4 hrs. (0-4)
PREREQUISITE: As required by program.
This course elevates students to an advanced level of dental hygiene treatment. Emphasis is placed on patient management skills, treatment planning, nutritional counseling and evaluation of tissue health. Upon completion, students will continue to improve their communication skills in the treatment of a diverse selection of patients. **Code C**

DHY 214 Dental Hygiene Theory IV. 1 hr. (1-0)
PREREQUISITE: As required by program.
This course is designed to present the theory of dental laws and ethics. Emphasis is placed on dental office procedures, clinical research and chairside dental assisting. Upon completion, students will be able to discuss basic dental office procedures, develop a clinical research presentation and apply principles of laws and ethics to dental hygiene practice. **Code C**

DHY 216 Community Dental Health. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course is designed to study oral health promotion and disease prevention in the community. The concepts, problems, epidemiology and statistics of public dental health will be addressed. Emphasis will be placed on planning, implementing and evaluating Dental Health presentations and Community Public Health programs. Upon completion, students will be able to develop lesson plans, objectives and visual aids to deliver an effective dental health presentation in the community and develop an effective Public Health program which addresses the needs of the community. **Code C**

DHY 218 Clinical Dental Hygiene IV. 4 hrs. (0-4)
PREREQUISITE: As required by program.
This course is designed to provide the student with the opportunity to deliver and evaluate advanced clinical hygiene treatment to periodontal patients. Emphasis will be placed on automated scaling, air polishing, soft tissue curettage, root planing, subgingival irrigation, patient and time management. Upon completion, students will be able to provide comprehensive non-surgical periodontal therapy, evaluate treatment effectiveness, recognize the need for surgical periodontal therapy, establish and maintain optimum oral health for the patient. **Code C**

DHY 220 Dental Hygiene Theory V. 1 hr. (1-0)
PREREQUISITE: As required by program.
This course is designed to present advanced Dental Hygiene theory in instrumentation skills, presentation of a patient case study, and practical application in the interview and resume process. Emphasis is placed on the development of critical thinking skills through the preparation of a case study presentation. Upon completion students will be able to deliver a comprehensive case study developed throughout their final year as well as apply advanced instrumentation skills in the clinical setting. **Code C**

DHY 222 Special Topics in Dentistry. 1 hr. (1-0)
PREREQUISITE: As required by program.
This course is designed to address special topics in dentistry and dental hygiene according to the criteria approved for continuing education by the Code of Alabama. Emphasis is placed on non-surgical periodontal therapy, infection control/OSHA, treatment of special needs/medically compromised patients, oral pathology basic sciences, dental materials, medical emergencies, ethics and jurisprudence. Upon completion, the student will be able to discuss the special topic addressed in the symposium as it relates to dentistry. **Code C**

DIAGNOSTIC IMAGING (RAD)

RAD 111 Introduction to Radiography. 2 hrs.   (2-0)
Prerequisites: Admission into the program.
Co-requisites: As required by program.
This course provides students with an overview of radiography and

its role in health care delivery. Topics include the history of radiology, professional organizations, legal and ethical issues, health care delivery systems, introduction to radiation protection, and medical terminology. Upon completion students will demonstrate foundational knowledge of radiologic science. **Code C**

RAD 112 Radiography Procedures I. 4 hrs. (3-3)
Prerequisites: Admission into the program.
Co-requisites: As required by program.
This course provides the student with instruction in anatomy and positioning of the Chest and Thorax, Upper and Lower Extremities, and Abdomen. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings. **Code C**

RAD 113 Patient Care. 2 hrs. (1-3)
Prerequisites: As required by program.
Co-requisites: As required by program.
This course provides the student with concepts of patient care and pharmacology and cultural diversity. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, routine and emergency. Upon completion, students will demonstrate / explain patient care procedures appropriate to routine and emergency situations. **Code C**

RAD 114 Clinical Education I. 2 hrs. (0-6)
Prerequisites: Successful completion of all required previous semester courses.
Co-requisites: As required by program.
This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student will be under the direct supervision of a qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, and department policies. Upon completion of the course, the student will demonstrate practical applications of specific radiographic procedures identified in RAD 112. **Code C**

RAD 122 Radiographic Procedures II. 4 hrs. (3-3)
Prerequisites: As required by program.
Co-requisites: As required by program.
This course provides the student with instruction in anatomy and positioning of spine, cranium, body systems and special procedures. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings. **Code C**

RAD 124 Clinical Education II. 5 hrs. (0-15)
Prerequisites: Successful completion of all required previous semester courses.
Co-requisites: As required by program.
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course,

students will demonstrate practical applications of radiographic procedures presented in current and previous courses. **Code C**

RAD 125 Imaging Equipment. 3 hrs. (3-0)
Prerequisites: Successful completion of all required previous semester courses.
Co-requisites: As required by program.
This course provides students with knowledge of basic physics and the fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurement, and imaging equipment components. Upon completion, students will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production. **Code C**

RAD 134 Clinical Education III. 5 hrs. (0-15)
Prerequisites: Successful completion of all required previous semester courses.
Co-requisites: As required by program.
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses. **Code C**

RAD 135 Exposure Principles. 3 hrs. (2-3)
Prerequisites: Successful completion of all required previous semester courses.
Co-requisites: As required by program.
This course provides students with the knowledge of factors that govern and influence the production of radiographic images and assuring consistency in the production of quality images. Topics include factors that influence density, contrast and radiographic quality as well as quality assurance, image receptors, intensifying screens, processing procedures, artifacts, and state and federal regulations. **Code C**

RAD 136 Radiation Protection and Biology. 2 hrs. (2-0)
Prerequisites: As required by program.
Co-requisites: As required by program.
This course provides the student with principles of radiation protection and biology. Topics include radiation protection responsibility of the radiographer to patients, personnel and the public, principles of cellular radiation interaction and factors affecting cell response. Upon completion the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology. **Code C**

RAD 212 Image Evaluation and Pathology. 2 hrs. (1-3)
Prerequisites: As required by program.
Co-requisites: As required by program.
This course provides a basic understanding of the concepts of disease and provides the knowledge to evaluate image quality. Topics include evaluation criteria, anatomy demonstration and image quality with emphasis placed on a body system approach to pathology. Upon completion students will identify radiographic manifestations of disease and the disease process. Students will evaluate images in the classroom, laboratory and clinical settings. **Code C**

RAD 214 Clinical Education IV. 8 hrs. (0-24)
Prerequisites: Successful completion of all required previous semester courses.
Co-requisites: As required by program.
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles of computed tomography and cross-sectional anatomy will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses. **Code C**

RAD 224 Clinical Education V. 8 hrs. (0-24)
Prerequisites: Successful completion of all required previous semester courses.
Co-requisites: As required by program.
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles other imaging modalities will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses. **Code C**

RAD 227 Review Seminar. 2 hrs. (2-0)
Prerequisites: Successful completion of all required previous semester courses.
Co-requisites: As required by program.
This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry level technologist. Topics include basic review of all content areas, test taking techniques and job seeking skills. Upon completion the student will be able to pass comprehensive tests of topic covered in the Radiologic Technology Program. **Code C**

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)

DMS 203 Sonographic Terms. 2 hrs. (2-0)
This course will provide the sonography student with a working knowledge of medical terminology and terminology utilized in the practice of sonography. The student will be expected to complete workbook/computer assignments. Upon completion students will be able to communicate and utilize medical terminology. **Code C**

DMS 204 Sonographic Anatomy. 3 hrs. (3-0)
This course is a study in gross and sectional anatomy and physiology of the human body and the correlation of that anatomy to sonographic, computed tomography and magnetic resonance images. Anatomy and physiology of the abdomen, pelvis (male and female) and small parts will be covered in depth with an introduction to skeletal anatomy. Upon completion students will be able to identify normal sonographic anatomy. **Code C**

DMS 205 Abdominal Sonography. 4 hrs. (3-3)
This course will provide the student the sonographic technical skills needed to perform a diagnostic abdominal sonogram. Various protocols will be introduced for the routine examination as well as additional views needed to demonstrate pathology. The student will participate in classroom and lab demonstrations and will be required to develop a protocols notebook. At course completion the student will be prepared to perform a complete abdominal sonogram. Lab is required. **Code C**

DMS 206 Gynecologic Sonography. 4 hrs. (3-3)
This course will familiarize the student with the transabdominal and transvaginal protocols of gynecologic scanning and common pathologies of the female reproductive system as seen on ultrasound. Lab values and patient history will be stressed as well as correlation with images from other modalities. The student will be able to perform a transabdominal pelvic sonogram at course completion. Lab is required. **Code C**

DMS 207 Abdominal Pathology. 3 hrs. (3-0)
This course will provide the student with a working knowledge of the sonographic appearance and pathophysiology of common diseases/abnormalities of the abdomen. Associated history, symptoms, lab values, treatments and appearance on other imaging modalities will be demonstrated. The student will be required to conduct research for presentation. At course completion, student will be able to identify many major pathologies of the abdomen on sonograms. **Code C**

DMS 208 Sonography Clinical I. 2 hrs. (0-10)
This course provides students with the opportunity to use beginning abdominal sonographic skills in a clinical environment. At course completion, the student should be able to perform an abdominal sonogram with limited assistance.

DMS 210 Intro to Sonography Clinic. 2 hrs. (1-3)
This course will train the student in basic patient care skills and operational skills in the clinical environment. Topics such as body mechanics, patient assessment, emergency care, infection control, film processing and filing will be discussed. Upon completion the student should be able to administer cardiopulmonary resuscitation, take vital signs, move and assist patients and obtain patient history as well as produce hardcopy of exams performed.   **Code C**

DMS 215 Introduction to Acoustic Physics. 2 hrs. (2-0)
This optional course is a study and review of basic algebraic equations, word problem solving, metric unit conversions, binary numbers and logarithm usage. The student that completes this course successfully will be better prepared for entry into Acoustic Physics. **Code C**

DMS 216 Acoustic Physics and Instrumentation. 3 hrs. (3-0)
This course will provide the student with a knowledge of acoustic physics, instrumentation and quality assurance as applied to sonography. The physical nature of sound waves and how those waves interact with mediums and how they can be successfully utilized in diagnostic imaging will be studied. Upon completion the student will be able to produce sonographic images. **Code C**

DMS 217 Quality Assurance Laboratory. 1 hr. (0-3)
This lab will allow the student to perform quality assurance tests.

Equipment used will be TE phantoms and 100 mm test objects. Upon completion the student will be able to develop a quality assurance program. **Code C**

DMS 220 Obstetrical Sonography I. 3 hrs. (V)
This course will familiarize the student with the sonographic appearance of the gravid pelvis and normally developing fetus. Protocols for determining gestational age and fetal viability will be studied. Lab values associated with pregnancy will be covered. At completion, the student will be able to differentiate between normal and problem pregnancy progressions. **Code C**

DMS 221 Obstetrical Sonography II. 3 hrs. (3-0)
This course will educate students as to the sonographic appearance and correlated finding of several fetal anomalies. Genetic links with certain anomalies will be studied. The student will research and present materials of selected anomalies in class. At completion, student will identify anomalies that appear in fetal sonograms. **Code C**

DMS 225 Superficial Sonography. 1 hr. (1-0)
This course will familiarize students with scanning protocols for the thyroid, parathyroid, breast, scrotum and male pelvis. Common pathologies will be discussed and correlated with other imaging modalities. Upon completion, students will identify protocols appropriate to specific techniques and will perform superficial sonograms. **Code C**

DMS 230 Sonography Preceptorship I. 3 hrs.   (0-15)
This course provides the student with the opportunity to develop sonographic skills in the clinical setting. The student will assist with and perform sonographic exams of the abdomen, pelvis, fetus and superficial parts. Upon completion of the course students will be able to demonstrate practical applications of general sonographic procedures. **Code C**

DMS 231 Sonography Preceptorship II. 4 hrs.   (0-20)
This course provides a continuum in the development of sonographic skills in the clinical setting. Students will perform more exams with less assistance from the supervising sonographer. Upon completion, students will demonstrate competency in abdominal, superficial parts, gynecologic and obstetrical sonography. **Code C**

DMS 232 Sonography Preceptorship III. 5 hrs.   (0-25)
This course will provide an in-depth practice of all general sonographic skills in the clinical setting. Competencies will be required in all general specialties. Upon completion the student will perform exams with little to no assistance from the supervising sonographer. **Code C**

DMS 240 Sonography Seminar I. 2 hrs. (2-0)
This course will provide review exercises for national registry in abdomen and superficial parts sonography. Computer testing will be practiced as well as written quizzes. Mock registries must be passed with a grade of 75% or better to complete this course. **Code C**

DMS 241 Sonography Seminar II. 3 hrs. (3-0)
This course will provide review exercises for national registry in

acoustic physics and instrumentation, gynecologic and obstetrical sonography. Computer testing will be practiced as well as written exams. Mock registries in acoustic physics and OB/GYN must be passed with a grade of 75% or better to complete this course. **Code C**

DMS 245 Sonography Conference. 1 hr. (1-0)
This course allows the student to share interesting sonographic cases obtained during clinical rotations. The student will be required to present five cases with sonographic images, reports, patient history and symptoms and correlating reports from other exams/tests performed. The cases become the property of the school for use as future reference material. By the end of the term, students will have developed proficiency and expertise in case presentation. **Code C**

DMS 250 Introduction to Advanced Sonography. 3 hrs. (3-0)
This course will introduce the student to vascular, cardiac, neurology, and orthopedic sonography. Advanced technologies in these fields will be researched. At completion, students will identify and describe skills and modalities in sonography. **Code C**

DIESEL MECHANICS (DEM)

DEM 104 Basic Engines. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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, students should be able to measure, diagnose problems, and repair diesel engines. **Code C**

DEM 105 Preventive Maintenance. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers. **Code C**

DEM 106 Heavy Equipment Operations. 3 hrs. (1-4)
PREREQUISITE: As required by program.
This course provides instruction in heavy equipment operation. Emphasis is placed on the safe operation of heavy or specialized equipment in order to troubleshoot faulty systems. Upon completion, students should be able to operate, and diagnose problems in order to repair and maintain heavy equipment.

DEM 108 DOT Vehicle Inspection. 1 hr. (1-0)
PREREQUISITE: As required by program.
This course introduces the student to the Department of Transportation Vehicle Inspection procedures. Emphasis is placed on inspecting class 8 truck tractors and trailers. Upon completion, students should be able to perform the Federal Vehicle Inspection on class 8 truck tractors and trailers. **Code C**

DEM 110 Diesel Powered Auxiliary Equipment. 3 hrs. (1-4)
PREREQUISITE: As required by program.
This course provides instruction in diesel powered auxiliary equipment. Topics covered include the application of diesel engines to generator pumps, refrigeration, drilling, boring machines, and marine power units. Upon completion, students should be able to test, troubleshoot, diagnose, and repair diesel powered auxiliary equipment. **Code C**

DEM 111 Equip. Safety/Mechanical Fund. 3 hrs. (1-4)
PREREQUISITE: As required by program.
This course provides instruction in shop and vehicle safety. Topics include the safe use and handling of hand and power tools, preventive maintenance, and safety inspection procedures. Upon completion, students should be able to demonstrate knowledge of preventive maintenance and applicable general safety in vehicle repair. **Code C**

DEM 114 Fluid Power Components. 3 hrs. (2-2)
PREREQUISITE: As required by program.
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, motors, valves, heat exchangers and cylinders. Upon completion, students should be able to diagnose, service, and repair hydraulic and pneumatic components. **Code C**

DEM 115 Heavy Vehicle Collision Repair. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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, students should be able to analyze and perform repairs to a vehicle which has received structural damage. **Code C**

DEM 116 Track Vehicle Drive Trains. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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, students should be able to identify, research specifications, repair, and adjust drive train components. **Code C**

DEM 117 Diesel and Gas Tune-Up. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment. **Code C**

DEM 118 Industrial and Agricultural Equipment.
3 hrs. (1-4)
PREREQUISITE: As required by program.
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, students should be able to diagnose, adjust, and repair new

or used industrial and agricultural equipment. **Code C**

DEM 122 Heavy Vehicle Brakes. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles. **Code C**

DEM 123 Pneumatics and Hydraulics. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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, students should be able to diagnose, adjust, and repair hydraulic system components. **Code C**

DEM 124 Electronic Engine Systems. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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, students should be able to diagnose, test, and calibrate electronically controlled diesel engines. **Code C**

DEM 125 Heavy Vehicle Drive Trains. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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, and friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions. **CORE Code C**

DEM 126 Advanced Engine Analysis. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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, students should be able to disassemble, inspect, and rebuild engines according to the manufacturer's specifications. **Code C**

DEM 127 Fuel Systems. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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, students should be able to diagnose, service, and repair fuel systems and governors. **Code C**

DEM 128 Heavy Vehicle Drive Train Lab. 3 hrs. (0-9)
PREREQUISITE: As required by program.
This lab provides reinforcement of material covered in DEM 116 and DEM 125. The students will aply the knowledge they learned on driveshafts, power take-offs, standard transmissions, fluid drives, torque converters, clutch assemblies, drive axles, and special drives through experimental learning techniques. Upon completion, students hould be able to dizgnose, inspect, remove, repair or re-

place, and install heavy vehicle drive train components. **Code C**

DEM 129 Diesel Engine Lab. 3 hrs. (0-9)
PREREQUISITE: As required by program.
This lab allows the student to refine the skills required to repair diesel engines. **Code C**

DEM 130 Electrical/Electronic Fundamentals. 3 hrs. (1-4)
PREREQUISITE: As required by program.
This course introduces the student to basic Electrical/Electronic concepts and fundamentals. It provides the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on batteries, starting, charging, and lighting circuits, which include series, parallel, and series-parallel circuits. Troubleshooting and repair of wiring harnesses, starting motors, charging systems, and accessories are included along with the computerized monitoring of vehicle systems. Upon completion, students should be able to identify components, test systems, and repair minor electrical problems according to manufacturer's literature. **CORE Code C**

DEM 132 Basic Repair Welding for Diesel Mechanics. 3 hrs. (1-6)
PREREQUISITE: As required by program.
This course is a study of the principles and procedures of the basic welding processes commonly used for diesel and heavy equipment repair. It includes safety procedures and the various types of welding and cutting apparatus and procedures used for diesel and heavy equipment repair. Upon completion, students will be able to safely demonstrate the use of welding and cutting equipment and applications. **Code C**

DEM 134 Computer Controlled Engine and Power Train Systems. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course introduces the student to the fundamentals of operation of computer controlled engine and power train systems. **Code C**

DEM 135 Heavy Vehicle Steering and Suspension. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles. **Code C**

DEM 137 Heating, Air Conditioning/Refrigeration Systems. 3 hrs. (1-4)
PREREQUISITE: Electrical Systems.
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. **Code C**

DEM 154 Vehicle Maintenance & Safe Operating Practices. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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 successful completion, students will have the skill and knowledge to safely operate a commercial motor vehicle. **Code C**

DEM 156 CDL License Test Preparation. 3 hrs. (3-0)
PREREQUISITE: As required by program.
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. **Code C**

DEM 158 Pneumatics and Hydraulics II. 3 hrs. (2-2)
PREREQUISITE: As required by program.
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, students should be able to diagnose, adjust, and repair hydraulic system components.

DEM 159 Heavy Vehicle Drive Trains II. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-odds, slider idler clutches, and friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions.

DEM 170 Heavy Vehicle Air Brakes. 3 hrs. (1-4)
PREREQUISITE: As required by program.
This course covers the theory and repair of air braking systems used in medium and heavy duty vehicles. Topics include air, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair air braking systems on medium and heavy duty vehicles.
Code C

DEM 180 Special Topics in Commercial Vehicles. 3 hrs. (3-0)
PREREQUISITE: As required by program.
These courses provide specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs. **Code C**

DEM 181 Special Topics in Electrical. 3 hrs. (0-6)
PREREQUISITE: As required by program.
These courses provide specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs. **Code C**

DEM 182 Special Topics in Engines. 3 hrs. (0-6)
PREREQUISITE: As required by program.
These courses provide specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs. **Code C**

DEM 183 Special Topics in Power Train. 3 hrs. (0-6)
PREREQUISITE: As required by program.
These courses provide specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs. **Code C**

DEM 184 Special Topics in Heavy Duty Brakes, Steering, and Suspension. 3 hrs. (0-6)
PREREQUISITE: As required by program.
These courses provide specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs. **Code C**

DEM 185 Special Topics in Hydraulics 3 hrs. (0-6)
PREREQUISITE: As required by program.
These courses provide specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs. **Code C**

DEM 186 Special Projects in Commercial Vehicles. 3 hrs. (1-4)
PREREQUISITE: As required by program.
These courses provide specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs. **Code C**

DEM 191 Special Projects in Diesel Mechanics. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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. **Code C**

DEM 196 Co-Op Elective. 1hrs. (0-5)
PREREQUISITE: As required by program.
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. **Code C**

DEM 197 Co-Op Elective. 2hrs. (0-10)
PREREQUISITE: As required by program.
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. **Code C**

DRAFTING AND DESIGN TECHNOLOGY (DDT)

DDT 104 Basic Computer Aided Drafting and Design. 3 hrs. (1-4)
PREREQUISITE: As required by college.
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. **CORE Code C**

DDT 111 Fundamentals of Drafting and Design Technology. 3 hrs. (1-4)
PREREQUISITE: As required by college.
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, and drawing. **CORE Code C**

DDT 114 Industrial Blueprint Reading. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides students with basic blueprint reading for various industrial applications. Topics include orthographic projection, dimensions and tolerances, symbols, industrial application, scales and notes. This course may be tailored to meet a specific industry need. **Code C**

DDT 115 Blueprint Reading for Machinists. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the machine trades. Topics include multiview projection, pictorial drawings, dimensions and notes, lines and symbols, and sketching. Upon completion, students should be able to interpret blueprint drawings used in the machine trades. **Code C**

DDT 116 Blueprint Reading for Construction. 3 hrs. (3-0)
PREREQUISITE:As required by college.
This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the construction trades. Topics include multiview projection, dimensions and notes, lines and symbols, sketching, foundations plans, site plans, floor plans, elevations, sections, details, schedules, electrical plans and specifications. Upon completion, students should be able to interpret blueprint drawings used in the machine trades.

DDT 117 Manufacturing Processes. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and express and interpret material specifications.

DDT 118 Basic Electrical Drafting. 3 hrs. (1-4)
PREREQUISITE:As required by college.
This course covers the universal language of electrical drafting, including electrical lines, symbols, abbreviations, and notation. Emphasis is place on typical components such as generator controls, transmission networks, and lighting, heating, and cooling devices. Upon completion, students should be able to draw basic diagrams of electrical and electronic circuits using universally accepted lines and symbols. **Code C**

DDT 122 Advanced Technical Drawing. 3 hrs.   (1-4)
PREREQUISITE: As required by college.
This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimen-

sioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods. **Code C**

DDT 124 Intro to Technical Drawing. 3 hrs. (1-4)
PREREQUISITE: As required by college.
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. **CORE Code C**

DDT 125 Surface Development. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersection and handle them simply as applications of the concepts learned in this class.

DDT 127 Intermediate Computer Aided Drafting and Design. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software. **CORE Code C**

DDT 128 Intermediate Technical Drawing. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings. **CORE   Code C**

DDT 130 Fundamentals of Drafting for Related Trades. 3 hrs. (3-0)
PREREQUISITE: As required by college.
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. (1-4)
PREREQUISITE: As required by college.
This course in machine drafting and design provides instruction in the largest speciality area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls. **Code C**

DDT 132 Architectural Drafting. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminol-

ogy; site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings. **Code C**

DDT 133 Basic Surveying. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course covers the use of surveying instruments, mathematical calculations and the theory of land surveying. Topics include USGS benchmarks, measuring horizontal and vertical angles and distances, terms, and recording and interpreting field notes. Upon completion, students should be able to recognize benchmarks and measure, specify, and record field notes. **Code C**

DDT 134 Descriptive Geometry. 3 hrs. (1-4)
PREREQUISITE: As required by college.
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, students 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 139 Fundamentals of Drafting for Related Trades Lab. 3 hrs. (0-6)
PREREQUISITE: As required by college.
This course is a direct applications lab to the topics covered within DDT 130. Emphasis is placed on drawing accuracy utilizing each of the fields listed with DDT130.

DDT 150 Theory of Residential Drawing and Design. 3 hrs.
PREREQUISITE: As required by college.
This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, climate, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory, intermediate, and advanced topics are covered. Emphasis is placed on an understanding of the various issues.

DDT 155 Drawing for Residential Construction. 4 hrs. (0-8)
PREREQUISITE: As required by college.

This course is an application lab for the theory of residential drawing and design. Topics include house design, site and space planning, construction materials and process, terminology, and specific types of drawings required to complete a set of construction documents. Introductory and intermediate level topics are covered. Upon completion, students should be able to produce drawings to convey the various issues and requirements essential to the field of residential drawing and design.

DDT 181 Special Topics in Drafting and Design Technology. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course provides specialized instruction in vaious areas related to the drafting industry. Emphasis is placed on meeting students' needs. **Code C**

DDT 182 Special Topics in Drafting and Design Technology. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course provides students with opportunities to apply drafting and design concepts.

DDT 183 Special Topics in Drafting and Design Technology. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs.

DDT 191 Drafting Internship. 1 hr. (0-5)
PREREQUISITE: As required by college.
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. (0-10)
PREREQUISITE: As required by college.
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. (0-15)
PREREQUISITE: As required by college.
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. (1-4)
PREREQUISITE: As required by college.
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. **Code C**

DDT 212 Intermediate Architectural Drafting. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor construction and detailing, foundation, wall, and roof construction and detailing; use of standards manuals; perspective drawings; electrical plans; plumbing plans; and building materials, with emphasis on residential and some light commercial applications. Upon completion, students should be able to draw and specify advanced-level plans including various architectural details. **Code C**

DDT 213 Civil Drafting, Plat Maps. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings. **Code C**

DDT 214 Pipe Drafting. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course covers the theory and practical application needed to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, students should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical industrial environment. **Code C**

DDT 215 Geometric Dimensioning and Tolerancing. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course is designed to teach fundamental concpets of size description by geometric methods including appropriate engineering controls. Emphasis is placed on the drawing and application of common geometric dimensioning and tolerancing symbols to engineering drawings as designated by the latest ANSI/ASME Standards. Upon completion, students should be able to use geometric dimensioning and tolerancing symbols in applying size information and manufacturing controls to working drawings.

DDT 216 Design of Structural Wood Members. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides structural theory and rule-of-thumb design for structural wood members. Joists, beams, girders, rafters, posts, and columns are designed as related to residential and light commercial needs. Bending moment, shear, and slenderness rations are discussed as well as code requirements and rule-of-thumb. Emphasis is placed upon competency.

DDT 217 Building Codes, Ordinances, Zoning Restrictions and the A.D.A. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides an in-depth study of building codes, municipal ordinances, zoning restrictions, and compliance with the Americans with Disability Act as related to commercial drafting and design. Emphasis is placed upon working understanding of these topics.

DDT 220 Advanced Technical Drawing. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specify-

ing common threads and various fasteners, including welding methods.

DDT 222 Advanced Architectural Drafting. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.
Code C

DDT 224 Structural Concrete Drafting. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course is designed to develop the knowledge and skills necessary to understand the basic components and terminology of pre-cast and poured-in-place concrete structures. Emphasis is placed on pre-cast concrete framing plans, sections, fabrication and connection details, poured-in-place concrete foundations, floor systems, and bills of material. Upon completion, students should be able to construction engineering and shop drawings of concrete beams, column, floor, roof and wall framing plans using the A.I.S.C. Manual and incorporating safety practices.

DDT 225 Structural Steel Drafting. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

DDT 226 Technical Illustration. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings; exploded assembly drawings; one point, two point, and three point perspectives, surface textures, and renderings. Upon completion, students should be able to produce drawings and illustrations using the previously described methods.

DDT 227 Strength of Materials. 4 hrs. (4-0)
PREREQUISITE: As required by college.
This course in statics and strength of materials includes the study of forces and how they act and react on bodies and structures. Topics include the effects of forces as found in structures and machines under conditions of equilibrium, how materials resist forces, strengths of common construction materials and structural components. Force systems such as parallel, concurrent, and non-concurrent are studied in coplanar and non-coplanar situations are included. Upon completion, students should understand and be able to apply the principles of force in engineering drawings.

DDT 228 Geographic Information Systems. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course is designed as an introduction to the world of G.I.S.

and what it's about and builds on the skills attained in Civil Drafting I and II. Emphasis will be placed on utilizing G.I.S. software in conjunction with a CAD program to produce "intelligent" maps tied to a database in solving complex projects and problems. Upon completion, students should be able to manipulate attributed objects drawn on CAD/GIS software and accurately produce basic G.I.S. drawings.

DDT 231 Advanced CAD. 3 hrs. (1-4_
PREREQUISITE: As required by college.
This course covers the advanced applications of CAD software to engineering projects in various applications, including architectural, civil, mechanical, and enviromental engineering, with consideration for advanced physical and psychological principles 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, students should be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

DDT 232 CAD Customization. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the efficiency of the CAD operator. **Code C**

DDT 233 Solids Modeling. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course provides instruction in 3D Design Modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wireframe, surface and solids modeling along with the development of 2D working drawings from 3D models. Upon completion, students should be able to generate 3D surface and solid models and 2D orthographic production drawings from created solid models.
Code C

DDT 234 3D Graphics and Animation. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course is designed to challenge the imagination of the student in a 3-dimensional problem solving environment. The student will be given a basic introduction to the concepts of 3D design and animation, then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.

DDT 235 Specialized CAD. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course allows the student to plan, execute, and present results of individual projects in Specialized CAD topics. Emphasis is placed on enhancing skill attainment in Specialized CAD skill sets. The student will be able to demonstrate and apply competencies identified by the instructor.

DDT 236 Design Project. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course is designed for advanced students who aspire to more advanced and specialized skills in one certain drafting area. Emphasis will be place on the student's ability to apply the principles learned in previous drafting classes in one special area, as approved by the instructor. The required project must be agreed upon by the instructor and the student, as well as how the work is to be accomplished. Upon completion, students will further reinforce previously learned concepts by apply engineering principles and controls to a personal design project.   **CORE Code C**

DDT 237 Current Topics in CAD. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course serves to introduce changing technology and current CAD subjects and software and the computing hardware needed to utilize new products. Topics include currents trends in how industries use CAD applications, new developments, improvements and progressions within specific CAD applications as well as the necessary hardware. Upon completion, students should be able to use more updated software in a specific CAD application and be more aware of improvements in CAD software and how to apply advancing technology in improving their CAD proficiency.   **Code C**

DDT 238 Special Topics in CAD. 3 hrs. (1-4)
PREREQUISITE: Instructor approval.
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, image editing software, authoring software, and 3D software into one harmonious relationship to produce multimedia presentations. Upon completion, students should be aware of and understand how to utilize several software packages to produce multimedia presentations. **Code C**

DDT 239 Independent Studies. 3 hrs. (0-6)
PREREQUISITE: As required by college.
This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

DDT 240 Independent Studies. 2 hrs. (0-4)
PREREQUISITE: As required by college.
This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

DDT 244 Advanced 3D Modeling. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course is designed to challenge the imagination of the student in a 3-dimensional problem-solving environment. The student will develop to scale computer generated parts in the 3D computer environment. They will apply modeling concepts as Constraints, Photorealistic rendering, motion activated views, introduction to 3D part libraries, add-in software components, plastic model technology and simulations. They will be introduced to the concepts of 3D design and animation, then apply those concepts to a design project. Upon completion, students should be able to create parts in 3D models, produce working drawings and understand basic simulations. Students will also print files to ".stl" format and create parts on a Direct Digital Manufacturing system or prototype.

DDT 250 Building Information Modeling (BIM). 3 hrs.   (2-2)
PREREQUISITE: As required by college.
This course provides the theory of commercial drawing and design with a purpose to introduce the student to Building information Modeling (BIM). The course will provide the student with a well-rounded knowledge of the tools and techniques used to integrate various component models into a computer generated model and perform collision detection. Emphasis will be placed on using BIM to manage schedules and budgets for construction projects. Topics also include legal issues, job expectations, the architect and the architectural office, the contractor and the office of the contractor, building officials, construction materials and process, fire resistance design, C.S.I. format, and contract documents. Emphasis is placed upon a thorough understanding of these topics.

DDT 255 Drawing for Commercial Construction. 4 hrs. (0-8)
PREREQUISITE: As required by college.
This course is a direct applications lab to the topics covered within DDT 250. Emphasis is placed upon the production of quality construction documents.

DDT 260 Portfolio. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course includes the preparation of technical and/or architectural drawings for a portfolio presentation and a resume for portfolio presentation. Hard copy drawings as well as electronic will be discussed, finalized and developed for presentation. Upon completion, students should be able to prepare and produce a portfolio for presentation. This course includes the preparation of artwork and a resume for portfolio presentation. Topics include production of a resume and portfolio for presentation during the last semester of coursework. Upon completion, students should be able to prepare and produce a resume and portfolio for presentation in both hard copy and electronic copy.

