COURSE CATALOG

2016/2017

PATHWAYS

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HEALTH SCIENCE / S.T.E.M. / LIBERAL ARTS GENERAL STUDIES / APPLIED TECHNOLOGIES

WALLACE STATE

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WHAT WILL YOUR STORY BE?

WSCC Catalog
2016-2017

ACCREDITATION: Wallace State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wallace State Community College.

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.

PROGRAM ACCREDITATIONS/APPROVALS INCLUDE THE FOLLOWING.

Associate Degree Nursing (RN) - Accreditation Commission for Education in Nursing (ACEN) (Formerly National League for Nursing Accrediting Commission), Alabama Board of Nursing

Automotive Service Technology - National Automotive Technicians Education Foundation (NATEF)

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

Collision Repair - National Automotive Technicians Education Foundation (NATEF)

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 - Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography

Diesel Technology - National Automotive Technicians Education Foundation

Drafting and Design Technology - American Design Drafting Association

Engineering Technology - American Design Drafting Association

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

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 - Accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB) Commission on Accreditation of Allied Health Education Programs (www.maerb.org), 1361 Park Street, Clearwater, FL 33756 (727) 210-2350.

Medical Laboratory - National Accrediting Agency for Clinical Laboratory Sciences**.** 5600 North River Road Rosemont, IL 60018-5119. Phone Number: 733.714.8880. Website: www.naacls.org.

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

Pharmacy Technology - American Society of Health System Pharmacists

Physical Therapist Assistant - Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: (703) 706-3245; email:accreditation@apta.org; website: http://www.capteonline.org

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

Practical Nursing (LPN) - Accreditation Commission for Education in Nursing (ACEN) (Formerly National League for Nursing Accrediting Commission), Alabama Board of Nursing

Respiratory Therapy - Commission on Accreditation for Respiratory Care

Therapeutic Massage - Licensed by the Alabama Board of Massage Therapy

Welding - American Welding Society (AWS), National Center of Construction Education and Research (NCCER)

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WSCC Telephone Directory

Toll Free 866.350.WSCC (9722)

Main Number	256.352.8000
ADA /Director of Special Populations	256.352.8052
Admissions/Student Records	256.352.8238
Adult Education	256.352.8077 or 256.352.8078
Advising Center	256.352.8040
Agribusiness	256.352.8035
Assistant Dean of Enrollment Management	256.352.8032
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	256.352.8458 or 256.352.8457
Business Office	256.352.8253
Cashier's Office	256.352.8141
Coliseum	256.352.8352
College Dean	256.352.8117
Career Services	256.352.8178
Communications and Marketing	256.352.8118
Cosmetology	256.352.8197 or 256.352.8216
Dean of Academic Affairs	256.352.8220
Dean of Financial and Administrative Services	256.352.8253
Dean of Health Sciences	256.352.8302
Dean of Institutional Outreach	256.352.8172
Dean of Applied Technologies	256.352.8394
Dental Clinic	256.352.8300
Director of Extended-Day Programs	256.352.8050
Educational Talent Search/TRIO	256.352.8230
Executive Vice President's Office	256.352.8340
Financial Aid	256.352.8182
GED Testing	256.352.8461
Library	256.352.8260
Lion Central	256.352.8238 or 256.352.8182
Music	256.352.8277
Nursing	256.352.8199
Recruiting/Student Activities	256.352.8031
Placement Testing	256.352.8248
Police	256.352.8080
President's Office	256.352.8130
Student Development	256.352.8042
Student Housing	256.352.8156
Student Support Services/TRIO	256.352.8073
Wellness Center	256.352.8346

ACADEMIC CALENDAR

2016-2017

Fall Semester 2016

Convocation (Local Professional Development)	Monday	August 15
Registration	Tuesday	August 16
All Classes Begin	Wednesday	August 17
Holiday, Labor Day	Monday	September 5
Local Professional Development	Monday	October 10
Holiday, Veteran's Day	Friday	November 11
Professional Development Statewide	Monday-Tuesday	November 21-22
Faculty Duty Day	Wednesday	November 23
Holiday, Thanksgiving	Thursday-Friday	November 24-25
Exams	Monday-Friday	December 8-14
Faculty Duty Days	Thursday-Monday	December 15-19
College Closes for Christmas at close of business	Wednesday	December 21, 2016

Spring Semester 2017

College Re-opens for Faculty and Staff	Tuesday	January 3, 2017
Registration Day	Tuesday	January 3
All Classes Begin	Wednesday	January 4
Holiday, Martin Luther King Day	Monday	January 16
Local Professional Development	Monday	February 20
Spring Break	Monday-Friday	March 27-31
WSCC Closed	Friday	March 31
Faculty Duty Day	Friday	April 14
Exams	Monday-Friday	May 1-5
Faculty Duty Days	Monday-Thursday	May 8-11
Faculty Duty Day/Graduation	Friday	May 12

Summer Semester 2017

Registration	Monday	May 22
Faculty Duty Day	Tuesday	May 23
All Classes Begin	Wednesday	May 24
Holiday, Memorial Day (College Closed)	Monday	May 29
Faculty Duty Day	Monday	July 3
Holiday, Independence Day	Tuesday	July 4
Exams	Monday-Friday	July 31-August 4
Faculty Duty Day	Monday	August 7

NOTE: On all holidays, faculty duty days and professional development days, no classes will be held.

GENERAL INFORMATION

HISTORY

Since opening its doors in 1966, Wallace State has served hundreds of thousands of students, and more than 25,000 have graduated. From less than 30 to students in Wallace State's very first graduating class of 1967 to the most recent graduating class of more than 1,000, Wallace State has improved the quality of lives of hundreds of thousands of students who have entrusted us with their futures.

From its very beginning, Wallace State embraced a commitment to excellence that has become a tradition. The College opened its doors with 10 instructors, 11 programs, and 59 students. Today Wallace State is the fourth-largest college in the Alabama Community College System and a virtual powerhouse in educational programming, with a wide variety of majors leading to degree, certificate, and transfer opportunities.

Wallace State Community College, originally named George C. Wallace State Trade School of Cullman County, was approved by the State Legislature on May 3, 1963; and the Alabama Community College System Board of Trustees appointed Dr. Ben Johnson as director in 1965. The institution began classes on August 1, 1966.

Dr. James C. Bailey became the institution's second president on February 16, 1971. Wallace State obtained accreditation by the Southern Association of Colleges and Schools Commission on Colleges in December of that same year.

SACSCOC accreditation soon separated Wallace State from the other State trade schools in Alabama. Through its new community college status, Wallace State was able to offer an increasing variety of academic and health programs and today is recognized among the top producers in the nation of health care graduates, offering more two-year health programs than any other college in the state.

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Many instructional programs have additional accreditation from organizations appropriate to their particular disciplines.

Dr. Vicki P. Karolewics was appointed Wallace State's third president on August 28, 2003. A new era of transformation, innovation, and expansion has been the hallmark of her leadership. Wallace State established a success agenda – Start Early, Start Right, Finish, Succeed, and has positioned itself for strategic dynamism as much as strategic planning. Under her leadership, Wallace State received the best SACSCOC reaffirmation of accreditation review in the College's history. Wallace State's ambitious multi-million dollar Technology Plan

received a rare commendation from SACSCOC. Advancements in technology have also included the 2010 addition of a state-of-the-art national model advanced visualization center, providing opportunities for teaching and learning in virtual reality, 3-D, and 4-D platforms.

The College's physical campus and online presence have also grown, including the addition of a school of Nursing and Center for Science, which is designed for cross-disciplinary learning and includes a hospital simulation center. Extensive renovations have ensured technical programs meet or exceed industry standards. New fully online associate in arts and associate in science degrees have been added to our increasing array of online offerings.

The College has expanded its commitment to the community with the construction of a center for fine and performing arts, which is named for generous benefactors Ottis and Evelyn Burrow, and by hosting the area's annual Arts in April series, which brings talented authors, artists, and musicians to campus and gives students and community members the opportunity to celebrate many facets of arts and culture and to present and enjoy creative works.

During Dr. Karolewics' tenure, Wallace State has been recognized for its innovations in teaching and learning on the state and national levels. Dr. Karolewics has built partnerships with business and industry, educational institutions, and community leaders, while expanding the College's ability to develop its resources through the attainment of competitive grants.

Wallace State now enjoys an enrollment of approximately 6,000 students with many taking classes for personal enrichment or workforce development. Students obtain unprecedented levels of success, whether transferring, taking licensure exams or finding employment. Their satisfaction has been reflected in the College's retention rate, which exceeds state and national averages.

The College has been rated the first choice among community colleges by high school seniors taking the ACT, has been designated by the Aspen Institute as one of the top 120 community colleges in America according to student outcomes. Wallace State also leads the Alabama Community College System in graduation rates, and has been nationally ranked among the "Top 100 Community Colleges" and among the "Top 50 Associate Degrees: Health Professions and Related Clinical Sciences" by Community College Week. Wallace State was also recently selected as an Achieving the Dream College for its intense efforts to continually improve student success.

Wallace State's athletic success has extended to 18 ACCC All-Sports Trophies, national championships in cheerleading and softball, numerous conference titles, scores of All-Americans academically and by sport, and professional athletes in baseball and golf.

Today, Wallace State is a part of a system that serves the education and workforce training needs of 300,000 people and has been conservatively estimated to produce a $3 billion annual economic impact on this state and in our communities. The real impact, however, is in improving the lives of students through education. Two-year college graduates today earn 24 percent more in the workplace than their workplace counterparts with less education. Eighty percent of the new jobs available in the next decade will require a minimum of two years of postsecondary education, making Alabama's two-year colleges and Wallace State more important than ever.

MISSION

Wallace State Community College is committed to learning that transforms lives and communities. In support of the mission, Wallace State Community College is committed to student success through:
- a student centered, innovative, engaging, and supportive learning environment
- providing teaching excellence that inspires a quest for lifelong learning
- respect for uniqueness and diversity
- strategic partnerships that advance community, workforce and economic development
- cultural enrichment of our communities
- accountability and integrity

VALUES

Wallace State Community College affirms these values:
- Commitment to learning
- Dedication to excellence
- Academic integrity
- Creative thinking
- Respect for individual dignity and worth
- Civic responsibility
- Collaboration and partnerships

VISION

Wallace State will facilitate learning without boundaries, will be committed to every student's success, will exemplify the spirit of perpetual improvement, and will promote an overarching sense of community.

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 Community College System Board of Trustees 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, admission treatment 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
> Address: P.O. Box 2000, Hanceville, AL. 35077

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 adopted a Clean Air Policy beginning in 2011. Smoking or the use of tobacco products and vapor-producing electronic devices (excluding meter-dose inhalers and nebulizers prescribed by a physician) are prohibited on WSCC property.

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:

- 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.
- The College may conduct unannounced **random testing**.
- 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 Police.
- When an employee returns from substance-abuse rehabilitation, the College may require that he/she submit to **follow-up testing**.
- 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, gender identity, 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 Executive 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 instructor 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. Gender stereotyping or harassment;
9. 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 Community College System 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

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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, e-mail, 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 College reserves the right to examine e-mail, 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., news groups). Any electronic mail sent through posting to public news groups 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, e-mails 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 user name and password.
    b. The user name and password, including those used to access e-mail 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 user name and password or any other assigned authorization. Violations of this policy or any other policy through the unauthorized use of the user name and password subjects the individual to whom the user name 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 college-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 e-mail, 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 E-mail

1. 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.

2. Users under the age of 18 must have a minor consent form (Appendix B of Acceptable Use Policy) 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.

3. Employees who violate this policy are subject to disciplinary actions, up to and including discharge in accordance with guidelines provided by the Alabama Community College System (SBE Policy 619.01).

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

5. 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.

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

2. 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.

3. Using technology resources for illegal activities.

4. Accessing or attempting to access another user's files, e-mail or other resources without his or her permission except as otherwise provided herein.

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

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

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

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

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

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

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

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

13. 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 Alabama Community College System (SBE Policy 619.01).

Social Media

Wallace State Community College recognizes the value of social media in communicating and engaging with students. The college's social media sites promote college programs, services and activities and generally further the college's mission. Students are encouraged to contribute constructively through posting on college-sponsored social media sites.

Specifically:

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

2. College-sponsored social media accounts are monitored by the WSCC Marketing Department. Questions and comments are welcome; however, inappropriate or uncivil posts will be removed.

3. Public expression of opinion by students shall be in accordance with the terms and conditions specified in the WSCC Student Code of Conduct.

4. Public expression in conflict with the college's Non-Discrimination Policy may contribute to a hostile educational environment and is thus prohibited.

5. Disclosure of proprietary or confidential information is prohibited.

6. WSCC may remove any posts that do not directly support its mission, programs, or services. Posts by third parties that appear to be advertisements for other companies or organizations may also be removed.

7. If an area or student group wishes to have an item placed on a college site, send the request to the Director of Marketing.

If an area or student group wishes to create its own social

media site:

1. Obtain permission from a supervisor.
2. 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.
3. Neither students nor employees may use a personal account (I.e., hotmail, gmail, etc.) to create Wallace State sites. In some cases, a generic Wallace State e-mail account (I.e., maneissue@wallacestate.edu) may be needed to create the social media site.
4. The college requires administrative rights to any social media site that is sanctioned or sponsored by WSCC.

THE WALLACE STATE HONOR CODE

The Wallace State Honor Code is an aspiration about the kind of community we want Wallace State to be, and an articulation of the ideals that foster that community. It represents what we call the Wallace State of Mind.

Our Code: The Wallace State of Mind
As members of the Wallace State community, we believe in the inherent value of striving for excellence, in a sense of honor and service that springs from mutual respect and extends to the way we conduct ourselves at college and away from it, and in a notion of community that recognizes that for a system like ours to work, every person's best effort is vital to that success which sets us distinctively apart from other institutions.

Upholding the Honor Code
We realize that as part of the Wallace State Community College community, our actions affect those around us. We understand that the Wallace State community is strengthened by our commitment to the Honor Code, and we proclaim this by signing the Honor Pledge, which states: "I hereby accept the Wallace State Honor Code, and will strive to uphold its ideals, and the concepts of personal and collective responsibility upon which it is based."

About the Wallace State Honor Code

Introduction
Our adherence to this written expression of our shared values establishes an open environment of learning and growing through personal and community responsibility. Because we subscribe to these values, we voluntarily commit as members of the Wallace State community to follow the Honor Code. We uphold the Code by engaging with the values upon which our community depends: mutual trust, compassion, and respect for oneself, one another, and the community. These values form the basis of the Honor Code, yet improve our community only if we incorporate them into our daily lives.

Responsibilities
The Honor Code applies to every aspect of academic, social and professional life at Wallace State Community College. All members of the Wallace State community are asked to adhere to the Code during the conduct of college activities on and off campus, and to understand that we are representatives of Wallace State even when away from the college. The Honor Code complements our formal obligations outlined in the Student and Personnel Handbooks.

Community Standards
Our community's relationships are based on mutual trust, compassion and respect. We must consider how our words and actions, regardless of the medium, may affect the sense of acceptance essential to an individual's or group's participation in the community. We strive to foster an environment that genuinely encourages respectful expression of differing views in honest and open discussion. We understand that the way in which we conduct ourselves and our commitment to our work affects the community as a whole.

Resolution
The success of the Honor Code is dependent upon each of us actively engaging with the Code's ideals "on our honor"; therefore, resolution is every person's responsibility and an important aspect of the Honor Code. If there are actions or values we find degrading to ourselves, to others, or to the institution – whether by speech, action, inaction, or otherwise – we should initiate dialogue with the individual with the goal of increasing mutual understanding (though not necessarily agreement) as a restorative process.

Disclaimer
Signing the Wallace State Honor Pledge is a symbolic, voluntary act. The Honor Code is not a binding legal document and cannot be used as justification for disciplinary action or separation from the college.

ADMISSION INFORMATION

ADMISSION INFORMATION

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.

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.

General Admission Information can be found at www.wallacestate.edu

The mailing address for the Admissions Office is:

Wallace State Community College
Admissions Office
PO Box 2000
Hanceville, AL 35077-2000

Fax Number: 256-352- 8129 Documents that can be accepted via fax are: Residency Statements, Transcript Request, Re-Evaluation of Transfer Credit

E-mail for New Student Documents:
newstudent@wallacestate.edu

Documents that can be submitted via email: Residency Statements and Proof of Identification

LION CENTRAL

Lion Central is the one-stop office for financial aid and admissions. Lion Central is located in the lobby of the James C. Bailey Center. New Students and Returning Students who have questions regarding their admissions or financial aid can stop by Lion Central or e-mail at lioncentral@wallacestate.edu or phone 256-352-8238/256-352-8182.

GENERAL ADMISSION PROCEDURES

Students wishing to enroll at Wallace State Community College in regular degree courses must complete the following steps:
1. Complete an Application for Admission to the college. The Application for Admission is completed electronically and can be found under the admission tab at www.wallacestate.edu.
2. Submit official transcripts from previously attended high schools and colleges to the Office of Admissions. Transcripts are also accepted that are sent electronically via E-Scrip, Parchment and National Student Clearinghouse.
3. Submit a GED Certificate if earned. A copy of the

official test scores or the GED certificate can be accepted from the student via mail or in person at Lion Central.
4. 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 within the past three years on the ACT English and math tests to be exempt from all academic assessment. Any student scoring 470 or above on the SAT writing and math may also be exempt. Any student who wishes to be exempt must provide official copies of the ACT or SAT scores current within three years directly to the Admissions Office. Scores can be sent electronically from ACT, mailed to the admissions office, or included on the student's official high school transcripts. Not all high schools submit ACT scores. Please verify that your high school submits ACT scores via official transcripts. Copies submitted by a student must be an official.
5. Students who have taken the ASSET or COMPASS/ACCUPLACER test within the last three years may also be exempted from academic assessment by providing official copies of the scores to the Admissions Office. Initial COMPASS/ACCUPLACER test is free and retest is $10
6. According to Board Policy 801.01, for admission to an Alabama Community College System institution, all students as of Spring 2009 semester must have on file in the Admissions Office;
7. Submit a Residency Form. This form can be accessed from the Admission tab at www.wallacestate.edu

8. One primary form of photo documentation, such as
   • Unexpired Alabama Driver's License or instruction permit
   • Unexpired Alabama Identification Card
   • Unexpired US Passport
   • Unexpired US Permanent Resident Card
   • Resident Alien Card - Pre 1997
   • Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
   • US Alien Registration Receipt Card (Form I-151) prior to 1978
   • BIA or tribal identification card with photo
   • I-797 Form with Expiration Date
   • Unexpired Military ID

For those students unable to provide these documents in person, a form (Proof of Identification) may be accessed from the Office of Admissions or www.wallacstate.edu. This form must be mailed back to the Admissions Office to clear registration holds related to this.

Admissions Transcript Policy
1. Transcripts from a Public or Non Public Accredited High School

- Transcripts must list the date of graduation; diploma type if applicable, all courses completed and grades earned, and must be signed by a school administrator
- Transcripts can be faxed, mailed, or sent electronically through a transcript provider to the admissions office from the high school.
- Transcripts delivered by the student must be in a sealed envelope. Transcripts will not be accepted from a student via fax or e-mail.

2. Transcripts from a Non Public Non Accredited High School
   - Transcripts must list the date of graduation; diploma type if applicable, all courses completed and grades earned, and must be signed by a school administrator and contain contact information for the school and/or school administrator.
   - Transcripts can be faxed, mailed, or sent electronically through a transcript provider to the admissions office from the high school.
   - Transcripts delivered by the student must be in a sealed envelope. Transcripts will not be accepted from a student via fax or e-mail.
   - Transcripts are reviewed for admissions purposes only. Additional financial aid review may be required.