DDT 267 Drafting Internship. 1 hr. (0-5)
PREREQUISITE: As required by college.
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. **Code C**

DDT 268 Drafting Internship. 2 hrs. (0-10)
PREREQUISITE: As required by college.
This course allows the student to alternate semesters of full-time work in a job closely related to the student's major with semesters of full-time school. 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. **Code C**

DDT 271 Drafting Internship. 3 hrs. (0-15)
PREREQUISITE: As required by college.
This course allows for substantial on-the-job experience within the field of Drafting and Design Technology.

DDT 290 Survey of Aerospace Technology. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides a survey of Aerospace technology including the history of spaceflight, propulsion, orbital mechanics, and the space environment. A discussion of unmanned spacecraft, and the manned space program is also included, as well as, debate about the future, with solid facts and some speculation about humankind's ventures in the final frontier.

ECONOMICS (ECO)

ECO 231 Principles of Macroeconomics. 3 hrs. (3-0)
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. **Code A**

ECO 232 Principles of Microeconomics. 3 hrs. (3-0)
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. **Code A**

EMERGENCY MEDICAL SERVICES (EMS)

EMS 100 Cardiopulmonary Resuscitation I. 1 hr. (1-0)
This course provides students with concepts as related to areas of basic support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion. **Code C**

EMS 103 First Aid. 1 hr. (1-0)
PREREQUISITE: Current training in CPR and/or as required by program.
This course provides a study of basic first aid and cardiopulmonary resuscitation (CPR). Students will be able to perform basic first aid and CPR techniques. Upon completion, the student will be eligible for CPR certification testing.

EMS 104 First Aid For Students of Health Related Professions. 1 hr. (1-0)
This course is designed for students who plan to enter a health related profession and provides educational concepts related to first aid for various health disciplines. The course includes instruction in the emergency administration of oxygen, use of airway adjuncts, medication administration techniques, equipment for mechanical breathing, suctioning techniques, and automated external defibrillation (AED). Upon course completion students should have the ability to recognize emergency situations requiring immediate action and appropriately manage these situations. **Code C**

EMS 105 First Responder. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course provides theory in emergency procedures as contained in the current National Standard Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, are required for successful course completion.

EMS 106 Medical Terminology. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course provides students with a survey of words, terms, and descriptions commonly used in health related professions. The course includes spelling, pronunciation, and meaning of prefixes, suffixes, roots, and terms. Students may have the opportunity to utilize computer assisted instruction for learning various medical terms. Upon course completion, students should have the knowledge to associate a variety of medical terms with their meaning and utilize medical terms to effectively communicate with other health professionals.

EMS 107 Emergency Vehicle Operator Ambulance. 1 hr. (1-0)
PREREQUISITE: Must present a valid driver's license and program approval.
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 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; operation 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. **Code C**

EMS 108 Directed Studies in EMS I. 1 hr. (1-0)
PREREQUISITE: As required by program.
This course offers independent study or computer assisted instruction under faculty supervision and/or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies required by the student are defined in writing at the first class period.

EMS 113 Infection Control for Health Professions 1 hr. (1-0)
PREREQUISITE: As required by program.
This course is designed for students planning to enter a health re-lated field of study or public service occupations. The course fo-cuses 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-ex-posure reporting; and an exposure control plan. The course is taught following current guidelines set forth by the Occupational Safety and Health Administration (OSHA). Upon course completion, students should be able to participate in the clinical setting, identify potential sources of bloodborne and airborne pathogens, and use appropriate universal precautions.

EMS 118 Emergency Medical Technician 9 hrs. (6-6)
PREREQUISITE: As required by program.
This course is required to apply for certification as an Emergency Medical Technician. 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, manage-ment of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA Emergency Medical Services Education Standards.

EMS 119 EMT Clinical Competencies. 1 hr. (0-3)
PREREQUISITE: As required by program.
This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to en-hance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepared for the National Registry Exam.

EMS 120 Vehicle Extrication. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course provides students with theory in the development of concepts related to the removal of persons from damaged vehicles. Topics include gaining access, stabilization, packaging, patient re-moval, and basic hazardous situations. Upon course completion, students should be able to effectively extricate a person from a wrecked vehicle.

EMS 125 High Angle Rescue I. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course provides students with theory in the introduction to high angle rescue techniques. Topics include the high angle environ-ment; equipment and protection, care and use of rope and related equipment; knots, rappelling, and ascending techniques; and intro-duction to rescue techniques. Upon course completion, students should have an understanding in the basic techniques of high angle rescue.

EMS 126 High Angle Rescue II. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course is a continuation and review of EMS 125 and provides students with theory in rescue techniques utilized in rope rescue.

Topics include one person rescue techniques, slope evacuation, high angle lowering, hauling systems, high lines, and evacuation operations. Upon course completion, students should have an un-derstanding of how to approach a high angle rescue, utilizing vari-ous rigging techniques.

EMS 150 EMT Basic Refresher. 2 hrs. (2-0)
PREREQUISITE: Completion of a NSTC course for EMT-Basic and/or as required by program.
This course provides students with theory in review of the current National Standard Training Curriculum (NSTC) for the EMT-Basic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies, as outlined by the NSTC, for successful course com-pletion.

EMS 155 Advanced Emergency Medical Technician. 8 hrs. (5-6)
PREREQUISITE: As required by program.
CO-REQUISITE: EMS 156
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics in-clude: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medica-tion administration, blind insertion airway devices, as well as the advanced assessment and management of various medical ill-nesses and traumatic injuries. This cours is based on the NHTSA National Emergency Medical Services Education Standards. Re-quires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

EMS 156 Advanced EMT Clinical Competencies. 2 hrs. (0-6)
PREREQUISITE: As required by program.
CO-REQUISITE: EMS 155
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides stu-dents with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licen-sure at the EMT level and EMS 155 must be taken as a co-requi-site.

EMS 171 Hazardous Materials Awareness and Operations. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course provides students with theory in hazardous materials incident awareness and initial operational response. Topics include hazardous materials terms and definitions; recognition of hazardous materials; incident risks and risk assessment; use of protective

equipment; basic control, containment, and/or confinement; basic decontamination procedures; and hazardous materials incident standard operating procedures. Upon course completion, students should have basic understanding of hazardous materials incidents and the initial response required by the first personnel responding to such an incident.

EMS 218 Supervised Studies in EMS I. 1 hr. (1-0)
PREREQUISITE: As required by program.
This course offers various topics of interest and need in emergency medical services. The course is conducted and completed under faculty supervision and includes required student cognitive competencies. Upon course completion, students should have a greater understanding of their assigned course topic.

EMS 219 Supervised Studies in EMS II. 1 hr. (1-0)
PREREQUISITE: As required by program.
This course offers various topics of interest and need in emergency medical services. The course is conducted and completed under faculty supervision and includes required student cognitive competencies. Upon course completion, students should have a greater understanding of their assigned course topic.

EMS 234 Decision Making & Problem Solving in EMS. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course provides students with concepts relating to problem solving and decision making. Topics include decision making in the emergency and non-emergency setting, group dynamics and group think phenomenon. Upon course completion, students should be able to begin to use critical thinking skills to solve problems and make appropriate decisions.

EMS 240 Paramedic Operations. 2 hrs. (1-2)
PREREQUISITE: EMP 189 or BIO 201
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: research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, life span development, ambulance-operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules.

EMS 241 Paramedic Cardiology. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course introduces the cardiovascular system, cardiovascular electrophysiology and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

EMS 242 Paramedic Patient Assessment. 3 hrs. (2-2)
PREREQUISITE: As required by program.
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.

EMS 243 Paramedic Pharmacology. 1 hr. (0-2)
PREREQUISITE: As required by program.
This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required of a paramedic 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; pharmacokinetics and pharmacodynamics, and nasogastric tube placement.

EMS 244 Paramedic Clinical I. 1 hr. (0-3)
PREREQUISITE: As required by program.
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

EMS 245 Paramedic Medical Emergencies. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

EMS 246 Paramedic Trauma Management. 3 hrs. (2-2)
PREREQUISITE: As required by program.
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 mangement 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.

EMS 247 Paramedic Special Populations. 2 hrs. (1-2)
PREREQUISITE: As required by program.
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 con-

ditions, 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.

EMS 248 Paramedic Clinical II. 3 hrs. (0-9)
PREREQUISITE: As required by program.
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical and trauma situations across the lifespan of the patient, with a focus on communication with and management of trauma, cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients and patients with special challenges.

EMS 250 EMS Advanced Studies I. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course offers theory and computer assisted instruction under faculty supervision in a paramedic educational subject relevant to the student's need. Specific cognitive objectives must be met by the student for successful course completion.

EMS 251 EMS Advanced Studies II. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course offers theory and computer assisted instruction under faculty supervision in a paramedic educational subject relevant to the student's need. Specific cognitive objectives must be met by the student for successful course completion.

EMS 252 EMS Advanced Studies III. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course offers theory and computer assisted instruction under faculty supervision in a paramedic educational subject relevant to the student's need. Specific cognitive objectives must be met by the student for successful course completion.

EMS 253 Paramedic Transition to the Workforce. 2 hrs. (1-2)
PREREQUISITE: MTH 100, ENG 101, BIO 201
This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement.

EMS 254 Advanced Competencies for the Paramedic. 2 hrs. (1-2)
PREREQUISITE: MTH 100, ENG 101, BIO 201
This course is designed 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, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

EMS 255 Paramedic Field Preceptorship. 5 hrs. (0-15)
PREREQUISITE: MTH 100, ENG 101, BIO 201
This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

EMS 256 Paramedic Team Leadership. 1 hr. (0-3)
PREREQUISITE: MTH 100, ENG 101, BIO 201
This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

EMS 265 Paramedic Refresher. 3 hrs. (3-0)
PREREQUISITE: Completion of a NSTC course for the Paramedic and/or as required by program.
This course provides students with a review of material contained in the current National Standard Training Curriculum (NSTC) for the Paramedic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies for successful course completion.

EMS 273 EKG Interpretation. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course is designed for students in health related professions desiring the knowledge to interpret singular lead electrocardiograms. The course provides concepts in the interpretation of electrocardiograms to include an overview of the electrical conduction of the heart as well as the identification of all categories of dysrhythmias. Upon course completion, students should be able to identify various types of cardiac rhythms.

EMS 266 Advanced CV Life Support Provider. 1 hr. (1-0)
PREREQUISITE: Program approval
The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardioal infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion. **Code C**

EMS 267 Basic International Life Support Provider.   1 hr. (1-0)
PREREQUISITE: LPN, R.N., Intermediate EMT, Paramedic, or program approval.
This course provides students with theory and demonstration in advanced trauma care and management. Content areas include mechanism of trauma, trauma assessment, air-way-breathing-circulation management, trauma to various portions of the body, multiple system trauma, and load-and-go situations. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion. **Code C**

EMS 269 Pediatric Medical Life Support Provider. 1 hr.   (1-0)
PREREQUISITE: LPN, R.N., Intermediate EMT, Paramedic, or program approval.
This course provides students with theory and simulated case studies in pediatric care. Content area includes recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; and use of medications. This course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion. **Code C**

EMS 270 Advanced Neonatal Life Support Provider. 1hr. (1-0)
PREREQUISITE: R.N., Paramedic, or program approval.
This course provides students with theory and demonstration in advanced neonatal care. Content areas include physiology of a newborn; causes of arrest in the neonate; initial steps in the resuscitation to include thermal management, positioning, suctioning, and tactile stimulation; use of resuscitation equipment and procedures for resuscitation; chest compressions and special considerations; anatomy of the neonates airway and endotracheal intubation; and resuscitation medications. The course is taught in accordance with national standards and requires specific student competencies for successful course completion. **Code C**

Engineering (EGR)

EGR 100 Engineering Orientation. 1 hr. (1-0)
PREREQUISITE: As required by program.
This course is designed to make beginning engineering students aware of the many facets of engineering, of their relation to society, and of the objectives of the engineering curriculum. It is designed to stimulate interest in engineering and student-instructor dialogue. **Code C**

EGR 125 Modern Graphics for Engineers. 3 hrs. (1-4)
PREREQUISITE: As required by program.
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. **Code C**

EGR 156 Computer Methods for Engineers. 3 hrs. (3-0)
PREREQUISITE: MTH 125.
This course consists of engineering applications using the FORTRAN IV computer programming language. **Code C**

EGR 220 Engineering Mechanics-Statics. 3 hrs. (3-0)
PREREQUISITE: PHY 213.
COREREQUISITE: MTH 227
This course includes vector algebra, force and moment systems, equilibrium of force systems, trusses, friction and property of surfaces. **Code C**

ENGLISH (ENG)

ENG 080 English Laboratory. 1 hr. (V)
PREREQUISITE: Required with ENG 092, ENG 093 and/or as required by program.
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. 2-4 hrs. (V)
This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

ENG 093 Basic English II. 2-4 hrs. (V)
PREREQUISITE: A grade of "C" or above in ENG 092. Placement recommended by the Asset/Compass and/or as required by program.
This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

ENG 101 English Composition I. 3 hrs. (3-0)
PREREQUISITE: A grade of "S" (Satisfactory) or "C" or higher in ENG 093 and RDG 083 (if required), a "C" or higher in COM 100, or a qualifying placement test score on writing and reading. A student may also qualify by scoring 20 or higher on the English portion of the ACT or by scoring 480 or higher on the verbal portion of the SAT.
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. This course also includes basic research, reference, and documentation skills in the composition process. **Code A**

ENG 102 English Composition II. 3 hrs. (3-0)
PREREQUISITE: A grade of "C" or better in ENG 101 or the equivalent.
English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively

and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. This course may include instruction and practice in library usage. **Code A**

ENG 130 Technical Report Writing. 3 hrs. (3-0)
PREREQUISITE: ENG 101 or the equivalent.
This course provides instruction in the production of technical and/or scientific reports. Emphasis is placed on research, objectivity, organization, composition, documentation, and presentation of the report. Students will demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format. **Code C**

ENG 246 Creative Writing I. 3 hrs. (3-0)
PREREQUISITE: ENG 102 and/or as required by program.
This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality of the creative writing process, and this course may include instruction in publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. **Code C**

ENG 247 Creative Writing II. 3 hrs. (3-0)
PREREQUISITE: ENG 246 and/or as required by program.
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 in publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. **Code C**

ENG 251 American Literature I. 3 hrs. (3-0)
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. **Code A**

ENG 252 American Literature II. 3 hrs. (3-0)
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written 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. **Code A**

ENG 261 English Literature I. 3 hrs. (3-0)
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions,

students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. **Code A**

ENG 262 English Literature II. 3 hrs. (3-0)
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. **Code A**

ENG 271 World Literature I. 3 hrs. (3-0)
PREREQUISITE: ENG 102 or equivalent.
This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. **Code A**

ENG 272 World Literature II. 3 hrs. (3-0)
PREREQUISITE: ENG 102 or equivalent.
This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. **Code A**

ENG 273 Great World Masterpieces I. 3 hrs. (3-0)
PREREQUISITE: ENG 102 or equivalent.
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. Students will demonstrate an understanding of these works through tests and literary critiques with appropriate research and documentation. **Code C**

ENG 274 Great World Masterpieces II. 3 hrs. (3-0)
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of the significant literature of Western civilization, beginning with the Renaissance and continuing to 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. Students will demonstrate an understanding of these works through tests and literary critiques with appropriate research and documentation. **Code C**

ENG 276 Classical Literature. 3 hrs. (3-0)
PREREQUISITE: ENG 101 and/or as required by program.
This course is a study of significant works of Greek and Roman literature. Emphasis is placed on the influence on Western heritage of ancient thought expressed in these works. Students will demonstrate an understanding of the works studied and of the impact of these works on Western civilization and culture. **Code C**

ENG 277 Classical Mythology. 3 hrs. (3-0)
PREREQUISITE: ENG 102 or the equivalent.
This course is a study of Greek and Roman mythology and the influence of classical mythology on Western literature. Emphasis is placed on various classical myths and on the influence of these myths on Western literature. Students will demonstrate through tests and papers an understanding of classical myths and their relationship to Western literature. **Code C**

ENG 278 Introduction to Folklore. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course is a preliminary study of folklore. Emphasis is placed on methods and techniques of collecting folklore and on the recording of findings. Students will demonstrate an understanding of the various forms of folklore and on collection techniques. **Code C**

ENG 297 African American Literature. 3 hrs. (3-0)
PREREQUISITE: ENG 102 or the equivalent.
This course is a study of literature produced by representative African Americans from the eighteenth century to the present. The course emphasizes the diversity of themes and techniques found in these works and examines the historical, cultural, literary, and philosophical forces that shaped these works and that are reflected in them. Students will demonstrate the ability to interpret the literature and to relate the works to their historical literary contexts. **Code C**

ENG 298 Special Topics in Language and Literature. 1-2 hrs. (V)
PREREQUISITE: As required by program.
This course, which may be repeated for credit so long as the topics differ, permits a student to study with an instructor a topic in English language or in literature. Emphasis is placed on a narrowly focused topic in which the instructor has special expertise, knowledge, or interest. Students will demonstrate an understanding of the topic through a research paper and/or a literary critique. **Code C**

ENG 299 Directed Studies in Language and Literature. 1-3 hrs. (V)
PREREQUISITE: As required by program.
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. **Code C**

FLIGHT TECHNOLOGY (FLT)

FLT 111 PRIVATE GROUND SCHOOL 3 hrs (3-0)
PREREQUISITES: As required by program
This course provides a study of aviation subjects required to prepare the student for safe and competent operations as a Private Pilot. Topics include aircraft aerodynamics and principles of flight, systems, performance, regulations, weather, airspace, publications, visual flight rules (VFR) navigation, aeromedical factors, and safety. Upon completion, students should be able to apply the knowledge learned to aircraft operations and be able to successfully complete the Federal Aviation Administration (FAA) Private Pilot Knowledge Test. **CORE Code C**

FLT 112 PROFESSIONAL PILOT AIRPLANE LAB 1 (pvt) 3 hrs (4-3)
PREREQUISITES: The requirements of Federal Aviation Regulation (FAR) Part 61.83
This course is a laboratory to impart the aeronautical skill and experience required for certification as a Private Pilot. Included is pre-flight and post-flight training to enhance the introduction, practice, and mastery of flight maneuvers and procedures associated with the training requirements for the Private Pilot Certificate. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation (FAA) practical test standards for satisfactory completion of Lessons 1 through 10 of the approved Private Pilot Airplane Syllabus. **Code C**

FLT 121 COMMERCIAL GROUND SCHOOL 3 hrs (3-0)
PREREQUISITES: Private Pilot Certificate as required by program
This course provides a study of aviation subjects required to prepare the student for safe and competent operations as a Commercial Pilot. Topics include aircraft aerodynamics and principles of flight, systems, performance, regulations, weather, airspace, publications, Visual Flight Rules (VFR) navigation, aeromedical factors, and safety. Upon completion, students should be able to apply knowledge learned to aircraft operations and to be able to successfully complete the Federal Aviation Administration (FAA) Commercial Pilot Knowledge Test. **CORE Code C**

FLT 122 PROFESSIONAL PILOT AIRPLANE LAB 2 (pvt) 3 hrs (4-3)
PREREQUISITES: FLT 112
This laboratory is designed to increase knowledge and experience required for certification as a Private Pilot. Upon completion, students will demonstrate through successful accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 11 through 15 of the FAA approved Private Pilot Airplane syllabus. **Code C**

FLT 124 PROFESSIONAL PILOT AIRPLANE LAB3 (pvt) 3 hrs (4-3)
PREREQUISITES: FLT 122
This laboratory is designed to increase knowledge and experience required for certification as a Private Pilot. Upon completion, students will demonstrate through successful accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 16 through 20 of the FAA approved Private Pilot Airplane syllabus. **Code C**

FLT 126 PROFESSIONAL PILOT AIRPLANE LAB 4 (pvt) 3 hrs (4-3)
PREREQUISITES: FLT 124

This laboratory is designed to increase knowledge and experience required for certification as a Private Pilot. Upon completion, students will demonstrate through successful accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 21 through 26 of the FAA approved Private Pilot Airplane syllabus. Students must earn the FAA Private Pilot certificate for satisfactory completion of this course. **Code C**

FLT 132 PROFESSIONAL PILOT AIRPLANE LAB 5 (Inst) 3 hrs (4-3)
PREREQUISITES: Private Pilot Certificate
This laboratory will introduce the student to the precise aircraft attitude control by instrument reference, both full and partial panel. This laboratory will be complete when the student can demonstrate all IFR maneuvers and procedures at the proficiency level of an instrument rated pilot, as outlined in the current FAA Instrument Rating Practical Test Standards for lessons 1 through 7 of the FAA approved Instrument/Commercial Airplane syllabus. **Code C**

FLT 133 METEOROLOGY 3 hrs (3-0)
PREREQUISITES: As required by program
This course covers the characteristics of air masses and fronts, elements of weather forecasting, the procurement and use of aeronautical weather reports and forecasts, and the recognition of critical weather situations. Included are the causes of weather, sources for weather data, types and interpretation of weather reports and forecasts, and procedures for evaluating weather. Upon completion, students will be able to obtain available weather data and make meaningful evaluations of the best course of action based on that information. **Code C**

FLT 134 PROFESSIONAL PILOT AIRPLANE LAB 6 (Inst) 3 hrs (4-3)
PREREQUISITES: FLT 132; Private Pilot Certificate
This laboratory will introduce the student to the precise aircraft attitude control by instrument reference, both full and partial panel. Holding patterns and instrument approaches will be taught during this lab. This laboratory will be complete when the student can demonstrate all IFR maneuvers and procedures at the proficiency level of an instrument rated pilot, as outlined in the current FAA Instrument Rating Practical Test Standards for lessons 8 through 16 of the FAA approved Instrument/Commercial Airplane syllabus. **Code C**

FLT 136 PROFESSIONAL PILOT AIRPLANE LAB 7 (inst) 3 hrs (4-3)
PREREQUISITES: FLT 134; Private Pilot Certificate
This laboratory will introduce the student to the precise aircraft attitude control by instrument reference, both full and partial panel. Holding patterns, instrument approaches and IFR cross-country procedures will also be taught during this lab. This laboratory will be complete when the student can demonstrate all IFR maneuvers and procedures at the proficiency level of an instrument rated pilot, as outlined in the current FAA Instrument Rating Practical Test Standards for lessons 17 through 23 of the FAA approved Instrument/Commercial Airplane syllabus. **CORE**

FLT 138 PROFESSIONAL PILOT AIRPLANE LAB 8 (inst) 3 hrs (4-3)
PREREQUISITES: FLT 136; Private Pilot Certificate

This laboratory will introduce the student to the precise aircraft attitude control by instrument reference, both full and partial panel. Holding patterns, instrument approaches and IFR cross-country procedures will also be taught during this lab. This laboratory will be complete when the student can demonstrate all IFR maneuvers and procedures at the proficiency level of an instrument rated pilot, as outlined in the current FAA Instrument Rating Practical Test Standards for lessons 24 through 29 of the FAA approved Instrument/Commercial Airplane syllabus. Students must earn the FAA Instrument Rating Airplane for satisfactory completion of this course. **Code C**

FLT 200 PROFESSIONAL PILOT HELICOPTER LAB 1 (pvt) 3 hrs (4-3)
PREREQUISITE: Requirements of Federal Aviation Regulation (FAA) Part 61.83
This course is a laboratory to impart the aeronautical skill and experience required for certification as a Private Pilot. In this stage the primary maneuvers will be introduced, practiced and reviewed. The student will practice airport and helicopter operations, different types of takeoff and landings, and emergency procedures. During this stage, the student must complete the pre-solo written exam, and the knowledge, skill and habit patterns needed for solo flight. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for satisfactory completion of lessons 1 through 10 of the FAA approved Private Pilot Helicopter syllabus.

FLT 210 PROFESSIONAL PILOT HELICOPTER LAB 2 (pvt) 3 hrs (4-3)
PREREQUISITE: FLT 200; Requirements of Federal Aviation Regulation (FAA) Part 61.83
This course allows the student to expand the skills learned in the previous FLT 200. Introduction of maximum performance takeoffs and climbs, steep approaches, running/roll landings, and slope operations prepare the student for conducting flights at a variety of airports and heliports. Through discussion sessions, the student will gain insight into emergency situations including retreating blade stall, dynamic rollover, ground resonance, low G conditions, and low r.p.m. and blade stall. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for satisfactory completion of lessons 11 through 22 of the FAA approved Private Pilot Helicopter syllabus. **CORE**

FLT 211 PROFESSSIONAL PILOT HELICOPTER LAB 3 (pvt) 3 hrs (4-3)
PREREQUISITE: FLT 210; Requirements of Federal Aviation Regulation (FAA) Part 61.83
During this course, the student will learn to conduct cross-country flights using pilotage, dead-reckoning, and radio navigation. In addition, the student will learn how to conduct night operations safely. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for satisfactory completion of lessons 23through 26 of the FAA approved Private Pilot Helicopter syllabus. This

stage is complete when the student can accurately plan and conduct cross-country and night flights. **CORE**

FLT 212 PROFESSIONAL PILOT HELICOPTER LAB 4 (PVT) 3 HRS (4-3)
PREREQUISITE: FLT 211
This course is designed to increase knowledge and experience required for certification as a Private Helicopter Pilot through completion of Private Pilot Certification requirements. This stage provides the necessary information, knowledge, and skills so the student may safely conduct solo cross-country operations. The student also will be introduced to night operations, including a night cross-country flight. Upon completion, students will have achieved certification as a private pilot and will demonstrate through successful accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 27 through 31 of the FAA approved Private Pilot Helicopter syllabus. Students must earn the FAA Private Pilot Helicopter Certificate for satisfactory completion of this course.

FLT 213 PROFESSIONAL PILOT HELICOPTER LAB 5 (cmml) 3 hrs (4-3)
PREREQUISITE: FLT 212; Private Pilot Certificate
This laboratory is designed to increase knowledge and experience required for certification as a Commercial Helicopter Pilot through a review of previously learned maneuvers and procedures required for Private Pilot certification with emphasis placed on student performance of these maneuvers to commercial pilot proficiency students. The student will also be introduced to several additional maneuvers required for commercial pilot certification, including 180 degree auto-rotations, confined area operations, and pinnacle/platform operations. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed FAA practical test standards for lessons 1 through 10 of the FAA approved Commercial Pilot Helicopter syllabus.

FLT 214 PROFESSIONAL PILOT HELICOPTER LAB 6 (cmml) 3 hrs (4-3)
PREREQUISITE: FLT 213; Private Pilot Certificate
This laboratory is designed to increase knowledge and experience required for certification as a Commercial Helicopter Pilot through a review of previously learned maneuvers and procedures. This stage allows the student to expand the skills learned in the previous stage and increase proficiency in cross-country and night flight operations. Upon completion, the student will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 11 through 21 of the FAA approved Commercial Pilot Helicopter syllabus.

FLT 215 PROFESSIONAL PILOT HELICOPTER LAB 7 (cmml) 3 hrs (4-3)
PREREQUISITE: FLT 214; Private Pilot Certificate
This laboratory is designed to complete the knowledge and experience required for certification as a Commercial Helicopter Pilot through a review of previously learned maneuvers and procedures and completion of Commercial Pilot certification requirements. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 22 through 29 of the FAA approved Commercial Pilot Helicopter syllabus.

FLT 216 PROFESSIONAL PILOT HELICOPTER LAB 8 (cmml) 3 hrs (4-3)
PREREQUISITE: FLT 215; Private Pilot Certificate
This laboratory is designed to complete the knowledge and experience required for certification as a Commercial Helicopter Pilot through a review of previously learned maneuvers and procedures and completion of Commercial Pilot certification requirements. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 30 through 31 of the FAA approved Commercial Pilot Helicopter syllabus. **Code C**

FLT 217 PROFESSIONAL PILOT HELICOPTER LAB 9 (cmml) 3 hrs (4-3)
PREREQUISITE: FLT 216; Private Pilot Certificate
This laboratory is designed to complete the knowledge and experience required for certification as a Commercial Helicopter Pilot through a review of previously learned maneuvers and procedures and completion of Commercial Pilot certification requirements. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 32 through 33 of the FAA approved Commercial Pilot Helicopter syllabus. **Code C**

FLT 218 PROFESSIONAL PILOT HELICOPTER LAB 10 (cmml) 3 hrs (4-3)
PREREQUISITE: FLT 217; Private Pilot Certificate
This laboratory is designed to complete the knowledge and experience required for certification as a Commercial Helicopter Pilot through a review of previously learned maneuvers and procedures and completion of Commercial Pilot certification requirements. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 34 through 38 of the FAA approved Commercial Pilot Helicopter syllabus. **Code C**

FLT 219 PROFESSIONAL PILOT HELICOPTER LAB 11 (cmml) 3 hrs (4-3)
PREREQUISITE: FLT 218; Private Pilot Certificate
This laboratory is designed to complete the knowledge and experience required for certification as a Commercial Helicopter Pilot through a review of previously learned maneuvers and procedures and completion of Commercial Pilot certification requirements. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 39 through 42 of the FAA approved Commercial Pilot Helicopter syllabus. **Code C**

FLT 220 PROFESSIONAL PILOT HELICOPTER LAB 12 (cmml) 3 hrs (4-3)
PREREQUISITE: FLT 219; Private Pilot Certificate

This laboratory is designed to complete the knowledge and experience required for certification as a Commercial Helicopter Pilot through a review of previously learned maneuvers and procedures and completion of Commercial Pilot certification requirements. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 43 through 48 of the FAA approved Commercial Pilot Helicopter syllabus. **Code C**

FLT 221 PROFESSIONAL PILOT HELICOPTER LAB 13 (cmml) 3 hrs (4-3)
PREREQUISITE: FLT 220; Private Pilot Certificate
This laboratory is designed to complete the knowledge and experience required for certification as a Commercial Helicopter Pilot through a review of previously learned maneuvers and procedures and completion of Commercial Pilot certification requirements. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 49 through 51 of the FAA approved Commercial Pilot Helicopter syllabus. **Code C**

FLT 222 PROFESSIONAL PILOT HELICOPTER LAB 14 (cmml) 3 hrs (4-3)
PREREQUISITE: FLT 221; Private Pilot Certificate
This laboratory is designed to complete the knowledge and experience required for certification as a Commercial Helicopter Pilot through a review of previously learned maneuvers and procedures and completion of Commercial Pilot certification requirements. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 52 through 60 of the FAA approved Commercial Pilot Helicopter syllabus. The student must earn the FAA Commercial Pilot Helicopter Certificate for satisfactory completion of this course. **Code C**

FLT 240 PROFESSIONAL PILOT AIRPLANE LAB 9 (cmml) 3 hrs (4-3)
PREREQUISITES: FLT 138; Private Pilot Certificate
This laboratory is designed to increase knowledge and experience required for certification as a Commercial Pilot by broadening the student's knowledge of VFR cross-country and night operations and providing the skills necessary to operate safely in the night environment and during extended cross-country flights. Upon completion, the student will demonstrate the complete and accurate planning of VFR cross-country flights and safe conduct of these flights using pilotage, dead reckoning, and navigation systems. In addition, the student must demonstrate safe night flight operations. Students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed FAA practical test standards for lessons 30 through 37 of the approved commercial syllabus. **Code C**

FLT 241 INSTRUMENT GROUND 3 hrs (3-0)
PREREQUISITES: Private Pilot Certificate as required by program
This course provides a study of aviation subjects required to prepare the student for safe and competent operations as an Instru-

ment Pilot. Topics include aircraft instrument systems, the use of instruments as the primary reference for flight operations, instrument cross-country flights, and instrument approach procedures. Upon completion, students should be able to apply the knowledge learned to instrument aircraft operation and to successfully complete the Federal Aviation Administration (FAA) Instrument Pilot Knowledge Test. **CORE Code C**

FLT 242 PROFESSIONAL PILOT AIRPLANE LAB 10 (cmml) 3 hrs (4-3)
PREREQUISITES: FLT 240 Private Pilot Certificate
This laboratory is designed to increase knowledge and experiences required for certification as a Commercial Pilot by broadening the student's knowledge of VFR cross-country and night operations and providing the skills necessary to operate safely in the night environment and during extended cross-country flights. Upon completion, the student will demonstrate the complete and accurate planning of VFR cross-country flights and safe conduct of these flights using pilotage, dead reckoning, and navigation systems. In addition, the student must demonstrate safe night flight operations. Students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed FAA practical test standards for lessons 38 through 44 of the approved instrument/commercial airplane syllabus. **Code C**

FLT 244 INSTRUMENT FLIGHT INSTRUCTOR GROUND 3 hrs (3-0)
PREREQUISITES: As required by program
This course provides a study of aviation subjects required to prepare the student with the technical knowledge required to become an Instrument Flight Instructor. Topics include weather, regulations, aircraft instrument systems, the use of instruments as the primary reference for flight operations, instrument cross-country flight, and instrument approach charts and procedures. Upon completion, students should have sufficient knowledge to teach this subject and to complete the Federal Aviation Administration (FAA) Instrument Flight Instructor Knowledge Test. **Code C**

FLT 252 PROFESSIONAL PILOT AIRPLANE LAB 11 (cmml) 3 hrs. (4-3)
PREREQUISITES: FLT 242; Private Pilot Certificate
COREQUISITES: The requirements of Federal Aviation Regulation (FAR) Part 61.123
This laboratory is designed to complete the knowledge and experience required for certification as a Commercial Pilot through review of previously learned maneuvers and procedures and completion of complex aircraft certification requirements. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed Federal Aviation Administration (FAA) practical test standards for lessons 45 through 53 of the FAA approved Instrument/Commercial Airplane syllabus.
Code C

aerodynamics, and practice flight and ground instruction. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed FAA practical test standards for initial issuance of an initial FAA Flight Instructor Certificate. **Code C**

FLT 282 FLIGHT INSTRUCTOR, ADDITIONAL RATING 3 hrs (4-3)

PREREQUISITES: FLT 281 and FAR 61.183

This laboratory is designed to impart the knowledge and experience required for additional certification as a Flight Instructor through a review of previously learned maneuvers and procedures and practice teaching of required maneuvers. Included are reviews of all required flight maneuvers and procedures specified by the appropriate FAA practical test standards correlated with instructional procedures, regulations, aerodynamics, and practice flight and ground instruction. Upon completion, students will demonstrate through flight tests and successfully accumulated flight experience that they meet or exceed appropriate FAA practical test standards for issuance of an additional FAA Flight Instructor Rating. **Code C**

FLT 291 AIRLINE TRANSPORT PILOT AIRPLANE 3 hrs (4-3)
PREREQUISITES: Federal Aviation Regulation (FAR) 61.151, FAR 61.153, FAR 61.159

This course provides aviation subjects required to prepare the student for Airline Transport Pilot Certification and includes a laboratory to impart skill and experience required for award of the Airline Transport Pilot Certificate, Airplane. Included are fundamentals of air navigation and use of all sources for navigating aircraft by instruments, weather conditions that affect aeronautical activities, radio communications, and basic principles of loading and weight distribution. Upon completion, students will demonstrate through FAA knowledge testing, flight tests, and flight experience that they meet or exceed FAA practical test standards for the FAA Airline Transport Pilot Certificate, Airplane. **Code C**

FLT 292 AIRLINE TRANSPORT PILOT, HELICOPTER 3 hrs (4-3)

PREREQUISITES: Federal Aviation Regulations (FAR) 61.151, FAR 61.153, FAR 16.161

This course provides aviation subjects required to prepare the student for Airline Transport Pilot Certification and includes a laboratory to impart skill and experience required for award of the Airline Transport Pilot Certificate, Helicopter. Included are fundamentals of air navigation and use of all sources for navigating aircraft by instruments, weather conditions that affect aeronautical activities, radio communications, and basic principles of loading and weight distribution. Upon completion, students will demonstrate through FAA knowledge testing, flight tests, and flight experience that they meet or exceed FAA practical test standards for the FAA Airline Transport Pilot Certificate, Helicopter. **Code C**

FRENCH (FRN)

FRN 101 Introductory French I. 4 hrs. (4-0)
PREREQUISITE: As required by program.
This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.   **Code A**

FRN 102 Introductory French II. 4 hrs. (4-0)
PREREQUISITE: FRN 101 or equivalent.
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas. **Code A**

FRN 201 Intermediate French I. 3 hrs. (3-0)
PREREQUISITE: FRN 102 or equivalent.
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. **Code A**

FRN 202 Intermediate French II. 3 hrs. (3-0)
PREREQUISITE: FRN 201 or equivalent.
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. **Code A**

GEOGRAPHY (GEO)

GEO 100 World Regional Geography. 3 hrs. (3-0)
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. **Code A**

GEO 101 Principles of Physical Geography I. 4 hrs. (3-2)
Physical Geography I is the first in a two part sequence including topics such as weather and climate relative to the earth and relationships between the earth and sun. Laboratory is required. **Code A**

GEO 102 Principles of Physical Geography II. 4 hrs. (3-2)
Physical Geography II is the second in a two part sequence including topics such as landforms, landscapes, soil, and vegetation of the earth. Laboratory is required. **Code A**

GEO 200 Geography of North America. 3 hrs. (3-0)
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. **Code C**

GEO 201 Principles of Human Geography. 3 hrs. (3-0)
PREREQUISITE: GEO 100.
This course surveys the science of location, with emphasis on human activities as it relates to agricultural and industrial activities, and cities as market and production centers. Emphasis will be placed on human networks. **Code A**

GEO 220 Principles of Physical Geography. 3 hrs. (3-0)
This course is an introduction to natural features of the earth. It con-

centrates on weather, climate, soil, and vegetation associations, on landforms and on the forces that have been active in shaping the earth's surface. **Code C**

GEO 225 Maps and Map Interpretation. 3 hrs. (4-3)
PREREQUISITE: Must have computer experience.
This course is a study of the various types of maps used, such as aerial/satellite photography, topographical, city and county utility usage, etc. Emphasis will be placed on developing computer generated GIS type maps. **Code C**

GEOLOGY (GLY)

GLY 100 Survey of Geology. 3 hrs. (3-0)
This course provides an introductory survey of physical and historical geology. Laboratory is not required. **Code C**

GLY 101 Introduction to Geology I. 4 hrs. (3-2)
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. **Code A**

GLY 102 Introduction to Geology II. 4 hrs. (3-2)
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. **Code A**

GERMAN (GRN)

GRN 101 Introductory German I. 4 hrs. (4-0)
PREREQUISITE: As required by program.
This course provides an introduction to German. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas. **Code A**

GRN 102 Introductory German II. 4 hrs. (4-0)
PREREQUISITE: GRN 101 or equivalent.
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas. **Code A**

GRN 201 Intermediate German I. 3 hrs. (3-0)
PREREQUISITE: GRN 102 or equivalent.
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. **Code A**

GRN 202 Intermediate German II. 3 hrs. (3-0)
PREREQUISITE: GRN 201 or equivalent.
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. **Code A**

HEALTH EDUCATION (HED)

HED 224 Personal and Community Health. 3 hrs. (3-0)
This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized. **Code B**

HED 226 Wellness. 1-3 hrs. (V)
This course provides health-related education to those individual seeking advancement in the area of personal wellness. The course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting. **Code C**

HED 230 Safety and First Aid. 3 hrs. (3-0)
HED 230 is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e., school, office, shop, etc.). The second part deals with physical injuries, emergency care, and treatment of those injuries. CPR certification and Standard Red Cross Cards are given upon successful completion of American Red Cross requirements. **Code B**

HED 231 First Aid. 3 hrs. (3-0)
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 also is included. **Code B**

HED 232 Care and Prevention of Athletic Injuries. 3 hrs. (3-0)
This course provides a study of specific athletic injuries, their treatment, and preventive measures. **Code C**

HED 266 Introduction to Health Occupations.   3 hrs. (3-0)
This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled. **Code C**

HED 267 Drug Education. 3 hrs. (3-0)
This course provides an examination of the drug scene with emphasis on the following: pharmacological, and sociological aspects of drug use; rehabilitation and treatment resources; and the law enforcement procedures. **Code C**

HED 277 CPR Recertification. 1 hr. (1-0)
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. **Code C**

HEALTH INFORMATION TECHNOLOGY (HIT)

HIT 110 Medical Terminology. 3 hrs. (3-0)
This course is an introduction to the language of medicine. Course emphasis is on terminology related to disease and treatment in correlation with anatomy and physiology of all anatomical body systems. Student competencies include word construction, definition, spelling, pronunciation, and use of correct abbreviations for numerous medical terms. **CORE Code C**

HIT 111 Diagnostics and Pharmacology 2 hrs. (2-0)
PREREQUISITE OR COREQUISITE: HIT 110 or HIT 113.
This course is a study of drug classifications and diagnostic procedures. Instruction includes information on common laboratory findings and the significance of abnormal findings in disease processes. At the conclusion of the course, the student should be able to apply knowledge regarding medications and tests used in treatment and diagnosis of abnormal human conditions. **Code C**

HIT 113 Anatomy, Physiology, and Medical Terminology 5 hrs. (5-0)
PREREQUISITE: Acceptance to MCC or HIT program.
This course is an introduction to the structure and function of anatomical body systems and the language of medicine. Upon completion, students should be able to demonstrate a basic understanding of human anatomy and physiology and be able to spell, define, pronounce and correctly use a number of medical terms and abbreviations. **Code C**

HIT 115 Pathophysiology and Pharmacology for HIT. 4 hrs. (4-0)
PREREQUISITE OR COREQUISITE: HIT 110 or HIT 113.
This course is a detailed study of common pathological conditions and the drugs of choice used in their treatment. Course focus is on description of conditions and diseases of the organ systems including etiology, signs and symptoms, methods of diagnosis, and treatment. Expected student outcomes include ability to analyze signs and symptoms in identifying disease entities and ability to describe appropriate diagnostic and treatment modalities. **Code C**

HIT 120 Introduction to Keyboarding for HIT. 1 hr. (0-1)
This course covers basic keyboarding skills using medical terminology and format. Emphasis is placed on correct techniques and development of speed and accuracy. Upon completion, students should be able to key medical information at an acceptable speed and accuracy level. **Code C**

HIT 130 HIT Classification and Reimbursement. 3 hrs. (3-0)
PREREQUISITE: Acceptance to MCC or HIT program.
This course includes study of the uses of coded data in reimbursement and payment systems appropriate to health care settings and managed care. Course instruction focuses on techniques of coding, elements of prospective payment systems, billing and insurance procedures, third party payers, peer review organizations, explanation of benefits, managed care/capitation, and chargemaster description. Student competency includes demonstration of reimbursement and payment system principles, coding skills and billing applications (manual and/or computer assisted). **Code C**

HIT 131 Classifications Skills Laboratory. 1 hr. (0-1)
PREREQUISITE OR COREQUISITE: Acceptance to MCC or HIT program and HIT 130.
This course allows the student to develop basic skills in classifica-

tion and reimbursement methodologies. Emphasis is on coding techniques and billing procedures. Student competency is demonstrated by application of skills acquired in the theory class. **Code C**

HIT 134 HIT Legal and Ethical Issues. 3 hrs. (3-0)
PREREQUISITE: Acceptance to MCC or HIT program.
PREREQUISITE OR COREQUISITE: HIT 151.
This course is a review of the legal and ethical aspects applicable to health information. This course focuses on the health record as a legal document; legal principles; patient rights/ advocacy issues; definition and application of professional ethics; release of information and confidentiality of health information. Student outcomes include demonstration of the use of legal vocabulary and application of release of information guidelines. **Code C**

HIT 151 Health Data Content and Structure. 3 hrs. (3-0)
PREREQUISITE: Acceptance to HIT or MCC program.
This course is an introduction to the health information technology (HIT) profession and its basic skill requirements. This course includes an introduction to the content, use and structure of health care data and data sets and how these components relate to primary and secondary record systems. Student outcomes include mastery of basic concepts and functions in HIT including storage and retrieval systems, documentation requirements, abstracting, quantitative and qualitative analysis, registries and indexes, and forms and screen design. **Code C**

HIT 152 Skills Development Laboratory I. 1 hr. (0-1)
PREREQUISITE: Acceptance to HIT program.
PREREQUISITE OR COREQUISITE: HIT 151.
This course allows the student to demonstrate basic competencies acquired in course work with on-campus laboratory experience. Emphasis is on development of basic HIT competencies. Student competency is demonstrated by application of basic skills covered in theory and laboratory classes. **Code C**

HIT 153 Health Care Delivery Systems. 2-- hrs. (2-0)
PREREQUISITE: Acceptance to HIT program.
This course includes a review of health care delivery systems. Course focus is on information management practices of agencies that provide health services in ambulatory care, home health care, hospice, long term care, mental health, and other alternate care systems. Student competency includes the ability to describe and contrast the structure of health services in relation to operational and accrediting agency standards, and the role of the health information practitioner in each of these settings. **Code C**

HIT 158 Introduction To The Clinical Environment For HIT/MCC. 1-- hr. (1-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course is an introduction to the expectations and legal requirements of the clinical environment. Emphasis is placed on personal safety, personal integrity and accountability, and universal clinical expectations. Upon completion, the student should be able to demonstrate pre-clinical competency in clinically relevant topics, such as HIPAA regulations, universal precautions and safety regulations. **Code C**

HIT 160 HIT Clinical Practice I. 1 hr. (0-1)
PREREQUISITE: Acceptance to HIT program and HIT 151.
This course allows the student to demonstrate basic competencies acquired in previous course work with on-site and on-campus labo-

ratory experience. This course requires student practice in health information technology in a health care facility. Student competency is demonstrated by application of basic skills covered in theory and laboratory classes. **Code C**

HIT 221 HIT Computer Applications. 2 hrs. (2-0)
PREREQUISITE: Acceptance to HIT or MCC program.
This course is a survey of computer usage in health care facilities with emphasis on data security and integrity in health information systems (administrative, patient registration, etc.). Course instruction focuses on concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Upon completion, students should be able to demonstrate knowledge of and competence in the use of various health information specific software applications. **Code C**

HIT 222 HIT Computer Applications Laboratory. 1 hr. (0-1)
PREREQUISITE: Acceptance to HIT or MCC program.
PREREQUISITE OR COREQUISITE: HIT 221.
This course is designed to provide the opportunity to apply HIT computer applications skills in the on-campus laboratory. Emphasis includes concentration in the use of computer technology in collecting, storing, retrieving, reporting, and displaying health care data. Upon completion, student should be able to demonstrate specific computer skills in these areas. **Code C**

HIT 230 Medical Coding Systems I. 3 hrs. (3-0)
PREREQUISITE: Acceptance to HIT or MCC program,
PREREQUISITE OR COREQUISITE: "C" or better in HIT 113 and HIT 115 or "C" or better in HIT 110 and HIT 115.
This course is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes description of classification and nomenclature 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). **Code C**

HIT 231 Medical Coding Skills Laboratory I. 1 hr. (0-1)
PREREQUISITE: Acceptance to HIT or MCC program.
PREREQUISITE OR COREQUISITE: HIT 230
This course provides laboratory practice in medical coding. This course allows the student to become proficient at skills learned in classification and coding systems theory classes. Student competency is demonstrated by accuracy in medical coding. **Code C**

HIT 232 Medical Coding Systems II. 3 hrs. (3-0)
PREREQUISITE: Acceptance to HIT or MCC program.
PREREQUISITE OR COREQUISITE: 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 medical codes. Instruction includes coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). **Code C**

HIT 233 Medical Coding Skills Laboratory II. 1 hr. (0-1)
PREREQUISITE: Acceptance to HIT or MCC program.

PREREQUISITE OR COREQUISITE: HIT 232.
This course provides laboratory experience in medical coding. This course allows the student to become proficient at skills learned in medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulation. **Code C**

HIT 235 Medical Coding Systems III. 2 hrs. (2-0)
PREREQUISITE: Acceptance to HIT or MCC program
PREREQUISITE OR COREQUISITE: HIT 232, HIT 236.
This course is intended to develop an understanding of coding and classification systems in outpatient settings in order to assign valid medical codes. Instruction includes coding for outpatients and physicians; sequencing codes; analyzing actual physician documentation to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of outpatient coding principles and applications (manual and/or computer assisted). **Code C**

HIT 236 Medical Coding Skills Laboratory Systems III. 1 hr. (1-0)
PREREQUISITE: Acceptance to HIT or MCC program.
PREREQUISITE OR COREQUISITE: HIT 235.
This course provides laboratory experience in medical coding. The course allows the student to become proficient at skills learned in medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulation. **Code C**

HIT 254 Organizational Improvement. 3 hrs. (3-0)
PREREQUISITE: Acceptance to HIT program.
This course is a study of the purpose and principles of improving organizational performance through quality assessment and utilization management. Topics include use of quality improvement tools; data collection, display, analysis, and reporting methods; resource and risk management techniques; healthcare statistics; and application of accreditation and licensing standards. Student outcomes include demonstrated proficiency in the use of quality improvement techniques and application of accrediting agency standards. **Code C**

HIT 255 Principles of Supervision in HIT. 3 hrs. (3-0)
PREREQUISITE: Acceptance to HIT program.
This course is an introduction to principles of organization and supervision in a health information department. This course focuses on specific human resource management functions including communication, motivation, team building, budgeting, staff scheduling, productivity reporting, policy and procedure development, ergonomics, equipment selection, and marketing health information department services. Student competency includes demonstration of knowledge of human resource functions and application of supervisory skills. **Code C**

HIT 260 Professional Practice Experience. 3 hrs. (0-3)
PREREQUISITE: Acceptance to HIT program.
PREREQUISITE OR COREQUISITE: HIT 235.
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 man-

agement department of a health care facility. Student competency is demonstrated by application of skills covered in theory and laboratory classes. **Code C**

HIT 283 Medical Coding Professional Practice. 2 hrs. (0-2)
PREREQUISITE: Acceptance to MCC program.
PREREQUISITE OR COREQUISITE: HIT 236.
This course provides experience in medical coding of actual charts. The course allows the student to demonstrate basic competencies acquired in previous medical coding course work with on-site, on-line, and/or on-campus simulations and learning experiences. Student competency includes demonstrated medical coding proficiency. **Code C**

HIT 286 Expanded Medical Coding. 2 hrs. (1-1)
PREREQUISITE: Acceptance to HIT or MCC program.
PREREQUISITE OR COREQUISITE: HIT 230.
This course is intended for students to develop an understanding of coding and classification systems in inpatient settings in order to assign valid medical codes. Instruction includes coding inpatient procedures, and correct sequencing of codes; analyzing actual physician documentation to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of inpatient coding principles and applications (manual and/or computer assisted). **Code C**

HIT 291 HIT Seminar (Exam Preparation). 1 hr.   (1-0)
This course is an extensive review of health information technology skills. Course work includes a review of various aspects of health information technology. Student outcomes include demonstrated understanding of the topics covered in this course. **Code C**

HIT 292 HIT Exam Review. 2 hrs. (2-0)
This course is an extensive review of health information technology skills. Course work includes a review of various aspects of health information technology. Student outcomes include demonstrated understanding of the topics covered in this course. **Code C**

HIT 293 Special Topics in HIT I. 1 hr. (1-0)
This course includes specialized study on current topics and issues in the field of health information technology. Health information topics discussed are planned jointly by students and faculty. Student outcomes include demonstrated understanding of the topics covered in this course. **Code C**

HIT 294 Special Topics in HIT II. 2 hrs. (2-0)
This course includes specialized study on current topics and issues in the field of health information technology. Health information topics discussed may include quality assessment, emerging technology, security and control programs, risk assessment, and/or data analysis techniques. Student outcomes include demonstrated understanding of the topics covered in this course. **Code C**

HIT 295 Special Topics in HIT III. 3 hrs. (3-0)
This course includes specialized study on current topics and issues in the field of health information technology. Health information topics discussed may include quality assessment, emerging technology, security and control programs, risk assessment, and/or data analysis techniques. Student outcomes include demonstrated understanding of the topics covered in this course. **Code C**

HIT 296 Professional Practices Simulations. 2 hrs. (0-2)
PREREQUISITE: Acceptance to HIT program.
PREREQUISITE OR COREQUISITE: HIT 235.
This course allows students to correlate the experience of previous courses with on-site, online, and on-campus simulations and learning experience. Emphasis is placed on application of all previous course work and orientation to all aspects of practice in a health information management department of a health care facility. Students competency is demonstrated by application of skills covered in theory and laboratory classes. **Code C**

HEALTH SCIENCES (HPS)

HPS 101 Cardiopulmonary Resuscitation I. 1 hr. (1-0)
This course includes theory and application in basic life support. Emphasis is placed on the areas of single rescuer cardiopulmonary resuscitation (CPR) of the adult, two-rescuer CPR, managing obstructed airways, and infant and child CPR. Upon completion of the course, the student should be able to recognize situations that require CPR and effectively implement CPR. **Code C**

HPS 102 Cardiopulmonary Resuscitation II. 1 hr. (1-0)
PREREQUISITE: Basic life support certification
This course recertifies the student in theory and application in the areas of single rescuer cardiopulmonary resuscitation of the adult, two-rescuer CPR, managing obstructed airways, and infant and child CPR. Upon completion of the course, the student should be able to recognize situations that require CPR and effectively implement CPR. **Code C**

HEATING AND AIR CONDITIONING (ASC)

ASC 111 Principles of Refrigeration. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and 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 HVAC/R tools, and maintain components of a basic compression refrigeration system. **CORE   Code C**

ASC 112 HVACR Service Procedures. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws. **Code C**

ASC 113 Refrigeration Piping Practices. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
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,

students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings. **CORE Code C**

ASC 119 Fundamentals of Gas Heating Systems. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications. **Code C**

ASC 120 Fundamentals of Electric Heating Systems. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course covers the fundamentals of electric furnace systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students should be able to install and service electric furnaces, heat pumps, and solar and hydronics systems. **Code C**

ASC 121 Principles of Electricity for HVACR. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components.
CORE Code C

ASC 122 HVACR Electrical Circuits. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits. **CORE Code C**

ASC 123 HVACR Electrical Components. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course introduces students to electrical components and controls. Emphasis is placed of the operations on motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation. **CORE Code C**

ASC 125 Fundamentals of Gas and Electrical Heating Systems. 6 hrs. (2-10)
PREREQUISITE: As determined by college.
This course provides instruction on general service and installation for common gas and electrical heating systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students will be able to install and service gas an electrical heating systems in a wide range of applications.

ASC 126 Commercial Heating Systems. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course covers the theory and application of larger heating systems. Emphasis is placed on larger heating systems associated with commercial applications such as gas heaters, boilers, unit heaters, and duct heaters. Upon completion, students should be able to troubleshoot and perform general maintenance on commercial heating units. **Code C**

ASC 127 HVACR Electric Motors. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course covers the basic maintenance of electric motors used in HVAC/R systems. Topics include types of motors, motor operations, motor installation, and troubleshooting motors. Upon completion student should be able to install and service HVAC/R electric motors. **Code C**

ASC 128 Heat Load Calculations. 3 hrs. (3-0)
PREREQUISITE: As determined by college.
This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements. **Code C**

ASC 130 Computer Assisted HVAC Troubleshooting. 1 hrs. (0-3)
PREREQUISITE: As determined by college.
This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test equipment and machine/electrical malfunctions. Upon completion, student should be able to diagnosis and repair service problems in HVAC equipment. **Code C**

ASC 132 Residential Air Conditioning. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students will be able to service and repair residential air conditioning systems. **Code C**

ASC 133 Domestic Refrigeration. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course covers domestic refrigerators and freezers. Emphasis is placed on installation, removal, and maintenance of components. Upon completion, students should be able to service and adjust domestic refrigeration units. **Code C**

ASC 134 Ice Machines. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures. Upon completion, students should be able to install, service and repair commercial ice machines. **Code C**

ASC 135 Mechanical/Gas/Safety Codes. 3 hrs. (3-0)
PREREQUISITE: As determined by college.
This course is to enhance the student knowledge of the International Fuel Gas Code, and International Mechanical Code as well as fire and job safety requirements. Emphasis is placed on code book content and compliance with installation requirements. Upon completion, students should be able to apply code requirements to all work and International Mechanical Code. **Code C**

ASC 138 Customer Relation in HVAC. 3 hrs. (3-0)
PREREQUISITE: As determined by college.
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. Upon completion, students should be able to get a job and keep it. **Code C**

ASC 139 Automotive Air Conditioning. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course focuses on commercial refrigeration systems. Emphasis is placed on overall operation, troubleshooting and maintenance of commercial refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems. **Code C**

ASC 141 Environmental Systems. 4 hrs. (2-5)
PREREQUISITE: As determined by college.
This course provides students with knowledge and skills of environmental chambers. Topics include theory of the refrigerant components and refrigerant circuits, programmable controllers, electrical pressure and calibration instruments and places emphasis on safety. Upon course completion, students should be able to apply environmentally-safe practices. **Code C**

ASC 144 Basic Drawing and Blueprint Reading in HVAC. 3 hrs. (3-0)
PREREQUISITE As determined by college.
This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is on three-view drawings, basic duct systems, and isometric piping. Upon course completion, students should be able to perform basic drawings related to HVAC systems and read pertinent blueprints.   **Code C**

ASC 147 Refrigerant Transition and Recovery Theory. 3 hrs. (3-0)
PREREQUISITE: As determined by college.
This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certification. Upon completion, students should be prepared to take the EPA 608 certification examination. **Code C**

ASC 148 Heat Pump Systems I. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications. **Code C**

ASC 149 Heat Pump Systems II. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion student should be able to install and service heat pumps. **Code C**

ASC 152 Heat Pump Systems. 6 hrs. (2-10)
PREREQUISITE: As required by college.
This course provides instruction on the operation and servicing of heat pump systems. Emphasis is placed on theory and application of refrigerants for heat pump systems and on basic service of components. Students should possess a strong foundation of electrical principles and theory. Upon completion, students will be able to install and service heat pumps. NOTE: Information in this course is identical to ASC 148 and 149 and may be used as an alternative to those courses. **Code C**

ASC 181 Special Topics in Air Conditioning and Refrigeration I. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry. **Code C**

ASC 182 Special Topics in Air Conditioning and Refrigeration II. 3 hrs. (0-6)
PREREQUISITE: As required by college.
This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry. **Code C**

ASC 183 Special Topics in Air Conditioning and Refrigeration. 1 hrs. (1-0)
PREREQUISITE: As required by college.
This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry. **Code C**

ASC 184 Special Topics in Air Conditioning and Refrigeration. 1 hrs. (0-2)
PREREQUISITE: As required by college.
This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry. **Code C**

ASC 185 Special Topics in Air Conditioning and Refrigeration. 2 hrs. (2-0)
PREREQUISITE: As required by college.
This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry. **Code C**

ASC 186 Special Topics in Air Conditioning and Refrigeration. 2 hrs. (0-4)
PREREQUISITE: As required by college.
This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry. **Code C**

ASC 187 Special Topics in Air Conditioning and Refrigeration. 5 hrs. (3-5)
PREREQUISITE: As required by college.
This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry. **Code C**

ASC 192 HVAC Apprenticeship/Internship. 3 hrs. (0-15)
PREREQUISITE: As required by college.
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 course completion, students should be able to work independently and apply related skills and knowledge. This course involves a minimum of 15 work hours per week. **Code C**

ASC 200 Review for Contractors Exam. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course prepares students to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychometrics, installation procedures, and air distribution. Upon completion, students should be prepared to take the contractors exam. **Code C**

ASC 203 Commercial Refrigeration. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems. **Code C**

ASC 205 System Sizing and Air Distribution. 3 hrs. (1-5)
PREREQUISITE: As required by college.
This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements. **Code C**

ASC 209 Commercial Air Conditioning Systems. 3 hrs. (1-5)
PREREQUISITE: As determined by college.
This course focuses on servicing and maintaining commercial and residential HVAC/R systems. Topics include system component installation and removal and service techniques. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial and residential HVAC/R systems. **Code C**

ASC 210 Troubleshooting HVACR Systems. 3 hrs. (1-5)
PREREQUISITE: As determined by program.
This course provides instruction in the use of various meters and gauges used in the HVAC/R 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 HVAC/R. **Code C**

HISTORY (HIS)

HIS 101 Western Civilization I. 3 hrs. (3-0)
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. **Code A**

HIS 102 Western Civilization II. 3 hrs. (3-0)
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. **Code A**

HIS 111 Technology and Civilization I. 3 hrs. (3-0)
This course introduces the interaction between technology and culture in World History from prehistoric times to 1750. While the course provides a basic survey of World History, primary emphasis is placed on technological change and its consequences. **Code C**

HIS 112 Technology and Civilization II. 3 hrs. (3-0)
This course is a continuation of HIS 111. It surveys technology and culture in World History from 1750 to the present. The course provides a basic survey of modern World History. The course places primary emphasis on technological change and its consequences. **Code C**

HIS 121 World History I. 3 hrs. (3-0)
This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era. **Code A**

HIS 122 World History II. 3 hrs. (3-0)
This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present. **Code A**

HIS 201 United States History I. 3 hrs. (3-0)
This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction. **Code A**

HIS 202 United States History II. 3 hrs. (3-0)
This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present. **Code A**

HIS 216 History of World Religions. 3 hrs. (3-0)
This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others. **Code C**

HIS 220 Contemporary Studies. 3 hrs. (3-0)
This course provides a survey of contemporary problems and issues within a historical context. Topics might include nationalism, the rise of Islam as a powerful influence in the post-Cold War environment, environmental issues, and the impact of colonialism on modern, Third World Society. **Code C**

HIS 256 African-American History. 3 hrs. (3-0)
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. **Code B**

HIS 260 Alabama History. 3 hrs. (3-0)
This course surveys the development of the state of Alabama from pre-historic times to the present. The course presents material on the discovery, exploration, colonization, territorial period, ante-bellum Alabama, Reconstruction, and modern history. **Code B**

HIS 282 Genealogy I. 3 hrs. (3-0)
Basic research methods in genealogy and family history for private, medical, and legal research projects. **Code C**

HIS 283 Genealogy II. 3 hrs. (3-0)
Advanced studies in research in libraries and archives on national and international level. Also covers book publishing. **Code C**

HIS 284 Genealogy III. 3 hrs. (3-0)
Techniques on assembling, presenting, and publishing research. Although the emphasis will be on family history projects, the training

will relate to all basic writing and publication. Computers and the Internet will be used for genealogical and historical research. **Code C**

HIS 285 Southern Research. 3 hrs. (3-0)
Instruction in research techniques and resources for studies of the people of the Southern United States. **Code C**

HIS 299 Directed Studies in History. 1-3 hrs. (3-0)
This course affords students opportunities 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. **Code C**

HORTICULTURE NON-DEGREE (HOC)

HOC 110 Introduction to Horticulture. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course provides students with foundational knowledge relative to the horticulture profession. Specific topics include information regarding the horticulture industry, safety practices, basic botany, and general plant care and culture. **CORE Code C**

HOC 111 Horticultural Business Management. 3 hrs. (1-4)
PREREQUISITE: As required by program.
This course provides the essential information needed to establish and maintain a horticulture related business. Topics of discussion in this course will include the basic principles of business and personnel management, custom services, insurance, and record keeping. The student will develop an understanding of the requirements placed on the manager of a small business to comply with mandated state and federal regulations and meet consumer demands. **Code C**

HOC 114 Introduction to Floriculture. 2 hrs. (1-2)
PREREQUISITE: As required by program.
This course introduces students to principles of floral design and flower shop managements. Topics include design techniques, marketing, and management practices. Upon course completion, students should be able to create basic floral designs and demonstrate an understanding of effective flower shop management practices. **Code C**

HOC 115 Soils & Fertilizers. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course provides students with an overview of methodologies to improve soil through preventing erosion, pH balance, and the proper use of nutrients and fertilizers. Specifically, students will learn the characteristics of soils, methods to control soil erosion, methods to modify soil, how to test and modify soil pH, and how to provide nutrients through fertilizers and other means to improve plant growth. **CORE Code C**

HOC 120 Plant Propagation. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course is designed to provide students with basic knowledge related to sexual and asexual plant propagation. At the conclusion of this course students will be able to use various techniques to propagate plants through seeds and asexual means such as bud-ding, cutting, and grafting. **Code C**

HOC 125 Turf Management. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course is the study of all major southern lawn and sport grasses, their establishment and maintenance. Topics include turf equipment, fertilizers, insect and disease problems, and mowing techniques. Upon course completion, students will be able to evaluate the quality of an existing turf area and prescribe a maintenance program for turf used for lawns, playing fields and parks. **Code C**

HOC 130 Nursery Production. 3 hrs. (1-4)
PREREQUISITES: As required by program.
This course focuses on producing plants in a nursery. Topics include an overview of the industry, facility design, container production, and field growth. Upon course completion, students will be able to demonstrate proficiency in all phases of nursery plant productions. **CORE   Code C**

HOC 135 Ornamental Plant Identification and Culture.   3 hrs. (1-4)
PREREQUISITE: As required by program.
This course focuses on the identification and growth requirements of ornamental plants. Topics include identification, habits of growth, cultural requirements, and landscape use of ornamental plants of the southeastern United States. Upon course completion, students will know common and botanical names of landscape plants and will know the appropriate use of each plant. **Code C**

HOC 136 Residential Landscape Design. 3 hrs. (1-4)
PREREQUISITES: As required by program.
This course provides an overview of the fundamentals of residential site design. Topics include site measuring and base map preparation, functional diagrams, landscape design principles, drafting and drawing procedures, design principles, appropriate use of plant materials, planting, site preparation, and spatial composition. Upon course completion, students will be able to develop a master plan for a residential property. **Code C**

HOC 140 Pest Management. 3 hrs. (3-0))
PREREQUISITE: As required by program.
This course provides student with foundational knowledge of techniques to manage various types of pests commonly associated with landscape management and horticulture. Specifically students receive instruction on managing common weeds, insects, and diseases. **CORE Code C**

HOC 151 Irrigation Systems. 2 hrs. (1-2)
PREREQUISITE: As required by program.
This course is designed to provide students with the information needed to design, layout, and install an irrigation system on residential and commercial properties. Topics of discussion will include system design, cost estimating, installation techniques, and electronic control devices. Upon course completion, students will be able to design and install residential and commercial irrigation systems. **Code C**

HOC 167 Golf Course Maintenance. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course introduces students to procedures commonly used to maintain golf course greens and fairways. Topics include mowing

procedures, fertilizing, watering, pest control, overseeding, and greens protection. Upon course completion, students will be able to demonstrate appropriate greens and fairway maintenance procedures. **Code C**

HOC 170 Special Topics in Horticultural I. 1 hr. (0-2)
PREREQUISITE: As required by program.