3. College Transcripts
   - Transcripts must list the dates of attendance, date of graduation if applicable; diploma type if applicable, all courses completed and grades earned. Transcripts must be official and cannot be Student Issued.
   - College Transcripts will be accepted via mail or electronic submission from the college. Faxed college transcripts are not accepted.
   - Transcripts delivered by the student must be in a sealed envelope with the protective college seal in place.
   - All policies and procedures are subject to revision by the college or other governing agencies. Transcripts are reviewed for admissions purposes only. Additional financial aid review may be required.

ADMISSION ELIGIBILITY

Individuals are eligible for admission to courses creditable toward an associate degree, certificate or short term certificate if they meet the following criteria and have completed and submitted an application for admission, residency form, official high school and college transcripts, and proof of identification.

High School Graduates
1. A student who holds an 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 high school; Policies related to non-public non-accredited high school diplomas are subject to revision by the Alabama Community College System Board of Trustees
2. A student who holds a GED Certificate issued by the appropriate state education agency.

Non High School Graduates
1. Non-high school graduates or non-GED recipients seeking admission may only enroll in non-degree creditable courses or programs.
2. Non-high school graduates or non-GED recipients who are admitted to an Alabama Community College System institution must be able to benefit from instructional training as indicated by attainment of at least minimum scores on an approved academic assessment. Students covered by this policy may not enroll in courses or programs that lead to an associate degree.

Non-high school graduates or non-GED recipients seeking admission must be assessed using level-M or higher of the Test of Adult Basic Education (TABE), COMPASS/ACCUPLACER, or ASSET. Students must attain at least the following minimum scores:

TABE minimum educational levels:
Reading 566, Math 565, Language 559

COMPASS/ACCUPLACER minimum scores:
Writing 32, Reading 62, Pre-Algebra/Numerical Skills 25

ASSET minimum scores:
Reading 35, Writing 35, Numerical 33

ACCUPLACER minimum scores:
To be determined for Fall 2016

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.

Transfer Students
1. A student who has previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered a transfer student.
2. Transfer students on academic or disciplinary suspension from another college or university must submit a written request to the College Admissions Committee for admission.
3. A student who has completed the baccalaureate degree or higher from a regionally accredited institution will be required to submit only the

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transcripts from the institution conferring the highest degree.
4. Transfer students with less than a baccalaureate degree must submit transcripts from all colleges attended and either high school transcripts with graduation date or proof of completion of GED. See General Admissions Procedures.

Transfer Credit for Incoming Students
1. Transcripts will be evaluated after the student has been admitted to the college.
2. Evaluation of transfer credit is based on a student's program of study at Wallace State. Only transfer courses that are applicable to a student's program of study are considered for transfer credit.
3. Only official transcripts will be evaluated for transfer credit. Student copies will not be utilized for evaluation of official transfer credit.
4. A grade of "D" may transfer if the cumulative GPA is 2.0 or above at the time of admission.
5. The grade of "D" may only be applied to general education courses for the Associate's Degree unless program restrictions or course prerequisites prohibit. See Course Descriptions and Abbreviations for specific prerequisite requirements.
6. All major required courses require a grade of "C" or higher for successful course completion.
7. No graduate level or pass/fail courses may transfer.
8. Courses taken under a quarter or trimester system will be evaluated and adjusted to the semester system.
9. Students inquiring about the application of transfer credit should complete a Re-Evaluation of Transfer Credit Request available on the Admissions section of the website or available at Lion Central in the Bailey Center.

Transient Students
1. A transfer student who attends another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted to the College as a transient student.
2. The student must submit an application for admission, proof of identification, residency form, 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.
3. Transient Students are responsible for completing the transcript request to assure that transcripts are sent to the parent institution.
4. Wallace State Students who seek to take classes as a transient student at another institution should contact the admissions office to request a Transient Authorization Form. Students must be in good academic standing. Students who owe a balance to the college will not be issued a Transient Authorization Form.
5. Credit for the course(s) will be accepted in partial fulfillment of the degree requirements at Wallace State provided a grade of "C" or better was earned in the transient course.

Accelerated High School Students
1. 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.
2. 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.
3. All Accelerated High School students must complete an application for admission, submit a residency form, submit a copy of a photo ID, and meet college assessment requirements prior to beginning their 12th grade year or enrolling in math courses (English courses may not be taken through this program). See General Admission Procedures, items 1, 4, 5, 7, and 8 for specific information. Accelerated High School students are also required to create an account at http://wallacestate.dualenroll.com which allows students to request courses and allows local high schools to approve those courses.

Dual Enrolled/Dual Credit High School
Dual Enrollment/Dual Credit allows eligible high school students to enroll in college classes concurrently with high school classes, either on the college campus, online, 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.

All Dual Enrollment students must complete an application for admission, submit a residency form, submit a copy of a photo ID, and meet college assessment requirements prior to beginning their 12th grade year or enrolling in English or math courses. See General Admission Procedures, items 1, 4, 5, 7, and 8 for specific information. Dual Enrollment students are also required to create an account at http://wallacestate.dualenroll.com which allows students to request courses and allows local high schools to approve those courses.

All students participating in accelerated coursework are considered Wallace State Community College students and are bound by the rules, regulations, and policies of the College and the Alabama Community College System Board of Trustees. For more information, please visit http://www.wallacestate.edu/programs/dual-enrollment.

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.

Admission to an Alabama Community College System institution does not ensure admission to any individual program or course. Institutions comply with all applicable accreditation requirements and standards regarding program admission.

International Students can contact the Wallace State Primary Designated School Officer for Student and Exchange Visitor Information System, Jim Milligan at jim.milligan@wallacestate.edu

Wallace State Community College accepts international students who have F-1 student visa and meet the academic, linguistic, and financial requirements listed below. International Students are not eligible for State or Federal Financial Aid.

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

1. A completed admissions application. Applications can be completed via the Wallace State website at www.wallacestate.edu
2. Official transcripts in English that document graduating from a secondary institution that is equivalent to a US high school. International applicants must have the high school transcript evaluated by Lisano International (www.lisano_intl.com) or World Education Services (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 from the evaluation service must be mailed directly to the Wallace State Admissions Office/International Students.
3. A current and valid passport
4. A current photo (passport-size, preferred) to be submitted to the Admissions Office
5. Official transcripts showing a minimum of 500 on the paper-based version of the Test of English as a Foreign Language (TOEFL), 61 on the internet based TOEFL, or 173 on the computer based TOEFL test, or a 5.5 or greater on the International English Language Testing* (IELTS)
6. A signed notarized financial statement declaring that the international applicant will be fully responsible and that funds are available for financial obligations during

enrollment at Wallace State Community College. Financial obligations include but are not limited to: tuition and fees, books and supplies, living expenses, housing and miscellaneous expenses. A bank statement or bank letter dated within 6 months must be attached.
7. Payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee after receiving I-20.
8. A medical health history with proof of vaccinations on Alabama Community College System form. Form can be accessed under the admissions tab at www.wallacestate.edu or from the Primary Designated SEVIS Officer in the Wallace State Admissions Office.
9. Documentation demonstrating adequate health and life insurance, including repatriation, which must be maintained during all periods of enrollment.

*English as a Second Language exam may be waived from all English speaking countries including but not limited to: Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Bermuda, Belize, the British Indian Ocean Territory, the British Virgin Islands, Canada, Cayman Islands, Falkland Islands, Gibraltar, Grenada, Guam, Guernsey, Guyana, Ireland, Isle of Man, Jamaica, Jersey, Montserrat, Nauru, New Zealand, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, the United Kingdom, the US Virgin Islands

Other requests must be submitted with substantial documentation to the college for approval by the ACCS Chancellor

International Students Transferring within the United States

Any international student who has attended an accredited college or university within the United States may be considered for admissions as a transfer student. Transfer students must comply with the items listed below:

1. A completed admissions application. Applications can be completed via the Wallace State website at www.wallacestate.edu
2. Official transcripts in English that document graduating from a secondary institution that is equivalent to a US high school. International applicants must have the high school transcript evaluated by Lisano International (www.lisano_intl.com) or World Education Services (www.wes.org) in order to determine admissions eligibility. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the degree granting institution. 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 from the evaluation service must be mailed directly to the Wallace State Admissions Office/International Students.
3. A current and valid passport and F-1 student visa.

4. A current photo (passport-size, preferred) to be submitted to the Admissions Office
5. Official transcripts showing a minimum of 500 on the paper-based version of the Test of English as a Foreign Language (TOEFL), 61 on the internet based TOEFL, or 173 on the computer based TOEFL test, or a 5.5 or greater on the International English Language Testing* 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.
6. A signed notarized financial statement declaring that the international applicant will be fully responsible and that funds are available for financial obligations during enrollment at Wallace State Community College. Financial obligations include but are not limited to: tuition and fees, books and supplies, living expenses, housing and miscellaneous expenses. A bank statement or bank letter dated within 6 months must be attached.
7. Payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.
8. A medical health history with proof of vaccinations on Alabama Community College System form. Form can be accessed under the admissions tab at www.wallacestate.edu or from the Primary Designated SEVIS Officer in the Wallace State Admissions Office.
9. Documentation demonstrating adequate health and life insurance, including repatriation, which must be maintained during all periods of enrollment.
10. Request a transfer clearance eligibility form from the International Student Advisor, DSO or PDSO, at the most recently attended college or university stating that the student is currently in status with the Immigration and Naturalization Service.
11. Transfer 1-20 to Wallace State Community College via the SEVIS program.

*English as a Second Language exam may be waived from all English speaking countries including but not limited to: Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Bermuda, Belize, the British Indian Ocean Territory, the British Virgin Islands, Canada, Cayman Islands, Falkland Islands, Gibraltar, Grenada, Guam, Guernsey, Guyana, Ireland, Isle of Man, Jamaica, Jersey, Montserrat, Nauru, New Zealand, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, the United Kingdom, the US Virgin Islands

Other requests must be submitted with substantial documentation to the college for approval by the ACCS Chancellor

Deferred Action for Childhood Arrivals
DACA status is conferred by the USCIS Department of Homeland Security. Eligible individuals can seek this status through the

Department of Homeland Security. Individuals Seeking Admission to the college should complete the General Admissions Procedures to the college in the addition to completing the following requirements:

Provide the college's SEVIS Primary Designated School Officer with an Employment Authorization Card and the I-797 documentation.

While students granted DACA are normally assigned a Social Security number, they are not eligible for Title IV aid.

Continuing Education Students
Individuals seeking to enroll in Non-Credit Continuing Education courses that are not degree creditable can do so by registering with the office of continuing education. Course offerings and enrollment procedures are outlined in the current class schedule.

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 or certificate. This student may not register unless all required admission documents are on file in the Admissions Office and/or the academic assessment program has been completed. Conditionally admitted students cannot receive financial aid.

ADVISING AND ORIENTATION

Selection of Pathways
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 an advisor prior to his/her first semester of enrollment.

Advisors at Wallace State assist students with academic and career planning along guided pathways to ensure success in their respective programs of study. These pathways are Liberal Arts/General Studies, Career Technical, Health, and S.T.E.M.

(Science, Technology, Engineering, and Mathematics).

Academic Assessment and Placement

In keeping with its responsibility to offer optimal learning experiences, the College requires each new student to participate in COMPASS/ACCUPLACER 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. There is no initial test fee; one retest is permitted in a three year period for a fee of $10.

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/ACCUPLACER Placement Test. If you scored 18 or higher on the English portion of the ACT, you will be exempt from taking the English portion of the COMPASS/ACCUPLACER Placement Test. Any student scoring 440 or above SAT (prior to 2016) writing and 480 or above on the reading and math may also be exempt. On the new SAT (2016 and after) students should consult with an advisor for possible exemptions. Please note that you must begin the English and/or math class within the three years of achieving the appropriate ACT or SAT scores to be exempt from the COMPASS/ACCUPLACER Placement Test.

1. 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.
2. 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.
3. Any student who scores below the standard placement score and is placed in college preparatory courses may seek alternative course work. See advisor for details and qualifications.

Change of Program and Name

A student may change their program of study or name by completing the change of information form. The form can be located on the website under the admissions tab or at Lion Central in the Bailey Center. Students seeking to change their name must present a legal document that reflects the requested name change (e.g., driver's license, marriage certificate, Social Security card). A copy of documentation must be submitted with change request. Change of Program requests will only be processed for entrance into programs for which qualifications are met. Change of program requests submitted before drop/add will be processed for the current academic term. Requests submitted after drop/add will be processed for the next academic term.

Orientation 110 - Freshman Seminar

Entering freshmen are required to enroll in a freshman seminar course designed to promote their success in college. The course, known as GPS (Goals-Planning-Success) Seminar, focuses on three major areas: technology, careers, and advising. Students exempt from enrolling in the course are transfer students who have completed 12 transferable semester hours, personal enrichment students, and high school students who are dual enrolled. Dual enrolled students will be required to enroll in the course upon entering Wallace State after high school graduation. Students who enrolled prior to Fall 2004 are exempt from ORI 110. All students in the divisions are expected to register for ORI 110 during their first semester on campus.

MISCELLANEOUS SERVICES

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 proficiency and broaden their educational and cultural backgrounds but do not wish to enroll in a specific course of study. For information, contact Wayne Manord, Extended Day Administrator, at 256.352.8116.

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.

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 information, contact Diana Majerik, Director of Fast Track, Dual Enrollment and Off Campus Programs at 256.352.8050.

A new Wallace State–Oneonta Campus opened in Summer 2016. For more information, contact 205.625.4020.

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.)

1. In compliance with the Family Educational Rights and Privacy Act, the College does not release transcripts of a student's work except upon the student's written request, except in a case where educational or governmental officials have a lawful need for the information.
2. Students may print an unofficial copy of their WSCC transcript from their myWallaceState account. Students who attended prior to Summer 1989 must complete request form.
3. Official transcript requests are processed as they are received. **REQUESTS SHOULD BE MADE AT LEAST TWO WEEKS BEFORE THE TRANSCRIPTS ARE NEEDED.**
4. The College reserves the right not to release a transcript if the student has outstanding financial obligations or pending disciplinary action with, the College.
5. The Office of Admissions & Records does not issue official transcripts from other institutions. Requests for official transcripts from other institutions must be directed to the institution concerned.
6. Written transcript requests should be sent to the following address:

    Office of Admissions
    Wallace State Community College
    PO Box 2000
    Hanceville, AL 35077-2000

7. Written request 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.
8. Wallace State will not make copies of transcripts from other colleges or copies of GED certificates once they have -been officially submitted to the college.

FINANCIAL INFORMATION

TUITION, FEES, AND OTHER INSTITUTIONAL COSTS

Tuition & Fee Schedule
Effective Fall 2016

Tuition is charged according to the following schedule for Alabama residents:

Credit Hours	Tuition $117/Hr	Bond Surety $1/Hr	Building Fee $10/Hr	Facility Renewal $9/Hr	Technology Fee $9/Hr	Total Tuition & Fees
1	$117.00	$1.00	$10.00	$9.00	$9.00	$146.00
2	$234.00	$2.00	$20.00	$18.00	$18.00	$292.00
3	$351.00	$3.00	$30.00	$27.00	$27.00	$438.00
4	$468.00	$4.00	$40.00	$36.00	$36.00	$584.00
5	$585.00	$5.00	$50.00	$45.00	$45.00	$730.00
6	$702.00	$6.00	$60.00	$54.00	$54.00	$876.00
7	$819.00	$7.00	$70.00	$63.00	$63.00	$1,022.00
8	$936.00	$8.00	$80.00	$72.00	$72.00	$1,168.00
9	$1,053.00	$9.00	$90.00	$81.00	$81.00	$1,314.00
10	$1,170.00	$10.00	$100.00	$90.00	$90.00	$1,460.00
11	$1,287.00	$11.00	$110.00	$99.00	$99.00	$1,606.00
12	$1,404.00	$12.00	$120.00	$108.00	$108.00	$1,752.00
13	$1,521.00	$13.00	$130.00	$117.00	$117.00	$1,898.00
14	$1,638.00	$14.00	$140.00	$126.00	$126.00	$2,044.00
15	$1,755.00	$15.00	$150.00	$135.00	$135.00	$2,190.00
16	$1,872.00	$16.00	$160.00	$144.00	$144.00	$2,336.00
17	$1,989.00	$17.00	$170.00	$153.00	$153.00	$2,482.00
18	$2,106.00	$18.00	$180.00	$162.00	$162.00	$2,628.00
19	$2,223.00	$19.00	$190.00	$171.00	$171.00	$2,774.00
20	$2,340.00	$20.00	$200.00	$180.00	$180.00	$2,920.00
21	$2,457.00	$21.00	$210.00	$189.00	$189.00	$3,066.00
22	$2,574.00	$22.00	$220.00	$198.00	$198.00	$3,212.00
23	$2,691.00	$23.00	$230.00	$207.00	$207.00	$3,358.00
24	$2,808.00	$24.00	$240.00	$216.00	$216.00	$3,504.00

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

Students who are NOT residents of Alabama pay two times the stated rate of tuition.

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 MyWallaceState account.

The following rules apply to the 1098T's:

1. Only charges 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. Foreign students will be required to provide a W-9S in order to receive a 1098T.

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

Schedule of Special Charges (Non-Refundable)

Accident Insurance (per semester)	$7.00

(Accident insurance is not charged for all students, only some Health, EMS and technical programs.)

Malpractice Insurance (fall and spring only)	
Health Programs	$7.50
EMS	$32.50
Charge for Returned Checks	$30.00
Graduation Fee	$30.00
Replacement ID Badge	$10.00
Diploma Cover Fee	$10.00
Diploma Mailing Fee	$5.00
Flight Fee (per flight hour)	$79.00-$400.00
Replacement Hang-Tag	$5.00
Immunization Tracker (per semester)	$15.00
Parking Fines	$20.00-$50.00
Drug Testing	
(All Health Science students per semester)	$13.25

Standardized Testing Fees-

Programs such as nursing may be required to administer 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: Bus (27 and 56 passengers) $2.25 per mile with $300.00 minimum. Van (14 passenger) $1.00 per mile with $150.00 minimum. For overnight trips an additional fee of $125.00 per night will apply.

NOTE: If hotels/housing arrangements are made through WSCC, assignments will be made based on biological sex of individuals. Separate, individual housing may be assigned/available.
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	$1300.00/Semester	$975.00
Men's Dormitory	$1300.00/Semester	$975.00

Rent is based on double occupancy. Private rooms are twice the stated rate.

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.

Meal Plan

Wallace State offers an optional meal plan for our residential students. Our cafe, Culinary Arts Program, and Grill offer a variety of meal options. Meals are available on campus Monday-Thursday while classes are in session. For more information regarding meal plans please contact the housing office.

Meal Plan	Fall/Spring	Summer
Plan A-Lunch & Dinner	$800.00	$450.00
Plan B-Breakfast, Lunch, Dinner	$1000.00	$550.00

NOTE: Meal plan refunds will be refunded according to the tuition refund procedure.

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.

The following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

1. A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
2. Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferrer's discharge from a period of active duty service of 90 days or more.
3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
4. Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

TUITION REFUND PROCEDURES

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 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.

Refund checks are mailed from the Business Office weekly.

All refunds are issued according to ACCS Board Policy 803.02.

STUDENT FINANCIAL ASSISTANCE
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 financial plan: Federal Pell Grant, Direct Loans, Parent Plus Loans, Federal 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 Programs (Montgomery GI Bill) - Chapter 30
   b. Veterans' Vocational Rehabilitation Bill - Chapter 31

c. Post-Vietnam Era Assistance Program
d. (VEAP) - Chapter 32
e. Survivors' and Dependents' Educational Assistance - Chapter 35
f. Educational Assistance for Members of the Selected Reserve and National Guard - Chapter 1606/1607
g. Vietnam Era Veterans (VEAD)
h. Defense Activity for Non-Traditional Educational Support (DANTES)
i. 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 (Presidential, Academic Excellence, Leadership)
   b. Allied Health
   c. Athletic
   d. Performing Arts
   e. Senior Adult
   f. Career Technical
   g. Continuing Education for WSCC Employees/Dependents
   h. Iraqi-Operation Family Shield
   i. Presidential Service
   j. GED Scholarship
   k. Miscellaneous (Scholars Bowl, Miss Wallace State, Bryant-Jordan Program, etc.)

For additional information please visit the college website at www.wallacestate.edu or contact Financial Aid at:

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

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. Students with a corrected Student Aid Report (ISIR) are not packaged until the correction returns from the Central Processing System (FAFSA/CPS)
10. Maintain Satisfactory Academic Progress (SAP) for Financial Aid

Verification Policy
Verification is the process of confirming the accuracy of student reported data on financial aid applications. Only a portion of the student population is selected for verification by the U. S. Department of Education.

1. The Financial Aid Office (FAO) verifies those applicants identified by the Department of Education (DOE). After student information is electronically transferred from the Department of Education (DOE) to the FAO electronically through the SAIG mailbox.
2. The FAO imports the information directly into the Administrative Computer System (Banner). Through the running of various processes in Banner, tracking requirements are added to students accounts based on the different requirements listed the C flags and the different assigned Verification Groups by the DOE.
3. All students receive an initial tracking letter outlining what is required to complete their financial aid. If students were not selected for verification, the letter instructs them to log in to their MyWallaceState account to view their awards and for additional information. This letter has step by step instructions on the back side of the letter. Students are told in this letter they are to log in to their account for future updates concerning their Financial Aid.
4. If students are selected by the DOE for verification, they are told in the initial letter to submit the required documentation. On their online account a link is placed beside the requirement for any Verification Forms required. The student can print the form at their convenience by clicking on the link. The form is specific for Dependent or Independent students from the information submitted on FAFSA. A text box beside the link gives more information pertaining to the requirement. For example if the student was required to submit a tax return transcript, the link beside the requirement would be to the IRS.gov website and the text beside it explains this requirement. The letter also explains to students that they are NOT eligible to receive financial aid until all requirements are satisfied.

5. Once students submit their documentation is it marked Pending. Students can see this on their account in real time with a date beside the status. R = requested, P= Pending, S=Satisfied, F=Correction Pending. These items are always available on the student's website under "Unsatisfied Requirements" and "Satisfied Requirements". These items are updated by staff and by the batch processes in Banner as new data is received. Corrections come in and automatically satisfy the correction requirement and the aid is automatically processed.
6. Financial Aid staff verify files using a quick flow in Banner to reduce errors. The quick flow is made up of various screens used to verify information and determine eligibility.
7. In addition, Financial Aid staff may ask for additional documentation or add another requirement for verification if there is a discrepancy or a condition which is unusual and warrants investigation.
8. The Financial Aid staff may correct any information that is not matched and set the computer to send out the correction on the next transmission.
9. Students with a corrected ISIR are not packaged until the correction returns from CPS.
10. Once the correct ISIR is loaded into Banner, the student records goes through the Budgeting and Packaging Processes and the student is e-mailed they have been offered financial aid and how to view their award letter.
11. The student would log in to MyWallaceState and click on their Financial Aid Status and see the amount awarded. The student may accept or decline their aid or parts of their aid.
12. There are also two other tabs with information called Terms and Conditions and Title IV Auth that a student must complete. They are not required to complete these for disbursement, but they notify the student of their options.

Conflicting Information for Non-Selected Applicants
The FAO is required to resolve any discrepancies discovered in a student's file. Because need analysis information is only collected from the DOE, and additional information is typically not selected for verification, conflicting information is systematically rare. However, all conflicting information must be cleared before a student is eligible to receive funds.

Verification Time Frame
Upon receipt of any documentation that a student intends to apply for financial aid, a Tracking Letter listing missing items is sent to the student when the student record is activated after receipt of a federal transmission. This letter informs the student of additional information which is required to complete his/her financial aid file If the FAO has received DOE information identifying the student as being selected for verification, the tracking items letter requests the appropriate verification items. Financial Aid will not be awarded until all verification

items are received.

Students are notified that the majority of financial aid funds are awarded on a first-come, first-serve basis and that until the missing items are submitted to the FAO, additional processing of their file is not possible.

Wallace State requires that tuition and fees be paid or have financial aid in place before the first day of class each term. Payment deadline are published in the schedule each term.

Document Collection Procedures
Required documentation items are identified and receipt date is maintained on an automated tracking system. All required documents are identified with an "R" when the documents arrive, along with a receipt date beside the document name.

Documentation
Documentation submitted to the FAO must be legible, appropriate, and have the student's social security number or student number for identification purposes. If the student submits a document which is not legible (i.e., a copy of a tax return transcripts in which the income numbers are not identifiable), appropriate (a tax return transcript is requested and the student submits a W-2), or identifiable (student submits a copy of the step-parents tax return transcript and the last name does not match the student's and there is no student social security number and request for additional documentation will be requested and the document will be marked incomplete).

Failure to Comply
Students who fail to submit verification documents never become complete; therefore, aid is not awarded for these students

Submission After Deadline
Students who submit verification documents very late after the time they were requested will be awarded aid on an availability basis. Typically, by the end of the summer, aid funds beyond federal Pell Grant are depleted.

Notification of Verification to Applicants
Students are notified that they are selected for verification on the Student Aid Report (SAR). In addition, the tracking letter indicates to the student he/she has been selected for verification.

Verification of Data Elements
Wallace State Community College systematically verifies only those data elements required by the federal government. However, Counselors are free to ask for additional information if further investigation is needed to resolve a discrepancy from conflicting information.

Subsequent ISIR Transactions
The Financial Aid Office will review all subsequent ISIR transactions on each student to determine if any factors have changed on the students situation in regard to Financial Aid Eligibility.

Fraud
After the Financial Aid Office has reviewed all documents submitted by the student it may determine or suspect the information to be fraudulent in nature and may report the case to the Inspector General's Office in according the Federal Code 668.16 (g) for investigation 668.16(g) refers to 668.16(f) which states the Financial Aid Office must:

668.16 (f)
(f) Develops and applies an adequate system to identify and resolve discrepancies in the information that the institution receives from different sources with respect to a student's application for financial aid under Title IV, HEA programs. In determining whether the institution's system is adequate, the Secretary considers whether the institution obtains and reviews?

1. All student aid applications, need analysis documents, Statements of Educational Purpose, Statements of Registration Status, and eligibility notification documents presented by or on behalf of each applicant;
2. Any documents, including any copies of State and Federal income tax returns, that are normally collected by the institution to verify information received from the student or other sources; and
3. Any other information normally available to the institution regarding a student's citizenship, previous educational experience, documentation of the student's social security number, or other factors relating to the student's eligibility for funds under the Title IV, HEA programs;

668.16 (g) Refers to the Office of Inspector General of the Department of Education for investigation?

1. After conducting the review of an application provided for under paragraph (f) of this section, any credible information indicating that an applicant for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application. The type of information that an institution must refer is that which is relevant to the eligibility of the applicant for Title IV, HEA program assistance, or the amount of the assistance. Examples of this type of information are?

    a) False claims of independent student status;
    b) False claims of citizenship;
    c) Use of false identities;
    d) Forgery of signatures or certifications; and

e) False statements of income; and

2. Any credible information indicating that any employee, third-party servicer, or other agent of the institution that acts in a capacity that involves the administration of the Title IV, HEA programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving the Title IV, HEA programs. The type of information that an institution must refer is that which is relevant to the eligibility and funding of the institution and its students through the Title IV, HEA programs;

Contact Information for the Inspector General's Hotline is:
*   Calling the OIG Hotline's toll free number 1-800-MIS-USED. Hotline Operators take calls during the hours of Monday and Wednesday 9:00 AM until 11:00 AM, Eastern Time; Tuesday and Thursday, 1:00 PM until 3:00 PM, Eastern Time except for holidays.
*   Downloading a hardcopy of the Hotline Complaint Form, and completing, mailing or faxing to:

Inspector General's Hotline
Office of Inspector General
U.S. Department of Education
400 Maryland Avenue,S.W.
Washington, D.C. 20202-1500
Fax: (202) 245-7047

Awarding Policy
Effective with the 2012-2013 school year student aid is processed in batch on the Banner administrative computer system in the following steps.
*   ISIR data is downloaded. C code and tracking requirements required to clarify information to determine eligibility are added in batch to the student's account. The information can be seen on the student's MyWallaceState student account. The student is also mailed an initial letter with the requirements, the student number and directions on how to log in to the site.
*   Tracking requirements that are viewed online also have a link beside them for a verification form or taxes if required, so the student does not have to search for a form or the link to the IRS website. There is also a text document beside the requirement that explains what the requirement is. Students can see if documents are Requested, Satisfied or Pending and the date these were changed in real time.
*   Students selected for Verification information submit those documents and our staff checks those to ensure the information matches what was listed on the FAFSA form. If the information does not match, it is corrected and then student is not paid until the correction returns.
*   Once all information is correct and the student record

has cleared Admissions students accounts are put into a budget group depending on their information from FAFSA. Then they are packaged for the full amount of aid possible based on the criteria from their FAFSA. WSCC packages students to offer at the full time award amount for Pell Grant and the full annual amount allowed by USDE guidelines for Direct Loans.

- Once packaged students are notified by e-mail that their award letter is available to view with a link to their personal MyWallaceState account. This link also lists the Title IV Authorization where we ask them to make a decision about non-institutional charges being taken from their financial aid funds. We also have a Terms and Conditions online that gives a brief explanation to the student how their funds will be awarded. Neither of these forms are required to complete disbursement
- Once a student accepts their funds, Pell Grant funds are added to their account as available. Students are offered loans on their award letter and have the option to accept, decline or accept a partial amount on the Direct Loan. Direct Loans are NOT added to the student's account unless they accept the loan and follow the additional requirements to complete the loan process. If they accept any part of the loans, a requirement for Entrance Counseling/MPN signature is automatically added to their tracking requirements if they accept their loans.
- Entrance counseling and completed MPNs are imported to update student records. When all of the requirements are met, the student is budgeted and packaged and funds added to the student account that is available. When the student registers for classes the funds authorize in the amount per the class load and program the student is registered in on their student account.
- Cost of Attendance (COA) is checked on all students after all registration periods for a term have been completed. COA is prorated based on the enrollment during the payment periods for the student.
- Students are awarded financial aid funds by being in a program of study that is approved for Title IV Aid.

FEDERAL FINANCIAL AID APPLICATION PROCEDURES

WSCC offers a package designed to meet the demonstrated need of 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 Return Transcripts for federal income taxes completed. The Financial Aid Office is not allowed to accept regular tax returns effective Fall 2012. Students may pull a copy from the IRS Website if they have the required login information. The website will allow a student to pull the transcripts in PDF format and print the official copy themselves. 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 must apply 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.

The concept behind the policy is that the college and the student are allowed to retain only the amount of Title IV (federal) aid that is earned. If a student withdraws or stops attending classes, whether any credits have been earned for the term or not, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received. For Title IV purposes, the withdrawal date is the last date of attendance as determined by attendance records or withdrawal form.

If a student attends through 60 percent of the term, all Title IV aid is considered earned. However, withdrawing will affect a student's satisfactory academic progress and eligibility for additional financial aid.

The Return to Title IV Process
Step 1) The first step is to determine the amount of aid which must be returned. Following the determination of the last date of attendance, the school must calculate the number of days attended and the total number of days the student was scheduled to complete within the term; weekends count and any periods of no classes which are five days in lengths or greater are excluded. Days attended are then divided by the days in the term the student was scheduled to complete a calculate percentage completed. The percentage is multiplied by total aid for which the student is eligible to determine the amount of aid earned (% completed x total aid = earned aid). Total aid - earned aid = unearned aid (aid to be returned).

Step 2) The school determines total institutional charges and multiply that figure by the percentage of unearned aid (100% -

% completed = % unearned). It makes no difference which type of resource actually paid the school bill; the law assumes that Title IV aid goes first to pay the institutional charges. Institutional charges x % unearned = amount returned by school.
The school must then return the amount of unearned aid, up to the maximum received, to each of the Title IV programs in the following order:

Unsubsidized Direct Stafford Loan
Subsidized Direct Stafford Loan
Federal Perkins Loan (Wallace State does not participate)
Direct PLUS Loan
Federal Pell Grant
Federal Supplement Education Opportunity Grant (SEOG)

Step 3) The school then calculates the amount for which the student is responsible by subtracting the amount returned by the school from the total amount which is unearned. That remaining amount is the student's share and is allocated in the same order as above. That remaining amount is the student's share and is allocated in the same order as above. Total amount unearned - amount returned by school = $ amount the student is required to return to Title IV funds.

Once the school determines the dollar amounts owed the student to the USDE, the student will be notified of the amount he or she owes. Funds that must be returned by the student to the loan programs can be paid in accordance with normal loan repayment terms. For grant dollars that must be paid, the amount due from a student is limited to the amount by which the original grant overpayment amount due from the student exceeds half of the total Title IV grants funds received by the student. A student has 45 days to make repayment and does not have to repay a grant overpayment of $50 or less. Unpaid balances will be reported to NSLDS, the National Student Loan Data System, and turned over to the U.S. Department of Education for collection. Until overpayments are repaid or satisfactory repayment arrangements have been made, students will be ineligible for further Title IV aid at any institution.

Once the school determines the amount Wallace State is required to repay the USDE, Wallace State returns those funds but we bill the student for the amount of money the school had to return.

This policy is separate from the institutional refund policy. Unpaid balances due to Wallace State that results from amounts returned to Title IV programs and other sources of aid will be charged back to the student. The student is also responsible for uncollected tuition to Wallace State. The students account will be placed on hold for registration and transcripts until the balance is paid.

If a student does not begin attendance in all classes or ceases attendance during the 100% refund period, aid will be reduced

to reflect appropriate enrollment status prior to recalculating Return of Title IV Funds.

PELL GRANT/DIRECT LOAN PROGRAMS

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 on-line at www.fasfa.gov.

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

1. **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.

2. **Balance Disbursement of Federal Grant/Loan Award PELL GRANT**:

   The balance award will be distributed to the student no later than the 14th day of the term. This will be the amount left in the account after tuition, fees, and bookstore purchases have been deducted.

3. **ATTENDANCE:**

   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. Students may receive Pell Grants while working towards their first baccalaureate degree. Financial Aid Students that are reported as not attending their classes will be "No Showed" from their classes. They will be removed from those classes and financial aid will be adjusted accordingly.

4. **DIRECT LOANS:**

   Direct Loans borrowers will receive the balance on their account after **ALL** changes have been paid (tuition, fees, books, dorms, etc.). For students who have previously been a Direct Loan borrower, balance checks will begin disbursing on the 14th day of class. For first time Direct Loan borrowers, balance checks will begin disbursing after the 31st day

of class. Attendance in ALL classes must be verified before funds will be disbursed. Students must be currently attending 6 credit hours to receive funds.

Students enrolled in clock hour programs are paid by a different formula per U. S. Department of Education Guidelines because of the type of program. Those programs paying on the converted formula include: ABR, AGP, AUM, CNC, DEM, END, HVAC, LPN, MSG, PHM, UPHL, WDT, COS.

5. **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.

6. **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. Title IV Funds will be paid on courses that the students receives a letter grade twice. The third attempt on the class will not be paid.

7. **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.

8. **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.

9. **Per Federal Regulations-Higher Education Authorization Bill of 2006**

   A student who received Title IV Funds (Pell Grant, Direct Loan, or FSEOG) and officially withdraws from all classes prior to the 60%

point of the semester may **owe** 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. (See prior section)

Direct Loan Disbursement Notification Policy/Procedures

1. Wallace State notifies students as soon as FAFSA information is received by individual letter on additional requirements that are needed in order to determine the student's eligibility. Students who do not have additional requirements are also notified but their records continue in the Budgeting and Packaging Process. They are notified by e-mail of their Pell Grant and Direct Loan Eligibility when they are made an award offer and instructed how to log in to look at the offer and accept if they choose to accept the loan funds. There is also a box on the Award Offer that allows a student to accept a partial amount and a box to type in the amount of money they want.
2. The award letter breaks down Pell Grant, SEOG, Subsidized Direct Loans, Unsubsidized Direct Loans, scholarships, etc. and which terms the funds are allocated.
3. Direct Loan funds that are accepted are sent to COD to confirm MPN and Entrance Counseling before they are authorized on a student's account.
4. Direct Loan Funds do not move to Accounts Receivable to create a credit balance until after the drop add period. Classes begin usually 3 to 5 days before the drop add period ends.
5. Students can see their funds on their MyWallaceState account. They can also see when their refund check is generated as it states "Refund General" and an amount.
6. Our Business Office processes student refunds once a week, every week during the school year.
7. A loan change form gives the student multiple options to indicate what they want to change or cancel on their Direct Loan. The form gives the student the option to request loan funds that were previously declined ask to be evaluated as a second year student if hours earned changes within the school year or cancel their loan. The form must be signed by the student to be processed.
8. Students/Parents will be notified by e-mail once their request for a loan cancellation has been completed. Their MyWallaceState account will also have an additional Tracking Requirement "Loan Cancellation Request" that will show pending when a student submits the request and "satisfied" once it has been completed. These will also show the dates the changes were made.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress Requirements
The following information serves to clarify important aspects of the financial-aid program administered by Wallace State Community College.

To be eligible for FSA funds, a student must make Satisfactory Academic Progress (SAP) for financial aid purposes, and Wallace State Community College (WSCC) has a reasonable policy for monitoring student progress. The U. S. Department of Education (USDE) considers a satisfactory academic progress policy to be reasonable if it meets both the qualitative and quantitative criteria explained in this section.

WSCC's SAP policy must be at least as strict as that for students who are not receiving Federal Student Aid (FSA) funds at our school, and it must apply consistently to all educational programs and to all students within categories, e.g. full-time, part-time, and undergraduate students. WSCC's policy requires an academic progress evaluation at the end of each payment period for students in programs lasting one year or less. For all other programs, SAP requires each student that is enrolled in a term receive a SAP evaluation at the end of the term once grades have been posted.

SAP will be measured each term at WSCC. Students are required under federal regulations to maintain certain standards of progress depending on the number of hours they have attempted in college and their program of study. It is the student's responsibility to read and understand all policies associated with financial aid funding. Students should regularly check their MyWallaceState account for the latest information regarding their account. Financial Aid Status can be found under the Financial Aid Tab. After accessing the Financial Aid Tab, click Financial Status to view any SAP status of good, warnings or suspension of financial aid. Click on the blue hyperlink of the SAP status from this page and a personalized explanation will be available to the student to explain their SAP status. Students that are currently enrolled for a term are notified at the end of the term of their SAP status. Once grades are posted and SAP is calculated the e-mail notification is sent and students can see the current status on their MyWallaceState account.

Title IV financial assistance programs including Federal Pell Grant, Federal Work-Study (FWS), Federal Supplemental Education Opportunity Grant (FSEOG), Federal Family Education Loans (Stafford and PLUS) are affected by SAP.

Grades and Pace of Completion
WSCC's SAP policy specifies that both the quantitative (time-based) and qualitative (grade-based) standards are reviewed at each evaluation point.

The SAP policy outlines the quantitative standard (grade point average or GPA) that a student must have at each evaluation or, if GPA is not an appropriate measure, a comparable measure against a norm. Students enrolled in a program of more than two academic years must have a GPA of at least a "C" or its equivalent or must have an academic standing consistent with graduation requirements.

Transitional and Transfer Coursework must be included in the qualitative assessment of Satisfactory Academic Progress.

GPA requirements for long-term certificate and degree seeking students
- If the student has attempted 1-21 hours they must maintain a 1.5 GPA.
- If the student has attempted 22-32 hours they must maintain a 1.75 GPA
- If the student has attempted 33 or more hours they must maintain a 2.0 GPA.