This lab-oriented course is designed to enhance student's skills needed to perform specific tasks related to ornamental horticulture. Topics are based on the season of the year in which the course is taught and the activities currently being performed by workers in the industry. Students are given the opportunity to demonstrate their ability to perform the seasonal application taught in the course. **Code C**

HOC 175 Seminar in Horticulture. 1 hr. (1-0)
PREREQUISITE: As required by program.

This course focuses on current topics in horticulture. Topics are not normally included in the prescribed course of study, but are to ensure that students remain current in the field. **Code C**

HOC 176 Advanced Studies in Horticulture. 2 hr. (0-4)
PREREQUISITE: As required by program.

This course allows students to do practical research and develop a project of special interest under the guidance and supervision of a faculty member. Students and faculty confer in the selection of a project and in identification of objectives. **Code C**

HOC 181 Special Topics in Horticultural II. 2 hrs. (0-4)
PREREQUISITE: As required by program.

These courses provide specialized instruction in various areas related to the horticulture industry. Emphasis is placed on meeting students' needs. **Code C**

HOC 182 Special Topics in Horticultural III. 3 hrs. (0-6)
PREREQUISITE: As required by program.

These courses provide specialized instruction in various areas related to the horticulture industry. Emphasis is placed on meeting students' needs.

HOC 210 Greenhouse Management. 3 hrs. (1-4)
PREREQUISITE: As required by program.

This is an introductory course in greenhouse plant production. Topics include types of structures, construction techniques, covering materials, and temperature control. Upon course completion, students will be able to apply basic greenhouse production procedures. **Code C**

HOC 211 Greenhouse Crop Production. 3 hrs.   (1-4)
PREREQUISITE: As required by program.

This is an introductory course to the use of greenhouse facilities for the production of foliage and flowering plant crops. Topics include propagation, scheduling, soils and media, crop selection, pest management, and methods of production. Upon course completion, students will be able to produce a wide range of commercial greenhouse crops. **Code C**

HOC 212 Landscape Maintenance. 3 hrs. (2-2)
PREREQUISITES: As determined by program.

The purpose of this course is to provide students with competencies to maintain a variety of landscapes. Basic instruction covers plant installation, landscape maintenance, turf maintenance, and basic business management. At the conclusion of this course, students will be able to perform general landscape maintenance and to develop a bid for landscaping jobs. **Code C**

HOC 216 Landscape Maintenance. 3 hrs. (2-2)
PREREQUISITE: As required by program.

This course focuses on maintaining plant materials and turf in an existing landscape. Topics include pruning, mowing techniques, pest management and selection of maintenance equipment. Upon completion, students will be able to demonstrate landscape maintenance techniques and will be able to prepare labor-time estimates and cost analysis for maintaining landscapes. **Code C**

HOC 218 Landscape Construction. 3 hrs. (2-2)
PREREQUISITE: As required by program.

This course is an introduction to landscape construction. Emphasis is placed on grading and drainage, site development, irrigation systems, lighting, and other landscape construction. Upon course completion, students will be able to evaluate a blueprint and reconcile it to the job site. **Code C**

HOC 230 Vegetable and Orchard Crops. 3 hrs.   (1-4)
PREREQUISITE: As required by program.

This course focuses on vegetable and fruit crops. Topics include cultural requirements, production procedures, and marketing. Upon course completion, students should be able to grow vegetables and establish orchard lay-outs. **Code C**

HOC 275 Seminar in Horticulture. 2 hrs. (2-0)
PREREQUISITE: As required by program.

This course focuses on current topics in horticulture. Topics are not normally included in the prescribed course of study, but are to ensure that students remain current in the field. **Code C**

HOSPITALITY SERVICES MANAGEMENT (HSM)

HSM 111 Orientation to the Hospitality Profession. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.

This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends. **CORE**

HSM 112 Law and the Hospitality Industry. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.

This course focuses on laws that apply to hotels, food-service establishments, and the travel industry. Topics include innkeepers' duties to guests, tenants, licensees and trespassers; concepts of liability and negligence; credit and collection practices; and miscellaneous statutes applicable to the hospitality industry.

HSM 122 Hospitality Technology and Computer Applications. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course explores the use of technology as a tool to maximize profits and increase customer satisfaction related to the hospitality industry.

HSM 123 Hospitality Field Experience I. 1-3 hrs.
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
The supervised field experience program puts student's classroom knowledge into practical use. It provides a balance between theory and practice, allowing the student to experience various facets of the industry that are not always available in the classroom. This experience provides the opportunity to clarify career goals, assess strengths and weaknesses, and obtain, develop and practice skills necessary for future success. This experience is also crucial to job placement. Any weaknesses in the program of the student can be identified and corrected to insure better job placement and salaries.

HSM 131 Finance for the Hospitality Industry. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course focuses on the techniques financial managers and external analysts employ to value the hospitality firm and its assets. Topics include financial statement analysis, taxation, discounted cash flow, stock and bond valuation, cost of capital and capital budgeting.

HSM 132 Managerial Accounting for the Hospitality Industry. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course examines how financial information is assembled and presented according to the Uniform Systems Accounts for Hotels. The primary emphasis of the course is on analytical and decision-making uses of financial information, including such topics as cost behavior, leverage, cost-volume-profit analysis, contribution-margin pricing, and budgeting

HSM 133 Hospitality Field Experience II. 1-3 hrs.
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
The second level of field experience encourages the student to make definite career/employment decisions. While the first level of field experience was used to determine a general direction of employment, it is suggested that this field experience should lead to permanent employment in the broad scope of hospitality management. Since it is a supervised placement, our staff would be working closely with the student to provide the final specific training for the chosen hospitality career.

HSM 140 Hospitality Industry Computer Systems. 3 hrs. (2-2)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course presents an introduction to information systems used in the hospitality industry. Special focus will be on advances in the area of reservation systems, guest services, food and beverage management, hotel sales and hospitality accounting. Through ap-
plied study with hospitality management examples, students will be introduced to industry-specific applications for word processing, database management, spreadsheets, and presentation software.

HSM 181/281 Special Topics in Hospitality Management. 3 hrs.
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
These courses provide specialized instruction in various areas related to hospitality services management. Emphasis is placed on meeting students' needs.

HSM 225 Introduction to Condominium Management. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course is a complete approach to the operation of condominium/resort properties including areas that deal with the unique nature of business such as planning, development, financial investment, and marketing. The course also examines the future and the impact of the condominium hotel concept, time sharing, technological change, and the increased cost of energy and transportation. Upon completion, the student will understand the basics of condominium management.

HSM 230 Property Management. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course introduces students to physical operations management in the condominium/resort industry, including effective maintenance programs and routines, landscape operations, infrastructure, and superstructure planning. Students will also be introduced to the process of effective decision making for physical plant and grounds purchasing, receiving, and maintenance. Upon completion, students will understand physical plant operations for condominium resorts.

HSM 232 Event Logistics and Entertainment. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course is designed to give students an introduction to venue planning and design as well as planning entertainment for fundraisers, festivals, meetings, and other events.

HSM 234 Planning and Development of Leisure Programs and Festivals. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course introduces students to the theory and practice of developing exciting and profitable leisure programs and festivals.

HSM 236 Event Marketing. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course introduces event planning students to marketing theory as applied for various events to include festivals, concerts, leisure programs, sporting events and meetings.

HSM 240 Housekeeping Administration. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course introduces students to housekeeping functions in the

hospitality industry and analyzes the management of the housekeeping department, including staffing, work scheduling, and duties of the executive housekeeper. Emphasis is on the training of housekeepers and assistants including the operations of in-house laundries as well as commercial operation. Upon completion, students will understand the management of housekeeping functions in the hospitality industry.

HSM 250 Hospitality Marketing. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course is designed to study the principles of marketing and promotion as they relate to the hospitality industry. Topics include promotional techniques, advertising, the organization of a lodging operation's sales department and promotion of special events

HSM 265 Planning and Development of Tourism. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
This course explores major concepts in tourism, what makes tourism possible, and how tourism can become and important factor in the development of the economy. Topics covered include introductory principles, study approaches, the importance of tourism, tourism history and careers, elements of tourism supply and demand, planning and development principles, marketing, research, regulation and deregulation, and government agencies affecting development. Upon completion, students will be able to analyze the impact of various facets of the tourism industry.

HSM 266 Resort Management. 3 hrs. (3-0)
PREREQUISITE: As required by college.
COREQUISITE: As required by college.
The purpose of this course is to help students understand the unique characteristics of resort planning, development, and management and to demonstrate how resort management principles and techniques can best be applied.

HUMAN SERVICES (HUS)

HUS 101 Introduction to Human Services. 3 hrs. (3-0)
This course provides an introduction to human services and related theories and systems. Emphasis is placed on the roles and functions within the existing human services organizations with field trips to the different organizations and guest lecturers representing the different human service occupations. Upon completion of this course, students should be familiar with the many agencies and institutions which deliver human services and the components of their delivery systems. **Code C**

HUS 102 Introduction to Casework. 3 hrs. (3-0)
In this course the basic principles and procedures in problem resolution are examined through the presentation of cases, problems and solutions. Emphasis is placed on the application and effective role of the case aide. Upon completion of this course, the student will be familiar with the procedures for making referrals and sharing information with the professional staff. **Code C**

HUS 103 Introduction to Developmental Disabilities. 3 hrs. (3-0)
This course defines and introduces the different developmental disabilities. Emphasis is placed on the levels of physical, social, mental and emotional functioning of the developmentally disabled. Comparison of the behavioral characteristics of the educable, trainable, and custodial developmentally delayed, as well as intellectual growth possibilities are presented. Upon completion of this course, the student will be familiar with the training techniques involved in working with the developmentally delayed. **Code C**

HUS 104 Fundamentals of Health Care. 3 hrs. (3-0)
This course provides the concepts related to basic health care needs. Emphasis is placed on taking and recording vital signs, distributing medications, and dealing with persons experiencing seizures, psychiatric emergencies, and other health care situations in the mental health facility. Upon completion of this course, the student will be prepared to provide care or refer to the professional staff as appropriate for the situation. **Code C**

HUS 109 Techniques of Behavior Modification. 3 hrs. (3-0)
This course provides the basic principles of operant conditioning and behavior modification techniques. Emphasis is placed on the proper use of positive and negative reinforcement and punishment, along with the different schedules of reinforcement. Upon completion of this course, the student will demonstrate the ability to decrease inappropriate behavior and to shape appropriate behavior through the use of behavior modification techniques. **Code C**

HUS 112 Activity Therapy. 3 hrs. (3-0)
This course provides an overview of various activity therapies. Emphasis is on the use of activity therapies to increase self-esteem, dignity, social interaction and for physical, social, emotional and intellectual development. Upon completion of this course, the student will be familiar with different therapies and techniques for use in agencies, hospitals and other settings. **Code C**

HUS 113 Group Dynamics. 3 hrs. (3-0)
This course introduces the concepts related to the function of small and large groups. Emphasis is on the understanding of ones behavior and the role of the group leader and group members in group process. The effects of verbal and non-verbal communication on behavior are included. Upon completion of this course, the student should have an understanding of the role and function of groups, both as a member and facilitator. **Code C**

HUS 119 Mental Illness and Psychopharmacology. 3 hrs. (3-0)
This course provides the study of mental illness, its causes, diagnosis, and treatment by the use of medication. Emphasis is placed on therapeutic effects, anti-therapeutic effects, precautions, warnings, and side effects of the psychopharmacological medications. Upon completion of this course, the student will be able to utilize a Physician's Desk Reference and recognize the above effects and warnings. **Code C**

HUS 120 Mental Health Terminology. 3 hrs. (3-0)
This course introduces the student to the terminology of the mental health profession. Emphasis is on terminology of the brain and central nervous system, root forms, prefixes and suffixes, psychiatric terms, and psychopharmacological terms. Upon completion of this

course, the student will be able to utilize terms and abbreviations in the Diagnostic and Statistical Manual of Mental Disorders. **Code C**

HUS 131 Problems of Children and Youth. 3 hrs. (3-0)

This course provides the student with the understanding of the emotional, social, psychological, and physical needs of children and youth. Emphasis is placed on the influences and responsibilities of natural and surrogate parents and the nature and cause of the more common problems of children and youth. Upon completion of this course, the student should be able to assist with prevention and common problem resolution for these age groups. **Code C**

HUS 133 Geriatrics. 3 hrs. (3-0)

This course includes the study of the needs for making adjustments to retirement, activities, and hobbies for the older person, and community agencies available for the aged. Emphasis is placed on common psychological and physical problems for the aging. Upon completion of this course, the student will have learned techniques in helping the elderly accept the changes in later life and informing them of the many services available to them. **Code C**

HUS 138 Counseling From A Cultural Perspective. 3 hrs. (3-0)

This course introduces the student to some of the problems facing minorities and the importance of the counselor's knowledge of, and sensitivity to, the minority client experiences. Emphasis is placed on how the counselor and mental health practitioner can maximize his/her effectiveness when working with a culturally diverse population. Upon completion of this course, the student will have an understanding of how to establish a counseling relationship with culturally diverse clients. **Code C**

HUS 211 Introduction: Alcohol and Drug Prevention and Abuse. 3 hrs. (3-0)

This course is an introduction to the pertinent factors involved in the prevention, use, and abuse of alcohol and drugs. Emphasis is on a basic orientation to the field of alcohol and drug education and treatment. Upon completion of this course, the student will be aware of the importance of the historical, physiological, sociological, psychological and economic factors involved in alcoholism. **Code C**

HUS 212 Prevention Resources in Drug and Alcohol Abuse. 3 hrs. (3-0)

This course will examine the roles and functions of helping professionals and paraprofessionals concerned with prevention of and solutions to alcohol and drug abuse. Emphasis will be placed on abuse as a community problem and the need for organized efforts toward prevention. The statewide alcohol and drug abuse prevention plans will be included. Upon completion of this course, the student will have an awareness of resources available and the need for community, regional and state cooperation in abuse prevention. **Code C**

HUS 214 Working With the Chemically Dependent. 3 hrs. (3-0)

This course introduces the purpose, structure and techniques employed in working with the chemically dependent and other persons involved with the problem. Emphasis is placed on the role of the helper and resource person as well as the professional obligation of the counselor to the client in regard to confidentiality and the trust relationship. Upon completion of this course, the student will be familiar with classical, individual and group-therapy techniques as well as more current approaches such as Gestalt Therapy, Transactional Analysis, Bioenergetics, Reality Therapy, Behavioral Therapy and Psychodrama. **Code C**

HUS 215 Working With the Family of the Chemically Dependent. 3 hrs. (3-0)

This course provides an in-depth study of the therapeutic techniques used in working with the family of the chemically dependent with careful exploration given to the psychodynamics of family interaction when considering the etiology, perpetuation, and treatment of alcoholism. Emphasis is placed on such group techniques as Conjoint Family Therapy, Al-Anon, Alateen, and Multiple Family Therapy. Upon completion of this course, the student will have an understanding of the therapeutic techniques used in working with the family of the chemically dependent. **Code C**

HUS 216 Alcohol and Drug Education and Prevention.   3 hrs. (3-0)

This course provides an exploration into methods of preparing and using innovative media in alcoholism education. Emphasis is placed on drug abuse prevention and media campaigns with the preparation and presentation of slides, films, posters, dramas, puppet shows, information folders, radio and T.V. shows, etc. Upon completion of this course the student will be able to utilize available material in creating new approaches to educating the community, group, and individual in the area of alcohol abuse. **Code C**

HUS 217 Alcoholism and Drug Abuse Seminar. 3 hrs. (3-0)

This course provides a review of research in the field of alcoholism and drug abuse. Emphasis is placed on current trends and issues within the field. Upon completion of this course, the student should be able to discuss current research, both orally and in writing. **Code C**

HUS 218 Behavioral Pathology. 3 hrs. (3-0)

This course includes an elementary study of etiology and epidemiology of the common behavioral disorders. Emphasis is placed on analyzing classic taxonomy from experimental research and therapeutic implications of disabling personal and interpersonal maladjustments. Upon completion of this course the student will be able to identify and work with individuals with varying degrees of behavioral pathology. **Code C**

HUS 222 Group Counseling Techniques. 3 hrs. (3-0)

This course provides the techniques used for facilitating and assisting individuals to seek a variety of social experiences and interests. Emphasis is placed on outlets for such needs as status, security and other emotional feelings and problems to be expressed in a non-threatening atmosphere. Upon completion of this course the student will have attained leadership techniques and skills that enable him/her to work through the different stages of the group effectively. **Code C**

HUS 223 Guidance and Counseling Techniques. 3 hrs. (3-0)

This course provides an introduction to the role and function of guidance and counseling with various types of clients. Emphasis is placed on the different models of behavior. Upon completion of this

course the student will understand the dynamics of the counseling process and the creation of an interview climate in which effective problem solving takes place. **Code C**

HUS 224 Clinical Internship I. 3 hrs. (0-15)
PREREQUISITE: HUS 101, 104, 109, 211, 222, 223, 230
This course includes field experience in agencies, treatment centers, hospitals, institutions, outpatient clinics, etc. Emphasis is placed on "hands-on" experience under the supervision of professional staff workers. Upon the completion of this course, the student will have an understanding of the role of the human services worker through an observational experience with professional staff. **Code C**

HUS 225 Clinical Internship II. 3 hrs. (0-15)
PREREQUISITE: HUS 101, 104, 109, 211, 222, 223, 230
This course includes field experience in agencies, treatment centers, hospitals, institutions, outpatient clinics, etc. Emphasis is placed on implementing previously learned theory and techniques through an assigned patient load. The student will work under the supervision of the agency's professional staff. Upon completion of this course, the student should be able to apply theories and techniques to practice in the clinical setting. **Code C**

HUS 230 Special Topics in Human Services. 3 hrs. (3-0)
This course includes an examination of selected topics and issues in the field of Human Services. Content will focus on current topics and issues. The effective discussion and presentation of ideas with co-workers, mental health professionals and clients will be emphasized. Upon completion of this course, the student will have gained a broad overview of current issues. **Code C**

HUS 240 Introduction to Aging. 3 hrs. (3-0)
This course introduces the field of aging from a biopsychosocial framework. Emphasis is placed on the field of geriatrics from the biological, psychological, and social changes in health and functioning during later years. Upon completion of this course, students will demonstrate knowledge of normal aging, developmental tasks, physical and mental health problems, and social roles. **Code C**

HUS 241 Mental Health Work with the Elderly. 3 hrs. (3-0)
This course provides an overview of mental health issues and psychological challenges of older adults. Later life functional and organic brain disorders as well as the major DSM IV TR mental diagnoses will be addressed. This course will review a variety of treatment options and skills needed to support mental health functioning among the elderly. Upon completion of this course, students will recognize, identify, and distinguish between the symptoms of organic brain pathology and mental illness, identify medications used to treat brain disorders, describe issues family members may encounter, implement verbal and non-verbal skills to improve communication between the individual and the caregiver/professional, plan interventions to deal with difficult behaviors, and demonstrate activities and personal care techniques.   **Code C**

HUS 242 Maintaining Health and Wellness in Later Life.   3 hrs. (3-0)
This course addresses issues connected with mental wellness and healthy physical aging. Preventive measures (to include: nutrition, exercise, mobility and safety, addiction, sexually transmitted dis-

eases), social support, medication use, and stress management will be discussed and demonstrated. Upon completion of this course, students will educate and assist elders with provention techniques for health aging. **Code C**

HUS 243 Ethical, Legal, and Medical Issues in Aging. 3 hrs. (3-0)
This course examines ethical, legal, and medical issues related to aging including: advanced directives, power of attorney, long-term care, financial planning, estate planning, financial concerns (social security and retirement income), health care issues (Medicaid, Medicare), public assistance and government programs, elder abuse and neglect, and death and dying. Upon completion of this course, students will be able to assist the aged with case management coordination and paperwork, public and private resources, long-term care issues, serve as an elder advocate, demonstrate collaboration with families and various government and health-care agencies, assist with development and implementation of individualized treatment plans, and assist the individual with advanced directives and end-of-life planning. **Code C**

HUS 244 Special Topics in Geriatrics. 3 hrs. (3-0)
This course will focus on select issues and topics impacting aging and the health care industry. Multi-disciplinary and multi-cultural health care topics and providers will be utilized. Upon completion of this course, stdents will apply the current trends and techniques in the health care field as they relate to the elderly. **Code C**

HUMANITIES (HUM)

HUM 100 Humanities Forum. 1 hr. (1-0)
In this course, credit is given for participation in lectures, concerts, and other events which have relevance to the study of the humanities. The course may be repeated for credit. **Code C**

HUM 101 Introduction to Humanities I. 3 hrs. (3-0)
This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme. **Code A**

HUM 102 Introduction to Humanities II. 3 hrs.   (3-0)
This course is a continuation of HUM 101. **Code A**

HUM 106 Humanities Through the Arts. 3 hrs.   (3-0)
This course is an integrated survey of film, drama, music, literature, painting, sculpture, and architecture. **Code C**

HUM 120 International Studies in (add name of country).   1-3 hrs. (V)
This course offers a survey of art, music, and culture of foreign countries. This may involve travel abroad and may be repeated for credit. **Code C**

HUM 130 Mankind and His Art. 1 hr. (1-0)
This course is an introduction to mankind's search for self-expression revealed in the music, art, and architecture of the western world from ancient times through the present day. **Code A**

HUM 298 Directed Studies in the Humanities. 1-3 hrs. (V)
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. **Code C**

INDUSTRIAL ELECTRONIC TECHNOLOGY (ILT)

ILT 100 Applied Electronic Computation. 3 hrs. (3-0)
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 of this course a student will be able to perform applied mathematics calculations needed in Electronics. **Code C**

ILT 106 Concepts of Direct Current. 5 hrs. (3-4)
PREREQUISITE: As required by program.
This course provides an advanced study of direct current (DC) concepts and application principles. Specific topics include safety, terms and symbols, electrical theory, Ohm's law, power law, electrical measurement, DC electrical components, series, parallel, and series-parallel circuit construction. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators, reading schematics, and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction.   This course may serve as a substitute core for DC Fundamentals. **Code C**

ILT 107 Concepts of Alternating Current. 5 hrs. (3-4)
PREREQUISITE: As required by program.
This course provides an advanced study of alternating current (AC) concepts and application principles. Specific topics include safety, terms and symbols, AC electrical theory, components, circuits, electrical measurement instruments, laws of AC, and methods for constructing and measuring various types of AC circuits. Students gain hands-on experience through laboratory exercises designed to analyze complex circuits, power requirements, faults, phase relationships, and power factors. Emphasis is placed on the use of scientific calculators and the operation of various types of test equipment used to analyze and troubleshoot AC circuits. This course may serve as a substitute core for AC Fundamentals. **Code C**

ILT 111 Concepts of Solid State Electronics. 5 hrs. (3-4)
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. This course may serve as a substitute core for Solid State Fundamentals for EET, ILT, and ETC disciplines. **Code C**

ILT 112 Concepts of Digital Electronics. 5 hrs. (3-4)
PREREQUISITE: None.
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. This course may serve as a substitute core for Digital Fundamentals in the EET, ETC, and ILT disciplines.   **Code C**

ILT 113 Concepts of Electronic Circuits. 5 hrs.   (3-4)
PREREQUISITE: None.
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. **Code C**

ILT 125 Digital Communications. 3 hrs. (3-0)
PREREQUISITE: As required by program.
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 of this course, students should be able to describe the operation of various digital communications circuits and calculate all parameters. **Code C**

ILT 126 Digital Communications Lab. 2 hrs. (0-4)
PREREQUISITE: As required by program.
This course provides experimentation to verify theories of digital communication. Upon completion of this course and Digital Communications, students should be able to construct various digital communications circuits and make necessary measurements and adjustments.   **Code C**

ILT 135 Local Area Networks (LANS). 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course provides the student with knowledge of planning, installation, maintenance, and administration of local area networks. Upon completion of this course, students should be able to install and setup a basic local area network. **Code C**

ILT 139 Introduction to Robotic Programming. 3 hrs. (2-2)
PREREQUISITE: As determined by college
This course provides an introduction robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions. **Code C**

ILT 164 Circuit Fabrication I. 1 hr. (0-2)
PREREQUISITES: As determined by college.
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. **Code C**

ILT 165 Industrial Electronic Controls I. 3 hrs.   (2-2)
PREREQUISITES: As determined by college.
This course provides a study of industrial electronics controls. Topics include photo-electric, temperature, gas and humidity, pressure and strain measurements for industrial instrumentation controls and applications. The lab enables students to test, troubleshoot and repair electronic control circuits. Upon completion, students should be able to apply principles of industrial electronics control circuits. **Code C**

ILT 169 Hydraulics Pneumatics. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
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. **Code C**

ILT 181 Special Topics in ILT. 3 hrs. (1-4)
PREREQUISITE: As required by program.
This course provides a guided independent study of special topics in ILT. The student and instructor designs the plan of study. Upon completion, students should be able to demonstrate skills developed in these courses. **Code C**

ILT 192-193 Co-op in ILT. 3 hrs. (0-15)
PREREQUISITE: As required by program.
These courses provide students with relevant work experience in business/industry. Emphasis is placed on production in a work setting. Upon completion, students should be able to identify job responsibilities and to demonstrate skills necessary for entry level employment. **Code C**

ILT 194 Intro. to Programmable Logic Controllers. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. **Code C**

ILT 195 Troubleshooting Techniques I. 3 hrs.   (2-2)
PREREQUISITE: As determined by college.
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. **Code C**

ILT 196 Advanced Programmable Logic Controllers. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system. **Code C**

ILT 197 Motor Controls I. 3 hrs. (1-4)
PREREQUISITES: As required by program.
This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. **CORE Code C**

ILT 203 Biomedical Electronics I. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course includes the technical information necessary in learning to repair biomedical equipment. Topics include: the human body, electrodes and transducers, bioelectric amplifiers, physiological pressure measurements, and electrical and patient safety. Upon completion of this course, students should be able to describe the operation of various circuits and systems commonly found in biomedical equipment. **Code C**

ILT 218 Industrial Robotics Concepts. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance. **Code C**

ILT 220 Electro-Optics. 3 hrs. (3-0)
PREREQUISITE: As required by program.
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, students should be able to apply principles of fiber optics.   **Code C**

ILT 221 Electro-Optics Lab. 2 hrs. (0-4)
PREREQUISITE: As required by program.
This lab enables students to apply principles of fiber optics.   **Code C**

ILT 224 Electronic Communications. 3 hrs. (3-0)
PREREQUISITE: As required by program.
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, students should be able to apply principles of filters, oscillators, classes of amplifiers, and resonance. **Code C**

ILT 225 Electronic Communications Lab. 2 hrs. (0-4)
PREREQUISITE: As required by program.
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, students should be able to apply principles of filters, oscillators, classes of amplifiers, and resonance. **Code C**

ILT 240 Sensors Technology and Applications. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
COREQUISITE: As determined by college.
This course provides a study of industrial electronic sensors. Topics include, but are not limited to, photo-electric, temperature, gas and humidity, pressure and strain sensors. The lab enables students to test, and troubleshoot electronic sensors and sensor circuits. Upon completion, students should be able to select, install, test, and troubleshoot industrial electronic sensors. **Code C**

ILT 280 Special Topics. 3 hrs. (0-6)
PREREQUISITE: As required by program.
This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.   **Code C**

ILT 281 Special Topics for Industrial Electronics I. 3 hrs. (1-4)
PREREQUISITE: As required by program.
This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.   **Code C**

ILT 282 Special Topics for Industrial Electronics II. 3 hrs. (1-4)
PREREQUISITE: As required by program.
This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.   **Code C**

ILT 289 Cooperative Education. 1 hr. (0-5)
PREREQUISITE: As required by program.
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. **Code C**

ILT 290 Cooperative Education. 2 hrs. (0-10)
PREREQUISITE: As required by program.
This course provides students work experience with a college-ap-
proved 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. **Code C**

ILT 291 Cooperative Education. 3 hrs. (0-15)
PREREQUISITE: As required by program.
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. **Code C**

ILT 292 Cooperative Education. 3 hrs. (0-15)
PREREQUISITE: As required by program.
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. **Code C**

INTERDISCIPLINARY STUDIES (IDS)

IDS 104 Problem Solving and Decision Making.   3 hrs. (3-0)
This course offers an integrated approach designed to increase the ability of the student to analyze problems, comprehend information, and make decisions by explicit training in higher-level thinking skills. **Code C**

IDS 114 Interdisciplinary Seminar: Current Topics in Human Concerns. 1-2 hrs. (V)
PREREQUISITE: Permission of the instructor.
This course is a seminar/discussion course designed to provide an opportunity for the student to conduct an in-depth investigation of selected topics. The particular topic selected will include issues from two or more disciplines and is determined by faculty and student interest. Classroom experiences emphasize and help develop skills in organizing and presenting information as well as explaining and defending ideas and conclusions. An oral seminar presentation is required. IDS 114 may be repeated for credit. **Code C**

IDS 115 Forum. 1 hr. (1-0)
In this course, credit is given in recognition of attendance at academic lectures, concerts, and other events. IDS 115 requires attendance at designated events which are chosen from various lectures, cultural events and programs given at the college or in the community. IDS 115 may be repeated for credit. **Code C**

IDS 200 College Scholars Bowl Workshop. 1 hr. (1-0)
PREREQUISITE: Permission of the instructor.
This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit. **Code C**

LIBRARY SCIENCES (LBS)

LBS 100 Introduction to Library Use. 2 hrs. (2-0)
This course provides instruction in the use of the library. Emphasis is placed on the use of the library catalog, periodical indexes, bibliographic sources and general reference materials. **Code C**

LBS 101 Introduction to Library Use. 1 hr. (1-0)
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. **Code C**

LBS 102 Introduction to Library Use II. 1 hr. (1-0)
This course builds on basic library skills offered in LBS 101, with particular emphasis on library resources involved in writing the research paper. **Code C**

MACHINE TOOL TECHNOLOGY (PRECISION MACHINING) & COMPUTER NUMERICAL CONTROL (MTT)

MTT 100 Machining Technology I. 6 hrs. (2-8)
PREREQUISITE: As determined by program.
This course introduces machining operations as they relate to the metal working 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 operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards. MTT 147 and MTT 148 are suitable substitutes for this course. **CORE Code C**

MTT 103 Machining Technology II. 6 hrs. (2-8)
PREREQUISITE: As determined by program.
This course provides additional instruction and practice in the use of measuring tools, lathers, milling machines, and grinders. Emphasis is place 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. This is a CORE course and is aligned with NIMS certification standards. MTT 148 and MTT 149 are suitable substitutes for MTT 103. **CORE Code C**

MTT 107 Machining Calculations I. 3 hrs. (3-0)
PREREQUISITE: As determined by program.
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. This course is aligned with NIMS certification standards. **Code C**

MTT 108 Machine Handbook Functions I. 3 hrs. (3-0)
PREREQUISITE: As determined by program.
This course covers the machinist's handbook. Emphasis is placed on formulas, tables, usage and related information. Upon completion, students should be able to use the handbook in the calculation and set up of machine tools. This course is aligned with NIMS certification standards. **Code C**

MTT 121 Basic Print Reading for Machinists. 3 hrs. (3-0)
PREREQUISITE: As determined by college.
This course covers the basic principles of print reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. **CORE   Code C**

MTT 123 Engine Lathe Lab I. 3 hrs. (0-6)
PREREQUISITE: As determined by college.
The student learns to safely operate an engine lathe in calculating feeds and speeds and shaping a variety of cutting tools by grinding. The student will also safely operate an engine lathe in straight turning, facing, and turning to the shoulder and tapers. **Code C**

MTT 124 Engine Lathe Lab II. 3 hrs. (0-6)
PREREQUISITE: As determined by college.
The student learns advanced operation of an engine lathe in calculating feeds and speeds and shaping a variety of cutting tools by grinding. The student will also safely operate an engine lathe in advanced straight turning, facing, and turning to the shoulder and tapers. **Code C**

MTT 127 Metrology. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
This course introduces the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments. This is a CORE course and is aligned with NIMS certification standards. **CORE Code C**

MTT 128 Geometric Dimensioning & Tolerancing I. 3 hrs. (3-0)
PREREQUISITE: As determined by college.
This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. This course is aligned with NIMS certification standards. **Code C**

MTT 129 Lathe Operations. 6 hrs. (2-8)
PREREQUISITE: As determined by college.
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards. **Code C**

MTT 130 Machine Calculations II. 3 hrs. (3-0)
PREREQUISITE: As determined by college.
This course emphasizes advanced calculations common to machining operations. Students use these calculations for advanced applications for machine setup and planning. Specific topics include positive and negative numbers, symbolism, and algebraic expressions and operations. At the conclusion of this course students will be able to apply advanced machine calculations to equipment setup and planning. **Code C**