Completion rate (attempted class hours) required by long-term certificate and degree seeking students
- If the student has attempted 1-21 hours they must maintain a 58% completion rate.
- If the student has attempted 22-32 hours they must maintain a 62% completion rate.
- If the student has attempted 33 or more hours they must maintain a 67% completion rate.

GPA requirements for short-term certificate (24-29 credit hours) students
- If the student has attempted 12 hours they must maintain a 1.5 GPA.
- If the student has attempted 24 hours they must maintain a 2.0 GPA.

Completion rate (attempted class hours) required short-term certificate (24-29 credit hours) students
- If the student has attempted 12… hours they must maintain a 58% completion rate.
- If the student has attempted 24… hours they must maintain a 67% completion rate.

Maximum Time Frame
- Maximum time frame (MAX) for an undergraduate program measured in credit hours is a period no longer than 150 percent of the published length of the program and for a program measured in clock hours, a period no longer than 150 percent of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum time frame applies to the amount of calendar time the student takes to complete those hours.)
- Example: Students are only allowed 150% of the

programs length to complete the degree or certificate. General Studies is 64 credits. Students are allowed 150% or 96 attempted credits to complete the program successfully. If the student does not complete their program in the allotted time frame their grant will be suspended. Every program is different, Students should check the catalog or Degree Works for the number of hours required for completion of their program and multiply 1.5 x time number of hours for graduation = MAX Time frame on ATTEMPTED credit hours. Students who submit an appeal for MAX should have completed a degree or certificate. WSCC cannot approve a SAP appeal for MAX if the student has not graduated from a certificate or degree program. If they have graduated from a program, we can evaluate the appeal to determine if any hours can be excluded from the attempted hours that do not count in any way toward the new program of study.

Additional Regulations
ALL prior coursework at WSCC and transfer work that has been evaluated and added to the student's transcript is included in the SAP calculation. This includes all program of student if the student has changed program of study while attending WSCC. If a student does not meet any of the requirements listed at the end of their first term, the student will be given one warning semester in which he will be eligible to receive aid. At the end of the second term of enrollment, a student not making SAP will have the financial aid suspended. They will not be eligible for Pell Grant, Direct Loans, SEOG or Federal Work Study until they are current on SAP.

There is no warning period for MAX time frame as that situation cannot be improved. Example: New students who attend their first semester and do not meet the above criteria on GPA and completion rate will be given one warning semester to receive financial aid. Students who have attended multiple semesters in the past under the old SAP policy, who are currently not meeting SAP, are not given a warning semester as they have already received aid for one semester when they had not made SAP. If financial aid funds are suspended, the student may file an appeal based on any mitigating circumstances that caused the student to be unsuccessful in their coursework.

GPA and course completion can be affected by course incomplete, withdrawals, repetitions and transfer credits from other schools. WSCC is not allowed to exclude courses in which a student remains past the add/drop period and earned a grade of "w" (or its equivalent), nor can we routinely exclude certain hours attempted, such as those taking during a summer session from the SAP calculation. Generally, all periods of the student's enrollment count when assessing progress, even periods in which the student did not receive FSA funds.

A review of SAP is not complete until both the qualitative and quantitative measures have been reviewed. If a satisfactory

progress check shows that a student does not have the required GPA or is not maintaining the required pace, she becomes ineligible for FSA funds unless she is place on financial aid warning or PLAN (after a successful appeal), as explained below.

Satisfactory Progress Definitions

Good (GOOD) Student is in good SAP standing to receive financial aid.

Appeal - A process by which a student who is not meeting SAP standards petitions the school for reconsideration of his eligibility for FSA funds.

Financial Aid Warning- Only schools that check SAP at the end of each payment period may place students on Financial Aid Warning as a consequence of not making SAP. A school may use this status without appeal or any other action by the student. Warning status lasts for one payment period only, during which the student may continue to receive FSA funds. Students who fail to make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation. Schools do not need to use the warning status; they can instead require students to immediately appeal to be placed on probation.

- **GPA** - Student is behind on their required GPA to be making SAP based on their program and the number of hours attempted. The student's financial aid has been suspended.
- **HRSGPA** - Student is behind on the percentage attempted/passed and GPA based on their program of study and number of hours attempted. The student's financial aid has been suspended.
- **MAX** - Student has attempted 150% of the number of hours required to complete their current program of study. The student's financial aid has been suspended.
- **PLAN** - Student was approved on SAP appeal and is currently following a designated plan for graduation in the program of study and the terms of their appeal.
- **DEND** - SAP appeal was denied for this term. The student's financial aid has been suspended.
- **PHRS** - Student is behind on the completion rate of hours attempted to hours earned. The student's financial aid has been suspended.
- **New** - Student is a new student and their SAP status has not been reviewed yet. Check status at a later time for updates.
- **PREENR** - Student has been previously enrolled at WSCC and the student's status will have to be reviewed to determine their current standing. Check status at a later time for updates.
- **VOID A** - Student did not meet the terms of their Financial Aid Appeal and they have voided the terms of the appeal. The student's financial aid has been suspended.
- **WARN** - Student is not currently meeting the terms of their passage rate and/or GPA. Student has been place on warning semester for their next term of enrollment. If the student's progress does not meet SAP at the end

of the second term of enrollment their financial aid will be suspended.
- **WRNGPA** - Student is not currently meeting the required GPA based on their program and the number of hours attempted. They have been placed on a warning semester for their next term of enrollment. If the student's progress does not meet SAP at the end of the second term of enrollment their financial aid will be suspended.
- **WRNHRS** - Student is not meeting the completion rate based on their program and the number of hours attempted. They have been placed on a warning semester for their next term of enrollment. If the student's progress does not meet SAP at the end of the second term of enrollment their financial aid will be suspended.

Appeals, financial aid probation and academic plans

When a student loses FSA eligibility because they failed to make satisfactory progress, he/she may submit a Financial Aid Appeal if they can provide documented proof of mitigating circumstances. Mitigating Circumstances are those that are beyond the student's control. Examples could be student or family member's illness, death in the immediate family, divorce, etc. These circumstances should relate to the terms where the student had issues with grades. Lack of focus, lack of transportation or working too many hours are not considered mitigating circumstances. When students register for classes there is an understood expectation that attendance is required.

Students must submit the appeal form and all documentation pertaining to the appeal, by the published deadline. Submitting a Financial Aid Appeal is NOT an automatic approval. The Financial Aid Committee will meet each term to review the Financial Aid Appeals.

Students will be notified of the decision made by the committee by e-mail/letter. Students must follow the terms of their appeal if approved or their Financial Aid will be suspended. Students must follow the Academic Plan in the appeal to progress toward completion of their program that is approved in the appeal.

Program changes are not allowed while a student is currently on an appeal. Students who fail to pass all attempted hours while on an appeal, withdraw from a class or fail a class will void their appeal. If a student is approved on a Financial Aid Appeal and fails to follow the terms of the appeal, a second appeal is not accepted. These terms are outlined on the appeal form and in the e-mail/letter the student receives if approved for an appeal. Students in this situation will not be eligible to receive aid until their progress is current by their own means. Student cannot be paid financial aid for prior semesters when they were not meeting SAP. Students do not regain SAP eligibility at WSCC by sitting out a semester or by paying cash alone for their next term of enrollment. SAP eligibility can only be regained after a student is meeting the current SAP for the number of attempted hours at WSCC for their program of study. Grades

and attempts on coursework made while the student was still enrolled in high school as a dual enrollment class, still counts in the SAP.

Students who have exceeded their 600% Pell Grant Lifetime Eligibility are not eligible to file an appeal to receive a Pell Grant. Their appeal will be considered for Direct Loans only. Students who have met the 150% Direct Loan Sub limit are not allowed to appeal the rule. SAP appeals are only for grades/progress only. Financial Aid Appeals are not to challenge a rule in the administration of Federal Student Aid.

Students who receive an 'I' for a grade in a course will be considered as not completing the course and it will be calculated in the SAP process and an F until it is complete.

Lifetime Financial Aid Limits and Appeals
Students who have exceeded their 600% Lifetime Pell Eligibility (LEU) are not allowed to appeal for Pell Grant. SAP appeals granted for a student in these circumstances are only approved for student loans. Students who have met their 150% Subsidized Direct Loan Eligibility (SULA) aggregate loan amount for their program at WSCC would only be eligible for unsubsidized loan eligibility if approved on appeal. These two federal limits are not items that can be appealed. Financial Aid appeals cannot challenge the rules in the administration of Financial Aid that are mandated by the USDE. Students who are at MAX time frame can only appeal if they have completed another degree or certificate. Those situations will be reviewed on an individual basis to determine which coursework may be excluded from the prior completed degree or certificate. Students approved on appeal will be required to follow their graduation plan on MAX. Failure to follow the plan will result in voiding the appeal.

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.

Students should understand that if they choose to accept a Direct Loan pertinent personal information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guarantee agencies, lenders and institutions determined to be authorized users of the data system.

Students should understand that if they choose to accept a Direct Loan pertinent personal information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guarantee agencies, lenders and institutions determined to be authorized users of the data system.

1. **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 guide-lines, 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. Direct Loan Program regulations changed so that a new borrower on or after July 1, 2013, is no longer eligible to receive additional Direct Subsidized Loans if the period during which the borrower has received such loans meets or exceeds 150 percent of the published length of the program in which the borrower is currently enrolled. These borrowers may still receive Direct Unsubsidized Loans for which they are otherwise eligible. The new Direct Loan Program regulations provide that new borrowers who are ineligible for Direct Subsidized Loans as a result of these provisions and enroll in a program for which the borrower would otherwise be eligible for a Direct Subsidized Loan become responsible for accruing interest on all previously received Direct Subsidized Loans during all future periods, beginning on the date of the triggering enrollment. Student should check their Direct Loans at www.nslds.ed.gov if they have questions about the amount of money or the number of years they have received Subsidized Loans. Students who received all of their Subsidized Direct Loan eligibility for particular year have received the equivalent to 1 year. For example if a student is enrolled in a 2-year program at WSCC. The student is eligible to receive up to 3 years of Subsidized Loans while at WSCC. If the student has received Subsidized

Direct Loans for other programs or at other schools, those years count toward their Subsidized Loan eligibility at WSCC.

2. **Federal Unsubsidized Direct Loan:**
Eligible students can receive the Federal Unsubsidized Direct Loan regardless of family income if within federal budget guidelines within the published limits of the USDE. 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 on-line repayment schedule to determine how much to borrow (www.studentaid.ed.gov). These loans have the same criteria for eligibility as the subsidized loan.

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.

OTHER TYPES OF FINANCIAL AID

1. 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."

2. 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.

3. 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.

4. VETERANS' PAYMENTS AND RESPONSIBILITIES
a. Selection of a program: In consultation with an academic counselor, each veteran must select and plan a program from 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 college VA Representative to complete the correct paperwork for the VA.

b. 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.

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

d. 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.

e. Withdrawal policy: Students who receive veteran's education benefits must notify the college VA Representative 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.

f. Receipt of checks: A student who completes an application at the beginning of the semester should expect a VA processing period of approximately 60 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 college VA Representative and if the case warrants, an inquiry will be made to the Regional Office.

g. 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.

5. ALABAMA GI AND DEPENDENTS' BENEFIT ACT

This Act provides tuition 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 or the books associated with transitional courses.

6. 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.

7. 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.

8. 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.

9. WORKFORCE INVESTMENT ACT (WIA)

Workforce Investment Act is a program to train/retrain dislocated workers and low income students who lack marketable skills. Interested students can contact the Alabama Career Center located on the Wallace State Campus. Orientation to these services is conducted on a monthly basis and students may contact the Career Center to obtain the orientation schedule at (256) 352-5538.

10. TRADE READJUSTMENT ACT (TRA/TAA)

Trade Readjustment Act provides assistance for training/retraining for students who are lacking in marketable skills. This assistance provides money for tuition, books, supplies, and in most cases a weekly allowance while in training. (TRA/TAA) is for those individuals who lost their job due to foreign trade. Students who may be eligible for this assistance can contact the Alabama Career Center at (256) 734-5580.

11. 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.

12. SCHOLARSHIPS

Wallace State Community College 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. Students must be an Alabama resident and a U.S. citizen to qualify for any scholarships except athletic and private scholarships. Recipients of athletic scholarships must be U.S. citizens.

a. Presidential Scholarships are available to students scholarships are based on a combination of the ACT composite score, the cumulative grade point average, an essay and two references who can provide information verifying qualifications. ACT plus grade point average must equal 30 (e.g., ACT 27 + GPA 3.0 = 30). The essay should be no more than 500 words and should be based on why you feel you are deserving of a scholarship and what you hope to accomplish as a result of receiving this scholarship. Proof of ACT score, essay, and transcript must be attached to the scholarship application for consideration. Deadline is February 15th.

b. Academic Excellence Scholarships are available to students majoring in an academic field of study at WSCC. Academic Excellence Scholarships are based on the ACT composite score, cumulative grade point average, an essay, and two references who can provide information verifying qualifications. ACT score plus grade point average must equal 27 (e.g., ACT 24 + GPA 3.0 = 27). The essay should be no more than 500 words and should be based on why you feel you are deserving of a scholarship and what you hope to accomplish as a result of receiving this scholarship. Proof of ACT score, essay, transcript, and letters of recommendation must be attached to the scholarship application for consideration. Deadline is February 15th.

c. Leadership Scholarships are available to students in any major who portrays leadership skills. Leadership scholarships are based on a combination of cumulative ACT composite score, cumulative grade point average, an essay, two and two references who can provide information verifying qualifications, and documentation of outstanding leadership and community service. ACT score plus grade point average must equal 24 (e.g., ACT 21 + GPA 3.0 = 24). The essay should be no more than 500 words and should be based on why you feel you are deserving of a scholarship and what you hope to accomplish as a result of receiving this scholarship. Proof of ACT score, essay, transcript, and signed documentation of leadership must be attached to the scholarship application for consideration. Service hours are required. Deadline is February 15th.

d. Allied Health and Nursing Scholarships are available to students majoring in health care programs at WSCC. These scholarships are based on the ACT composite score, cumulative grade point average (3.0 or better), involvement in clubs and organizations, and/or volunteer experience in a health-care environment. If your chosen field requires a minimum ACT score, your ACT score must be equal to or exceed the required minimum score. All Allied Health and Nursing Scholarship recipients must meet all admissions criteria for the chosen field of study. Scholarships will be voided if the student is not formally accepted into the chosen field of study.
Deadline is February 15th.

e. Career/Technical Scholarships are available to students majoring in a technical field of study at WSCC. Career/technical scholarships are based on technical achievement. If awarded a scholarship, you must take 75% of your classes in your major field of study. Additional academic classes may be taken toward an A.A.S. degree in the technical field. A transcript and two references who can provide information verifying qualifications must be attached to the scholarship application for consideration.
Deadline is February 15th.

f. Performing Arts Scholarships are awarded through the audition process. Auditions are held during the spring semester (normally in late February or early March). Contact the WSCC Music Department at (256) 352-8277 for dates and application procedures.

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

h. Senior Adult Scholarship Program - Students meeting institutional admission requirements, who are 60 years of age or older, are eligible for the Senior Adult Scholarship Program, which covers tuition only. The scholarship can be used for transitional and credit courses leading to an associate degree, diploma, or certificate. Repeat courses are not eligible. Students must pay fees by the published deadlines.

i. GED Scholarship (One Free Class) - 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.

j. IRAQI Operation Family Shield Tuition Waiver – Tuition scholarships shall be provided to children and spouses of Alabama service men and women who have been activated as part of Operation Iraqi Freedom. Such tuition scholarships shall be available only after all other federal financial assistance is applied.

k. WSCC Presidential Service Scholarships – Committee selected and approved Campus service hours and participation is required.

l. WSCC Employee and Dependent Tuition Waiver – The tuition waiver program pays for tuition only. It is designed for all full-time and Salary Schedule H-35 employees of The Alabama College System and the Alabama Community College System and their dependent as defined under Section II. An application form for the tuition assistance program is available at each institution and should be completed prior to registration for classes. Students must pay balance due by the published deadlines.

m. WSCC Ambassador Scholarship – Sponsor/committee selected and approved. Campus service hours and meeting attendance is required.

n. Miscellaneous – Students may receive a miscellaneous scholarship for various competitions, commitments and give-a-ways throughout the year, such as First-Year Gateway, Youth Leadership Development Program (YLDP), and Sigma Kappa Delta.

ESTIMATED COST OF ATTENDANCE

Student award offers are based on anticipated full-time enrollment. Students who do not enroll full time will have their cost of attendance for the period adjusted. Accordingly. Residency is determined for this purpose by the information received from the student as reported on their FAFSA form.

Resident Off Campus	**1 Semester Full Time**
Tuition and Fees	$1752
Books and Supplies	700
Room Allowance	1600
Meals	1600
Transportation	1600
Miscellaneous	480
Total	$7732

Resident Off Campus	**1 Semester Half Time**
Tuition and Fees	$876
Books and Supplies	350
Room Allowance	800
Meals	800
Transportation	800
Miscellaneous	0
Total	$3626

Resident Off Campus	**2 Semesters Full Time**
Tuition and Fees	$3504
Books and Supplies	1400
Room Allowance	3200
Meals	3200
Transportation	3200
Miscellaneous	960
Total	$15464

Resident Off Campus	**2 Semesters Half Time**
Tuition and Fees	$1752
Books and Supplies	700
Room Allowance	1600
Meals	1600
Transportation	1600
Miscellaneous	0
Total	$7252

Resident Off Campus	**3 Semesters Full Time**
Tuition and Fees	$5256
Books and Supplies	2100
Room Allowance	4400
Meals	4400
Transportation	4200
Miscellaneous	1260
Total	$21,616

Resident Off Campus	**3 Semesters Half Time**
Tuition and Fees	$2628
Books and Supplies	1050
Room Allowance	2400
Meals	2400
Transportation	2400
Miscellaneous	0
Total	$10,878

Resident With Parent	**1 Semester Full Time**
Tuition and Fees	$1752
Books and Supplies	700
Transportation	1600
Miscellaneous	1600
Meals	960
Total	$5,492

Resident With Parent — **1 Semester Half Time**

Tuition and Fees	$876
Books and Supplies	350
Transportation	800
Miscellaneous	0
Meals	480
Total	$2,506

Resident With Parent — **2 Semesters Full Time**

Tuition and Fees	$3504
Books and Supplies	1400
Transportation	3200
Miscellaneous	960
Meals	1920
Total	$10,984

Resident With Parent — **2 Semesters Half Time**

Tuition and Fees	$1752
Books and Supplies	700
Transportation	1600
Miscellaneous	0
Meals	960
Total	$5,012

Resident With Parent — **3 Semesters Full Time**

Tuition and Fees	$5256
Books and Supplies	2100
Transportation	4200
Miscellaneous	1260
Meals	2880
Total	$15,696

Resident With Parent — **3 Semesters Half Time**

Tuition and Fees	$628
Books and Supplies	1050
Transportation	2400
Miscellaneous	0
Meals	1440
Total	$7,518

Resident On Campus — **1 Semester Full Time**

Tuition and Fees	$1752
Books and Supplies	700
Transportation	1600
Miscellaneous	480
Room Allowance	1100
Meals	1600
Total	$7,232

Resident On Campus — **1 Semester Half Time**

Tuition and Fees	$876
Books and Supplies	350
Transportation	800
Miscellaneous	0
Room Allowance	1100
Meals	800
Total	$3,926

Resident On Campus — **2 Semesters Full Time**

Tuition and Fees	$3504
Books and Supplies	1400
Transportation	3200
Miscellaneous	960
Room Allowance	2200
Meals	3200
Total	$14,464

Resident On Campus — **2 Semesters Half Time**

Tuition and Fees	$1752
Books and Supplies	700
Transportation	1600
Miscellaneous	0
Room Allowance	2200
Meals	1600
Total	$7,852

Resident On Campus — **3 Semesters Full Time**

Tuition and Fees	$5256
Books and Supplies	2100
Transportation	4200
Miscellaneous	1260
Room Allowance	2875
Meals	4400
Total	$20,091

Resident On Campus — **3 Semesters Half Time**

Tuition and Fees	$2628
Books and Supplies	1050
Transportation	2400
Miscellaneous	0
Room Allowance	3300
Meals	2400
Total	$11,776

Non-Resident Off Campus — **1 Semester Full Time**

Tuition and Fees	$3156
Books and Supplies	700
Room Allowance	1600
Meals	1600
Transportation	1600
Miscellaneous	480
Total	$9,136

Non-Resident Off Campus — **1 Semester Half Time**

Tuition and Fees	$1578
Books and Supplies	350
Room Allowance	80
Meals	800
Transportation	800
Miscellaneous	0
Total	$4,328

Non-Resident Off Campus — **2 Semesters Full Time**

Tuition and Fees	$6312
Books and Supplies	1400
Room Allowance	3200
Meals	3200
Transportation	3200
Miscellaneous	960
Total	$18,272

Non-Resident Off Campus — **2 Semesters Half Time**

Tuition and Fees	$3156
Books and Supplies	700
Room Allowance	1600
Meals	1600
Transportation	1600
Miscellaneous	0
Total	$8,656

Resident Off Campus — **3 Semesters Full Time**

Tuition and Fees	$9468
Books and Supplies	2100
Room Allowance	4400
Meals	4400
Transportation	4200
Miscellaneous	1260
Total	$25,828

Non-Resident Off Campus — **3 Semesters Half Time**

Tuition and Fees	$4734
Books and Supplies	1050
Room Allowance	2400
Meals	2400
Transportation	2400
Miscellaneous	0
Total	$12,984

Non-Resident With Parent — **1 Semester Full Time**

Tuition and Fees	$3156
Books and Supplies	700
Transportation	1600
Miscellaneous	480
Meals	960
Total	$6,896

Non-Resident With Parent — **1 Semester Half Time**

Tuition and Fees	$1578
Books and Supplies	350
Transportation	800
Miscellaneous	0
Meals	480
Total	$3,208

Non-Resident With Parent — **2 Semesters Full Time**

Tuition and Fees	$6312
Books and Supplies	1400
Transportation	3200
Miscellaneous	960
Meals	1920
Total	$13,792

Non-Resident With Parent — **2 Semesters Half Time**

Tuition and Fees	$3156
Books and Supplies	700
Transportation	1600
Miscellaneous	0
Meals	960
Total	$6,416

Resident With Parent — **3 Semesters Full Time**

Tuition and Fees	$9,468
Books and Supplies	2100
Transportation	4200
Miscellaneous	1260
Meals	2880
Total	$19,908

Resident With Parent — **3 Semesters Half Time**

Tuition and Fees	$4734
Books and Supplies	1050
Transportation	2400
Miscellaneous	0
Meals	1440
Total	$9,624

Non-Resident On Campus — **1 Semester Full Time**

Tuition and Fees	$3156
Books and Supplies	700
Transportation	1600
Miscellaneous	480
Room Allowance	1100
Meals	1600
Total	$8,636

Non-Resident On Campus — **1 Semester Half Time**

Tuition and Fees	$1578
Books and Supplies	350
Transportation	80
Miscellaneous	0
Room Allowance	1100
Meals	800
Total	$4,628

Non-Resident On Campus | **2 Semesters Full Time**

Tuition and Fees	$6,312
Books and Supplies	1400
Transportation	3200
Miscellaneous	960
Room Allowance	2200
Meals	3200
Total	$17,272

Non-Resident On Campus | **2 Semesters Half Time**

Tuition and Fees	$3156
Books and Supplies	700
Transportation	1600
Miscellaneous	0
Room Allowance	2200
Meals	1600
Total	$9,256

Non-Resident On Campus | **3 Semesters Full Time**

Tuition and Fees	9468
Books and Supplies	2100
Transportation	4200
Miscellaneous	1260
Room Allowance	2875
Meals	4400
Total	$24,303

Non Resident On Campus | **3 Semesters Half Time**

Tuition and Fees	$4734
Books and Supplies	1050
Transportation	2400
Miscellaneous	0
Room Allowance	3300
Meals	2400
Total	$13,884

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 major 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.

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

1. **Process:**
   Students applying for graduation are encouraged to apply 1 semester before the semester in which expect to complete all certificate or degree requirements.
   a. Graduation Applications may be picked up at Lion Central or from the college website or from an advisor. Notices concerning the expected due dates will be listed in the semester class schedule.
   b. 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.
   c. 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.
   d. Graduation Applications cannot be processed if holds are present on an account.
   e. Cashier's Office verifies lack of holds or financial obligations and forwards to appropriate Dean or Vice President's Office for signature.
   f. Application is then submitted to Admissions Office for verification.

2. **Student Responsibilities:**
   Students are responsible for obtaining and completing 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.
   a. Students must complete a Graduation Application and meet with an advisor to sign and date the application.
   b. Students must attach a transcript and checklist to the application before submitting to the Cashier's Office.
   c. Any applicable fees must be paid when application is turned into Cashier's Office.
   d. If holds exist on student accounts, they must be cleared to process the graduation application.
   e. 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 beginning with Wednesday following the graduation ceremony.

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 and the student may not attend the class.

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 www.wallacestate.edu or at Lion

Central. Students should discuss their programs with their advisors before registering.

Change of Schedule

After a student's registration is completed, they may change their schedule by dropping or adding a course. Courses can only be added or dropped during the official drop/add period published in the current class schedule. Changes to a registration can be made via the student's MyWallaceState account.

Change of Program

A student may change programs by completing the appropriate form at Lion Central in the Bailey Center. 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
W*	Withdrawal	None
AU	Audit	None
I	Incomplete	None
S	Satisfactory	None

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

Withdrawal from a Course or from the College

From a Course – a student may withdraw from a course in which they are registered after the drop/add period. Once the drop/add period is over the student may withdraw from a course and will receive the grade of W in the course. The W will be posted on the official transcript and will not be used in computing the GPA. The last date to withdraw from a course is published in the current course schedule. Students can withdraw from a course via their MyWallaceState account or in person at Lion Central located in the Bailey Center Lobby.

Students who receive financial aid are advised to meet with the college financial aid department to determine impact on satisfactory academic progress.

From the College – a student may withdraw from the institution up to the deadline published in the course schedule. Withdrawing from all classes constitutes a withdrawal from the college. Once the drop/add period is over the student may

withdraw from a course or all courses and will receive the grade of W in each course in which they withdraw. The W will be posted on the official transcript and will not be used in computing the GPA. The last date to withdraw from a course is published in the current course schedule. Students can withdraw from a course via their MyWallaceState account or in person at Lion Central located in the Bailey Center Lobby.

Administrative Withdrawal

A student, who requests a withdrawal from a course or courses after the last published date to withdraw from a course, must complete an Administrative Withdrawal Form. This request is based on circumstances that prevented the student from completing the withdrawal process during the scheduled time. Students are encouraged to provide documentation to support their request. If approved, the student will receive a grade of W for the requested course(s). An administrative withdrawal will not alleviate any outstanding financial obligation to the college. The Administrative Withdrawal form can be accessed from the college website or Lion Central.

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.

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

30 quality points ÷ 15 hours attempted = 2.0 GPA

AU, I and W grades are not included when computing a student's grade point average (GPA) but will 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 via their MyWallaceState account. 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 opportunity 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 Executive Vice President. The faculty member shall also have the right to appeal a decision of the Chairperson to the Executive Vice President. Appeal information must be submitted in writing along with the Grade Appeal Form to the Executive Vice President's 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 Executive Vice President in reviewing the grade appeal. The Executive 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 Executive Vice President 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 Executive Vice President 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 Executive Vice President 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 Executive Vice President, to render final rulings on grade appeals. Therefore, the decision of the Executive Vice President 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 Executive Vice President 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. Students are responsible for reviewing their transcripts at the end of each semester. Discrepancies should be brought to the attention of the College Registrar by completing a request for Course Forgiveness form.

Academic Bankruptcy

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

1. If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, 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.
2. If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters, provided the student has taken and passed 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.
3. 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."
4. A student may declare academic bankruptcy only once.
5. 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 at 256.352.8238.

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

Advanced Placement (AP)
1. 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.
2. WSCC will accept AP scores of 3 or above.
3. The student is responsible for having the scores sent to the Office of Admissions.

College Level Examination Program (CLEP)
1. The CLEP exams are given by appointment in the testing office. The exams also may be taken at other colleges and sent to WSCC.
2. A minimum score of 50 is required. Some courses may have higher minimum scores. See following list of acceptable courses and scores.
3. 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.
4. 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
College Comp	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 eight semester hours) of college-level world language course work.

Credit for Military Training and Educational Experiences

Military Training

1. 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.
2. The student is responsible for having the scores sent to the Office of Admissions.
3. Credit for courses with acceptable scores will be posted to the student's transcript.

Articulation Agreements

1. 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.
2. 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.
3. Skills tests will be administered by the WSCC Instructors in those programs that require testing.
4. Credit for courses with acceptable scores will be posted to the student's transcript as transfer credit.

Challenge Exams

1. Approved course exams may be given by the departments to assess skills.
2. Upon successful completion of these exams, credit may be transcribed with a "S" grade upon payment of tuition and fees for the course tested.
3. 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)

1. Documentable training, certificates, or skills.
2. Comprehensive collection of qualifications.
3. Forms and information are available from WSCC Registrar.
4. Portfolio describes experience and student request review for possible credit.

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:

1. 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.
2. 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 Vice-

President or Dean.

3. Students enrolled in two or more developmental courses should limit schedules to 12 semester hours.
4. Students on probation may take no more than 12 hours.
5. 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 Complaint heading 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 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:
1. 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.
2. 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.

3. When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College but the semester GPA is 2.0 or above, the student remains on Academic Probation.

4. 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.

5. 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.

6. 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.

7. 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.

8. All applicable academic designations except clear 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 workshop attendance, and/or prescribing other specific methods for success.

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:

Disciplinary Action Items
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. 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 and discrimination based on gender stereotypes or any other form.
4. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes but is not limited to stalking and 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.
5. Participation in any form of gambling.
6. Unauthorized entry to College facilities, including dorms.
7. Unauthorized possession of a key to College facilities.
8. Unauthorized interference with the use of or access to a College facility.
9. Any form of littering, including, but not limited to, tobacco products such as cigarette butts.
10. 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.
11. Violation of any federal, state, or local law or ordinance.

Automatic Suspension or Expulsion Action Items
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 emergency 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, influence, sale, or distribution of any controlled substance (drug), or drug paraphernalia, as outlined by the statutes of the State of Alabama, except as expressly prescribed by a physician.
7. 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.

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 Executive Vice President. The Executive Vice President 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 Executive Vice President 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 Executive Vice President will determine whether or not the alleged misconduct warrants disciplinary proceedings. The student(s) will receive a copy of the charges.
3. The Executive Vice President 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 Executive Vice President 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 Executive Vice President.
   b. To review and make recommendations to the Vice President on student disciplinary policies and procedures. The Disciplinary Review Committee shall consist of two (2) students, six (6) faculty or staff members, and the Executive Vice President, who is chairperson.
3. To Disciplinary Review Committee shall consist of two (2) students, six (6) faculty or staff members, and the Executive Vice President, 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 Executive Vice President 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 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 Executive Vice President 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 Executive Vice President 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 Executive Vice President, 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 Executive Vice President and will be kept confidential. The Executive Vice President 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 of not more than ten minutes by the accused student.
4. Opening statement by the Vice President or his/her designee of not more than ten minutes.
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 Executive Vice President 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 Executive Vice President 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 the Executive Vice President.

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 Executive Vice President. 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, Executive Vice President, 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 (Executive Vice President) 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 Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

Appeal to the Chancellor

Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President's findings and conclusions will not be 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 Community College System 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 fin

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.

ACCS Formal Complaint Process
**This process should not be used to initiate an ADA complaint. Complaints of this nature should be filed with the designated local ADA representative at the local college.
**This process should not be used to initiate harassment or discrimination complaints. Complaints of this nature should be filed with the designated representative at the local college.
**This process should not be used to initiate an additional level of appeal. If a complainant has exhausted their administrative remedies, or if they have failed to pursue all administrative remedies, this process is not the appropriate forum. If the administrative remedies included an opportunity to address your issue with the Chancellor's Office, this process is not the appropriate forum.
**This process should not be used to initiate an employee grievance. Employees must initiate employee grievances at the local level. Employees must exhaust all avenues available at the local level prior to filing an ACCS Formal Complaint.
**This process is not an avenue to file student complaints. Students seeking to file complaints against an ACCS institution must follow the student complaint process. The form for filing student complaints may be located on the ACCS website under the Academic and Student Affairs section.

The Alabama Community College System (ACCS) Board of Trustees and Chancellor provide oversight of the State's public two-year community and technical colleges, Marion Military Institute (MMI) and the Alabama Technology Network (ATN).

While most complaints should be handled at the local college level, or with the applicable entity, the ACCS System Office, through the Legal Division, also renders assistance to resolve complaints after all local avenues of resolution have been fully exhausted. If the local avenue of resolution included appeal rights to the ACCS Chancellor, then the Chancellor's decision is deemed final and a complainant may not file a complaint using this process. Each college, MMI and the ATN are charged with providing effective and efficient avenues for employees, community members, and other interested parties to address

complaints. The ACCS Formal Complaint Process is not intended to supersede
or replace existing processes in place at the local college level.

Complainants seeking to file a report of noncompliance of federal or state law, or system policy should first address the problem by utilizing the local complaint process prior to initiating the ACCS Formal Complaint Process. Complaints of allegation of fraud, malfeasance, presidential misconduct, or other case specific instances, where the local grievance process may not result in an unbiased evaluation, may be filed using the ACCS Formal Complaint Form and will not be required to follow the local complaint process stated above.

Complainants may submit a formal complaint using this process if there is dissatisfaction with the results at the local level, or the complaint deals with allegations of fraud, malfeasance, presidential misconduct, or other case specific instances that necessitate a direct filing through this process. Formal complaints must be submitted on the required ACCS Formal Complaint Form. Complaints may be mailed to:

Alabama Community College System
Legal Division-Confidential Formal Complaint
Post Office Box 302130
Montgomery, AL 36130-2130

The Legal Division will only review completed, signed and dated complaint forms. The Legal Division will issue a written response within a reasonable time usually between 30-45 business days. The identity of the complainant will be kept confidential and will be withheld from any information submitted to the ACCS entity identified in the complaint.

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 at www.wallacestate.edu, under the Campus Security section on the Current Students page. Students may also access consumer information on the WSCC website.

MOTOR VEHICLE REGISTRATION AND REGULATIONS

1. **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 vehicle passes for campus use.

2. **Motor Vehicle Repair:**
Students may have their personal motor vehicles repaired in the following College departments: Automotive Service Technology, Auto Body, or Diesel. To insure that students in Automotive Service Technology obtain work on current auto systems and procedures, the Automotive Service Technology Department will not repair automobiles that are over ten years old. All vehicle repairs must relate to courses being taught during the semester.

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.**

POLICIES

ELECTRONIC MAIL POLICY AND PROCEDURES

WSCC has established e-mail as the recognized means for sending official information to students, faculty, and staff. Because the College has provided all students with an e-mail 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 e-mail 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, electronic devices, 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. Texting while driving on campus roadways is prohibited. Violators may be subject to fines and/or disciplinary action.

SMOKING AND EATING

Smoking, as well as tobacco products, and vapor-producing electronic devices (excluding meter-dose inhalers and nebulizers prescribed by a physician) are prohibited on WSCC property. Eating is generally prohibited in the classrooms unless approved by instructor.

CLEAN AIR POLICY

In an effort to promote a healthier educational environment, WSCC adopted a Clean Air Policy beginning in 2011. Smoking or the use of tobacco products and vapor-producing electronic devices (excluding meter-dose inhalers and nebulizers prescribed by a physician) are prohibited on WSCC property.

PLAN FOR VISITORS ON CAMPUS

1. Campus visitors should check in with Lion Central to receive a Visitor's Pass.
2. All police or other law enforcement visitors to see individual students must be joined by either WSCC Police Officer, Executive Vice President, 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 Lion Central 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 Police Department, Executive Vice-President's Office, or Auxiliary 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/LOCKER ROOM POLICY

Restrooms and locker rooms are designated separately for men and women unless otherwise posted. Locations of family or unisex restroom can be obtained through the office of the Executive Vice President. There will be no loitering in restrooms or locker rooms on Wallace State Community College's campus. Violators are subject to disciplinary action.

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 Executive Vice President.

STUDENT IDENTIFICATION CARDS

All WSCC students are required to possess current photo student ID cards while on campus or at clinical sites. Students may have an ID made by visiting Lion Central. 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. *ID cards are issued to new students beginning the 1st day of each semester.

CLINICAL BADGES

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

ANIMALS AND PETS ON CAMPUS

Per 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.

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:

1. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker;
2. Records of campus security, except in those instances where they have been transmitted within the College for administrative purposes; and
3. 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:

1. Student's name;
2. Student's address (local and permanent);
3. Student's telephone number;
4. Student's place of birth;
5. Student's major field of study;
6. Student's participation in officially recognized activities, clubs, organizations, and athletics
7. Degree and awards received by the student;
8. The previous institution most recently attended by the student; and
9. 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 Executive Vice President. 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 Executive Vice President, 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.

WSCC STUDENT HANDBOOK

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 Engineering Technology). 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 a.m. to 2:00 p.m. on Fridays.

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.

STUDENTS PROPRIETARY RIGHTS TO COURSEWORK

Students maintain the proprietary rights to any copyrightable or patentable academic work submitted in partial or full completion of course requirements. Such copyrightable or patentable works may include but are not limited to literary works, such as pamphlets, books, computer programs, manuscripts, and poems; musical works; dramatic works; pantomimes and choreographed works; pictorial, graphic, and sculptural works; motion pictures and other audio visual works; sound recordings; and architectural works.

For faculty to use a student's copyrightable or patentable work in other venues or distribute to a third party, the faculty must secure the student's written permission to do so, unless such use constitutes "fair use" under applicable law. Should a student request the return of any copyrightable or patentable work the third-party use of which is not protected by the doctrine of "fair use," faculty members will make every effort to comply with such request.   Faculty maintains the right to document the request and maintain a record of the work in a suitable format, which includes but is not limited to pictures of the work, copies of the work, and a written description of the work.

DEFINITION OF COPYRIGHTABLE WORK

A copyrightable work is that which is afforded copyright protection rights under applicable law.

DEFINITION OF A PATENTABLE WORK

A patentable work is that which is afforded patent protection rights under applicable law.

CAMPUS POLICE

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

The Wallace State Police 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 Police Department works in cooperation with the Hanceville City Police Department and the Cullman County Sheriff Office which have jurisdiction for the campus. The deputies are dispatched through the sheriff's department.

Telephone Numbers:

Emergency 911	DIAL "911"
Campus Switchboard	256.352.8000
Campus Police Department	256.352.8080
After Hours and Weekends	256.352.9975

(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 WSCC Campus Chief of Police, Wallace State Community College, P.O. Box 2000, Hanceville, Alabama 35077, 256. 352.8222.

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 2012 Campus Safety and Security Report is available under the Campus Security section in the Current Students web page at www.wallacestate.edu. Also, the daily crime report can be viewed upon request in the Chief of Police Office, which is located in the Bailey Building.