MTT 133 Milling Lab II. 6 hrs. (2-8)
PREREQUISITE: As determined by college.
Students demonstrate proper and safe advanced techniques with prescribed accuracy in face milling, shoulder milling, fly cutting and horizontal plain milling. **Code C**

MTT 134 Lathe Operations I. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards. **Code C**

MTT 135 Lathe Operations I Lab. 3 hrs. (0-6)
PREREQUISITE: As determined by college.
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards. **Code C**

MTT 136 Milling Operations. 6 hrs. (2-8)
PREREQUISITE: As determined by college.
This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual milling techniques (vertical and horizontal/universal) to produce machine tool projects. MTT 137/138 are suitable substitutes for this course. This course is aligned with NIMS certification standards. **Code C**

MTT 137 Milling I. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects. MTT 137/138 are suitable substitutes for MTT 136. This course is aligned with NIMS certification standards. **Code C**

MTT 138 Milling I Lab. 3 hrs. (0-6)
PREREQUISITE: As determined by college.
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. This course is aligned with NIMS certification criteria. This course is taught with MTT 137. MTT 137/138 are suitable substitutes for MTT 136. **Code C**

MTT 140 Basic Computer Numeric Control Turning Programming. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards. **Code C**

MTT 141 Basic Computer Numeric Control Milling Programming.   3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part. This course is aligned with NIMS certification standards. **Code C**

MTT 142 Advanced Machining Calculations. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. **Code C**

MTT 144 Electrical Discharge Machining I. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course introduces the student to the concepts of Electrical Discharge Machining (EDM) and the importance of EDM is an industrial setting. Emphasis is placed on safety procedures and machinist responsibility in the setup and operation of EDM machines and electrode selection. Upon completion, students should be able to produce basic machine products using both the wire-type and plunge-type EDM machines. This course is aligned with NIMS certification standards. **Code C**

MTT 145 Drill Presses & Power Saws I. 6 hrs. (2-8)
PREREQUISITE: As determined by college.
This course provides instruction in all types of drilling machines and power saws. This course is aligned with NIMS certification standards. **Code C**

MTT 146 Precision Grinding Machines I. 6 hrs. (2-8)
PREREQUISITE: As determined by college.
This course includes more advanced precision grinder practices such as set-up procedures; work planning; surface, cylindrical, and tool and cutter grinding operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards. MTT 161/162 are suitable substitutes for this course. **Code C**

MTT 147 Introduction to Machine Shop I. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
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 operations of measuring, layout, drilling, sawing, turning, and milling. MTT 100 is a suitable substitute for MTT 147 and MTT 148. **CORE Code C**

MTT 148 Introduction to Machine Shop I Lab. 3 hrs. (0-6)
PREREQUISITE: As determined by college.
This course provides practical application of the concepts and principles of machining operations learned in MTT 147. 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 operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT 100 is a suitable substitute for MTT 147 and MTT 148.
CORE Code C

MTT 149 Introduction to Machine Shop II. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is place 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 intermediate level procedures of precision grinding and advanced operations of measuring, layout, drilling, sawing turning and milling. This is a CORE course and taught in conjunction with MTT 150. MTT 149/150 are suitable substitutes for MTT 103. **CORE Code C**

MTT 150 Introduction to Machine Shop II Lab. 3 hrs. (0-6)
PREREQUISITE: As determined by college.
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 intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. MTT 149/150 are suitable substitutes for MTT 103. **CORE Code C**

MTT 154 Metallurgy. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
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, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals. **Code C**

MTT 171 Intermediate Blueprint Reading for Machinists. 3 hrs. (3-0)
PREREQUISITE: As determined by college.
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. **Code C**

MTT 181 Special Topics in Machine Tool Technology. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course is a guided study of special projects in machine technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs. **Code C**

MTT 182 Special Topics in Machine Tool Technology. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course is a guided study of special projects in machine technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs. **Code C**

MTT 183 Special Topics in Machine Tool Technology. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs. **Code C**

MTT 202 Machine Maintenance and Repair. 3 hrs. (3-0)
PREREQUISITE: As determined by college.
This course covers preventive maintenance as well as repair of machine tools. Emphasis is placed on safety, disassembly and assembly of lathes, grinders, saws, and milling machines. Upon completion, students should be able to perform machine maintenance and repair of machine tools. **Code C**

MTT 221 Advanced Blueprint Reading for Machinists. 3 hrs.
PREREQUISITE: As determined by college.
This course introduces complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true projection, special views, and interpretation of complex parts and assemblies. Upon completion, students should be able to read and interpret complex industrial blueprints. **Code C**

MTT 281 Special Topics in Machine Tool Technology. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs. **Code C**

MTT 282 Special Topics in Machine Tool Technology. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs. **Code C**

MTT 291 Cooperative Education in Machine Tool Technology. 3 hrs. (0-15)
PREREQUISITE: As determined by college.
Students work on part-time basis in a job directly related to machine

tool technology. The employer and supervising instructor evaluate students' progress. Upon completion, students will be able to apply skills and knowledge in an employment setting. **Code C**

MTT 292 Cooperative Education in Machine Tool Technology. 3 hrs. (0-15)
PREREQUISITE: As determined by college.
Students work on 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. **Code C**

MTT 293 Cooperative Education in Machine Tool Technology. 2 hrs. (0-10)
PREREQUISITE: As determined by college.
Students work on 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. **Code C**

MTT 294 Cooperative Education in Machine Tool Technology. 1 hr. (0-5)
PREREQUISITE: As determined by college.
Students work on 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. **Code C**

MANAGEMENT AND SUPERVISION (MST)

MST 280 Management Workshop I. 1-3 hrs. (V)
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry. **Code C**

MST 281 Management Workshop II. 1-3 hrs. (V)
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry. **Code C**

MST 282 Management Workshop III. 1-3 hrs. (V)
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry. **Code C**

MST 283 Management Workshop IV. 1-3 hrs. (V) (V)
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry. **Code C**

MST 284 Management Workshop. 1-3 hrs. (V)
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry. **Code C**

MST 285 Management Workshop. 1-3 hrs. (V)
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry. **Code C**

MST 286 Management Workshop. 1-3 hrs. (V)
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry. **Code C**

MST 287 Management Workshop. 1-3 hrs. (V)
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry. **Code C**

MST 288 Management Workshop. 1-3 hrs. (V)
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry. **Code C**

MARKETING (MKT)

MKT 220 Advertising and Sales Promotion. 3 hrs. (3-0)
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, students should be able to demonstrate an understanding of the concepts covered through application. **Code C**

MKT 223 Customer Service. 3 hrs. (3-0)
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. **Code C**

MASSAGE THERAPY (MSG)

See Therapeutic Massage

MASS COMMUNICATIONS (MCM)

MCM 100 Introduction to Mass Communication.   3 hrs. (3-0)
This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society. **Code B**

MCM 113-114-115, MCM 213-214-215. Student Publications. 1-2 hrs. (V)
These courses offer practical experience in journalism skills through working on the staff of student publications. **Code C**

MATHEMATICS (MTH)

MTH 080 Mathematics Laboratory. 1 hr.
PREREQUISITE: Required with MTH 090, MTH 091, and/or as required by program
This course is designed to offer supplemental help to students in mathematics. Students work in a laboratory situation under qualified instructors. This course may be repeated as needed. Empha-

sis is on arithmetic and algebra as determined by the individual need of the student.

MTH 090 Basic Mathematics. 3 hrs. (3-0)
PREREQUISITE: Appropriate math placement score based on Asset/Compass
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. 3 hrs. (3-0)
PREREQUISITE: MTH 090 with a grade of "S" or "C" or appropriate mathematics placement score.
This course is a review of the fundamentals of algegra. Topics include the real number system, linear equations and inequalities, graphing linear equations in two variables, laws of exponents, polynomial operations, and factoring polynomials.

MTH 100 Intermediate College Algebra. 3 hrs.   (3-0)
PREREQUISITE: MTH 098 with a grade of "S" or "C" or MTH 132 with a grade of "C" or higher or appropriate mathematics placement score.
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics. **Code B**

MTH 103 Introduction to Technical Mathematics. 3 hrs.(3-0)
PREREQUISITE: MTH 090 with a grade of "S" or "C" or appropriate mathematics placement score.
This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills. **Code C**

MTH 110 Finite Mathematics. 3 hrs. (3-0)
PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher Intermediate College Algebra.
This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including 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. **CORE Code A**

MTH 112 Precalculus Algebra. 3 hrs. (3-0)
PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher Intermediate College Algebra.
This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction. **CORE Code A**

MTH 113 Precalculus Trigonometry. 3 hrs. (3-0)
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH 112.
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. **CORE Code A**

MTH 116 Mathematical Applications. 3 hrs. (3-0)
PREREQUISITE: MTH 090 with a grade of "S" or "C" or appropriate mathematics placement score.
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some types included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirement for mathematics. **Code C**

MTH 120 Calculus and It's Applications. 3 hrs. (3-0)
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH 112.
This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hospital's Rule, and multiple integration (including applications). **CORE Code A**

MTH 125 Calculus I. 4 hrs. (4-0)
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, Algebra II and Trigonometry with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH 113.
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; 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. **CORE   Code A**

MTH 126 Calculus II. 4 hrs. (4-0)
PREREQUISITE: MTH 125 with a grade of "C" or higher
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. **CORE   Code A**

MTH 186 Medical Dosage Calculation. 1 hr. (1-0)
PREREQUISITE: MTH 090 or suitable placement score.
This course explains mathematical applications to the following dosage calculations: oral dosages, injectable drugs, intravenous fluids, insulin, heparin, pediatric dosages, geriatric dosages, and electrolyte solutions. This course does not apply toward the general core requirement for mathematics. **Code C**

MTH 227 Calculus III. 4 hrs. (4-0)
PREREQUISITE: MTH 126 with a grade of "C" or higher
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. **CORE Code A**

MTH 231 Math for the Elementary Teacher I. 3 hrs. (3-0)
PREREQUISITE: MTH 090 with a grade of "S" or "C" or appropriate math placement score.
This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts. **Code B**

MTH 237 Linear Algebra. 3 hrs. (3-0)
PREREQUISITE: MTH 126 with a grade of "C" or higher
This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations. **CORE Code A**

MTH 238 Applied Differential Equations I. 3 hrs. (3-0)
PREREQUISITE: MTH 227 with a grade of "C" or higher
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. **CORE Code A**

MTH 265 Elementary Statistics. 3 hrs. (3-0)
PREREQUISITE: MTH 100 with a grade of "C" or higher or appropriate mathematics placement score.
This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included. **Code B**

MEDICAL ASSISTANT (MAT)

MAT 101 Medical Terminology. 3 hrs. (3-0)
This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct medical terms with these word parts to determine the meanings of new or unfamiliar terms. The student will learn a system of word building which will enable them to interpret medical terms. **CORE Code C**

MAT 102 Medical Assisting Theory I. 3 hrs. (3-0)
A description of anatomical descriptors and the cell introduces the student to and serves as an overview of the body's systems. The structure and function of the nervous, sensory, integumentary, muscular, skeletal, respiratory, and cardiovascular systems are taught with the diseases related to these systems presented. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. **CORE Code C**

MAT 103 Medical Assisting Theory II. 3 hrs. (3-0)
The structure and function of the digestive, urinary, reproduction, endocrine, and immune systems are presented. Disease processes that are related to these systems will be included. Basic concepts of reproduction, growth and development, and nutrition are taught. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. **CORE Code C**

MAT 111 Clinical Procedures I for the Medical Assistant.   3 hrs. (2-3)
This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures. **CORE Code C**

MAT 120 Medical Administrative Procedures I. 3 hrs.   (2-3)
PREREQUISITE: MAT 101 and college level computer course or instructor permission.
This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical secretarial skills. **CORE Code C**

MAT 121 Medical Administrative Procedures II. 3 hrs. (2-3)
PREREQUISITE: As required by the college.
This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees,

credit, and collections, banking, bookkeeping payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices. **CORE Code C**

MAT 125 Laboratory Procedures I for the Medical Assistant. 3 hrs. (2-3)
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. **CORE Code C**

MAT 128 Medical Law and Ethics for the Medical Assistant. 3 hrs. (3-0)
This course provides basic information related to the legal relationship of the patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant. **CORE Code C**

MAT 200 Management of Office Emergencies. 2 hrs. (2-0)
This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia, shock, musculoskeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions. **CORE Code C**

MAT 211 Clinical Procedures II for the Medical Assistant. 3 hrs. (2-3)
This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures. **CORE Code C**

MAT 215 Laboratory Procedures II for the Medical Assistant. 3 hrs. (2-3)
PREREQUISITE: MAT 125 or permission of the instructor.
This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics. **CORE Code C**

MAT 216 Medical Pharmacology for the Medical Office. 4 hrs. (3-3)
PREREQUISITE: MTH 116 or higher.
This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications. **CORE Code C**

MAT 219 Radiology for the Medical Assistant. 3 hrs. (2-3)
This course will provide the student with an overview of radiography and its role in the health care delivery. Topics will include patient and medical assistant safety and protection. The student should be able to perform and process basic radiographs of the chest, abdomen, pelvis, sinus and extremities. **Code C**

MAT 220 Medical Office Insurance. 3 hrs. (2-3)
PREREQUISITE: MAT 101, MAT 120, MAT 121, and college level computer course or permission of the instructor.
In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms, and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements. **CORE Code C**

MAT 222 Medical Transcription I. 2 hrs. (1-3)
PREREQUISITE: As required by the college.
This course introduces dictating equipment and typical medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to transcribe physician's dictation. **Code C**

MAT 227 Special Topics in Medical Assisting. 1 hr. (1-0)
This course includes specialized study on current topics and issues in the field of medical assisting. Emphasis is placed on personal and occupational responsibilities, and developing problem-solving skills encountered in the medical office. Upon completion, students should be able to apply problem-solving skills to medical office situations. **Code C**

MAT 228 Medical Assistant Review Course. 1 hr. (1-0)
This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for national credentialing examination. **Code C**

MAT 229 Medical Assisting Practicum. 3 hrs. (0-15)
PREREQUISITE: MAT 111, MAT 125, MAT 200, MAT 211, MAT 215, MAT 216, MAT 222, plus 30 additional credit hours in MAT program or permission of the instructor.
This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinic or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions. Upon completion, students should be able to perform as an entry-level Medical Assistant. **Code C**

MUSIC (MUP/MUS/MUL)

Individual Performance Instruction. 1-2 hrs. (V)
PREREQUISITE: Permission 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. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

The number of applied credit hours to be transferred and the level of attainment will be determined by the standards required by the institution to which the student is transferring. **Code B**

MUSIC APPLIED NUMBERING SYSTEM

MUP 101-102; 201-202	**Private Piano I, II, III, IV**
MUP 103-104; 203-204	**Private Organ I, II, III, IV**
MUP 105-106; 205-206	**Private Harpsichord I, II, III, IV**
MUP 111-112; 211-212	**Private Voice I, II, III, IV**
MUP 121-122; 221-222	**Private Violin I, II, III, IV**
MUP 123-124; 223-224	**Private Viola I, II, III, IV**
MUP 125-126; 225-226	**Private Cello I, II, III, IV**
MUP 127-128; 227-228	**Private Double Bass I, II, III, IV**
MUP 131-132; 231-232	**Private Harp I, II, III, IV**
MUP 133-134; 233-234	**Private Guitar I, II, III, IV**
MUP 135-136; 235-236	**Private Fretted Instruments (other than guitar)**
MUP 141-142; 241-242	**Private Flute I, II, III, IV**
MUP 143-144; 243-244	**Private Clarinet I, II, III, IV**
MUP 145-146; 245-246	**Private Saxophone I, II, III, IV**
MUP 151-152; 251-252	**Private Oboe I, II, III, IV**
MUP 153-154; 253-254	**Private Bassoon I, II, III, IV**
MUP 161-162; 261-262	**Private Trumpet I, II, III, IV**
MUP 163-164; 263-264	**Private French Horn I, II, III, IV**
MUP 165-166; 265-266	**Private Mellophone I, II, III, IV**
MUP 171-172; 271-272	**Private Trombone I, II, III, IV**
MUP 173-174; 273-274	**Private Euphonium I, II, III, IV**
MUP 175-176; 275-276	**Private Tuba I, II, III, IV**
MUP 181-182; 281-282	**Private Percussion I, II, III, IV**

Class Performance Instruction. 1 hr. (0-2)
PREREQUISITE: None
Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals. **Code C**

MUL 101-102; 201-202	**Class Piano I, II, III, IV**
MUL 111-112; 211-212	**Class Voice I, II, III, IV**
MUL 121-122; 221-222	**Class Strings I, II, III, IV**
MUL 131-132; 231-232	**Class Woodwinds I, II, III, IV**
MUL 141-142; 241-242	**Class Brass I, II, III, IV**
MUL 151-152; 251-252	**Class Percussion I, II, III, IV**
MUL 161-162; 261-262	**Class Fretted Instruments I, II, III, IV**

Music Ensembles. 1-2 hrs. (V)
PREREQUISITE: Permission of the instructor.
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. **Code B**
All ensembles may be repeated for credit. However, students should consult a counselor regarding how ensemble credit will transfer to various senior colleges and universities. The Wallace State Chorus and Symphonic Band are open to all Wallace State students and may be taken as electives, regardless of area of study. All band students who wish to perform in instrumental ensembles or the Show Band must register for Symphonic Band. All choral students who wish to perform in vocal ensembles or the Show Choir must register for Concert Choir. The Wallace State Jazz/Show Band and Singers are auditioned performing groups. Auditions are held annually.

MUL 180-181; 280-281	**Chorus I, II, III, IV**
MUL 182-183; 282-283	**Vocal Ensemble I, II, III, IV**
MUL 184-185; 284-285	**Jazz/Show Choir I, II, III, IV**
MUL 190-191; 290-291	**Concert Band I, II, III, IV**
MUL 192-193; 292-293	**Instrumental Ensemble I, II, III, IV**
MUL 194-195; 294-295	**Orchestra I, II, III, IV**
MUL 196-197; 296-297	**Jazz/Show Band I, II, III, IV**
MUL 198-199; 298-299	**Marching Band I, II, III, IV**

GENERAL COURSES

MUS 100 Convocation. 1 hr. (1-0)
This course (recommended for music majors/minors each semester) is designed to expose students to a variety of repertory styles and to give students 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. **Code C**

MUS 101 Music Appreciation. 3 hrs. (3-0)
This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music. **Code A**

MUS 102 Afro-American Music. 1-2 hrs. (V)
This course provides a study of music composed by black Americans. Topics include the origin and development of musical styles expressed in Negro spirituals, calypso, gospel music and jazz. Upon completion, students should be able to demonstrate a knowledge, understanding and an aural perception of the stylistic characteristics of Afro-American music. **Code C**

MUS 103 Survey of Popular Music. 1-2 hrs. (V)
This course provides a study of the origins, development and existing styles of popular music. Topics include ragtime, jazz, rhythm and blues, rock, country and western, folk and world music. Upon completion, students should be able to demonstrate a knowledge, understanding and an aural perception of the stylistic characteristics of popular music. **Code C**

MUS 104 Jazz: An Introduction and History. 1-2 hrs. (V)
This course provides a study of the origins, development and existing styles of jazz. Topics include the blues, piano styles, Dixieland, swing, bebop, third stream, cool, free jazz and jazz/rock fusion. Upon completion, students should be able to demonstrate a knowledge, understanding and an aural perception of the different style characteristics of jazz music. **Code C**

MUS 110 Basic Musicianship. 3 hrs. (3-0)
PREREQUISITE: MUS 099 or suitable placement score or 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, key intervals, chords, and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony. **Code C**

MUS 111 Music Theory I. 1-3 hrs. (V)
PREREQUISITE: MUS 110 or MUS 115 or permission of the Music Department Chair (Corequsite: 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, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. **Code B**

MUS 112 Music Theory II. 1-3 hrs. (V)
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, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. **Code B**

MUS 113 Music Theory Lab I. 1 hr. (0-2)
PREREQUISITE: MUS 110 or suitable placement score 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, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position. **Code B**

MUS 114 Music Theory Lab II. 1 hr. (0-2)
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, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part diatonic progressions. **Code B**

MUS 115 Fundamentals of Music. 3 hrs. (3-0)
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, V with a chordal instrument. Upon completion, students should be able to sing a song, harmonize a simple tune, demonstrate rhythmic patterns and identify musical concepts through written documentation. **Code C**

MUS 116 Computer Applications in Music. 2-3 hrs. (V)
PREREQUISITE: Permission of the instructor.
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, students should be able to demonstrate basic competency in the use of computers in music. **Code C**

MUS 161 Diction for Singers. 2-3 hrs. (V)
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, students should be able to sing art songs in Italian, French and German with correct diction. **Code C**

MUS 170 Introduction to Church Music. 2-3 hrs. (V)
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, students 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. **Code C**

MUS 171 Service Playing. 1-2 hrs. (V)
PREREQUISITE: Permission of the instructor.
This course provides individual or group instruction in skills relevant

to playing a keyboard instrument in religious services. Topics include hymn playing, accompanying soloists and choirs, selecting appropriate music for the different denominational services and improvisation. Upon completion, students should be able to demonstrate a knowledge and understanding of the role of the church pianist or organist through written documentation and by performing that role for a religious service. **Code C**

MUS 180 Piano Pedagogy Seminar. 1 hr. (1-0)
PREREQUISITE: 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, students should be able to create an original musical composition. **Code C**

MUS 201 Survey of Musical Literature I. 3 hrs. (3-0)
PREREQUISITE: Permission of the instructor.
This is the first of a two-course sequence which surveys instrumental and vocal music to acquaint the student with musical compositions, composers and styles from ancient times through the Baroque. Emphasis is placed on the development of analytical listening skills. Upon completion, students should be able to recognize the music, identify the major composers and describe the styles of the various musical periods. **Code C**

MUS 202 Survey of Musical Literature II. 3 hrs. (3-0)
PREREQUISITE: Permission of the instructor.
This is the second of a two-course sequence which surveys instrumental and vocal music to acquaint the student with musical compositions, composers and styles from the Classical Period to the present. Emphasis is placed on the development of analytical listening skills. Upon completion, students should be able to recognize the music, identify the major composers and describe the styles of the various musical periods. **Code C**

MUS 203 Music History I. 3 hrs. (3-0)
This course provides a study of the development of music from ancient times through the Baroque Period. Emphasis is placed on period style characteristics, representative composers and their works, and socio-cultural influences. Upon completion, students should be able to demonstrate knowledge, understanding and an aural perception of period style characteristics, forms, composers and representative works. **Code C**

MUS 204 Music History II. 3 hrs. (3-0)
This course provides a study of the development of music from the Classical Period to the present. Emphasis is placed on period style characteristics, representative composers and their works, and socio-cultural influences. Upon completion, students should be able to demonstrate a knowledge, understanding and an aural perception of period style characteristics, forms, composers and representative works. **Code C**

MUS 211 Music Theory III. 3 hrs. (3-0)
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, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills. **Code C**

MUS 212 Music Theory IV. 1-3 hrs. (V)
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, students should be able to demonstrate competence using chromatic harmony and basic twentieth-century techniques through analysis, writing, sight singing, dictation and keyboard skills. **Code C**

MUS 213 Music Theory Lab III. 1 hr. (0-2)
PREREQUISITE: MUS 114 (Corequisite: MUS 211, if ear training lab is 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, students should be able to write, sing and play modulating melodies, rhythmic patterns with beat subdivisions and four-part chromatic harmony. **Code C**

MUS 214 Music Theory Lab IV. 1 hr. (0-2)
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, students 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.   **Code C**

MUS 215 Composition I. 1-2 hrs. (V)
PREREQUISITE: MUS 112 or permission of 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, students should be able to create an original musical composition. **Code C**

MUS 216 Composition II. 1-2 hrs. (V)
PREREQUISITE: MUS 215
This course provides more advanced instruction in musical composition techniques. Emphasis is placed on musical thought processes which result on musical composition. Upon completion, students should be able to create, notate correctly and stage performances of original musical compositions. **Code C**

MUS 217 Jazz Improvisation. 1-3 hrs. (V)
PREREQUISITE: Permission of the instructor.
This course is designed to prepare the student with the theoretical background and improvisational techniques utilized in jazz performance. Emphasis is placed on the understanding of chord structures, chord progressions, scale structures and melodic design. Upon completion, students should be able to perform an improvisational solo with a jazz ensemble. **Code C**

MUS 250 Introduction to Music Education. 1-2 hrs. (V)
This course provides an overview of music education as a career choice. Topics include discussion of teaching materials and methods, legal considerations, certification, professional organizations, activities and may include a supervised practicum field experience. Upon completion, students should be able to demonstrate a knowledge and understanding of music education as a career through written documentation. **Code C**

MUS 251 Introduction to Conducting. 3 hrs. (3-0)
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 score reading and techniques for conducting effective rehearsals. Upon completion, students should be able to prepare and conduct a choral and/or instrumental score in a rehearsal or performance setting. **Code C**

MUS 270 Organization of the Church Music Program.   2-3 hrs. (V)
PREREQUISITE: Permission of the instructor.
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 of a music program. Upon completion, students should be able to demonstrate how to plan, coordinate, and administer a comprehensive church music program. **Code C**

MUS 271 Church Music Literature. 2-3 hrs. (V)
PREREQUISITE: MUS 170 or permission of the instructor.
This course provides a history survey of traditional church music from the 17th century to the present and introduces contemporary Christian styles. Topics include criteria for choosing appropriate music for graded church choirs at easy, medium, and advanced levels of difficulty, and a survey of publishing resources and cataloging systems. Upon completion, students should be able to demonstrate a knowledge and understanding of church music literature. **Code C**

MUS 272 The Children's Choir. 2-3 hrs. (V)
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, students should be able to demonstrate how to plan, coordinate and administer a graded choir program in a church. **Code C**

MUS 273 Literature for the Church Soloist. 2-3 hrs. (V)
PREREQUISITE: Permission of the instructor.
This course is designed to acquaint the singer with literature appropriate for use in services of worship. Topics include voice classification, study of the literature for general and seasonal use, and resources for publications and materials. Upon completion, students should be able to demonstrate knowledge and understanding of repertoire suitable for use throughout the church year, sources of solo literature and vocal classification. **Code C**

MUS 279 Church Music Practicum. 1 hr. (0-2)
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 with supervised experiences. Emphasis is placed on designing, implementing and documenting a practicum project related to a particular area of church music. Upon completion, students should be able to produce documentation that demonstrates the scope of the project. **Code C**

MUS 281 Individual Piano Pedagogy. 2-3 hrs.
PREREQUISITE: Permission of the instructor. (V)
This course provides a study of the philosophy, methods, materials and business aspects of individual piano instruction. Topics include a survey of teaching materials and software; methods for teaching technique, repertoire, style and interpretation; and business skills for private piano teachers. Upon completion, students should be able to demonstrate a knowledge and understanding of pedagogical techniques, materials and business practices of private piano instruction. **Code C**

MUS 282 Group Piano Pedagogy. 2-3 hrs. (V)
PREREQUISITE: Permission of the instructor.
This course provides a study of the philosophy, methods, materials and business aspects of group piano instruction. Topics include a survey of teaching materials, equipment and software; methods of group piano instruction; and pertinent business skills. Upon completion, students should be able to demonstrate a knowledge and understanding of pedagogical techniques, materials and business practices of group piano instruction. **Code C**

MUS 289 Piano Pedagogy Practicum. 1 hr. (0-2)
PREREQUISITE: Permission of the instructor.
This course provides a supervised piano teaching experience in an individual and a group setting. Emphasis is placed on developing and implementing weekly lesson plans for individual students and a piano class. Upon completion, students should be able to demonstrate effective teaching techniques for individual and group instruction through supervised teaching experiences. **Code C**

MUS 290 Introduction to Commercial Music. 2-3 hrs. (V)
This course provides an introduction to the commercial music industry and the types of careers in commercial music. Topics include music publishing, recording, contracts, agents and managers, copyrights, unions, music companies and dealers. Upon completion, students should be able to demonstrate a basic knowledge and understanding of the different components of the commercial music industry and the various career options.   **Code C**

MUS 291 Musical Acoustics. 2-3 hrs. (V)
PREREQUISITE: Permission of the instructor.
This course is designed to acquaint the student with the nature of musical acoustics and the science of sound. Topics include terminology, symbols, the nature and transmission of sound, vibration, frequency, pitch, intervals, harmonies, resonance, consonance and dissonance. Upon completion, students should be able to demonstrate an understanding of the basic skills and concepts through the successful presentation of an individual project in musical acoustics. **Code C**

MUS 292 Song Writing. 2-3 hrs. (V)
PREREQUISITE: MUS 112 or permission of the instructor.
This course provides an introduction to song writing and marketing techniques. Topics include lyric writing, song structures, preparing a lead sheet, notation, rhythmic and melodic dictation, key signatures, basic chord structures, recording, basic copyright laws and publishing. Upon completion, students should be able to compose a song, prepare a lead sheet and demo tape, apply for a copyright and market a song. **Code C**

MUS 293 Recording Techniques. 2-3 hrs. (V)
This course provides an introduction to the terminology, equipment and methods of commercial recording and includes an internship in an operational recording studio. Emphasis is placed on recording techniques used in the modern recording studio, various aspects of sound and acoustics, and identifying recording problems in various musical examples. Upon completion, students should be able to demonstrate a mastery of basic recording techniques by producing, engineering and re-mixing a multi track recording. **Code C**

MUL 170-171, 270-271 Music Workshop I, II, III, IV. 1-3 hrs. (V)
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, students should be able to effectively participate in performances presented by this type of ensemble. **Code C**

MUL 172-173, 272-273 Musical Theater Workshop I, II, III, IV. 1-2 hrs. (V)
PREREQUISITE: Permission of the instructor.
This course includes the study of musical theater, history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete worlds of musical theater. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role. **Code C**

MUL 174-175, 274-275 Opera Workshop I, II, III, IV. 1-2 hrs. (V)
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, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role. **Code C**

NURSING-ASSOCIATE DEGREE & PRACTICAL (NUR)

NUR 102 Fundamentals of Nursing. 6 hrs. (3-9)
COREQUISITE: A grade of "C" or better in MTH 116 (PN) or MTH 100 (AD) or higher and BIO 201
This course provides opportunities to develop 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 the course students will demonstrate competency in performing basic nursing skills for individuals with common health alterations. This course supports CIP codes 51.1601 and 51.1613. **Code C**

NUR 103 Health Assessment. 1hr. (0-3)
COREQUISITE: A grade of "C" or better in MTH 116 (PN) or MTH 100 (AD) or higher and BIO 201
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 findings appropriate to Nursing. This course supports CIP codes 51.1601 and 51.1613. **Code C**

NUR 104 Introduction to Pharmacology. 1hr. (0-3)
COREQUISITE: A grade of "C" or better in MTH 116 (PN) or MTH 100 (AD) or higher and BIO 201
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. **Code C**

NUR 105 Adult Nursing. 8 hrs. (5-9)
PREREQUISITE: A grade of "C" or better in MTH 116 (PN) or MTH 100 (AD), BIO 201, NUR 102, NUR 103, and NUR 104
COREQUISITE: ENG 101 and BIO 202
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout their adult life span in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalances and alterations in respiratory, musculoskeletal, gastrointestinal, cardiovascular, endocrine, and integument systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated. This course supports CIP CODES 51.1601 and 51.1613. **Code C**

NUR 106 Maternal and Child Nursing.   5 hrs. (4-3)
PREREQUISITE: A grade of "C" or better in MTH 116 (PN) or MTH 100 (AD) and BIO 201, NUR 102, NUR 103, and NUR 104
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 care for maternal and pediatric clients in a variety of settings. **Code C**

NUR 107 Adult/Child Nursing. 8 hrs. (5-9)
PREREQUISITE: A grade of "C" or better in NUR 105, NUR 106, BIO 202, and ENG 101
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. **Code C**

NUR 108 Psychosocial Nursing. 3 hrs. (2-3)
PREREQUISITE: A grade of "C" or better in NUR 105, NUR 106, BIO 202, and ENG 101
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. 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. This course supports CIP code 51.1613 only. **Code C**

NUR 109 Role Transition. 3 hrs. (2-3)
PREREQUISITE: A grade of "C" or better in NUR 105, NUR 106, BIO 202, and ENG 101
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. **Code C**

NUR 200 Concepts of Career Mobility. 6 hrs. (3-9)
PREREQUISITE: A grade of "C" or better in MTH 100 and BIO 201
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. 5 hrs. (3-6)
PREREQUISITE: A grade of "C" or better in NUR 105, and NUR 106, BIO 202.
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. This course supports CIP code 51.1613. **Code C**

NUR 202 Nursing Through the Lifespan II. 6 hrs. (3-9)
PREREQUISITE: A grade of "C" or better in NUR 201, PSY 200, and BIO 220
COREQUISITE: SPH 106/107 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 throughout this course. This course supports CIP code 51.1613. **Code C**

NUR 203 Nursing Across the Lifespan III. 6 hrs. (4-6)
PREREQUISITE: A grade of "C" or better in NUR 202, and PSY 210.
COREQUISITE: ART/HUM 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 throughout this course. This course supports CIP code 51.1613. **Code C**