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:

1. Murder: the willful (non-negligent) killing of one human being by another.
2. Forcible and non forcible sexual offenses: a forcible sex offense 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. Non forcible sex offenses are acts of unlawful, non forcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category.
3. 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.
4. 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.

5. 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.
6. Motor vehicle theft: the theft or attempted theft of a motor vehicle.

Criminal Offenses

Criminal Offenses – On-campus

	2012	2013	2014
1. Murder/Non-negligent manslaughter	0	0	0
2. Negligent manslaughter	0	0	0
3. Sex offenses – Forcible	0	0	1
4. Sex offenses – Non-forcible	0	0	0
5. Robbery	1	0	0
6. Aggravated assault	0	0	0
7. Burglary	1	0	0
8. Motor vehicle theft	0	0	0
9. Arson	0	0	0
10. Domestic Violence	0	1	1
11. Dating Violence	0	0	0
12. Stalking	0	0	0

Criminal Offenses – On-campus Residence Halls

	2012	2013	2014
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
5. Robbery	1	0	0
6. Aggravated assault	0	0	0
7. Burglary	0	0	1
8. Motor vehicle theft	0	0	0
9. Arson	0	0	0
10. Domestic Violence	0	0	0
11. Dating Violence	0	1	0
12. Stalking	0	0	0

Criminal Offenses – Public Property

	2012	2013	2014
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
5. Robbery	0	0	0
6. Aggravated assault	0	0	0
7. Burglary	1	0	0
8. Motor vehicle theft	0	0	0
9. Arson	0	0	0
10. Domestic Violence	0	0	0
11. Dating Violence	0	0	0
12. Stalking	0	0	0

None of the reported incidents in the preceding statistical section were prompted by, or as a result of, any person's perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim. In addition to those listed above, there were no incidents of theft, simple assault, intimidation or destruction/vandalism of property motivated by prejudice.

Arrests and Disciplinary Actions
Arrests – On-campus

	2012	2013	2014
1. Illegal weapons possession	0	0	0
2. Drug law violations	0	1	1
3. Liquor law violations	0	0	0

Disciplinary Actions/Referrals – On-campus

	2012	2013	2014
1. Illegal weapons possession	0	0	0
2. Drug law violations	0	1	4
3. Liquor law violations	0	3	1

Arrests – On-campus Residence Halls

	2012	2013	2014
1. Illegal weapons possession	0	0	0
2. Drug law violations	0	0	0
3. Liquor law violations	0	0	0

Disciplinary Actions/Referrals – On-campus Residence Halls

	2012	2013	2014
1. Illegal weapons possession	0	0	0
2. Drug law violations	0	1	4
3. Liquor law violations	0	3	1

Arrests – Public Property

	2012	2013	2014
1. Illegal weapons possession	0	0	0
2. Drug law violations	0	0	0
3. Liquor law violations	0	0	0

Disciplinary Actions/Referrals – Public Property

	2012	2013	2014
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 rear-view 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.

Regulations and Fines:
It is prohibited to park:
1. Without a valid permit displayed-$20
2. In "No Parking" areas (yellow curbs)-$20
3. In a handicapped space without a valid handicapped permit prominently displayed-$50
4. On the grass, sidewalk, crosswalks-$20
5. On or over painted lines in parking stalls-$20
6. Backwards into parking places. (Rear of vehicle must face parking lot access adjacent to parking space)-$20

No vehicle shall be operated:
1. In violation of directional signs
2. 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
3. In a reckless or careless manner-$50
4. With disregard to any traffic sign and/or pavement markings-$30
5. Playing music that may be heard outside of vehicle-$20
6. While texting-$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 Police Department. The form is to be completed by the student and submitted to the Police Department to be reviewed by the Chief of Police. Once a determination has been made the results will be mailed to the student's address listed on his/her Admissions records.

Fines may also be issued for littering ($20) and smoking ($20).

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 or by clicking on the Quick Links tab on the WSCC homepage.

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.

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 possible 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 **5-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 Executive Vice President within three (3) working days of the decision of the Department Chair.
2. The Executive Vice President 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

The café located in the Center for Nursing Center for Science building is open Monday thru Thursday from 7:30 am until 2:00 pm. The café offers deli style sandwiches, coffee and smoothies.

GUIDANCE AND ADVISING SERVICES

A professionally trained staff provides guidance and advising services for all students at Wallace State Community College. These services are accessible to students in both day and extended-day programs. Faculty members and the Advising Center staff are available for academic advising and educational planning. Assessments of various kinds may be suggested to assist students with identifying personal strengths and matching interests with focused areas of study. Staff members are professionally trained for administering, evaluating, and interpreting these assessments for maximum benefit. Students are encouraged to discuss their plans, needs, and goals with their instructors, their faculty advisors, and the Advising Center staff.

Advisors are also available to assist students with creating an educational plan, making schedule and/or program changes, addressing academic performance, or developing effective

study habits. The advising staff has the skills and the ability to refer to community resources or assist students who may experience circumstances, which interfere with their academic pursuits and personal growth. It is the responsibility of each student to make use of the advisors.

Students may schedule an appointment with the Advising Center staff, or visit Lion Central for assistance.

PROCTORING SERVICES

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

HEADS 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. The prevention officer for this program 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 9-911 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 Executive Vice President, 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 Executive Vice President, 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. All technical division and selected health division students are required to purchase accident insurance through WSCC from. 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 that are designated separately for men and women (based on biological sex of individuals). 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/Locker Room Policy

Restrooms and locker rooms are designated separately for men and women unless otherwise posted. Locations of family or unisex restroom can be obtained through the office of the Executive Vice President. There will be no loitering in restrooms or locker rooms on Wallace State Community College's campus. Violators are subject to disciplinary action.

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 or at clinical sites. Students may have an ID made by visiting Lion Central. 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. *ID cards are issued to new students beginning the 1st day of each semester.

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' education benefits. The College renders guidance and counseling services to all qualified students who need assistance. The College refers Veterans who need further counseling to their local VA office.

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 Enrollment Services 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 of Lion Central) to the Executive Vice President 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).
4. The organization will submit a formal constitution and by-laws to the Executive Vice President by the end of the first year of organization.

The form (petition) will be reviewed by the Executive Vice President and the Assistant Dean 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. 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.
2. Organizations that collect and expend money must operate through a club account established in the Business Office.
3. At the end of one year of operation, the organization must submit a full and detailed report on its functions and operations to the Executive Vice President. After review of the report, the Executive Vice President 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 Community College System Board of Trustees 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 seek offices, and by conveying ideas and/or requests to elected student representatives. For more information, contact Whit Rice at 256.352.8406

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 cooperation 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. Executive Vice President

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 Executive Vice President.
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.

Sponsor: Whit Rice, 256.352.8406

OTHER CLUBS AND ORGANIZATIONS:

WSCC 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, participate in community service projects, and develop professional networks between colleagues. Membership in WSCC ANS is voluntary and

open to all pre nursing, practical nursing (LPN) and Associate Degree Nursing (ADN) students. Sponsor: Shea Mobley, 256.352.8068

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. Contact the Executive Vice President's Office, 256.352.8340

BASS CLUB
Students in this club will participate in bass fishing tournaments, promote fishing as a sport, support community bass fishing, and represent WSCC as a team at state, local and national competitions. Participants must be full-time students and join the national association in order to participate in team tournaments. Sponsor: Wesley Sams

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 are 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.

Coach: Stefany Pate, 256.352.8277

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

CIRCLE K CLUB
In partnership with the Kiwanis Club of Cullman, the Circle K Club seeks to develop college students into a global network of responsible citizens and leaders with a lifelong commitment to service. The motto of the organization is "Live to Serve, Love to Serve." The organization is open to all students who are enrolled part-time or full-time. Sponsor: Christine O'Leary, 256.352.8112

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. Sponsors: Chef John Wilson and Aaron Nichols, 256.352.7852

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: Terry Ayers, 256.352.8104

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, 256.352.8216

WALLACE STATE COMMUNITY COLLEGE DEMOCRATS
The Cullman-Blount County Young Democrats (CBCYD) is an organization that is affiliated with the Alabama Young Democrats and dedicates itself to promote a better world with equity, opportunity and freedom with a just and strong society. Projects include encouraging voter registration and increasing political awareness among others. Sponsors: Bill Moss, Susan Beck, Stacey Brunner and Karen Johnson; call 256.352.8042

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 College Conference. The College is presently developing a comprehensive program of intercollegiate athletics, which includes men's and women's basketball, men and women golf, softball, baseball, tennis (to begin in Fall 2016), and volleyball. Athletic Director: Paul Bailey, 256.352.8359

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. Sponsor: Ron Burdette, 256.352.8350

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. Sponsor: Ricky Burks, 256.352.8277

KAPPA BETA DELTA

The purpose of Kappa Beta Delta is to encourage and recognize scholarship and accomplishment among students of business, management and administration pursuing associate degrees, and to encourage and promote personal and professional improvement and a life distinguishes by honorable service to humankind. Contact Kathy Sides, 256.352.8126

Kappa Beta Delta member institutions are accredited through the Accreditation Council for Business Schools and Programs (formerly the Association of Collegiate Business Schools and Programs). ACBSP was formed in 1988 as an accrediting body for business programs, and an Associate Degree Commission established standards in 1991 for accrediting programs at two-year institutions. Since its founding in June 1997, Kappa Beta Delta has been affiliated with ACBSP, and Kappa Beta Delta membership is available exclusively to students enrolled at schools accredited by ACBSP.

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. Sponsor: James Malone, 256.352.8309

LEX ADJUTOR MAJUS (Paralegal Club)

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: Paralegal Faculty, 256.352.7877

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, 256.352.8279

MEDICAL ASSISTANT STUDENT GROUP

The purpose and goals of the Wallace State Community College Medical Assistant Student Group is to promote and bring interest to the Medical Assisting Program and maintain the importance of the Medical Assisting profession including professionalism, confidentiality and loyalty to others. Contact Tracie Fuqua, 256.352.8321

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 Suzanne Harbin, 256.352.8144

MU ALPHA THETA

Mu Alpha Theta is a mathematics honor society for community colleges. 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. To qualify for

membership in MAT you must have completed Math 112 or higher with a GPA of 3.0 in the qualifying math class or classes. Sponsors: Dr. Krystal Beasley, 256.352.8164, and Dana Adams, 256.352.8396
Eligible for Commencement Honors

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 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 music educator.

Contact: Ricky Burks, 256.352.8277

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, 256.352.8126

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. Sponsor: Stacey Sivley, 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 accommodate students' schedules. The team also travels to different colleges for competition and hosts middle school, high school, and college competitions on campus. Sponsors: Christine O'Leary, 256.352.8112, and Leigh Ann Courington, 256.352.8147

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 at Wallace State. 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:
1. Currently enrolled at Wallace State with a minimum overall GPA of 3.3
2. Completed one college English course with no English grade lower than a B
3. Completed at least 12 hours of college credit

Sponsors: Sally Warren, 256.352.8006, and Gayle Ledbetter, 256.352.8028
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. Contact the Dean of Applied Technologies, 256.352.8394

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. Sponsors: April Sutherland and Donna Attaway, 256.352.8318

STUDENT DENTAL HYGIENE CLUB
The SDHC is open to any individual majoring in Dental Assisting at WSCC. The overall objective of the SDHC is to unite members of the Dental Hygiene 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: Teresa Ray-Connell, 256.352.8381

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 MANE ISSUE
WSCC's student news, "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. News is done in print, online and by video. All students are invited to participate. Sponsors: Kristen Holmes, 256.352.8118 and Russell Moore, 256.352.8443

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, 256.352.8052

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. Sponsor: Rob Metcalf, 256.352.8250

WALLACE STATE CREATIVE WRITING CLUB
The Lion's Den Creative Writing Club is an organization of students, alumni, and members of the community who are interested in promoting writing and literature, as well as supporting writers and readers at Wallace State Community College. Participants meet regularly to discuss and critique the works of members and professional writers. This club sponsors read-ins, open-mic events, and YAWP, Wallace State's journal of arts and letters. Sponsor: Michael Salerno, 256.352.8004

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 Salerno, 256.352.8422

WSCC HOMECOMING QUEEN AND COURT
The date for Homecoming is set by the Athletic Director at Wallace State Community College. 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 in photographs and in marketing for the college.
4. Participants must also be willing to represent the College at various civic and community events sponsored by the College.

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.

Voting will take place preferably 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.

The names of the top four or five participants receiving the largest number of votes will be posted following the tabulation of the votes; however, the name of the Homecoming Queen will be held until the Homecoming Game.

For more information, contact Lion Central at 256.352.8236

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.

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.
Each Concentration can provide a map for students to follow
each semester in order to simplify completion. Contact the
Advising Center or department chair. These are available for full
and part time students.

ASSOCIATE IN ARTS DEGREE (A.A.)
Available online and on-campus

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.)
Available online and on-campus

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.

ASSOCIATE IN ARTS DEGREE (A.A.)

The General Education Core for **Associate in Arts and Associate in Science Degrees.** Available in traditional, hybrid, and online.

ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshman in all divisions.

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, Music Appreciation, Philosophy, Ethics, Religious Studies, Theater Appreciation, and Humanities.

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   12 Credit Hours
Behavioral Sciences
**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 V: Pre-Professional, Pre-Major,   **19-23 Credit Hours
and Elective Courses
* 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 110 is required for graduation.

Maximum Program Semester   64 Credit Hours
Credit Hours

Semester Credit Hour Range by   **60-64 Credit Hours
Award
* 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).

General Studies/Liberal Arts Associate in Arts Degree Map for Full and Part-time Students
(Other online classes may be substituted - visit www.wallacestate.edu/online or check with an advisor.)

Full Time: Semester 1

Course	Title	Hours
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
HIS 201	United States History I	3
THR 120	Theater Appreciation	3
CIS 146	Microcomputer Applications	3
		16

Full Time: Semester 2

Course	Title	Hours
ENG 102	English Composition II	3
MTH 112	Precalculus Algebra	3
HIS 202	United States History II	3
BIO 103	Principles of Biology I	4
SPH 106	Fundamentals of Oral Communications	3
		16

Full Time: Semester 3

Course	Title	Hours
BIO 104	Principles of Biology II	4
ENG 251	American Literature I	3
ECO 231	Principles od Macroeconomics	3
HED 224	Personal and Community Health	3
PSY 200	General Psychology	3
		16

Full Time: Semester 4

Course	Title	Hours
HUM 101	Introduction to Humanities I	3
ENG 252	American Literature II	3
GLY 101	Introduction to Geology	4
SOC 200	Introduction to Sociology	3
		13
	TOTAL HOURS	61

Part Time: Semester 1

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
		7

Part Time: Semester 2

ENG 102	English Composition II	3
MTH 112	Precalculus Algebra	3
SPH 106	Fundamentals of Oral Communications	3
		9

Part Time: Semester 3

BIO 103	Principles of Biology I	4
HIS 201	United States History I	3
		7

Part Time: Semester 4

THR 120	Theater Appreciation	3
HIS 202	United States History II	3
		6

Part Time: Semester 5

BIO 104	Principles of Biology II	4
ENG 251	American Literature I	3
ECO 231	Principles od Macroeconomics	3
		10

Part Time: Semester 6

CIS 146	Microcomputer Applications	3
ENG 252	American Literature II	3
PSY 200	General Psychology	3
		9

Part Time: Semester 7

HUM 101	Introduction to Humanities I	3
GLY 101	Introduction to Geology	4
		7

Part Time: Semester 8

HED 224	Personal and Community Health	3
SOC 200	Introduction to Sociology	3
		6
	TOTAL HOURS	**61**

Online Associate in Science Degree Map

(Other online classes may be substituted - visit www.wallacestate.edu/online or check with an advisor.)

Full Time: Semester 1

ORI 110I	Freshman Seminar	1
ENG 101I	English Composition I	3
MTH 100I	Intermediate College Algebra	3
GLY 101I	Introduction to Geology	4
PSY 200I	General Psychology	3
		14

Full Time: Semester 2

ENG 102I	English Composition II	3
PHL 206I	Ethics and Society	3
HIS 201I	United States History I	3
MTH 112I	Precalculus Algebra	3
GLY 102I	Introduction to Geology II	4
		16

Full Time: Semester 3

CIS 146I	Microcomputer Applications	3
MUS 101I	Music Appreciation	3
CHM 104I	Introduction to Inorganic Chemistry	4
ENG 251I	American Literature I	3
HIS 202I	United States History II	3
		16

Full Time: Semester 4

ENG 252I	American Literature II	3
SOC 200I	Introduction to Sociology	3
CHM 105I	Introduction to Organic Chemistry	4
AST 220I	Introduction to Astronomy	4
		14
	TOTAL HOURS	**60**

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 skill based, 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 Advising 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

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

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
GLY 101	Intro. to Geology I
GLY 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.

Academic Online Course Offerings

AREA I: Written Communications

ENG 101I	English Composition I*
ENG 102I	English Composition II*

AREA II: Literature, Humanities and Fine Arts

ENG 251I	American Literature I*
ENG 252I	American Literature II*
ENG 261I	English Literature I*
ENG 262I	English Literature II*
ENG 271I	World Literature I*
ENG 272I	World Literature II*
HUM 101I	Introduction to Humanities I*
HUM 102I	Introduction to Humanities II*
PHL 106I	Introduction to Philosophy*
PHL 206I	Ethics and Society*
REL 100I	History of World Religions*
REL 101I	Survey of Church History I*
REL 102I	Survey of Church History II*
REL 151I	Survey of the Old Testament*
REL 152I	Survey of the New Testament*
ART 100I	Art Appreciation*
ART 203I	Art History I*
MUS 101I	Music Appreciation*
THR 120I	Theatre Appreciation*

AREA III: Natural Science and Mathematics

MTH 100I	Intermediate College Algebra
MTH 103I	Introduction to Technical Math
MTH 110I	Finite Mathematics*
MTH 112I	Precalculus Algebra*
MTH 116I	Mathematical Applications*
MTH 120I	Calculus and Its Applications*
MTH 237I	Linear Algebra*
AST 220I	Introduction to Astronomy*
CHM 104I	Intro. to Inorganic Chemistry*
CHM 105I	Intro. to Organic Chemistry*
GEO 101I	Principles of Physical Geography I*
GEO 102I	Principles of Physical Geography II*
GLY 101I	Intro. to Geology I*
GLY 102I	Intro. to Geology II*
PHS 111I	Physical Science I*

AREA IV: History, Social and Behavioral Science

HIS 101I	Western Civilization I*
HIS 102I	Western Civilization II*
HIS 121I	World History I*
HIS 122I	World History II*
HIS 201I	United States History I*
HIS 202I	United States History II*
ECO 231I	Macroeconomics*
ECO 232I	Microeconomics*
GEO 100I	World Regional Geography*
GEO 101I	Principles of Physical Geography I*
GEO 102I	Principles of Physical Geography II*
PSY 200I	General Psychology*
PSY 210I	Human Growth and Development*
SOC 200I	Introduction to Sociology*

AREA V: Major, Minor and Elective Courses
(See an advisor for updates and/or www.wallacestate.edu/online.)

*Guaranteed transfer

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 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshman in all divisions.

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, Humanities, Music, Philosophy, Ethics, Religious Studies, and Theatre.

Requirements prescribe a minimum of 9 hours in Area I and Area II.

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, 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 (except for EMS and Nursing) 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.

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

* * 1- semester hour of Orientation 110, 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   18 - 29 Credit Hours
Education Requirements***

* 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 licenser and certification are required, should be encouraged to integrate the "General Studies" transfer courses whenever possible.

Maximum Program Semester
Credit Hours 76 Credit Hours
Semester Credit Hour Range by
Award 60 - 76 Credit Hours

**Maximum Program Semester   76 Credit Hours
Credit Hours**

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

COURSE CLASSIFICATION

WRITTEN COMPOSITION
ENG   English 101 and 102

HUMANITIES AND FINE ARTS

Humanities		**Fine Arts**	
HUM	Humanities	MUL	Music Ensemble
IDS	Interdisciplinary Studies	MUP	Music Performance
PHL	Philosophy	MUS	Music
REL	Religion	THR	Theater

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)
GEO Physical Geography
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.

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	**3-6 Credit Hours**
Area IV: History, Social, and Behavioral Science	**0-6 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 CERTIFICATE AWARD

The Short-Term Certificate is a formal award that prepares students for positions in business/industry and/or provides a general education foundation for additional coursework or transfer.

Area I: Written Composition I & II	**0-6 Credit Hours**
Area II: Humanities and Fine Arts	**0-6 Credit Hours**
Area III: Natural Science and Mathematics	**0-7 Credit Hours**
Area IV: History, Social, and Behavioral Science	**0-6 Credit Hours**
Area V: Occupational/Career Electives	**9-29 Credit Hours**
Maximum Program Semester Credit Hours	**29 Credit Hours**

NOTE: For Short Term Certificate in General Studies, see page 157.

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. Students must be in good academic standing and have an overall 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 Advising Center.

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 that 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 CERTIFICATE 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-calendar 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 applicant'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 Executive Vice President. 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 Executive Vice President 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 Executive Vice President 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 clinical 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 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 Executive Vice President. 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 Executive Vice President 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 Executive Vice President 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:

1. **Visual acuity** corrected to 20/20 and visual field perception to provide a safe environment for patients and coworkers.
2. **Hearing acuity** corrected to no greater than a 40 db hearing loss at 1000 and 2000 Hz.
3. **Manual dexterity** in fingering and grasping activities and the ability to perform repetitive fine motor actions.
4. **Gross motor** ability to reach, stoop, kneel, stand, walk, and sit.
5. **Strength** to lift at least 25 lbs. frequently and 50 lbs. occasionally.
6. **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.

Licenser and Certification of Health Professionals:

Upon successful completion of the program of study, students are eligible to apply for their respective licenser 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 licenser 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
Gadsden State Community College	Connie Meloun 1001 George Wallace Drive Gadsden, AL 35902 256.549.8321
Jefferson Davis Community College	Dr. Camille Cochrane P. O. Box 958 Brewton, AL 36427 251.809.1551
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	Linkage Advisor to be determined 9500 Old Greenbriar Road Tuscaloosa, AL 35404 205.391.2342

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 Applied Technologies.

INSURANCE

Most Career/Technical programs of study are required to carry accident insurance, which is available through the college.

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 currently available UPH 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 and be a high school graduate or GED recipient.

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/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: HUM/FA	Elective	3 Credit Hours
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 CERTIFICATE 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 technical field or advance in their current technical 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: Technical 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 Agriculture/Horticulture, Automotive Service Technology, Collision Repair, Culinary Arts, Diesel Technology, Electronic Technology, Engineering Technology, Flight Technology, Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R), Machine Tool Technology/CNC, Salon and Spa Management or Welding must have a high school diploma or GED.

ESSENTIAL FUNCTIONS

Technical programs require specific essential mental and physical functions, which must be possessed to be successful students. In general, all technical programs require:

1. **Visual acuity** corrected to 20/20 and visual field perception to provide a safe environment for workers and coworkers.
2. **Hearing acuity** corrected to no greater than a 40 dp hearing loss at 1000 and 2000 Hz.
3. **Manual dexterity** in fingering and grasping activities and the ability to perform repetitive fine motor actions.
4. **Gross motor ability** to reach, stoop, kneel, stand, walk, and sit.
5. **Strength** to lift at least 25 lbs. frequently and 75 lbs. occasionally.
6. **Verbal and written communication** skills adequate to exchange ideas, detailed information and instructions to others accurately through spoken or written word. Each technical program has requirements specific to success in that program and profession. Some may be more strenuous than the general functions provided here. Additional essential functions are listed in the program descriptions if applicable. These are also 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.

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 modification to meet the needs of some four institutions. For suggested poultry science 2+2 option see Agriculture/ Horticulture.

PATHWAYS

Wallace State was one of 30 community colleges in the U.S. selected by the American Association of Community Colleges to participate in the Pathways Project, funded by the Bill and Melinda Gates Foundation. The Pathways Project involves a rethinking and redesign of the student experience from enrollment through completion. Through Pathways, students will have less pressure at the outset to choose a major; rather, they will identify the pathway – Liberal Arts/General Studies, Applied Technologies, STEM (Science, Technology, Engineering and Math), or Health Science – which best aligns with their strengths and interests. The coursework taken early in their college study will be applicable to any major within the pathway. Later, when they have had a chance to do career exploration in the new GPS Freshman Seminar and have begun to build an e-portfolio, then they will have a better notion of a well-suited major, at the right time for more specialized courses. Pathways is designed to streamline the path to completion, improve success, and reduce wasted time spent changing majors. Students are encouraged contact their advisor to learn more.

ACADEMIC PROGRAMS

Art/Visual Communications
Business Education & Office Administration
Office Management Supervision/Business Management
Paralegal
Computer Science
Criminal Justice
General Education Certificate
General Studies
Liberal Arts

TECHNICAL PROGRAMS

Agriculture Production/Horticulture
Automotive Service Technology
Aviation/Flight Technology: Helicopter and Fixed Wing
Collision Repair
Culinary Arts
Diesel Technology
Electronic Technology
Engineering Technology
HVAC & Refrigeration
Machine Tool Technology
Salon and Spa Management
Welding

HEALTH PROGRAMS

Child Development
Dental Assisting
Dental Hygiene
Diagnostic Imaging
Diagnostic Medical Sonography
Emergency Medical Services
Health Information Technology and Medical Coding
Human Services
Medical Assistant
Medical Laboratory Technician
Nursing
Associate Degree (RN)
Practical Nursing
Occupational Therapy Assistant
Patient Care Specialist
Pharmacy Technology
Physical Therapist Assistant
Polysomnography Technologist (Sleep Study)
Respiratory Therapy
Therapeutic Massage

STEM PROGRAMS

Computer Science
Engineering
Pre-Engineering

AGRICULTURE/HORTICULTURE

Mr. Anthony Hilliard, Department Chair
256.352.8035
anthony.hilliard@wallacestate.edu

Associate in Applied Science Degree - General Technology (6 semesters)

Certificate (4 semesters)

Short Term Certificate (2 semesters)

Poultry Science 2+2 Option

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
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 and have a high school diploma or GED.

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)

A.A.S. (General Technology) Requirements

Area I: Written Composition	3 or 6
ENG 101 English Composition and/or	
*Students may choose:	
ENG 102 English Composition II	

Area II: Humanities and Fine Arts	<u>3 or 6</u>
**Speech may not be used as only HUM/Fine Art	
Area I and II must total 9 hours minimum	**9**

Area III: Natural Science and Mathematics	
CIS 146 Microcomputer Applications or	
CIS Elective	3
MTH 103 Technical Math or	
MTH 116 Mathematical Applications or	
MTH 100 College Algebra	3
Natural Science Elective with Lab	<u>4</u>
Area III must total 10 hours	**10**

Area IV: History, Social, and Behavioral Sciences	
ORI 110 Freshman Seminar and	1
History, Social and Behavioral Science	
Electives	<u>6</u>
Area IV must total 7 hours	**7**

Minimum General Education Total (Areas I-IV)	**26**

Area V: Agriculture/Horticulture Hours	**<u>39</u>**

Total Hours for AAS Degree	**65**

AAS General Technology Agriculture/Horticulture - Example Curriculum

1st Semester

HOC 110	Introduction of Horticulture	3
HOC 130	Nursery Production	3
HOC 135	Ornamental Plant Identification & Culture	3
HOC 230	Vegetable and Orchard Crops	3
CIS 146	Microcomputer Applications	3
ORI 110	Freshman Seminar	<u>1</u>
	Total Semester Credit Hours	**16**

2nd Semester

HOC 115	Soils and Fertilizers	3
HOC 120	Plant Propagation	3
HOC 218	Landscape Construction	3
MTH 103	Technical Math	<u>3</u>
	Total Semester Credit Hours	**12**

3rd Semester

AGP 176	Agricultural Drainage	3
HOC 125	Turf Management	3
HOC 140	Pest Management	3
ENG 101	English Composition	3
	Total Semester Credit Hours	**12**

4th Semester

HOC 136	Residential Landscape Design	3
AGP 152	Agri. Equipment Repair/Maintenance	3
HOC 210	Greenhouse Management	3
HIS 101	History Western Civilization I	3
	HUM/FA Elective	3
	Total Semester Credit Hours	**15**

5th Semester

BIO 103	Biology I	4
ENG 102	English Composition II or SPH 106 Fundamentals of Oral Communications	3
HIS 102	History Western Civilization II	3
	Total Semester Credit Hours	**10**
	TOTAL CREDIT HOURS	**65**

Agriculture Certificate – Example Curriculum Map

1st Semester

HOC 130	Nursery Production	3
HOC 135	Ornamental Plant Identification and Culture	3
HOC 230	Vegetable and Orchard Crops	3
HOC 110	Introduction to Horticulture	3
ORI 110	Freshman Seminar	1
	Total	13

2nd Semester

HOC 115	Soils and Fertilizers	3
HOC 120	Plant Propagation	3
HOC 218	Landscape Construction	3
MAH 101	Introductory Mathematics I	3
	Total	12

3rd Semester

AGP 176	Agricultural Drainage	3
HOC 125	Turf Management	3
HOC 140	Pest Management	3
COM 100	Vocational Technical English I	3
	Total Semester Credit Hours	**12**

4th Semester

HOC 136	Residential Landscape Design	3
AGP 152	Agricultural Equipment Repair and Maintenance	3
HOC 210	Greenhouse Management	3
SPC 103	Oral Communications	2
	Total Semester Credit Hours	**11**

5th Semester

AGP/AGR/HOC	Electives	9
DPT 103	Technical Computer Skills	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**60**

Sustainable Agriculture Certificate – Example Curriculum Map

1st Semester

HOC 110	Introduction to Horticulture	3
HOC 111	Horticultural Business Management	3
CUA 112	Sanitation Safety and Food Service	2
ORI 110	Freshman Seminar	1
AGP/AGR/HOC	Elective	3
	Total Semester Credit Hours	**12**

2nd Semester

HOC 115	Soils and Fertilizers	3
HOC 120	Plant Propagation	3
AGP/AGR/HOC	Elective	3
MAH 101	Introductory Mathematics I	3
	Total Semester Credit Hours	**12**

3rd Semester

HOC 140	Pest Management	3
AGP 218	Agricultural Salesmanship	3
AGP/AGR/HOC	Elective	3
COM 100	Vocational Technical English I	3
	Total Semester Credit Hours	**12**

4th Semester

AGP 152	Agricultural Equipment Repair and Maintenance	3
HOC 210	Greenhouse Management	3
HOC 151	Irrigation Systems	3
SPC 103	Oral Communications	2
	Total Semester Credit Hours	**11**

5th Semester

AGP 130	Poultry Production	4
HOC 230	Vegetable and Orchard Crops	3
AGP/AGR/HOC	Elective	3
DPT 103	Technical Computer Skills	3
	Total Semester Credit Hours	**13**
	TOTAL CREDIT HOURS	**60**

Horticulture Technician Short Term Certificate – Example Curriculum

1st Semester

HOC 110	Introduction to Horticulture	3
HOC 130	Nursery Production	3
HOC 135	Ornamental Identification and Culture	3
ORI 110	Freshman Seminar	1

	Total Semester Credit Hours	10

2nd Semester

HOC 115	Soils and Fertilizers	3
HOC 140	Pest Management	3
HOC 210	Greenhouse Management	3
HOC 211	Greenhouse Crop Production	3
	Total Semester Credit Hours	12

	TOTAL CREDIT HOURS	22

Agriculture Education Short Term Certificate- Example Curriculum*

AGP 101	Orientation to Agricultural Occupations	1
AGR 200	Induction to Animal Dairy Science	4
AGP 152	Agricultural Equipment Repair and Maintenance	3
HOC 230	Vegetable and Orchard Crops	3
HOC 136	Residential Landscape Design	3
HOC 170	Special Topics in Horticulture I	1

	TOTAL CREDIT HOURS	15

* Students must be selected to the program and receive approval from the department head before enrolling for this short term certificate

POULTRY SCIENCE 2+2 OPTION

Mr. Anthony Hilliard, Advisor
256.352.8035
anthony.hilliard@wallacestate.edu

Students interested in transferring to Auburn University as a Poultry Science major should become familiar with the degree requirements at Auburn University (these are subject to change).

The following course at WSCC is required:
AGP 130 Poultry Production   3 credit hours

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.wallacestate.edu/Programs/Technical-Division/Agricultural-Production.

AUTOMOTIVE SERVICE TECHNOLOGY

Mr. Steve Burgett, Department Chair
256. 352-8151
stephen.burgett@wallacestate.edu

Associate in Applied Science Degree
General Technology (6 Semesters)

Certificate (4 Semesters)
Short Term Certificates (2 Semesters)

At a Glance
Students will learn to use effective diagnostic strategies and modern test equipment to monitor and evaluate vehicle system data for correct function and operation.

Program Description
Automotive Service Technology (auto mechanics) offers two short term certificates, one being the Undercar/Chassis Specialist which takes one complete semester offered in the fall and two courses in the following spring semester. Completion requires 24 credit hours. The second short term certificate is the Underhood/Drivability Specialist which begins in the spring semester and includes three courses and continues through summer semester and concludes the following fall semester. Completion requires 28 credit hours with no academic course requirements. The courses offered in these two short term certificates are stackable and count toward the requirements for both the Certificate and the Associate of Applied Science (A.A.S.) Degree in General Technology.

The Certificate is a four (4)-semester program and is structured so a student may begin at any semester and accomplish the requirements for the Certificate in four consecutive semesters. It includes four academic courses and ORI 110 Freshman Seminar. The academic requirements for the Certificate are tailored to graduates who are planning on immediate employment in the automotive service industry and these courses will not meet requirements for the A.A.S. Degree in General Technology, nor will they provide transfer credit at any other college.

Associate of Applied Science (A.A.S.) Degree in General Technology is a full two-year track (six semesters) which includes the entire automotive curriculum and all the academic course requirements for an A.A.S. Degree. These academics are higher-level academics and are completely transferable to any college or university.

The automotive curriculum focuses on all systems of the vehicle and is structured to allow students to be successful working in automotive repair facilities where vehicle technology is ten years old and newer. Our program is partnered with Snap-on Tools to offer each student in the program industry certification in the latest electrical and electronic testing and diagnostic equipment. These certifications are obtained from Snap-on Tools and are in addition to all college awards. The certifications are highly recognized by vehicle repair facilities all across the country.

Admission Requirements
Students must meet all the general admission requirements of WSCC for the level of award being sought.

Program Expectations

Students are exposed to the industry requirements for today's automotive service technicians. This means, in addition to the curriculum requirements, students will develop professional skills and processes used by today's highly successful technicians. Students must be prepared to invest time and effort into their education and training. The program focuses on producing confident, qualified graduates for employment in fast paced, late model technology, vehicle repair facilities.

Career Path

Graduates will seek employment with quick service shops, independent full repair facilities (all makes and models), self-employed entrepreneur opportunities, new vehicle franchise dealerships, governmental and utility fleet repair shops, and used vehicle restoration shops (like CarMax).

Any person completing formal training and educational programs are highly sought after by employers. Shop and dealership owners have difficulties finding highly skilled and qualified technicians. They are seeking persons with good diagnostic and problem solving abilities with training in electronics and computer controlled systems with a prerequisite of mechanical and base system repairs. 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.

The Bureau of Labor Statistics reported in May of 2012 that the median annual wage of automotive service technicians was $36,610. Technicians with higher levels of training and education can earn higher wages.

A.A.S. (General Technology) Requirements

Area I: Written Composition   3 or 6

ENG 101 English Composition **and/or**

  *Students may choose one of the following courses:
  ENG 102 English Composition II

Area II: Humanities and Fine Arts   3 or 6

  **Speech may not be used as only HUM/Fine Art
Area I and II must total 9 hours minimum   **9**

Area III: Natural Science and Mathematics

  CIS 146 Microcomputer Applications or
  CIS Elective   3
  MTH 103 Technical Math or
  MTH 116 Mathematical Applications or
  MTH 100 College Algebra   3
  Natural Science Elective with Lab   4
Area III must total 10 hours   **10**

Area IV: History, Social, and Behavioral Sciences

  ORI 110 Freshman Seminar and   1
  History, Social and Behavioral Science
  Electives   6

Area IV must total 7 hours   **7**

Minimum General Education Total (Areas I-IV)   **26**

Area V: Automotive Service Hours   **47**

  Total Hours for AAS Degree   **73**

AAS General Technology - Automotive Service Technology - Example Curriculum

1st Semester

AUM 101	Fundamentals of Automotive Technology	3
AUM 121	Braking Systems	3
AUM 122	Steering and Suspension	3
AUM 130	Drive Trains and Axles	3
AUM 224	Manual Transmission and Transaxle	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester

AUM 230	Automatic Transmission and Transaxle	3
AUM 112	Electrical Fundamentals	3
AUM 162	Electrical/Electronic Systems	3
AUM 124	Automotive Engines	3
AUM 220	Advanced Automotive Engines	3
MTH 103	Technical Math	3
	Total Semester Credit Hours	**18**

3rd Semester

AUM 239	Engine Performance	3
AUM 244	Engine Performance and Diagnostics	3
AUM 246	Automotive Emissions	3
AUM 133	Automotive Air Conditioning	3
ENG 101	English Composition I	3
	Total Semester Credit Hours	**15**

4th Semester

AUM 182	Special Topics: Automatic Transmission Diagnostics	2
AUM 212	Advanced Electrical and Electronics	3
HIS 101	Western Civilization I	3
	HUM/FA Elective	3
BIO 103	Principles of Biology	4
	Total Semester Credit Hours	**15**

5th Semester

ENG 102	English Composition II or SPH 106 Fundamentals of Oral Communications	3
CIS 146	Microcomputer Applications	3
HIS 102	Western Civilization II	3
	Total Semester Credit Hours	**9**

	TOTAL CREDIT HOURS	**73**

Automotive Service Technology Certificate – Example Curriculum Map

1st Semester

AUM 101	Fundamentals of Automotive Technology	3
AUM 121	Braking Systems	3
AUM 122	Steering and Suspension	3
AUM 130	Drive Trains and Axles	3
AUM 224	Manual Transmission and Transaxle	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester

AUM 230	Automatic Transmission and Transaxle	3
AUM 112	Electrical Fundamentals	3
AUM 162	Electrical/Electronic Systems	3
AUM 124	Automotive Engines	3
AUM 220	Advanced Automotive Engines	3
DPT 103	Technical Computer Skills	3
	Total Semester Credit Hours	**18**

3rd Semester

AUM 239	Engine Performance	3
AUM 244	Engine Performance and Diagnostics	3
AUM 246	Automotive Emissions	3
AUM 133	Automotive Air Conditioning	3
SPC 103	Oral Communication Skills	2
	Total Semester Credit Hours	**14**

4th Semester

AUM 182	Special Topics Automatic Transmission Diagnostics	2
AUM 212	Advanced Electrical and Electronics	3
MAH 101	Introductory Mathematics I	3
COM 100	Vocational Technical English I	3
	Total Semester Credit Hours	**11**
	TOTAL CREDIT HOURS	**59**

Automotive Service Technology Undercar/Chassis Specialist Short Term Certificate – Example Curriculum Map

1st Semester

AUM 101	Fundamentals of Automotive Technology	3
AUM 121	Braking Systems	3
AUM 122	Steering and Suspension	3
AUM 224	Manual Transmission and Transaxle	3
AUM 130	Drive Trains and Axles	3
	Total Semester Credit Hours	**15**

2nd Semester

AUM 112	Automotive Electricity	3
AUM 230	Automatic Transmissions and Transaxles	3
AUM 182	Special Topics: Automatic Transmissions Diagnosis	3
	Total Semester Credit Hours	**9**
	TOTAL CREDIT HOURS	**24**

Automotive Service Technology Underhood/Drivability Specialist Short Term Certificate – Example Curriculum Map

1st Semester

AUM 101	Fundamentals of Automotive Technology	3
AUM 162	Electrical/Electronic Systems	3
AUM 124	Automotive Engines	3
AUM 212	Advanced Electrical and Electronics Systems	3
AUM 220	Advanced Automotive Engines	3
	Total Semester Credit Hours	**15**

2nd Semester

AUM 239	Engine Performance	3
AUM 244	Engine Performance and Diagnostics	3
AUM 246	Automotive Emissions	3
AUM 133	Automotive Air Conditioning	3
AUM 212	Advanced Electrical and Electronics Systems	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**27**

Note: The Automotive Service Technology Department will limit acceptance of automobiles for repair under the following terms: 1) vehicles must be within the last ten model years; 2) vehicles must be owned by currently enrolled students, faculty, staff or employees; 3) repairs to the vehicle must relate to the courses being taught during the semester; 4) *ALL COSTS ASSOCIATED WITH THE VEHICLE REPAIR MUST BE PAID IN FULL BEFORE REGAINING POSSESSION OF THE VEHICLE.*

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.wallacestate.edu/Programs/Technical-Division/Automotive-Service-Technology.