NUR 204 Transition to Nursing Practice. 4 hrs. (2 -6)
PREREQUISITE: A grade of "C" or better in NUR 202
COREQUISITE: NUR 203
The course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in the health care system, nursing leadership and management, professional practice issues, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN. This course supports CIP codes 51.1613. **Code C**

OCCUPATIONAL THERAPY ASSISTANT (OTA)

OTA 200 Occupational Therapy Fundamentals. 3 hrs. (3-0)
This course introduces the origin of occupational therapy, roles of practitioners, the history of AOTA, and the philosophy of the profession. Topics include ethics, communication skills, the occupational therapy process, uniform terminology, occupational performance model, frames of reference, overview of the healthcare system and other related topic. Upon completion, students should have a foundation of theory, concepts, roles and functions of occupational therapy on which to build clinical knowledge and skills. **Code C**

OTA 205 Practical Anatomy and Kinesiology. 4 hrs. (2-6)
This is an in-depth theory and laboratory course emphasizing function and movement of the upper body. Theory stresses skeletal landmarks, muscle origins, insertions, functions and innervations of the upper body while laboratory develops skills in palpation of bony landmarks, range of motion, goniometry, gross manual muscle testing and basic transfer skills. Upon completion, students should be able to transfer a patient, measure all joint motions and major muscle strength of the upper body, and range joints through all applicable phases of movement. **Code C**

OTA 208 Development Across the Life Span. 3 hrs. (2-3)
This course is a study of the sensorimotor, cognitive, and psychosocial factors of human development across the life span for OTA programs that do not require PSY 210 or equivalent. Emphasis is on both normal and abnormal development from conception to death, with labs providing opportunities to develop basic patient observation and interaction skills. Upon completion, students should be able to describe the sequence of developmental milestones, and demonstrate skills in observation and interviews of patients and families. **Code C**

OTA 210 Purposeful Activity. 2 hrs. (1-2)
This course provides students with fundamental knowledge of purposeful activity and how activity is used in assessment and therapeutic intervention of persons served by the occupational therapy practitioner. Lecture and laboratory experiences emphasize the importance of human occupation (i.e., crafts, computer technology, ADL, work, school, play and leisure) across the life span in promoting and restoring mental and physical health and well-being. Upon completion, students should be able to identify and appreciate a variety of purposeful activities used in assessment and treatment of pediatric, adolescent and adult populations with physical or psychosocial dysfunction. **Code C**

OTA 211 Activity Analysis. 2 hrs. (1-2)
This course develops skills in reasoning, analysis and problem-solving related to the appropriate selection of therapeutic activities. Focus will be on identification of performance components, ways of adapting and grading purposeful activities across the life span, along with the development of skill and proficiency in activity analysis. Upon completion, students should be able to describe, analyze and document the use of activities in the practice of occupational therapy. **Code C**

OTA 220 Referral and Assessment Techniques. 3 hrs. (2-2)
This course presents skills and procedures utilized in the initial phase of the occupational therapy process. Lecture emphasis is on the COTA's role in referral, data collection, evaluation, and interpretation, while laboratory experiences focus on the familiarization with standardized tests and screening procedures and the relationship to performance areas and components. Upon completion, students should be able to collect pertinent data, administer basic standardized tests or screenings, and collaborate with a registered occupational therapist in evaluation and interpretation of results. **Code C**

OTA 221 Documentation for the OTAS and COTA. 2 hrs. (2-0)
This course includes an introduction to current forms of documentation within the profession, and provides in-depth study and practice of effective documentation skills. Emphasis is placed on recognizing basic technical requirements, writing treatment goals and objectives, utilization of approved terminology and abbreviations, the COTA role in documentation and/or computer technology in documentation. Upon completion, students should be able to effectively write an initial note, progress note and discharge summary incorporating basic technical requirements currently recognized within the profession. **Code C**

OTA 222 Treatment Planning and Implementation. 4 hrs. (2-6)
This course develops knowledge and skills necessary for the COTA's role in planning and implementing treatment. Emphasis is on design and implementation of treatment plans utilizing appropriate purposeful activities, therapeutic exercise, physical agent modalities, adaptive equipment, enhanced patient transfer skills and facilitating techniques. Upon completion, student should be able to design and implement an individualized treatment plan incorporating appropriate adjunct, enabling and purposeful activities and demonstrate a variety of patient transfer techniques. **Code C**

OTA 223 Professional Skills Development. 3 hrs. (3-0)
This course includes the final phase of the occupational therapy process and promotion of the profession. Topics include the role of the COTA in discharge planning, reassessment, home program planning and equipment dispensing. Upon completion, students should be able to present an in-service, design an activity program and/or prepare a home program. **Code C**

OTA 224 Service Operations Management. 3 hrs. (3-0)
This course introduces the student to administration, credentialing and employment opportunities and skills. Topics include: computer usage, scheduling, staffing, supervision, budgeting, inventory and purchase of equipment, work setting safety/maintenance, reimbursement, program evaluation, quality assurance, licensure/certification, malpractice and research. Upon completion, students should be able to design a treatment schedule, order supplies, recognize safety/maintenance requirements, complete a resume' and cover letter, describe licensure and certification requirements, and recognize all levels of supervisory requirements. **Code C**

OTA 230 The Psychiatric Environment and O.T. 2 hrs.   (2-0)
This course is a study of abnormal behavior and related disorders commonly seen in occupational therapy. It focuses on causes, theory, evaluation and treatment techniques used in the field, therapeutic use of self, communication skills, leadership styles, and an introduction to group techniques and media activities. Upon completion, students should be able to recognize practice models and

settings in the mental health field, understand diagnostic and statistical manuals, communicate with and respond to psychiatric patients. **Code C**

OTA 231 Group Process in O.T. 1 hr. (1-0)

This course provides the student with the basic dynamics of the group process and develops strong observation skills. Participation in group activities promotes development of therapeutic use of self, problem-solving, leadership and communication skills. Upon completion, students should be able to lead and adapt a therapeutic group, recognize roles of various group members, identify community resources and perform program evaluation. **Code C**

OTA 240 Medical Conditions in O.T. 3 hrs. (3-0)

This course presents conditions across the life span seen in occupational therapy settings. The emphasis is on neurophysiological and anatomical changes, direct implication for function, common assessment and treatment approaches, and the impact on psychological needs, cultural differences and role performance. Upon completion, students should be able to describe currently recognized occupational therapy assessment and treatment protocols for a variety of medical conditions. **Code C**

OTA 245 Splinting. 2 hrs. (0-6)

This clinical practice course develops critical thinking and problem solving skills in the actual production of hand splints utilizing current technology and theory. Emphasis is on production techniques and application of splinting to prevent deformities, facilitate function and promote recovery from injury or illness. Upon completion, students should be able to fabricate a hand splint, identify commonly prescribed splints, design a wear schedule, recognize cautions and precautions, teach patient care of a splint and describe the purpose of splints. **Code C**

OTA 250 Level I Fieldwork - A. 1 hr. (0-5)

This course is designed to enrich the student's observation and professional interaction skills within a structured, supervised practicum. The student will be supervised by qualified personnel which includes but are not limited to: occupational therapy practitioners initially certified nationally, psychologists, physicians assistants, teachers, social workers, nurses, and physical therapists (Section B,9.0). Upon completion, students should be able to successfully communicate with allied health professionals, and present observed behaviors, of an assigned population, in a professional oral and/or written manner. **Code C**

OTA 251 Level I Fieldwork - B. 1 hr. (0-5)

This course provides opportunity to perform selected procedures under direct supervision. Observation and professional interactions skills are strengthened under the supervision of the following qualified personnel which includes but are not limited to: occupational therapy practitioners initially certified nationally, psychologists, physicians assistants, teachers, social workers, nurses, and physical therapists (Section B,9.0). Upon completion, students should be able to collect and present pertinent date in a professional manner, effectively communicate with allied health professionals, and interact with assigned populations. **Code C**

OTA 252 Level II Fieldwork - A. 4 hrs. (0-20)

This course is designed to provide the student with full-time, in-depth fieldwork experience which enhances and develops clinical skills and knowledge with patients across the life span. The student will be supervised by experienced OTRs and/or COTAs in physical or psychosocial dysfunction settings. Upon completion, students should be able to satisfactorily demonstrate entry-level clinical skills as indicated on the AOTA Fieldwork Evaluation Form for Occupational Therapy Assistant Students. **Code C**

OTA 253 Level II Fieldwork - B. 4 hrs. (0-20)

This course, combined with OTA 252, completes the minimum 16 weeks full-time accreditation requirement for Level II Fieldwork. Settings are chosen to compliment learning experiences from previous Level I and II experiences and continues to develop clinical skills and knowledge under the supervision of an experienced OTR and/or COTA. Upon completion, students should be able to successfully demonstrate a majority of the entry-level clinical skills as indicated on the AOTA Fieldwork Evaluation Form for Occupational Therapy Assistant Students. **Code C**

OTA 260 OTA Review Seminar. 1 hr. (1-0)

This course is designed as an intensive review of the curriculum content in preparation for entry into the work environment. Content includes preparation for and taking of a mock certification examination, overview of the occupational therapy process, and procedures for certification and licensure. Upon completion, students should be able to obtain a passing score (70%) on the mock certification examination and be aware of application requirements for licensure and certification for practice. **Code C**

OFFICE ADMINISTRATION (OAD)

OAD 101 Beginning Keyboarding. 3 hrs. (3-0)

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables. **Code C**

OAD 103 Intermediate Keyboarding. 3 hrs. (3-0)

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. **Code C**

OAD 104 Advanced Keyboarding. 3 hrs. (3-0)

PREREQUISITE: OAD 101 or permission of instructor.

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high quality business documents. **Code C**

OAD 110 Computer Navigation. 3 hrs. (3-0)
This course is designed to introduce the student to the MS Windows® environment throught classroom instruction. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the course syllabus. **Code C**

OAD 125 Word Processing. 3 hrs. (3-0)
PREREQUISITE: OAD 101 or permission of instructor.
This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memorandas, letters and reports. **Code C**

OAD 126 Advanced Word Processing. 3 hrs.   (3-0)
PREREQUISITE: OAD 125 or permission of instructor.
This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents. **Code C**

OAD 130 Electronic Calculations. 3 hrs. (3-0)
This course is designed to teach the touch system and problem-solving. 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. **Code C**

OAD 137 Computer Financial Recordkeeping. 3 hrs. (3-0)
PREREQUISITE: OAD 136 and/or as required by program.
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. **Code C**

OAD 138 Records/Information Management. 3 hrs. (3-0)
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 systems. Upon completion, the student should be able to perform basic filing procedures. **Code C**

OAD 200 Machine Transcription. 3 hrs. (3-0)
PREREQUISITE: OAD 101.
This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings. **Code C**

OAD 201 Legal Terminology. 3 hrs. (3-0)
This course is designed to familiarize the student with commonly used legal terms. Emphasis is on the word root building system combining Greek and Latin prefixes, suffixes, word roots, and forms that make medical terms easy to use. Upon completion, the student should be able to understand and use medical legal terminology. **Code C**

OAD 203 Legal Office Procedures. 3 hrs. (3-0)
PREREQUISITE: OAD 125 or permission of instructor.
This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and outside lab. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment. **Code C**

OAD 212 Medical Transcription. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Learn/maintain standards of ethical/professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. **Code C**

OAD 218 Office Procedures. 3 hrs. (3-0)
PREREQUISITE: OAD 101.
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. **Code C**

OAD 230 Electronic Publishing. 3 hrs. (3-0)
Permission of instructor.
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. **Code C**

OAD 231 Office Applications. 3 hrs.
PREREQUISITE: Permission of instructor.
This course is designed to provide the student with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks through classroom instruction and outside lab. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon completion, the student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks. **Code C**

OAD 233 Trends in Office Technology. 3 hrs. (3-0)
PREREQUISITE: Permission of instructor.
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. **Code C**

OAD 241 Office Co-op. 1-3 hrs. (V)
PREREQUISITE: Permission of instructor.
This course is designed to provide the student with an opportunity to work in an office environment. Emphasis is on the integration of classroom learning with on-the-job experiences that relate meaningfully to office careers. Upon completion, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to an actual work situation. **Code C**

OAD 242 Office Internship. 1-3 hrs. (V)
PREREQUISITE: Permission of instructor.
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. **Code C**

OAD 243 Spreadsheet Applications. 3 hrs. (3-0)
PREREQUISITE: Permission of instructor.
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. **Code C**

OAD 244 Database Concepts. 3 hrs. (3-0)
PREREQUISITE: Permission of instructor
This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and outside lab. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports. **Code C**

OAD 246 Office Graphics and Presentations. 3 hrs. (3-0)
PREREQUISITE: OAD 125 or permission of instructor.
This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and outside lab. Emphasis is on available software tools, presentation options and design as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation. **Code C**

OAD 247 Special Projects. 1-3 hrs. (V)
PREREQUISITE: OAD 125 or permission of instructor.
This course is designed to provide the student with an opportunity for the expansion of knowledge in an area of special interest under the direct supervision of the instructor. Emphasis is on the student's use of modern technology to study, research and/or accumulate additional knowledge or improve skills in a specialized office support area. Upon completion, the student should be able to demonstrate enhanced knowledge and/or skill gained through an individualized project. **Code C**

ORIENTATION (ORI)

ORI 101 Orientation to College. 1 hr. (V)
This course aids new students in their transition to the institution and integrates new students into the life of the institution. **Code C**

ORI 103 Orientation (Master Student). 2 hrs. (2-0)
This course helps students develop practical knowledge and skills toward a successful college experience, both academically and personally. Topics include: time, reading, memory, notes, tests, diversity, thinking, writing, relationships, health, and career planning. **Code C**

PARALEGAL (PRL)

PRL 101 Introduction to Paralegal Study. 3 hrs. (3-0)
This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants. **Code C**

PRL 102 Basic Legal Research and Writing. 3 hrs. (3-0)
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law, effective legal writing, including proper citation, and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. **Code C**

PRL 103 Advanced Legal Research and Writing. 3 hrs. (3-0)
PREREQUISITE: PRL 102.
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. **Code C**

PRL 150 Commercial Law. 3 hrs. (3-0)
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper. **Code C**

PRL 160 Criminal Law and Practice. 3 hrs. (3-0)
This course combines an integrated treatment of the rules of criminal procedure and substantive criminal law along with the impact of Supreme Court decisions. The student will draft motions and pre-

pare forms associated with criminal proceedings. **Code C**

PRL 192 Selected Topics in Paralegal. 1-3 hrs. (V)

This course provides an opportunity to explore areas of current interest in specific programs or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. **Code C**

PRL 210 Real Estate Transactions. 3 hrs. (3-0)

This course presents the basic principles of property law and the fundamentals of real estate law and procedures, with emphasis on deed preparations, title searches, and landlord/ tenant law. **Code C**

PRL 230 Domestic Law. 3 hrs. (3-0)

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. **Code C**

PRL 240 Wills, Estates, and Trusts. 3 hrs. (3-0)

This course covers various types of wills, trusts, probate estate administration and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. **Code C**

PRL 262 Civil Law and Procedures. 3 hrs. (3-0)

This course is designed to give the student a basic understanding of the federal rules of civil procedure and Alabama rules of court. The student will demonstrate the ability to prepare a trial notebook for litigation purposes. **Code C**

PRL 265 Constitutional Law. 3 hrs. (3-0)

This course is designed to give an overview of the interpretation of the constitutional articles and amendments. The student will explore the three branches of government and the articles that created them and control their functioning. The rights of individuals in society, the changes in society, the changes in society that impact individual rights, and how the supreme court decisions interpreting individual rights are reached with focus on first, fourth, fifth, sixth, fourteenth, nineteenth, and twenty-sixth amendments. **Code C**

PRL 282 Law Office Management and Procedures. 3 hrs. (3-0)

This course focuses on the organization, function, practices and procedures of a law office. Emphasis is placed on basic law office management, including office layout, personnel, equipment and supplies, filing systems, scheduling and docket control; as well as the creation, preparation, organization and processing of pleadings, forms, briefs, and other legal documents. Upon completion, students will be able to demonstrate and apply appropriate law office management techniques and procedures. **Code C**

PRL 291 Internship In Paralegalism. 3 hrs. (0-15)

PREREQUISITE: Instructor permission, and PRL 101.

This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. Upon course completion, students will be able to apply in real work settings competencies obtained in the PRL curriculum. **Code C**

PARKS, RECREATION, AND LEISURE (RER)

RER 250 Introduction to Recreation. 3 hrs. (3-0)

This course includes instruction in the philosophy, purpose, objectives, and principles of recreation with emphasis on program content and development. **Code C**

PHARMACY TECHNOLOGY (PHM)

PHM 100 Introduction to Pharmacy. 2 hrs. (2-0)

This course introduces the student to the role of the Pharmacy Technician in providing patient care services. Topics include pharmaceutical terms, abbreviations and symbols used in the prescribing and charting of medication, dosage forms, routes of administration of drugs, patient variables with regard to drug therapy, and equipment and systems used in parenteral administration of drugs. Upon completion, students should be able to explain the role of pharmacy technician assistants, read and interpret drug orders, describe quality assurance, and utilize pharmacy references. **Code C**

PHM 102 Pharmacology I. 3 hrs. (3-0)

This course is an introduction to drug categories and usage as well as side effects of drugs. Also, prescription terminology and the top two hundred drugs, by category and name (trade and generic), are covered. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. **Code C**

PHM 112 Pharmacology II. 3 hrs. (3-0)

This course is a continuation of PHM 102. Additional drug groups are introduced, and their uses, side effects, and mechanisms of action are discussed. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. **Code C**

PHM 113 Drugs and Health. 3 hrs. (3-0)

PRE or COREQUISITE: PHM 100

This course emphasizes rational use of prescription and non-prescription medications. Topics include how to use licit drugs and chemical substances appropriately; development of drugs; economic factors which impact on health care; drugs and pregnancy, children, and the elderly; and the use of self-help medications for a variety of conditions. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings. **Code C**

PHM 205 Billing and Computers. 3 hrs. (2-2)

This course introduces students to the design, control, and planning of electronic information systems used to implement medication orders, to manage the medication distribution system, and to handle the billing for medications. Upon completion, students should be able to prepare patient charges, distribute medications, and efficiently operate computers. **Code C**

PHM 207 Institutional Pharmacy. 3 hrs. (3-0)
This course covers the development of hospitals, their place in society, and the importance and place of pharmacy in hospitals and nursing homes. Topics covered include the organization, staffing, services, legal requirements, development of institutional pharmacy departments, and interdepartmental relationships to provide comprehensive pharmacy services. Upon completion, students should be able to demonstrate a basic knowledge of the topic discussed. **Code C**

PHM 210 Pharmacy Practice. 3 hrs. (1-4)
PREREQUISITE: PHM 100.
This course considers all aspects of pharmacy, from retail, in-patient, and ordering, to manufacturing. Emphasis is on those aspects of pharmacy that hospital technicians would be required to perform. Topics covered include: theory and practice behind the dispensing of drugs to hospitals, in-patients and ambulatory patients; demonstrating accuracy in preparing and dispensing of drugs or simulations; and aseptic technique and equipment used in a laboratory setting. Upon completion, students should be able to demonstrate proficiency in performing these tasks. **Code C**

PHM 211 Pharmacy Technician Practicum I. 3 hrs. (1-6)
PREREQUISITE: PHM 210
This course provides the student's first exposure to pharmacies and hospitals. Lecture and demonstrations in laboratory settings are utilized to acquaint the student with standard operating procedures at participating facilities. Both retail and pharmacy situations and job skills are addressed. Upon completion, students should be able to apply technical skills and organization knowledge in support of pharmacists in these settings. **Code C**

PHM 212 Pharmacy Technician Practicum II. 3 hrs. (0-9)
PREREQUISITE: PHM 210
This course continues PHM 211 and goes one step further to take the student out of the theoretical laboratory and into the actual job experience. Additional experience under the supervision of pharmacists will demonstrate accuracy through clinical evaluation in the hospital and retail pharmacy settings in pouring, compounding, packaging, an labeling and dispensing of drugs to patients. Upon completion, students should be able to provide technical assistance and support to retail and hospital pharmacists. **Code C**

PHILOSOPHY (PHL)

PHL 106 Introduction to Philosophy. 3 hrs. (3-0)
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 a historical survey from the early Greeks to the modern era. **Code A**

PHL 116 Logic. 3 hrs. (3-0)
This course is designed to help students assess information and arguments. The focus of the course is on logic and reasoning. The student should be able to understand how inferences are drawn, be able to recognize ambiguities and logical and illogical reasoning. **Code C**

PHL 206 Ethics and Society. 3 hrs. (3-0)
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. **Code A**

PHL 210 Ethics and the Health Sciences. 3 hrs. (3-0)
This course is a study of ethical issues related to the health sciences such as contraception, abortion, and eugenics; human experimentation; truth in drugs and medicine; death and dying; and other health related issues. The student should be able to clarify relevant ethical considerations and have a philosophical basis for decisions on right and wrong, good and bad, rights and responsibilities. **Code C**

PHYSICAL EDUCATION (PED)

PED 100 Fundamentals of Fitness. 3 hrs. (3-0)
PREREQUISITE: None
This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities. **Code B**

PED 101 Slimnastics (Beginning). 1 hr. (0-2)
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, students should be able to set up and implement an individualized physical fitness program. **Code C**

PED 102 Slimnastics (Intermediate). 1 hr. (0-2)
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, students should be able to implement and evaluate an individualized physical fitness program. **Code C**

PED 103 Weight Training (Beginning). 1 hr. (0-2)
PREREQUISITE: None
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. **Code C**

PED 104 Weight Training (Intermediate). 1 hr. (0-2)
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, students should be able to establish and implement an individualized advanced weight training program. **Code C**

PED 105 Personal Fitness. 1 hr. (0-2)
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. **Code C**

PED 106 Aerobics. 1 hr. (0-2)
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, students should be able to select and implement a rhythmic aerobic exercise program. **Code C**

PED 107 Aerobics Dance (Beginning). 1 hr. (0-2)
PREREQUISITE: PED 106 or permission of instructor.
This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics. **Code C**

PED 108 Aerobics Dance (Intermediate). 1 hr. (0-2)
PREREQUISITE: PED 107 or permission of instructor.
This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine. **Code C**

PED 109 Jogging. 1 hr. (0-2)
PREREQUISITE: None
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. **Code C**

PED 118 General Conditioning (Beginning). 1 hr. (0-2)
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, students should be able to set up and implement an individualized physical fitness and conditioning program. **Code C**

PED 119 General Conditioning (Intermediate). 1 hr. (0-2)
PREREQUISITE: PED 118 or instructor permission.
This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program. **Code C**

PED 120 Techniques of Dual and Individual Sports. 2 hrs. (2-0)
PREREQUISITE: None
This course introduces the fundamentals of popular dual and individual sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be

able to demonstrate knowledge of the sports covered. **Code C**

PED 121 Bowling (Beginning). 1 hr. (0-2)
PREREQUISITE: None
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. **Code C**

PED 122 Bowling (Intermediate). 1 hr. (0-2)
PREREQUISITE: PED 121 or instructor permission.
This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. **Code C**

PED 123 Golf (Beginning). 1 hr. (0-2)
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, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.   **Code C**

PED 124 Golf (Intermediate). 1 hr. (0-2)
PREREQUISITE: PED 123 or instructor permission.
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, students should be able to demonstrate the knowledge and ability to play a recreational round of golf. **Code C**

PED 126 Recreational Games. 1 hr. (0-2)
PREREQUISITE: None
This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities. **Code C**

PED 128 Racquetball. 1 hr. (0-2)
PREREQUISITE: None
This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. **Code C**

PED 129 Equitation. 1 hr. (0-2)
PREREQUISITE: Instructor permission.
This course is designed to give advanced riding experiences in a variety of specialized situations. Emphasis is placed on the development of skills such as jumping, rodeo games, and trail riding. Upon completion, students should be able to demonstrate control and management of the horse and perform various riding techniques. **Code C**

PED 131 Badminton (Beginning). 1 hr. (0-2)
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 comple-

tion, students should be able to apply these skills in playing situations. **Code C**

PED 132 Badminton (Intermediate). 1 hr. (0-2)
This course provides an opportunity for the student to participate in badminton. Emphasis is placed on advanced skills and strategies in badminton. **Code C**

PED 133 Tennis (Beginning). 1 hr. (0-2)
PREREQUISITE: None
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.   **Code C**

PED 134 Tennis (Intermediate). 1 hr. (0-2)
PREREQUISITE: PED 133 or instructor permission.
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, strokes and pace, and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. **Code C**

PED 140 Swimming (Beginning). 1 hr. (0-2)
PREREQUISITE: None
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. **Code C**

PED 141 Swimming (Intermediate). 1 hr. (0-2)
PREREQUISITE: PED 140 or instructor permission.
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissor kick, the underwater swim, and other related skills. **Code C**

PED 143 Aquatic Exercise. 1 hr. (0-2)
PREREQUISITE: PED 142
This course introduces rhythmic aerobic activities and aquatic exercises performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. **Code C**

PED 155 Self Defense. 1 hr. (0-2)
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, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. **Code C**

PED 160 Social Dance. 1 hr. (0-2)
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, students should

be able to demonstrate specific dance skills and perform some dances. **Code C**

PED 163 Square Dancing (Beginning). 1 hr. (0-2)
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, students should be able to perform square dance routines and recognize the calls made for all formations. **Code C**

PED 164 Square Dancing (Intermediate). 1 hr.   (0-2)
PREREQUISITE: PED 163 or instructor permission.
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, students should be able to demonstrate and perform country and western square dance routines. **Code C**

PED 166 Modern Dance. 1 hr. (0-2)
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, students should be able to demonstrate specific dance skills and perform some dances. **Code C**

PED 169 Creative Dance. 1 hr. (0-2)
PREREQUISITE: None
This course teaches creative dance movements along with innovative and spontaneous improvisation. Emphasis is placed on the movements and the dances themselves. Upon completion, students should be able to demonstrate dance techniques as well as knowledge of their origins. **Code C**

PED 171 Basketball (Beginning). 1 hr. (0-2)
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, students should be able to participate in recreational basketball. **Code C**

PED 172 Basketball. 1 hr. (0-2)
PREREQUISITE: PED 171 or instructor permission.
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. **Code C**

PED 176 Volleyball (Beginning). 1 hr. (0-2)
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, students should be able to participate in recreational volleyball.   **Code C**

PED 177 Volleyball (Intermediate). 1 hr. (0-2)
PREREQUISITE: PED 176 or instructor permission.
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced

strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. **Code C**

PED 178 Soccer (Beginning). 1 hr. (0-2)
PREREQUISITE: None
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. **Code C**

PED 179 Soccer (Intermediate). 1 hr. (0-2)
PREREQUISITE: PED 178 or instructor permission.
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and advanced techniques, skills, and strategies. Upon completion, students should be able to participate in introductory competitive soccer. **Code C**

PED 180 Flag Football. 1 hr. (0-2)
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, students should be able to participate in recreational flag football. **Code C**

PED 181 Baseball (Beginning). 1 hr. (0-2)
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, students should be able to participate in recreational baseball. **Code C**

PED 182 Baseball (Intermediate). 1 hr. (0-2)
PREREQUISITE: PED 181 or instructor permission.
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. **Code C**

PED 186 Softball (Beginning). 1 hr. (0-2)
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, students should be able to participate in recreational softball. **Code C**

PED 187 Softball (Intermediate). 1 hr. (0-2)
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, students should be able to participate in competitive softball. **Code C**

PED 200 Foundations of Physical Education.   3 hrs. (3-0)
PREREQUISITE: None
In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors. **Code B**

PED 211 Basic Football Rules and Officiating Techniques. 3 hrs. (3-0)
PREREQUISITE: None
This course introduces the rules and techniques for sports officiating in high school football. Emphasis is placed on officiating funda-
mentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football. **Code C**

PED 212 Advanced Football Rules and Officiating Techniques. 3 hrs. (3-0)
PREREQUISITE: PED 211
This course presents advanced rules and techniques for sports officiating in high school football. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football. **Code C**

PED 213 Basic Volleyball Rules and Officiating Techniques. 3 hrs. (3-0)
PREREQUISITE: None
This course introduces the rules and techniques for sports officiating in high school volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in volleyball. **Code C**

PED 214 Advanced Volleyball Rules and Officiating Techniques. 3 hrs. (3-0)
PREREQUISITE: PED 213
This course presents advanced rules and techniques for sports officiating in high school volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in volleyball. **Code C**

PED 216 Sports Officiating. 3 hrs. (3-0)
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, students will receive at least 3 hours of practical experience in officiating. **Code C**

PED 217 Basic Basketball Rules and Officiating Techniques. 3 hrs. (3-0)
PREREQUISITE: None
This course introduces the rules and techniques for sports officiating in high school basketball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball. **Code C**

PED 218 Advanced Basketball Rules and Officiating Techniques. 3 hrs. (3-0)
PREREQUISITE: PED 217
This course presents advanced rules and techniques for sports officiating in high school basketball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball. **Code C**

PED 219 Basic Baseball and Softball Rules and Officiating Techniques. 3 hrs. (3-0)
PREREQUISITE: None
This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should

be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. **Code C**

PED 220 Advanced Baseball and Softball Rules and Officiating Techniques. 3 hrs. (3-0)
PREREQUISITE: PED 219
This course presents advanced rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. **Code C**

PED 226 Hiking. 1 hr. (0-2)
PREREQUISITE: None
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. **Code C**

PED 227 Angling. 1 hr. (0-2)
PREREQUISITE: None
This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using baitcaster and spinning reels and identify the various types of artificial lures. **Code C**

PED 240 Sport and Recreational Scuba Diving. 1 hr. (0-2)
PREREQUISITE: None
This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety; and care and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification. **Code C**

PED 245 Cycling. 1 hr. (0-2)
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, students should be able to demonstrate safe handling of a bicycle for recreational use. **Code C**

PED 251 Varsity Basketball. 1 hr. (0-2)
PREREQUISITE: Instructor permission
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball. **Code C**

PED 252 Varsity Baseball. 1 hr. (0-2)
PREREQUISITE: Instructor permission.
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. **Code C**

PED 253 Varsity Golf. 1 hr. (0-2)
PREREQUISITE: Instructor permission.
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, students should be able to demonstrate the knowledge and ability to play competitive golf. **Code C**

PED 254 Varsity Softball. 1 hr. (0-2)
PREREQUISITE: Instructor permission.
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball. **Code C**

PED 255 Varsity Tennis. 1 hr. (0-2)
PREREQUISITE: Instructor permission.
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, students should be able to play competitive tennis. **Code C**

PED 257 Varsity Cheerleading. 1 hr. (0-2)
PREREQUISITE: None **Code C**

PED 258 Varsity Volleyball. 1 hr. (0-2)
PREREQUISITE: Instructor permission.
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. **Code C**

PED 260 Varsity Soccer. 1 hr. (0-2)
PREREQUISITE: None **Code C**
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. (V)
PREREQUISITE: None
This course is designed to provide field experience in observation and assistance in the student's area of specialization. Students will work under the supervision of trained physical education teachers. **Code C**

PHYSICAL SCIENCE (PHS)

PHS 111 Physical Science. 4 hrs. (3-2)
This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and Astronomy. Laboratory is required. **Code A**

PHS 112 Physical Science II. 4 hrs. (3-2)
PREREQUISITE: MTH 098 or higher; or adequate placement test scores.
This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. Laboratory is required. **Code A**

PHS 230 Introduction to Meteorology. 4 hrs. (3-2)
This course is an introductory survey of meteorology emphasizing the hydrologic cycle, cloud formation, weather maps, forecasting, and wind systems. Local weather systems will be given detailed study. Laboratory is required. **Code C**

PHYSICAL THERAPIST ASSISTANT (PTA)

PTA 120 Introduction to Kinesiology. 3 hrs. (2-1)
PREREQUISITE: As required by program.
This course is an introduction to the clinically oriented study of functional anatomy. Emphasis is placed on a beginning level of understanding of the musculoskeletal system and nervous system as they relate to human movement. Upon completion of the course, the student should be able to identify basic anatomical structures involved in human movements. **Code C**

PTA 200 PT Issues and Trends. 2 hrs. (2-0)
This is an introductory course to the trends and issues in PT Emphasis is placed on areas such as: history, practice issues, psychosocial aspects of illness and cultural diversity. Upon completion, the student should be able to discuss trends and issues relevant to physical therapy. **Code C**

PTA 201 PTA Seminar. 2 hrs. (2-0)
PREREQUISITE: PTA 200
This course is a continuing study of issues and trends in PT practice. Emphasis is placed on issues such as: licensure, job skills, board exam review, practitioner roles, legal and ethical issues. Upon completion, the student should have acquired necessary skills for transition from student to practitioner. **Code C**

PTA 202 PTA Communication Skills. 2 hrs. (2-0)
This course is the study of verbal and nonverbal communication and documentation in health care. Emphasis will be placed on terminology, format, computer usage, reimbursement, interpersonal communication, and legal issues. Upon completion, students should be able to discuss and demonstrate communication methods for achieving effective interaction with patients, families, the public and other health care providers. **Code C**

PTA 220 Functional Anatomy and Kinesiology. 3 hrs. (3-0)
This course provides an in-depth, clinically oriented study of functional anatomy. Emphasis is placed on musculoskeletal system, nervous system, and study of human movement. Upon completion of the course, the student should be able to identify specific anatomical structures and analyze human movements. **Code C**

PTA 222 Functional Anatomy and Kinesiology Lab. 2 hrs. (0-6)
This laboratory course allows for a hands-on appreciation of anatomical structures and kinesiological concepts as they relate to therapeutic exercise. Emphasis may include muscle and joint function, testing applications and therapeutic exercise. Upon completion, the student should be able to integrate content areas into an understanding of normal human movement. **Code C**

PTA 230 Neuroscience. 2 hrs. (2-0)
This course provides students with an overview of the neuroanatomy of the CNS and PNS, as it relates to the treatment necessary for patients with dysfunctions of these systems. Emphasis may include the structure and function of the nervous system, neurophysiological concepts, human growth and development, and neurologic dysfunctions. Upon completion of this course, the student should be able to identify and discuss specific anatomical structures and function of the nervous system and basic concepts of human growth and development, and identify neurologic pathologies. **Code C**

PTA 231 Rehabilitation Techniques. 2 hrs. (0-6)
This course allows for hands on appreciation of advanced rehabilitation techniques. Emphasis is on orthopedic and neurologic treatment techniques, therapeutic exercise procedures and analysis and treatment of pathologic gait. Upon completion, the student should be able to demonstrate an understanding of advanced rehabilitation techniques appropriate to orthopedic and neurologic dysfunctions. **Code C**

PTA 232 Orthopedics for the PTA. 2 hrs. (2-0)
This course provides the student with an overview of orthopedic conditions seen in physical therapy. Emphasis is on the study of orthopedic conditions and appropriate physical therapy intervention and a review of related anatomical structures. Upon completion of the course, the student should be able to discuss PT interventions for common orthopedic conditions. **Code C**

PTA 240 Physical Disabilities I. 2 hrs. (2-0)
This course presents the student with a body systems approach to the etiology, pathology, signs/symptom and treatment of conditions seen in PT. Emphasis may include conditions most commonly treated in physical therapy. Upon completion, the student should be able to discuss basic pathological processes, treatment options and prognoses of conditions studied. **Code C**

PTA 241 Physical Disabilities II. 2 hrs. (2-0)
PREREQUISITE: PTA 240
This course continues a body systems study of common PT pathologies. Emphasis may include various neurological pathologies with additional focus on the needs of special populations. Upon completion, the student should be able to discuss the PT intervention appropriate to a variety of diagnoses. **Code C**

PTA 250 Therapeutic Procedures I. 4 hrs. (2-6)
This laboratory course provides a hands on introduction to the principles and procedures of therapeutic physical therapy intervention. Emphasis is on basic patient care skills and procedures utilized in physical therapy. Upon completion, the student should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment. **Code C**

PTA 251 Therapeutic Procedures II. 4 hrs. (2-6)
PREREQUISITE: PTA 250
This laboratory course is a continued study of the principles and procedures of therapeutic PT intervention. Emphasis is on advanced physical therapy interventions and procedures and their rationale. Upon completion, the student should be able to demonstrate safe and effective delivery with an in-depth understanding of each. **Code C**

PTA 258 Introduction to the Clinical Environment 1 hr. (1-0)
PREREQUISITE: As required by program.
This course is an introduction to the expectations and legal requirements of the clinical environment. Emphasis is placed on personal and client safety, personal integrity and accountability, and universal clinical expectations. Upon completion, the student should be able to demonstrate pre-clinical competency in clinically relevant topics such HIPAA regulations, universal precautions, safety regulations and expectations, and the clinical expectations of the home institution. **Code C**

PTA 260 Clinical Education I. 1 hr. (0-5)
This clinical experience is designed to introduce the student to the practice of physical therapy through interaction in the health care environment. The course entails on-going communication between the clinical instructor, student and course coordinator. Upon completion of this course, the student should be able to safely and effectively apply procedures and techniques previously attained in the classroom. **Code C**

PTA 266 Clinical Field Work I. 2 hrs. (0-10)
This clinical class will provide an intensive and extended clinical interaction in the health care environment. The course entails on-going communication between the clinical instructor, student, and course coordinator. The student will safely and effectively apply procedures and techniques previously attained in the classroom. **Code C**

PTA 268 Clinical Practicum. 5 hrs. (0-25)
This clinical education experience allows the student to practice in the health care environment, using entry level skills attained in previous classroom instruction. The course entails on-going communication between the clinical instructor, student, and course coordinator. Upon completion of this course, the student should be able to demonstrate entry level competency in those skills necessary for functioning as a physical therapist assistant. **Code C**

PTA 290 Therapeutic Exercise. 1 hr. (0-3)
This lab course covers exercise techniques commonly used in PTA practice. It may include aquatics, isometric, isotonic, isokinetic, plyometric, Swiss ball and aerobic exercises. Upon completion of the course, the student should have entry level skills in exercise application. **Code C**

PTA 293 Directed Study for PTA. 1 hr. (1-0)
This course is designed to increase the opportunity for exploring, reading and reporting on specific topics related to the field of physical therapy. Emphasis is placed on the development of knowledge in an area of interest to the student. The student should be able to meet the objectives of the course as approved by the instructor. **Code C**

PHYSICS (PHY)

PHY 115 Technical Physics. 4 hrs. (3-2)
PREREQUISITE: College Algebra - MTH 100.
Technical physics is an algebra based physics course designed to utilize modular concepts to include: motion, forces, torque, work energy, heat wave/sound, and electricity. Results of physics education research and physics applications in the workplace are used to improve the student's understanding of physics in technical areas. Upon completion, students will be able to: define motion and describe specific module concepts; utilize microcomputers to generate motion diagrams; understand the nature of contact forces and distinguish passive forces; work cooperatively to set up laboratory exercises; and demonstrate applications of module-specific concepts. **Code C**

PHY 120 Introduction to Physics. 4 hrs. (3-2)
PREREQUISITE: MTH 098 or higher; or adequate placement test scores.
This course provides an introduction to general physics for non science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, simple harmonic motion, waves and sound, electricity and magnetism, optics and modern physics. Laboratory is required. **Code A**

PHY 201 General Physics I - Trig Based. 4 hrs. (3-2)
PREREQUISITE: MTH 113 or equivalent.
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. A laboratory is required. **Code A**

PHY 202 General Physics II - Trig Based. 4 hrs. (3-2)
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, electroplatics, circuits, magnetism, and modern physics. Laboratory is required. **Code A**

PHY 205 Recitation in Physics I. 1 hr. (1-0)
One hour weekly purely for problem solving. **Code C**

PHY 206 Recitation in Physics II. 1 hr. (1-0)
One hour weekly purely for problem solving. **Code C**

PHY 213 General Physics with CAL I. 4 hrs. (3-2)
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. **Code A**

PHY 214 General Physics with CAL II. 4 hrs. (3-2)
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. **Code A**

PHY 216 Recitation in Physics with CAL I. 1 hr. (1-0)
One hour weekly purely for problem solving. **Code C**

PHY 217 Recitation in Physics with CAL II. 1 hr. (1-0)
One hour weekly purely for problem solving. **Code C**

PHY 218 Modern Physics. 4 hrs. (3-2)
PREREQUISITE: PHY 214 and MTH 227
The focus of this course is the development of the theory of relativity, the old quantum theory of Planck, Einstein, Bohr, and Sommer-

feld, and the new quantum physics of Schroedinger, Heisenberg, Dirac, and Pauli. Laboratory experi-ments illustrate the principles discussed and include but not limited to determination of the speed of light, charge and charge to mass ratio of the electron, the Planck constant and the Rydberg constant. Laboratory is required. **Code B**

PHY 299 Directed Studies in Physics. 1-2 hrs. (V)
This course is designed for independent study in specific areas of physics chosen by the student in consultation with a faculty member and carried out under faculty supervision. **Code C**

POLITICAL SCIENCE (POL)

POL 103-104-105 Current Affairs. 2 hrs. (2-0)
PREREQUISITE: Permission of instructor.
This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political signifi-cances of selected contemporary issues. Upon completion, stu-dents should be able to identify and explain factors in the historical development of, explain political significances of and express in-formed judgements about selected contemporary social and polit-ical issues. **Code C**

POL 106 Current Affairs. 3 hrs. (3-0)
PREREQUISITE: Permission of instructor.
This course is a study of contemporary world events as reflected in current media reports. Emphasis is placed on topics of current significance in news or human interest events on the national and international levels. Upon completion, students should be able to identify and explain factors involved with, explain political signifi-cances of, and express informed judgements about selected con-temporary social and political issues. **Code C**

POL 200 Introduction to Political Science. 3 hrs. (3-0)
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, ideol-ogy, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems. **Code A**

POL 211 American National Government. 3 hrs. (3-0)
This course surveys the background, constitutional principles, or-ganization, 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 behav-ior, elections, the presidency, bureaucracy, Congress, and the jus-tice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system. **Code A**

POL 220 State and Local Government. 3 hrs. (3-0)
This course is a study of the forms of organization, functions, insti-tutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S., and function as more informed participants of state and local political systems. **Code B**

POL 230 Comparative Government. 3 hrs. (3-0)
PREREQUISITE: Permission of the instructor.
This course introduces comparative analysis of political systems. Emphasis is placed on institutions and processes of contemporary national political systems in selected democratic industrial nations. Upon completion, students should be able to compare and contrast the organization, institutions, and processes of major types of gov-ernmental systems of the world. **Code B**

POL 236 Survey of International Relations. 3 hrs. (3-0)
PREREQUISITE: Permission of instructor.
This course is a survey of the basic forces affecting international relations. Topics include bases of national power, balance of power, causes of war, the international political economy, international law, international organization, and possible futures of international re-lations. Upon completion, students should be able to identify and discuss relevant terms and concepts, and identify, analyze, evalu-ate, and discuss the primary factors influencing the international re-lations of selected states. **Code B**

POL 240 Political Theory. 3 hrs. (3-0)
PREREQUISITE: Permission of instructor.
This course is an introduction to political theory through examination of philosophical concepts related to development of modern political ideologies. Emphasis is placed on selected sources of political philosophies. Upon completion, students should be able to identify selected political concepts and associated philosophers, and de-fine, analyze, and explain major tenets of selected ideologies. **Code B**

POL 299 Directed Studies. 1-3 hrs. (V)
PREREQUISITE: Permission of Department Chair.
This course provides opportunities for non-traditional exploration of selected topics in political science. Emphasis is placed on knowl-edge and experience students gain through learning activities such as guided reading, internships, and programs combining personal experience with related intensive study. Upon completion, students should be able to prepare papers, presentations, or other projects on approved topics related to their individual experiences. **Code C**

POLYSOMNOGRAPHY TECHNOLOGY (PSG)

PSG 110 Introduction to Electroneurodiagnostics 2 hrs. (2-0)
This course provides an introduction and orientation to health ca-reers in the field of elecroneurodiagnostics, including specific du-ties, certifications and licensure requirements, work setting and conditions, and career ladder opportunities. An overview of stan-

dards of practice of clinical neurophysiology with emphasis on neuroscience technique, instrumentation, terminology of electroneurodiagnostic practices, and recording/monitoring techniques utilized in determination of treatment plans for neurological disorders will be presented. Upon completion, the student will have a basic understanding of electroneurodiagnostic procedures and how these procedures assist in the diagnosis of neurologic disorders. **Code C**

PSG 111 Introduction to Electroencephalography 3 hrs. (2-1)
This course provides basic knowledge of electroencephalography and presents EEG concepts utilized for diagnosis of various cerebral disorders. Topics to be covered include history, development, basic neurophysiology concepts of EEG, normal and abnormal brain wave patterns in adult and children, with emphasis on instrumentation and recording techniques. Upon completion, the student will have an understanding of the appropriate types of diagnostic instruments necessary for quality neurologic assessment. **Code C**

PSG 112 Sleep/ Wake Anatomy & Physiology. 3 hrs.   (3-0)
This course studies the etiology and treatment of sleep/wake cycle and related disorders in the context of the interrelationships of various systems as well as learning the diagnostic categories of sleep/wake disorders. Topics include dyssomnias, parasomnias, sleep-disordered breathing, CPAP therapy, surgical and other treatments for disorders. Upon completion, the student will be able to recognize the manifestations of sleep disorders, classify and state the appropriate treatment for those disorders. **Code C**

PSG 113 Fundamentals of Polysomnography. 4 hrs. (2-2)
This course is designed to enhance understanding and retention of concepts by application while learning and performing skills which require physical coordination and manual dexterity. Emphasis is placed on application of concepts of data tabulation, emergency care, and polysomnographic policies and procedures, application of concepts of polysomnographic instrumentation and differential diagnosis of diseases, overnight and daytime polysomnographic procedures. Upon completion, the student will utilize basic concepts of polysomnographic instrumentation. **Code C**

PSG 114 Data Interpretation. 3 hrs. (2-1)
This course provides principles of processing neurodiagnostic recordings and recognition of normal, abnormal, and artifactual records. Emphasis is placed on instrumentation, neuroanatomy, 10/20 measurement system, polarity, montages, and calibration. Upon completion, students will be able to recognize abnormal and artifactual activity on polygraphic recordings. **Code C**

PSG 115 PSG Clinical Practice I. 3 hrs. (0-9)
Students will participate in clinical Polysomnography experience in a selected sleep lab, or an affiliated health care facility under the direct supervision of PSG technologist or physician. Emphasis is on the application of PSG concepts in the performance of PSG testing on clinical patients, initiating and maintaining a medical record and obtaining a clinical history. Upon completion, the student will demonstrate adequate psychomotor and cognitive abilities in safely and effectively performing basic polysomnographic procedures. **Code C**

PSG 116 PSG Clinical Practice II. 3 hrs. (0-9)
Students will participate in directed practice in an affiliated health care facility and/or sleep center. After orientation to departmental policies, and procedures, student will gain experience in patient assessment, recording techniques, and test scoring. Upon completion, the student will be able to successfully admit a patient to the sleep lab, appropriately prepare the patient for a sleep study, monitor the patient during the sleep study and discharge a patient after the study. **Code C**

PSG 117 PSG Clinical Practice III. 3 hrs. (0-9)
Students will participate in directed practice in a sleep laboratory. After completing departmental orientation to policies and procedures, students will assist with patient setup and discontinuance of sleep studies and MSLT. Upon completion, the student will perform complete sleep studies and MSLT procedures.   **Code C**

PSG 118 PSG Clinical Practice IV. 2 hrs. (0-6)
Students will participated in a clinical polysomnography experience in a selected sleep lab in health care facility or physician office under the direct supervision of an PSG technologist or physician. Emphasis is on PSG testing, medical record keeping and clinical history taking in infants and children. Upon completion the student will accurately score sleep studies according the physician and/or lead technologist scoring parameters.

PSYCHOLOGY (PSY)

PSY 100 Orientation. 1 hr. (1-0)
This course is designed to introduce the student to college life, responsibilities, rules, and regulations. **Code C**

PSY 106 Career Exploration. 1 hr. (1-0)
This course is designed for students 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. **Code C**

PSY 107 Study Skills. 1 hr. (1-0)
In this course, emphasis is placed on the skill 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. **Code C**

PSY 110 Personal Development. 3 hrs. (3-0)
This is a structured group experience that emphasizes effective living through developing one's own internal resources. Topics included are self programmed control, relaxation training, and interpersonal skills. The course is designed to translate other life skills into successful college adjustment. Study skills, library skills, and life planning are also discussed. This course may not transfer to some four year institutions. **Code C**

PSY 200 General Psychology. 3 hrs. (3-0)
This course is a survey of behavior with an emphasis upon psychological processes. This course includes the biological bases of behavior, thinking, emotion, motivation, and the nature and development of personality. **Code A**

PSY 207 Psychology of Adjustment. 3 hrs. (3-0)
This course provides an understanding of the basic principles of mental health and an understanding of the individual modes of behavior. **Code C**

PSY 208 Contemporary Issues in Psychology. 3 hrs. (3-0)
PREREQUISITE: PSY 200
This course is a study of selected topics in general psychology. **Code C**

PSY 210 Human Growth and Development. 3 hrs. (3-0)
PREREQUISITE: PSY 200.
This course is a study of the psychological, social and physical factors that affect human behavior from conception to death. **Code A**

PSY 211 Child Growth and Development. 3 hrs. (3-0)
PREREQUISITE: PSY 200
This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications. **Code B**

PSY 212 Adolescent Psychology. 3 hrs. (3-0)
PREREQUISITE: PSY 200
This course covers systematic study of the behavior and psychological development of the adolescent from late childhood to early adulthood. Emphasis will be placed on principles underlying physical, mental, emotional, and social development. **Code C**

PSY 216 Adult Psychology. 3 hrs. (3-0)
PREREQUISITE: PSY 200
This course covers a systematic study of the behavior and psychological development of the adult. Emphasis will be placed on principles underlying physical, mental, emotional and social development. **Code C**

PSY 217 Psychology of Death and Dying. 3 hrs. (3-0)
This course is a study of the special psychological adjustments surrounding the issue of death and dealing with the terminally ill. **Code C**

PSY 220 Human Sexuality. 3 hrs. (3-0)
This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social and emotional aspects. **Code C**

PSY 230 Abnormal Psychology. 3 hrs. (3-0)
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. **Code C**

PSY 240 Educational Psychology. 3 hrs. (3-0)
PREREQUISITE: PSY 200
This course is a study of psychological theories and principles as applied to the educational process. **Code C**

PSY 250 Social Psychology. 3 hrs. (3-0)
PREREQUISITE: PSY 200
This course is a study of social factors and how they influence individual behavior. **Code C**

PSY 270 Business and Industrial Psychology.   3 hrs. (3-0)
This course is a study of interpersonal relations in the working environment, interpersonal communications, and techniques for selection and supervision of personnel. **Code C**

PSY 276 Human Relations. 3 hrs. (3-0)
This course focuses on readings, inter- and intrapersonal experiences, individual testing, employer visits and open discussions. Its goal is to assist the student in making a successful transition from the classroom to the world of work. **Code C**

PSY 280 Brain, Mind, and Behavior. 3 hrs. (3-0)
PREREQUISITE: PSY 200
This course is a comprehensive study of the human brain and its functions. **Code C**

READING (RDG)

RDG 080 Reading Laboratory. 1-2 hrs. (V)
PREREQUISITE: As required by program.
This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on reading assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in reading courses. A student's success in this course is measured by success in those other reading courses in which the student is enrolled.

RDG 083 Developmental Reading I. 3 hrs. (V)
PREREQUISITE: A placement test score that indicates a reading deficiency.
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 084 Developmental Reading II. 3 hrs. (V)
PREREQUISITE: RDG 083 or equivalent placement score.
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 114 Critical Reading for College. 1-4 hrs. (V)
PREREQUISITE: College test score placement or permission of the instructor.
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, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines. **Code C**

REAL ESTATE (RLS)

RLS 101 Real Estate Principles. 4 hrs. (4-0)
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 fi-

nance, real estate law, and the mechanics of listing and closing the sale. It is designed to assist those preparing for the real estate salesman's licensing examination in Alabama. **Code C**

RELIGION (REL)

REL 100 History of World Religions. 3 hrs. (3-0)
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. **Code A**

REL 101 Survey of Church History I. 3 hrs. (3-0)
This is the first course in a sequence of two courses which is a study of the growth and development of the church from the New Testament to the Reformation. **Code C**

REL 102 Survey of Church History II. 3 hrs. (3-0)
This course is the second in a sequence of two courses which is a study of the growth and development of the church from the Reformation to the present day. **Code C**

REL 106 Christian Doctrine. 3 hrs. (3-0)
This course is a comparative study of church doctrines. The student should have an understanding of the various doctrines of the church. **Code C**

REL 107 Introduction to Christian Living. 3 hrs. (3-0)
This course is a study of the categories of Christian ethics. Attention is given to the social institutions and how Christian ethics are applied to these institutions. The student should have an understanding of the ethical decisions of Christian living. **Code C**

REL 108 Introduction to Preaching Ministry. 3 hrs. (3-0)
This course is a study of the meaning of preaching and the importance of the sermon. Included in the course is an introduction to the textual and topical resources for sermons. The student should understand and be able to prepare sermons. **Code C**

REL 109 Teaching in the Church. 3 hrs. (3-0)
This course is a study of methods designed to improve teaching in the church. It addresses the meaning, methods, and materials that are effective in teaching in a church environment. The student should be able to develop a church curriculum upon completion of this course. **Code C**

REL 116 Church Administration. 3 hrs. (3-0)
This course is a comparative study of various types of church administration. The student should have an understanding of the various types of church administration. **Code C**

REL 119 Interpreting the Bible. 3 hrs. (3-0)
This course is an attempt to understand the method of dealing with scripture as the Word of God. Attention is given to different approaches to interpretation and suggestions are provided for legitimate application. The student should develop a greater understanding of the Bible as a result of this course. **Code C**

REL 120 Life and Teachings of Jesus. 3 hrs. (3-0)
This course is a study of the teachings of Jesus as recorded in the Gospels covering an examination of major events in His life in light of modern Biblical and historical scholarship. The student should have knowledge of Jesus' life and the application of His teachings to modern life. Emphasis in the course is given to the reading and interpretation of the gospels and on other ancient and modern source material. **Code C**

REL 151 Survey of the Old Testament. 3 hrs. (3-0)
This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course. **Code A**

REL 152 Survey of the New Testament. 3 hrs. (3-0)
This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings. **Code A**

REL 166 Biblical Background. 3 hrs. (3-0)
This course is a contemporary overview of Biblical lands. The student should have an understanding of the geographical and cultural context of the lands associated with the Bible. **Code C**

REL 206 History of American Christianity. 3 hrs. (3-0)
This course is an attempt to understand the complex character of American churches and sects, their origin and development. **Code C**

RESPIRATORY THERAPIST PROGRAM (RPT)

RPT 210 Clinical Practice I. 2 hrs. (0-0)
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. **Code C**

RPT 211 Introduction to Respiratory Care. 2 hrs. (2-0)
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 perform basic patient assessment. **Code C**

RPT 212 Fundamentals of Respiratory Care I. 4 hrs. (2-2)
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 respi-

ratory care equipment and concepts of applied physics, chemistry, and mathematics. **Code C**

RPT 213 Anatomy and Physiology for the RCP. 3 hrs. (3-0)

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. **Code C**

RPT 214 Pharmacology for the RCP. 2 hrs. (2-0)

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.   **Code C**

RPT 220 Clinical Practice II. 2 hrs. (0-0)

PREREQUISITE: RPT 210

This course is a continuation of clinical practice and allows the student to further integrate classroom and laboratory instruction into the practice of respiratory care. Areas of emphasis include: bedside patient assessment techniques, airway management, hyperinflation therapy, protocol implementation, development of patient care plans, oxygen, humidity and aerosol administration, and an introduction to management of the mechanical ventilation of the adult. upon completion, the student should be able to demonstrate appropriate psychomotor skills and cognitive abilities necessary to successfully function as primary care giver for routine respiratory care procedures. **Code C**

RPT 221 Pathology for the RCP I. 3 hrs. (2-1)

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. **Code C**

RPT 222 Fundamentals of Respiratory Care II.   4 hrs. (2-2)

PREREQUISITE: RPT 212.

This course continues to present the fundamental scientific basis fo 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 quipment 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. **Code C**

RPT 223 Acid Base Regulation and ABG Analysis. 2 hrs. (1-1)

This course provides the student with lecture and audiovisual presentation of material essential to the understanding of acid/base physiology and arterial blood gas interpretation. Emphasis is placed upon Arterial Blood Gas (ABG) sampling technique, quality assurance, basic chemistry as related to acid/base balance, evaluation of oxygen transport, and the role of the respiratory and renal systems in maintenance of homeostasis. Upon completion, the student should be able to demonstrate approproate psychomotor skills and cognitive abilities for the fundamental concepts of acid/base balance and regulatino of homeostasis by the respiratory and renal systems. **Code C**

RPT 230 Clinical Practice III. 2 hrs. (0-0)

PREREQUISITE: RPT 220.

This is the third course in the clinical sequence, and is designed to allow the student to function in the role of primary care giver. Emphasis is placed upon mastery of basic respiratory care procedures, administration of aerosol drugs, and care of the patient receiving mechanical ventilation. Upon completion, the student should be able to demonstrate psychomotor skills and cognitive abilities necessary to function safely and effectively in the role of primary care giver. **Code C**

RPT 231 Pathology for the RCP II. 3 hrs. (2-1)

PREREQUISITE: RPT 221.

This course continues to present specific disease entities which may impair cardiopulmonary function. Laboratory study is directed toward diagnostic techniques and decision making. 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. **Code C**

RPT 232 Diagnostic Procedures for the RCP.   2 hrs. (1-1)

This course is designed to present the value of various procedures as an aid to diagnosis in cardiopulmonary disease. Course emphasis is placed upon procedures such as complete pulmonary function testing, bronchoscopy, cardiac diagnostic procedures, and ventilation/perfusion studies. Upon completion, the student should be able to demonstrate the psychomotor and cognitive abilities necessary to perform routine diagnostic procedures. **Code C**

RPT 233 Special Procedures for the RCP. 2 hrs. (2-0)

This course identifies and presents special procedures and medical specialties for various tasks required of the RCP, while functioning in an assistive role to the physician. Course emphasis is placed upon phlebotomy, bronchoscopy, hemodynamic assessment, and advanced cardiopulmonary monitoring techniques. Upon completion, the student should be able to demonstrate cognitive and psychomotor abilities necessary to perform assistive functions during the various procedures presented. **Code C**

RPT 234 Mechanical Ventilation for the RCP. 4 hrs. (2-2)

This course continues and expands the presentation of material

concerning mechanical ventilation as previously introduced including indications, modification, and discontinuance of mechanical ventilation. Laboratory is required and course emphasis is placed upon the application of scientific principles to the clinical use of various modes of mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required to effectively institute and maintain various methods of mechanical ventilation. **Code C**

RPT 240 Clinical Practice IV. 4 hrs. (0-0)
PREREQUISITE: RPT 230.
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. **Code C**

RPT 241 Rehabilitation and Home Care for the RCP. 2 hrs. (2-0)
This course presents special considerations which apply to rehabilitation and home care of the patient with cardiopulmonary disorders. Emphasis is placed upon the role of the RCP within the home care medical community and modification of techniques and procedures necessary for effective pulmonary management. Upon completion, the student should be able to demonstrate an understanding of discharge planning and disease management protocols as applied to rehabilitation and the continuation of effective respiratory care outside of an acute care facility. **Code C**

RPT 242 Perinatal/Pediatric Respiratory Care. 3 hrs. (2-1)
This course presents the unique requirement for appropriate delivery of respiratory care to the neonatal and pediatric patient. Laboratory is required and course emphasis is placed upon a detailed outline of fetal lung development, fetal circulation, neonatal cardiopulmonary disorders, and specialized equipment and techniques, as well as general considerations of provision of care to neonatal and pediatric patients. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required for safe and effective delivery of respiratory care to the neonatal and pediatric patient. **Code C**

RPT 243 Computer Applications for the RCP. 2 hrs. (0-2)
This course is designed to allow the student practice in utilizing computer assisted clinical simulation software as well as allow for a general program review in preparation for credentialing examinations. Emphasis is placed on development of critical thinking skills, specific to the discipline, and development of computer literacy. Upon completion, students should be able to demonstrate computer literacy and satisfactory performance on nationally standardized comprehensive self-assessment examinations. **Code C**

RPT 244 Critical Care Considerations for the RCP. 2 hrs. (1-1)
This course provides for continued discussion concerning the monitoring and maintenance of patients who are treated in the critical care area of an acute care hospital. Course emphasis is placed upon advanced monitoring and assessment techniques employed in the treatment of the critical care patient. Upon completion, the

student should be able to demonstrate increased psychomotor and cognitive abilities as pertaining to critical care. **Code C**

RPT 254 Patient Assessment Techniques for the RCP.   2 hrs. (1-1)
This course is designed for the respiratory therapy student or respiratory care practitioner who desires to augment previous instruction in patient assessment techniques and further refine clinical assessment abilities. Emphasis is placed on physician interaction and development of discrete clinical assessment skills. Upon completion of this course the student/practitioner should be able to demonstrate improved assessment skills pertaining to evaluation of patients with cardiopulmonary disorders. **Code C**

RPT 264 Respiratory Care Practitioner Update. 1 hr.   (1-0)
This course is designed to present recent developments in the field of respiratory care in a seminar format for both students and practitioners. Course emphasis is placed upon continuing professional education and content includes new or emerging technology and techniques as they are developed. Upon completion, students or practitioners should be able to demonstrate acquired cognitive abilities concerning the topic of emphasis and upon successful completion of the final examination a certificate would be issued describing the topics presented. **Code C**

RPT 266 Seminar in Respiratory Medicine I. 1hr. (1-0)
This course is a series of physician and/or guest lecturers designed to present topics of special interest to the student or practitioner. Emphasis is placed upon current medical practice within the field of pulmonary medicine and cardiology. Upon completion, the student should be able to demonstrate an increased knowledge base concerning the topics of special interest presented. **Code C**

SOCIOLOGY (SOC)

SOC 200 Introduction to Sociology. 3 hrs. (3-0)
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.
Code A

SOC/CRJ 208 Introduction to Criminology. 3 hrs. (3-0)
This course delves into the nature and extent of crime in the United States as well as criminal delinquent behavior of and theories of causation. The study includes criminal personalities, principles of prevention, control, and treatment. **Code C**

SOC/CRJ 209 Juvenile Delinquency. 3 hrs. (3-0)
PREREQUISITE: SOC 200
This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts. **Code C**

SOC 210 Social Problems. 3 hrs. (3-0)
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. **Code A**

SOC 247 Marriage and the Family. 3 hrs. (3-0)
PREREQUISITE: SOC 200
This course is a study of family structures and families in a modern

society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life. **Code B**

SPANISH (SPA)

SPA 101 Introductory Spanish I. 4 hrs. (4-0)
PREREQUISITE: As required by program.
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. **Code A**

SPA 102 Introductory Spanish II. 4 hrs. (4-0)
PREREQUISITE: SPA 101 or equivalent.
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. **Code A**

SPA 201 Intermediate Spanish I. 3 hrs. (3-0)
PREREQUISITE: SPA 102 or equivalent.
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. **Code A**

SPA 202 Intermediate Spanish II. 3 hrs. (3-0)
PREREQUISITE: SPA 201 or equivalent.
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. **Code A**

SPEECH (SPH)

SPH 106 Fundamentals of Oral Communication. 3 hrs. (3-0)
PREREQUISITE: As required by program.
Fundamentals of Oral Communication is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. **Code A**

SPH 107 Fundamentals of Public Speaking. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course explores principles of audience and environmental 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. **Code A**

SPH 111 Sign Language I. 1-3 hrs. (V)
PREREQUISITE: As required by program.
In this course, students are taught the basics of communication through sign language. **Code C**

SPH 112 Sign Language II. 1-3 hrs. (V)
PREREQUISITE: As required by program.
In this course, students are taught to expand vocabulary and proficiency in sign language. **Code C**

SPH 116 Introduction to Interpersonal Communication. 3 hrs. (3-0)
PREREQUISITE: As required by program.

This course is an introduction to the basic principles of interpersonal communication. **Code A**

SPH 123-125 Forensics Workshop I-II-III. 1-3 hrs. (V)
PREREQUISITE: As required by program.
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. **Code C**

SPH 206 Oral Interpretation. 3 hrs. (3-3)
PREREQUISITE: As required by program.
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. **Code C**

SPH 226 Business and Professional Speech.   3 hrs. (3-0)
PREREQUISITE: As required by program.
This course focuses on the fundamentals of speech applied to business and professional speech, reports, sales talks, conference, interviews, speeches of goodwill, speeches of inspiration and courtesy, and after-dinner speeches. **Code C**

SPH 227 Argumentation and Debate. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course introduces argumentation, 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. **Code C**

THEATER ARTS (THR)

THR 113 Theater Workshop I. 1-2 hrs. (V)
PREREQUISITE: As required by program.
This is the first in a six-course sequence which provides practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production. **Code B**

THR 114 Theater Workshop II. 1-2 hrs. (V)
PREREQUISITE: THR 113
This course is a continuation of THR 113. **Code B**

THR 115 Theater Workshop III. 2 hrs. (2-0)
PREREQUISITE: THR 114
This course is a continuation of THR 114. **Code B**

THR 120 Theater Appreciation. 3 hrs. (3-0)
PREREQUISITE: As required by program.
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: Emphasis of playwright, actor, director, designer, and technician to modern media. Attendance at theater production may be required. **Code A**

THR 126 Introduction to Theater. 3 hrs. (3-0)
PREREQUISITE: As required by program.

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. **Code A**

THR 131 Acting Techniques I. 3 hrs.(3-0)
PREREQUISITE: As required by program.
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. **Code B**

THR 132 Acting Techniques II. 3 hrs. (3-0)
PREREQUISITE: THR 131
This course is a continuation of THR 131. **Code C**

THR 136 Acting for Film and Television. 1-2 hrs. (V)
PREREQUISITE: As required by program.
This course is a study of acting techniques for visual media, television, and film. **Code C**

THR 141 Introduction to Dance in Theater I. 1-2 hrs. (V)
PREREQUISITE: As required by program.
This is the first of a two-course sequence which offers the student an introduction to basic dance movements and the use of dance in dramatic productions. **Code C**

THR 142 Introduction to Dance in Theater II. 1-2 hrs. (V)
PREREQUISITE: THR 141
This course is a continuation of THR 141. **Code C**

THR 213 Theater Workshop IV. 1-2 hrs. (V)
PREREQUISITE: THR 115
This course is a continuation of THR 113-114-115. **Code C**

THR 214 Theater Workshop V. 2 hrs. (2-0)
PREREQUISITE: THR 213
This course is a continuation of THR 113-114-115. **Code C**

THR 215 Theater Workshop VI. 1-2 hrs. (V)
PREREQUISITE: THR 214
This course is a continuation of THR 113-114-115. **Code C**

THR 216 Theatrical Make-Up. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course is a study of the materials and techniques of theatrical make-up. **Code C**

THR 236 Stagecraft. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course is a study of the principles, techniques, and materials in theatrical scenery and lighting. **Code C**

THR 251 Theater for Children I. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This is the first in a two-course sequence which offers the student practical experience in acting, directing, and developing material for children's theater. **Code C**

THR 252 Theater for Children II. 3 hrs. (3-0)
PREREQUISITE: THR 251
This course is a continuation of THR 251. **Code C**

THR 296 Directed Studies in Theater. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course deals with problems in theater and art management. Problems may be arranged in conjunction with other disciplines in the Fine Arts. **Code C**

THERAPEUTIC MASSAGE (MSG)

MSG 101 Introduction to Therapeutic Massage. 2 hrs. (2-0)
Prerequisite: Program Admission.
The purpose of this course is for students to comprehend foundational information related to the profession of ther*apeutic* massage. Specific topics include: history of therapeutic massage, professional ethics and standards of practice, regulatory agencies and their requirements, client and therapist's professional relationships, communication skills, and an overview of types of therapeutic massage. **Code C**

MSG 102 Therapeutic Massage Lab I. 3 hrs. (0-6)
Prerequisite: Program Admission.
This course provides foundational information related to massage therapy. Students gain knowledge related to purposes, effects, applications, benefits, indications and contraindications for various types of massage therapy. Additionally, students learn procedures and precautions for various types of massage therapies. Specific topics include full body western (Swedish) massage, hot and cold therapies, stretching, and documentation guidelines. Special emphasis is placed on professional behaviors, proper draping, and body mechanics. At the conclusion of this course students will be able to perform various types of full body therapeutic massage techniques and document their activities. **Code C**

MSG 103 Anatomy and Physiology 3 hrs (2-2)
Prerequisite: Program Admission.
This course provides students with an overview of the basic anatomy and physiology of the human body. Emphasis is placed on the importance of maintaining homeostasis. At the conclusion of this course students will have a basic understanding of the various systems of the body and the effects of massage on these systems. Students will demonstrate this knowledge through cognitive and performance based measurement. **Code C**

MSG 104 Musculoskeletal and Kinesiology I. 3 hrs. (2-3)
Prerequisite: Program Admission.
This course introduces students to concepts related to the study of muscle movement. As part of this course students learn the interaction of muscles and various boney landmarks of the skeletal system. Students further learn how to position individuals in preparation for therapeutic massage of various muscle groups. Students will demonstrate this knowledge through cognitive and performance based measurement. **Code C**

MSG 105 Therapeutic Massage Supervised Clinical I. 2 hrs. (0-4)
Prerequisite: Program Admission.
In this course, students are required to demonstrate competency in specific therapeutic massage techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages. **Code C**

MSG 200 Business and Marketing Plans. 1 hr. (1-0)
Prerequisite: Program Admission.
During this course, students are also taught ethical business management and professional development. This course is designed to help students to prepare for ethical decision making in professional practice while assisting in the development of their emerging identities as professional licensed massage therapists. Emphasis is placed on building and retaining clientele, communication skills, customer skills, customer services, continuing education and setting goals. Upon completion, the student should be able to list the types of communication skills, state personal goals, and develop a business and marketing plan. **Code C**

MSG 201 Therapeutic Massage for Special Populations. 2 hrs. (1-2)
Prerequisite: Program Admission.
In this course, students learn to adapt massage sessions to the needs of special populations such as pregnant women, infants, elderly, and the terminally ill. Topics include technique variations, length of session, contraindications, cautions, considerations for survivors of abuse, and possible benefits. Upon completion of this course, students will be able to discuss and demonstrate techniques for performing therapeutic massage for special populations. **Code C**

MSG 202 Therapeutic Massage Lab II. 3 hrs. (0-6)
Prerequisite: MSG 102.
Students learn advanced massage therapy techniques building upon previously gained knowledge and skills. Upon completion students will be able to apply specific therapeutic massage techniques to various regions of the body. **Code C**

MSG 203 Pathology. 3 hrs. (3-0)
Prerequisite: MSG 103.
This course presents baseline information on pathologies which massage therapists may encounter in clinical practice including conditions of the musculoskeletal, neurological, cardiovascular, lymphatic, integumentary, digestive, endocrine, and immune systems. Content will include etiology, symptomatology, medical approaches to treatment and the potential positive or negative impact of massage. **Code C**

MSG 204 Musculoskeletal and Kinesiology II. 3 hrs. (2-3)
Prerequisite: MSG 104.
In this course, students learn advanced study of the interaction of the muscular-skeletal system to include palpation techniques of the appendicular regions of the body. Students will demonstrate this knowledge through cognitive and performance based measurement. **Code C**

MSG 205 Therapeutic Massage Supervised Clinical II. 2 hrs. (0 -4) Prerequisite: MSG 105.
In this course, students are required to demonstrate competency in specific advanced therapeutic techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages. **Code C**

MSG 206 National Certification Exam Review. 1 hr. (1-0)
Prerequisite: Program Admission.
This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry-level massage thera-

pist. Upon completion, the student should be able to pass a comprehensive exam on information covered in the therapeutic massage program. **Code C**

UPHOLSTERY (UPH)

UPH 111   Upholstery Fundamentals and Design. 3 hrs.   (3-0)
PREREQUISITE: As required by program.
This course is designed to introduce the student to a working knowledge of upholstery techniques and hands-on experience using the fundamentals of Upholstery/Design. Emphasis is placed on safety, upholstery terminology, housekeeping, tools, equipment, minor sewing machine repair, a brief history of furniture styles, color, fabrics, woods, and an introduction to principles and elements of furniture/automotive design. Upon completion, the student should be able to cite the principles and elements of design and apply upholstery techniques in all areas specified to complete requirements of this course. **CORE Code C**

UPH 112 Upholstery Design Furniture Lab. 3 hrs. (0-9)
PREREQUISITE: As required by program.
This course is designed to teach the student specific techniques and applications in furniture design foundations. Emphasis is placed on proper use, care, storage, and maintenance of tools and equipment and proper application of design techniques working with the function, beauty and individuality of a good design plan or foundation. Upon completion, students should be able to identify tools and equipment and apply foundations techniques including tying springs, applying stuffing and padding, and using a variety of materials to achieve a good design plan. **CORE Code C**

UPH 113 Upholstery Design Auto Lab. 3 hrs. (0-9)
PREREQUISITE: As required by program.
This course provides an introduction to automotive techniques and design with application on live work projects. Emphasis is placed on the application of design techniques including working with springs, door panels, headliners, auto seating, rear shelves, carpet, windlace, arm rests and dashboards. Upon completion, students should be able to perform design and hands-on techniques to automotive upholstery. **CORE Code C**

UPH 114 Upholstery Design Experimental Lab. 3 hrs. (0-6)
PREREQUISITE: As required by program.
This course is an experimental lab in Upholstery/Design. It consists of demonstrations by the instructor and experimentation by students. Upon completion, students should be able to demonstrate, with appropriate safety precautions, the basic principles of Upholstery/Design. **Code C**

UPH 121 Correlating Decorative Elements. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course is designed to effectively bring together the elements and principles of design while allowing the students to specialize in automotive, furniture, or both areas, including job planning and decorative techniques. This course covers job planning, layouts, correlation of decorative elements including simple floor plans and color schemes, and design factors such as diamonds, channeling, and decorative trims. Upon completion, students should be able to plan layouts, identify and apply the principles and elements of design and select decorative trims that blend with decor. **CORE Code C**

UPH 122 Decorative Elements Furniture Lab. 3 hrs. (0-9)
PREREQUISITE: As required by program.
This course is designed to teach the student to use a layout in computing yardage and to plan decorative techniques to be used with furniture projects. Topics include layouts, planning, redesigning, use of decorative trims, yardage charts and accessories necessary to achieve a harmonious design. Upon completion, students should be able to execute plans, compute yardage, redesign furniture, and select decorative techniques along with accessories to complete a design. **CORE Code C**

UPH 123 Decorative Elements Auto Lab. 3 hrs. (0-9)
PREREQUISITE: As required by program.
This course is designed for instruction in using a layout to compute yardage and in planning decorative techniques which include windlace, hidem welt, various trims and finishing techniques. Upon completion, the student should be able to compute yardage from a well-planned layout and apply decorative techniques to the finished project. **CORE Code C**

UPH 124 Decorative Elements Experimental Lab. 3 hrs. (0-6)
PREREQUISITE: As required by program.
This course is an experimental lab in Decorative Elements. It consists of demonstrations by the instructor and experimentation by students. Upon completion, students should be able to demonstrate the basic principles of planning, measurement, and the use of appropriate decorative techniques. **Code C**

UPH 131 Wood Repair and Refinishing. 3 hrs. (1-5)
PREREQUISITE: As required by program.
This course provides the students with skills necessary to repair or refinish antique woods, repair scars or scratches, and touch-up existing finishes. Topics covered in this course include tools, supplies, repairs, stains, sanding, refinishing products, and special techniques to restore a finish. Upon completion, students should be able to restore woods, replace broken parts, and refinish wood. **Code C**

UPH 132 History of Furniture Styles. 3 hrs. (3-0)
PREREQUISITE: As required by program
This course is designed to teach the student to identify period furniture and some of the basics of styles using the vocabulary of furniture description. Topics include history of furniture, furniture facts, period furniture, furniture identification, and important trends, fabrics, motifs, woods, finishes, and styles. Upon completion, students should be able to identify furniture styles, periods, motifs, woods, finishes, and coordinate styles. **Code C**

UPH 181 Special Topics. 3 hrs. (0-9)
PREREQUISITE: As required by program
These courses are designed to allow the student to specialize in a particular area of study with minimum supervision in Upholstery/Design application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive, furniture, or related area in Upholstery/Design. Upon completion, the student should be able to work with minimum supervision and execute the necessary techniques to finish a live work project of their choice. **Code C**

UPH 183 Special Topics. 3 hrs. (V)
PREREQUISITE: As required by program.
These courses are designed to allow the student to specialize in a particular area of study with minimum supervision in Upholstery/Design application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive, furniture, or related area in Upholstery/Design. Upon completion, the student should be able to work with minimum supervision and execute the necessary techniques to finish a live work project of their choice. **Code C**

UPH 211 Design Interior Furniture/Auto. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course is designed for instruction in planning interiors that satisfy individual needs in furniture or automobiles using the elements and principles of design. Emphasis is placed on blending styles, specifying interior materials, correlating a color scheme, placing furniture in a room, placing seats in a car or resort vehicle as well as vans and boats. Upon completion, the student will be able to work with a customer on appropriate color schemes, materials, and designs which are appropriate for the life styles or needs of the family. **CORE Code C**

UPH 212 Design Interiors Furniture Lab. 3 hrs. (0-9)
PREREQUISITE: As required by program.
This course is designed for instruction in applying the principles and elements of design when upholstering furniture and to create a unified design. Emphasis is placed on the use of appropriate fabrics, colors, textures, types of furniture, needs of customers, lifestyles, occupation, commercial or residential setting. Upon completion, a student should be able to identify elements of design and apply then to the principles of design in order to achieve a unified design which best suits the decor. **Code C**

UPH 213 Design Interiors Auto Lab. 3 hrs. (0-9)
PREREQUISITE: As required by program.
This course is designed to instruct the student to apply the principles and elements of design when upholstering automobiles and to create a unified design. Emphasis is placed on the use of appropriate fabrics, colors, textures, types of automobiles, needs of customers, and purpose for which the vehicle is being upholstered. Upon completion, a student should be able to identify elements of design and apply them to the principles of design in order to achieve a unified design which best suits the automobile decor. **Code C**

UPH 214 Design Interiors Experimental Lab. 3 hrs. (0-6)
PREREQUISITE: As required by program.
This course is an experimental lab in Design Interiors. It consists of demonstrations by the instructor and experimentation by students. Upon completion, students should be able to demonstrate their knowledge of materials and other elements of design. **Code C**

UPH 215 Shop Management & Layout. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course is designed to provide the student with necessary information to operate and manage an upholstery business. Emphasis is placed on shop layouts, necessary equipment, supplies, tax information, setting up an accounting system, and managing work loads and inventory control in a simulated working atmosphere. Upon completion, a student should be able to layout, perform stock

set-up, and manage an upholstery business.   **CORE Code C**

UPH 216 Draperies, Cornices, Bedding. 3 hrs. (1-5)
This course provides the student with basic techniques in designing draperies, cornices, and bedding. Emphasis is placed on designing headboards, comforters, pillow shams, dust ruffles, cornices, pinch pleats, rod pockets, drapery and various shades. Upon completion, the students should be able to design functional draperies, cornices, and bedding accessories to contribute an aesthetic quality to the décor.

UPH 217 Upholstery Crafts and Accessories. 3 hrs. (0-6)
PREREQUISITE: As required by program.
This course is designed to teach the student to construct the most up-to-date crafts/ accessories in upholstery. Emphasis is placed on creating patterns, designing crafts, using various fabrics, and identifying a list of new crafts using upholstery materials. Upon completion, students should be able to design upholstery crafts/accessories, create patterns, and use various fabrics. **Code C**

UPH 218 Embroidery Design. 3 hrs. (1-5)
This course is designed to introduce students to basic techniques of machine embroidery using an embroidery machine, computer, and embroidery software. Upon completion of the course, the student should be able to use embroidery software and an embroidery machine to design projects for various mediums.

UPH 221 Automotive Upholstery & Design. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course is designed to introduce the student to several different types of automobile interior designs. Topics covered include fabric, vinyl and leather seat inserts, sheared and loop carpet, headliners, and interior panels. Upon completion, students should be able to select suitable materials and complete an automotive upholstery project using a style of their choice. **Code C**

UPH 222 Interior Materials-Furniture. 3 hrs. (1-5)
PREREQUISITE: As required by program.
This course is designed to teach the student to choose the most appropriate interior materials to be used on and with furniture. Emphasis is placed on wall paper, paint upholstery fabrics, drapery fabrics, carpet, paneling, floor coverings, and window treatments. Upon completion, students should be able to utilize interior materials and to advise customers in planning décor.   **Code C**

UPH 223 Interior Materials-Auto. 3 hrs. (1-5)
PREREQUISITE: As required by program.
This course is designed to teach the student to use interior materials available in the ever-changing industry of automotive upholstery. Emphasis is placed on design, color, pattern, texture, type of vehicle, and durability of fabric to be used in customizing or restoring a vehicle to its original status. Upon completion, students should be able to select materials, match colors, choose suitable patterns, search for new materials, repair damaged materials, and contour new designs. **Code C**

UPH 224 Auto Upholstery Design Experimental Lab. 3 hrs. (0-6)
PREREQUISITE: As required by program.
This course is an experimental lab in Automotive Upholstery/ Design. It consists of demonstrations by the instructor and experimentation by students. Upon completion, students should be able to apply appropriate techniques in Automotive Upholstery/Design. **Code C**

UPH 225 Advanced Furniture Techniques. 3 hrs. (1-5)
PREREQUISITE: As required by program.
This course is designed for instruction in advanced techniques of furniture coverings and designs. Emphasis is placed on advanced cushion making, diamond tufting, redesigning furniture frames, redesigning coverings, advanced skirts, headboards, and other specific projects. Upon completion, students should be able to perform advanced skills necessary to complete furniture redesigns and coverings. **Code C**

UPH 226 Advanced Automotive Techniques. 3 hrs. (1-5)
PREREQUISITE: As required by program.
This course is designed for instruction in advanced automotive techniques necessary to perform skills to complete jobs. Emphasis is placed on tuck and roll, customization, convertible tops, and specialized techniques in boat seats, boat carpeting, tarps, and recreational vehicles. Upon completion, students should be able to apply advanced automotive techniques and skills in any aspect of automotive upholstery. **Code C**

UPH 227 Quilting Techniques and Design. 3 hrs. (1-5)
This course is designed to introduce the student to basic techniques in quilt design. Emphasis is placed on selecting colors, fabrics, and patterns, piecing, marking appliqués, assembling quilt blocks, using a quilting machine, and using quilting techniques as applied to upholstery. Upon completion, the student should be able to select colors and fabrics, assemble quilt pieces in a design, use appliqués, and use basic techniques of quilting in upholstery projects.

UPH 281 Special Topics. 3 hrs. (0-9)
PREREQUISITE: As required by program.
These courses are designed to allow the student to specialize in a particular area of study with minimum supervision in Upholstery/Design application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive, furniture, or related area in Upholstery/Design. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice. **Code C**

VISUAL COMMUNICATIONS (VCM)

VCM 145 Introduction to Digital Photography. 3 hrs.
PREREQUISITE: As required by program.
This course is an introduction to digital photography. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student should understand quality in photography and be able to apply the techniques necessary to produce professional photographs. **Code B**

VCM 146 Digital Photography.   3 hrs. (3-0)
PREREQUISITE: As required by program.
This course explores various uses of digital photography. Subjects may include studio, portrait, landscape and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects.

VCM 172 Digital Illustration I. 3 hrs. (3-0)
PREREQUISITE: As required by program.
Principles of creating and manipulating vector illustrations using current vector illustration software. Upon completion, the student should be able to produce professional vector illustrations from concept to production for diverse media. **Code B**

VCM 180 Introduction to Graphic Design. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course is an introduction to the various elements of graphic design. Emphasis is on aspects of production design including layout, typography, graphic photography, computer graphics and printing techniques. Upon completion, students should have a basic understanding of the graphic process from concept through production. **CORE Code B**

VCM 185 Digital Imaging I. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course covers principles of creating and manipulating raster images using current raster imaging software. Upon completion, the student should be able to produce professional raster images from concept to production for diverse media. **Code B**

VCM 250 Introduction to Technical Illustration. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course focuses on technical drawings prepared for industry. Topics include perspective and axonometric drawing. Upon completion, students should be able to apply basic drawing and design principles to technical drawings. **CORE Code B**

VCM 251 Technical Illustration. 3 hrs. (2-2)
PREREQUISITE: VCM 250.
This course focuses on renderings prepared for industry. Various techniques are used to illustrate charts, graphs, perspective and axonometric drawings and enhanced assembly views. Upon completion, students should be able to apply design principles to technical drawings. **Code B**

VCM 254 Graphic Design. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course focuses on graphic design. Emphasis is on the creative process and the production process. Upon completion, students should be able to produce high quality graphic designs. **Code B**

VCM 285 Multimedia Production. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course introduces students to multimedia production. Emphasis is on production design, creativity, visual design, and technical skills. Upon course completion, students should be able to create a multimedia production. **Code B**

VOCATIONAL TECHNICAL COURSES

COM 100 Vocational Technical English I. 3 hrs. (3-0)
PREREQUISITE: Satisfactory placement score.
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. **Code C**

COM 103 Vocational Technical English II. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and developing interpersonal communication skills with employees and the public with substantial focus on occupational performance requirements and industry standards. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. **Code C**

DPT 103 Technical Computer Skills. 3 hrs. (2-2)
This course is designed to focus on the development of computer skills suited to the needs of students in non-degree occupational programs. The course will generally use software packages appropriate to occupational programs and may include such topics as word processing, database, basic graphics, spreadsheets or other features typically needed in the field. Upon completion, the student will be able to demonstrate proficiency by the completion of appropriate assignments and occupation-specific applications. **Code C**

MAH 101 Introductory Mathematics I. 3 hrs. (V)
PREREQUISITE: Satisfactory placement score.
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study. **Code C**

SPC 103 Oral Communication Skills. 2-3 hrs. (V)
This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers and to work effectively in teams. Topics include overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, develop a businesslike personality, and effectively present themselves before co-workers and the public. **Code C**

WKO 101 Workplace Skills Development I. 1 hr.
This course emphasizes foundational information for students to develop knowledge and skills to prepare them for employment following completion of technical and academic programs. As part of this course students will participate in WorkKeys assessment and research related to the Labor Management Information (LMI). At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem solving, decision making, and project management. **Code C**

WELDING (WDT)

WDT 108 Shielded Metal Arc Fillet/OFC. 3 hrs. (2-3)
PREREQUISITE: As required by college.
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. **CORE Code C**

WDT 109 Shielded Metal Arc Fillet/PAC/CAC. 3 hrs. (2-3)
PREREQUISITE: As required by college.
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. **CORE   Code C**

WDT 110 Industrial Blueprint Reading. 3 hrs. (3-0)
PREREQUISITE: As required by college.
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. **CORE Code C**

WDT 115 GTAW Carbon Pipe. 3 hrs. (1-6)
PREREQUISITE: As required by college.
This course is designed to provide the student with the practices and procedures of welding carbon steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code. **Code C**

WDT 116 GTAW Stainless Pipe. 3 hrs. (1-6)
PREREQUISITE: As required by college.
This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code. **Code C**

WDT 119 Gas Metal Arc Fillet/Flux Cored Arc Welding.   3 hrs. (2-3)
PREREQUISITE: As required by college.
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. **CORE Code C**

WDT 120 Shielded Metal Arc Welding Groove. 3 hrs. (2-2)
PREREQUISITE: As required by college.
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. **CORE Code C**

WDT 122 Shielded Metal Arc Welding Fillet/OFC Lab. 3 hrs. (0-9)
PREREQUISITE: As required by college.
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of 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. **Code C**

WDT 123 Shielded Metal Arc Welding Fillet/PAC/CAC Lab. 3 hrs. (0-9)
PREREQUISITE: As required by college.
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code. **Code C**

WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab. 3 hrs. (0-9)
PREREQUISITE: As required by college.
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. **Code C**

WDT 125 Shielded Metal Arc Welding Groove Lab. 3 hrs. (0-9)
PREREQUISITE: As required by college.
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. **Code C**

WDT 155 GTAW Carbon Pipe Lab. 3 hrs. (0-9)
PREREQUISITE: WDT 115 and/or as required by college.
This course is designed to provide the student with skills in welding

carbon steel pipe with gas tungsten arc welding (GTAW) techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code. **Code C**

WDT 156 GTAW Stainless Pipe Lab. 3 hrs. (0-9)
PREREQUISITE: WDT 116 and/or as required by college.
This course is designed to provide the student with the skills in welding stainless steel pipe with the gas tungsten arc welding (GTAW) techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance to the applicable code. **Code C**

WDT 157 Consumable Welding Processes. 3 hrs. (1-6)
PREREQUISITE: As required by college.
This course provides instruction and demonstration with the consumable welding processes to produce grove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals. **Code C**

WDT 158 Consumable Welding Processes Lab. 3 hrs. (0-9)
PREREQUISITE: WDT 157 and/or as required by college.
This course is provides instruction and demonstration with the consumable welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce grove and fillet welds using consumable welding processes according to AWS Codes and standards. **Code C**

WDT 160 Robotics Lab I . 3 hrs. (2-3)
PREREQUISITE: As required by college.
This course is the practical application of robotics theory. Students will complete machine origins, robotic programming, robotic welding parameters, link programs to create jobs, and allocate a weave start. **Code C**

WDT 166 FCAW Theory. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards. **Code C**

WDT 167 FCAW Lab. 3 hrs. (0-9)
PREREQUISITE: As required by college.
This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process,

according to AWS Codes and Standards. **Code C**

WDT 180 Special Topics. 3 hrs. (1-6)
PREREQUISITE: As required by college.
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. **Code C**

WDT 181 Special Topics Lab. 3 hrs. (0-9)
PREREQUISITE: As required by college.
This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students needs. **Code C**

WDT 182 Special Topics. 3 hrs. (1-6)
PREREQUISITE: As required by college.
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. Note: Instructor may choose theory/lab combination. **Code C**

WDT 183 Special Topics. 2 hrs. (1-3)
PREREQUISITE: As required by college.
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. Note: Instructor may choose theory/lab combination. **Code C**

WDT 184 Special Topics. 1 hr. (0-3)
PREREQUISITE: As required by college.
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. Note: Instructor may choose theory/lab combination. **Code C**

WDT 193 Co-Op. 3 hrs. (0-15)
PREREQUISITE: As required by college.
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. 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. **Code C**

WDT 217 SMAW Carbon Pipe. 3 hrs. (1-6)
PREREQUISITE: As required by college.
This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, elec-

trodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code. **Code C**

WDT 218 Certification. 3 hrs. (1-6)
PREREQUISITE: As required by college.
This course is designed to provide the student with the knowledge needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon, completion, students should be able to pass an industry standard welding test in accordance with various applicable welding code requirements. **Code C**

WDT 219 Welding Inspection and Testing. 3 hrs. (3-0)
PREREQUISITE: As required by college.
This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report. **Code C**

WDT 221 Pipefitting and Fabrication. 3 hrs. (2-3)
PREREQUISITE: As required by college.
This course provides the student with skills and practices necessary for fabricating pipe plans using pipe fittings. Emphasis is placed on various pipe fittings to include various degree angles. Upon completion, students should be able to fit various pipe fitting, and cut and fabricate tees, and assorted angles. **Code C**

WDT 223 Blueprint Reading for Fabrication. 3 hrs. (1-6)
PREREQUISITE: As required by college.
This course provides the student with advanced skills in identifying and interpreting lines, views, dimensions, notes, bill of materials, and the use of tools of the trade. Emphasis is placed on figuring dimensional tolerances, layout and fitting of different component parts. Upon course completion, a student should be able to interpret, layout, and fabricate from blueprints to given tolerances. **Code C**

WDT 228 Gas Tungsten Arc Welding. 3 hrs. (2-3)
PREREQUISITE: As required by college.
This course provides student with knowledge 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. **Code C**

WDT 229 Boiler Tube. 3 hrs. (1-6)
This course is designed to provide the student with the practices and procedures of welding boiler tubes using the gas tungsten arc and shielded metal arc welding process to the applicable code. Emphasis is placed on tube fit-up, tube welding technique, and code requirements. Upon completion, students should be able to identify code requirements and tube welding technique. **Code C**

WDT 257 SMAW Carbon Pipe Lab. 3 hrs. (0-9)
COREQUISITE: WDT 217 and/or as required by college.
This course is designed to provide the student with skills in welding carbon steel pipe with the shielded metal arc welding (SMAW) techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes. **Code C**

WDT 258 Certification Lab. 3 hrs. (0-9)
PREREQUISITE: WDT 218 and/or as required by college.
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, students should be able to pass an industry standard welding test in accordance with various code requirements. **Code C**

WDT 268 Gas Tungsten Arc Lab. 3 hrs. (0-9)
PREREQUISITE: WDT 228 and/or as required by college.
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 set-up, correct selection of tungsten type, polarity, shielding gas and filler metals and various welds on ferrous and/or non ferrous metals, using the gas tungsten arc welding process according to applicable welding codes. **Code C**

WDT 269 Boiler Tube Lab. 3 hrs. (0-9)
PREREQUISITE: WDT 229 and/or as required by college.
This course is designed to provide the student with the skills in welding boiler tubes using the gas tungsten arc and shielded metal arc welding process using filler metals in the F6 and F4 groups to applicable code. Emphasis is placed on welding boiler tubes using the gas tungsten arc and shielded metal arc welding process in the 2G and 6G positions in accordance with the applicable code. Upon completion, students should be able to perform gas tungsten arc and shielded metal arc welding on boiler tubes with the prescribed filler metals in the 2G and 6G positions to the applicable code. **Code C**

WDT 280 Special Topics. 3 hrs. (0-9)
PREREQUISITE: As required by college.
This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs. NOTE: Instructor may choose theory/lab combination. **Code C**

WDT 281 Special Topics in Welding Technology. 3 hrs. (0-9)
PREREQUISITE: As required by college.
This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs. NOTE: Instructor may choose theory/lab combination. **Code C**

WDT 282 Special Topics. 3 hrs. (0-9)
PREREQUISITE: As required by college.
This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs. NOTE: Instructor may choose theory/lab combination. **Code C**

WDT 291 Co-Op. 3 hrs. (0-15)
PREREQUISITE: As required by college.
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. 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. **Code C**

WDT 292 Co-Op. 3 hrs. (0-15)
PREREQUISITE: As required by college.
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluating 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. **Code C**

WDT 293 Co-Op. 1 hrs. (0-5)
PREREQUISITE: As required by college.
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluating 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. **Code C**

WDT 294 Co-Op. 2 hrs. (0-10)
PREREQUISITE: As required by college.
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluating 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. **Code C**
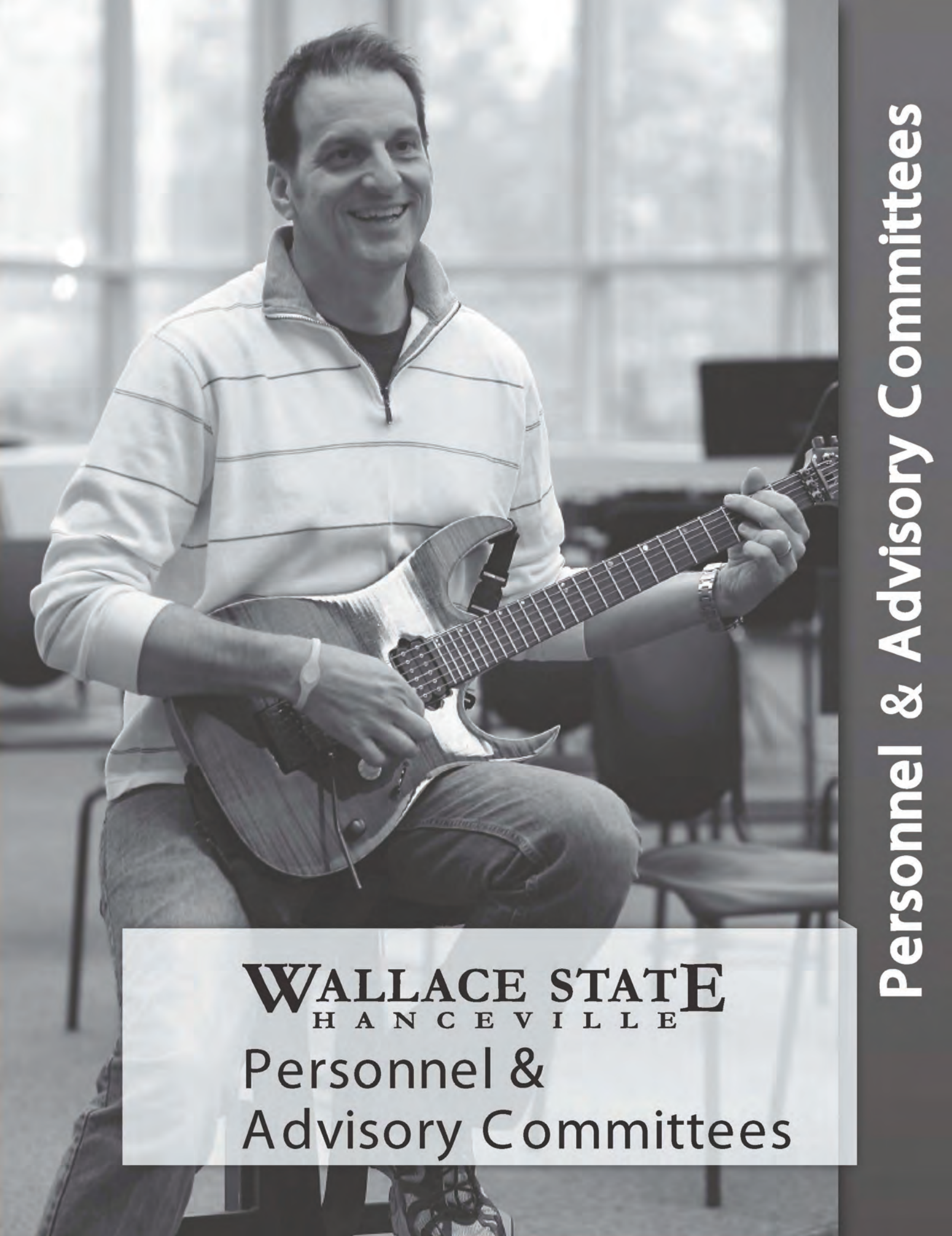
WALLACE STATE
HANCEVILLE

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Randall Stidham
Kevin Taylor
Byron Truelove

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Alina Adams
Trent Herfurth
Khala Holmes
Traci Smith
Kathy Tolbert

Upholstery

Coyse T. Chambers
Fred Chappel
Gary Childers
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John Byrant
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