BUSINESS EDUCATION & OFFICE ADMINISTRATION

Ms. Kathy Sides, Department Chair
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kathy.sides@wallacestate.edu

Associate in Applied Science Degree (4 semesters)

Short Term Certificate (2-3 semesters)

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, are in great demand in today's office environment.

In May 2015, the median wage and salary annual earnings of bookkeeping, accounting, and auditing clerks were $38,370 to $51,570. Median annual earnings of executive secretaries and administrative assistants were $32,800 to $54,460 in May 2015. (Source: U.S. Department of Labor Bureau of Labor Statistics)

OPTION I - ACCOUNTING

GENERAL REQUIRED COURSES
(Available online and on campus)

ORI 110*	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II or	
SPH 106 or 107	Speech	3
HUM/FA	Humanities/Fine Arts Elective	3
MTH 116 or	Mathematical Applications or	3
MTH 100	Intermediate College Algebra	
CIS 146**	Microcomputer Applications	3
CIS 197	Advanced Commercial Software Applications (Excel II)	3
HIS/SOC/PSY	History, Social, or Behavioral Sciences Elective	3
	General Required Courses Total	**22**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshman in all divisions.

**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
	Major Required Courses Total	**45**

	TOTAL CREDIT HOURS	**67**

***OAD 101-Beginning Keyboarding is required for students with speed of less than 40 wpm. Proficiency Test Available

Students much attain a "C" or higher in all major and specialized courses.

Accounting - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
BUS 150	Business Math (& Calculations)	3
CIS 146††	Microcomputer Applications	3
OAD 103†	Intermediate Keyboarding	3
ENG 101	English Composition I	3
BUS 241	Principles of Accounting I	3
	Total Semester Credit Hours	**16**

Wallace State Community College before Fall 2004. ORI 110 is required for incoming freshman in all divisions.

2nd Semester

SPH 106/107 or	Fundamentals of Oral Communication/ Fundamentals of Public Speaking/English	
ENG 102	Composition II	3
MTH 100	Intermediate College Algebra	3
BUS 242	Principles of Accounting II	3
OAD 125	Word Processing (Word)	3
OAD 243	Spreadsheet Applications (Excel)	3
OAD 136	Adv. Financial Record Keeping (Payroll)	3
	Total Semester Credit Hours	**18**

3rd Semester

BUS 263	Social/Legal Environment of Business	3
BUS 248	Managerial Accounting	3
BUS 276	Human Resource Management	3
OAD 138	Records/Information Management	3
OAD 244	Database Applications (Access)	3
POL 211	American National Government	3
	Total Semester Credit Hours	**18**

4th Semester

ART 100	Art Appreciation	3
BUS 215	Business Communications	3
OAD 137	Comp. Fin. Record Keeping (QuickBooks)	3
OAD 218	Office Procedures	3
CIS 197E	Com Soft App Spreadsheet (Excel II)	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**67**

† **OAD 101 – Beginning Keyboarding** is required for students with speed of less than 40 wpm. Proficiency Test Available.
†† **OAD 110 – Computer Navigation** is required for students without basic computer skills. Proficiency Test Available.

OPTION II - ADMINISTRATIVE ASSISTANT

GENERAL REQUIRED COURSES
(Available online and on campus)

ORI 110*	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II or	
SPH 106 or 107	Speech	3
HUM/FA	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
HIS/SOC/PSY	History, Social, or Behavioral Sciences Elective	3
	General Required Courses Total	**22**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar if you are a transfer student with a minimum of 12 semester hours of college work or if you were enrolled at

**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
	Major Required Courses Total	**45**
	Total Hours for AAS Degree	**67**

***OAD 101-Beginning Keyboarding is required for students with speed of less than 40 wpm. Proficiency Test Available Students much attain a "C" or higher in all major and specialized courses.

Administrative Assistant - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
BUS 150	Business Math (& Calculations)	3
CIS 146††	Microcomputer Applications	3
OAD 103†	Intermediate Keyboarding	3
ENG 101	English Composition I	3
BUS 241	Principles of Accounting I	3
	Total Semester Credit Hours	**16**

2nd Semester

SPH 106/107 or	Fund. of Oral Comm./Fund of Public	
ENG 102	Speaking/ or English Composition II	3
MTH 100	Intermediate College Algebra	3
OAD 125	Word Processing (Word)	3
OAD 243	Spreadsheet Applications (Excel)	3
BUS 215	Business Communications	3
OAD 247	Special Topics (Excel II)	3
	Total Semester Credit Hours	**18**

3rd Semester

OAD 244	Database Applications (Access)	3
OAD 126	Advanced Word Processing (Word II)	3
BUS 276	Human Resource Management	3

OAD 138	Records & Information Management	3
CIS 203	Introduction to Information Highway	3
POL 211	American National Government	3
	Total Semester Credit Hours	**18**

4th Semester

OAD 136	Adv. Financial Record Keeping (Payroll)	3
OAD 218	Office Procedures	3
OAD 137	Comp. Fin. Recordkeeping (QuickBooks)	3
THR 120	Theatre Appreciation	3
OAD 246	Office Graphics and Presentations	3
	Total Semester Credit Hours	**15**

TOTAL CREDIT HOURS	**67**

† **OAD 101 – Beginning Keyboarding** is required for students with speed of less than 40 wpm. Proficiency test available.
†† **OAD 110 – Computer Navigation** is required for students without basic computer skills. Proficiency test available.

OPTION III - MEDICAL ADMINISTRATIVE ASSISTANT

GENERAL REQUIRED COURSES
(Available online and on campus)

ORI 110*	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102 or	English Composition II or	
SPH 106/107	Speech	3
HUM/FA	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
HIS/SOC/PSY	History, Social, or Behavioral	
	Sciences Elective	3
	General Required Course Total	**22**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

***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 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
	Major Required Courses Total	**45**

Total Hours for AAS Degree	**67**

**OAD 101-Beginning Keyboarding is required for students with speed of less than 40 wpm. Proficiency Test Available

Students much attain a "C" or higher in all major and specialized courses.

Medical Administrative Assistant - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
BUS 150	Business Math (& Calculations)	3
CIS 146**	Microcomputer Applications	3
OAD 103*	Intermediate Keyboarding	3
ENG 101	English Composition I	3
OAD 138	Records & Information Management	3
	Total Semester Credit Hours	**16**

2nd Semester

SPH 106/107 or	Fund of Oral Comm./Fund of Public	
ENG 102	Speaking 106 or English Composition II	3
MTH 100	Intermediate College Algebra	3
OAD 125	Word Processing	3
CIS 203	Introduction to Information Highway	3
OAD 243	Spreadsheet Applications (Excel)	3
HIT 110	Medical Terminology	3
	Total Semester Credit Hours	**18**

3rd Semester

OAD 244	Office Procedures Database Applications	3
OAD 246	Office Graphics and Presentations	3
BUS 276	Human Resource Management	3
OAD 214	Medical Office Procedures	3
BUS 241	Principles of Accounting I	3
POL 211	American National Government	3
	Total Semester Credit Hours	**18**

4th Semester 4

OAD 126	Advanced Word Processing (Word II)	3
OAD 218	Office Procedures	3
BUS 215	Business Communications	3
OAD 137	Comp. Fin. Recordkeeping (QuickBooks)	3
THR 120	Theatre Appreciation	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**67**

*OAD 101 – Beginning Keyboarding is required for students

with speed of less than 40 wpm. Proficiency Test Available.
OAD 110 – Computer Navigation is required for students without basic computer skills. Proficiency Test Available.

SOFTWARE APPLICATIONS SHORT TERM CERTIFICATE

The Software Applications Short Term 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	Spreadsheet Applications (Excel I)	3
OAD 244	Database Applications (Access)	3
OAD 246	Office Graphics & Presentations	3
OAD 247	Special Topics (Excel II)	3
	Required Courses Total	**24**

*OAD 110 - Computer Navigation is required for students without basic computer skills. Proficiency Test Available.

Students much attain a "C" or higher in all major and specialized courses.

GENERAL OFFICE ASSISTANT
SHORT TERM CERTIFICATE

The Short Term Certificate Program in General Office Assistant is designed for persons seeking employment in an office environment. In addition, this Short Term 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 I)	3
OAD 246	Office Graphics & Presentation	3
	Total Hours for Short Term Certificate	**24**

*OAD 110 - Computer Navigation is required for students without basic computer skills. Proficiency Test Available.

Students much attain a "C" or higher in all major and specialized courses.

ACCOUNTING APPLICATIONS
SHORT TERM CERTIFICATE

The Short Term Certificate Program for Accounting Applications is designed for students wishing to gain bookkeeping and accounting skills using the latest technologies, in order to enhance their job-seeking opportunities. This Certificate Program also provides professional development for currently employed persons in need of new and updated skills.

OAD 138	Record/Information Management	3
OAD 137	Computer Financial Record keeping	3
BUS 241	Principles of Accounting I	3
OAD 243	Spreadsheet Applications (Excel)	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
OAD 136	Advanced Financial Record keeping	3
BUS 150	Business Math	3
	Total Hours for Short Term Certificate	**24**

Students must attain a "C" or higher in all major and specialized courses.

MEDICAL OFFICE ASSISTANT
SHORT TERM CERTIFICATE

The Medical Office Assistant Short Term Certificate seeks to meet the needs of students who wish to widen their employment opportunities by gaining skills relating to medical terminologies and procedures. This program represents high-quality, short-term training uniquely suited for medical office personnel.

OAD 103* **	Intermediate Keyboarding	3
OAD 125	Word Processing	3
OAD 243	Spreadsheet Applications	3
HIT 110	Medical Terminology	3
OAD 214	Medical Office Procedures	3
OAD 126	Advanced Word Processing	3
OAD 246	Office Graphics and Presentations	3
BUS 150	Business Math	3
	Total Hours for Short Term Certificate	**24**

*OAD 110 - Computer Navigation is required for students without basic computer skills. Proficiency Test Available.

**OAD 101-Beginning Keyboarding-Students without previous keyboarding experience or unable to test 40 wpm must take OAD 101.

Students must attain a "C" or higher in all major and specialized courses.

BUSINESS ADMINISTRATION
(as General Studies with Concentration in Business Administration)
(Transfer Option)

Ms. Marcy Manning, Advisor
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Dr. Glynice Crow, Advisor
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glynice.crow@wallacestate.edu

At a Glance

The Business Administration Program is designed for students who wish to pursue a four-year degree in a business-related area such as Accounting, Economics, Finance, Management, or Marketing. General Education Core courses and Professional Core courses are taken at WSCC and then transferred to a four-year institution. As students progress through the curriculum, contact must be made with the four-year (senior) institution to ensure that guidelines are met for transfer.

The Statewide Articulation Reporting System (STARS) will provide very specific transfer information 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 contract can be created. The STARS website can be accessed from the Wallace State homepage, or online at http://www.wallacestate.edu/admissions/stars.html. You may also access STARS from the WSCC Admissions Office.

GENERAL REQUIRED COURSES
(Available online and on campus)

ORI 110	Freshman Seminar	1
ENG 101 & 102*	English Composition I&II	6
ENG	Literature Sequence**	6
SPH 106 or 107	Fundamentals of Oral Communication	3
MTH*	Math Elective (chosen from MTH 112 -115 or MTH 120-126)	3
ELECTIVE	Natural Science Electives must have labs)**	8
HIS	History**	3
PSY 200 or	General Psychology	
SOC 200	Intro to Sociology	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
Fine Arts Elective	(ART/MUSIC/THEATRE)**	3
	General Required Course Total	**42**

MAJOR REQUIRED COURSES

BUS 241&242	Principles of Accounting I&II	6
BUS 263	Legal & Social Environment of Business	3
BUS 271 & 272	Business Statistics I & II	6
CIS 146	Microcomputer Applications	3
MTH 120 or	Calculus and Its Applications or	
BUS Elective	BUS 215,275, 276, 285***	3
	Major Required Courses Total	**21**
	Total Hours for AS Degree	**63**

*A grade of "C" or higher is necessary for transfer.

**Only code "A" courses should be taken in General Required Courses.

***Must check with senior institution to determine which course they require.

Note: Students must attain a grade of "C" or higher in all major and specialized courses.

Business Administration - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
PSY 200	General Psychology	3
BUS 241	Principles of Accounting I	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	**16**

2nd Semester

ENG 102	English Composition II	3
HIS 201	United States History I	3
BIO 103	Principles of Biology	4
ECO 231	Principles of Macroeconomics	3
BUS 242	Principles of Accounting II	3
	Total Semester Credit Hours	**16**

3rd Semester

PHS 200	Physical Science I	3
ECO 232	Principles of Microeconomics	3
SPH 106/107	Fund of Oral Communication/Fund of Public Speaking	3
ENG 261	English Literature I	3
BUS 271	Business Statistics I	3
	Total Semester Credit Hours	**15**

4th Semester

MUS 101	Music Appreciation	3
ENG 262	English Literature II	3
MTH 120/	Calculus and Its Applications/or	
Or BUS Elective	BUS 215, 275, 276, 285*	3
BUS 263	Legal & Social Environment of Business	3
BUS 272	Business Statistics II	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**63**

*Students must check with their Senior institution to determine which courses they require for all courses.

BUSINESS MANAGEMENT & SUPERVISION

Ms. Terri McGriff-Waldrop, Advisor
256. 352-8072
terri.waldrop@wallacestate.edu

**Associate in Applied Science Degree
(4-5 semesters)**

Short Term Certificate (2-3 semesters)

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 businesspersons 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, and major required courses to provide a broad base of management expertise. An elective allows 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 management/administration with an emphasis on marketing. Advertising, marketing, promotions, public relations, and sales manager jobs are highly coveted.

Median annual earnings in May 2015 were $46,910 - $102,070 for sales managers.

Excellent employment opportunities for construction managers are expected through 2016 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 2015 were $97,690.

Employment of medical and health service managers is expected to grow faster than average for all occupations, 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 $61,890-$110,330 in May 2015. (Source: U.S. Department of

Labor Bureau of Labor Statistics)

GENERAL REQUIRED COURSES

ORI 110*	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II or	3
SPH 106 or 107	Speech	
HUM/FA	Humanities/Fine Arts Elective	3
MTH 100	Intermediate College Algebra	3
CIS146	Microcomputer Applications	3
CIS 113	Spreadsheet Software Applications (Excel I)	3
HIS/SOC/PSY	History, Social, or Behavioral Sciences Elective	3
ECO 231	Principles of Macroeconomics	3
	Total General Required Courses	**25**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

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
	Total Major Required Courses	**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
ETP 265	Entrepreneurial Marketing	3
ETP 266	Entrepreneurial Finance	3
BUS 298	Directed Studies I	3
ELECTIVE	Advisor Approved Elective***	3
OAD 247**	Advanced Commercial Software Applications (Advanced Excel)	3
	Total Specialized Courses	**27**
	Total for AAS Degree	**67**

**CIS 113 is a prerequisite to OAD 247.

***Advisor approved electives must begin with one of the following prefixes: BUS, RLS, or ETP 267.

Students must attain a "C" or higher in all major and specialized courses.

Business Management - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	**16**

2nd Semester

SPH 106/107 or	Fundamentals of Oral Communication/	
ENG 102	Fundamentals of Public Speaking/	
	English Composition II	3
POL 211	American National Government	3
ECO 231	Principles of Macroeconomics	3
BUS 242	Principles of Accounting II	3
BUS 285	Principles of Marketing	3
	Total Semester Credit Hours	**15**

3rd Semester

CIS 113*	Spreadsheet Software Applications (EXCEL)	3
ECO 232	Principles of Microeconomics	3
BUS 248	Managerial Accounting	3
ETP 265	Entrepreneurial Marketing	3
BUS 275	Principles of Management	3
BUS 276	Human Resource Management	3
	Total Semester Credit Hours	**18**

Semester 4

ART 100	Art Appreciation	3
OAD 247*	Excel II	3
BUS 263	Legal Environment of Business	3
ETP 266**	Entrepreneurial Finance	3
†	Business Elective – BUS, RLS, or ETP 267**	3-4
BUS 298	Directed Studies I	3
	Total Semester Credit Hours	**18-19**
	TOTAL CREDIT HOURS	**67-68**

*CIS 113E is a prerequisite to OAD 247.
**This course taken during student's second year of business courses. Completion of courses in accounting and marketing suggested.
† Contact advisor for an appropriate elective.

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	Computerized Financial Recordkeeping	3
OAD 247	Special Topics (Advanced Excel)	3
ETP 266	Entrepreneurial Finance Spreadsheet Software	3
	Total Specialized Courses	**28**
	Total for AAS Degree	**68**

Students must attain a "C" or higher in all major and specialized courses.

Financial Management - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	**16**

2nd Semester

SPH 106/107 or	Fund of Oral Comm./Fund of Public	
ENG 102	Speaking 106 or English Composition II	3
POL 211	American National Government	3
HUM 101	Introduction to Humanities I	3
ECO 232	Principles of Microeconomics	3
BUS 242	Principles of Accounting II	3
BUS 285	Principles of Marketing	3
	Total Semester Credit Hours	**18**

3rd Semester

CIS 113*	Spreadsheet Software Applications (EXCEL)	3
ECO 232	Principles of Microeconomics	3
BUS 248	Managerial Accounting	3
BUS 275	Principles of Management	3
BUS 276	Human Resource Management	3
RLS 101	Real Estate Principles	4
	Total Semester Credit Hours	**19**

4th Semester

OAD 137	Comp. Fin. Recordkeeping (QuickBooks)	3
OAD 247*	Special Projects/Advanced Excel	3
BUS 263	Legal & Social Environment of Business	3
BUS 271	Business Statistics I	3
ETP 266*	Entrepreneurial Finance	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**68**

*CIS 113E is a prerequisite to OAD 247. To be taken in Spring before graduation. Comprehensive class based on all course work.
**This course should be taken student's second year of business courses. Completion of courses in accounting and

marketing suggested.
OPTION III - OFFICE MANAGEMENT

Specialized Courses

BUS 150	Business Math	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	Computerized Financial Recordkeeping	3
OAD 218	Office Procedures	3
OAD 247**	Special Topics (Advanced Excel)	3
	Total Specialized Courses	**27**
	Total for AAS Degree	**67**

**CIS 113 is a prerequisite to OAD 247.
Students must attain a "C" or higher in all major and specialized courses.

Office Management - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	**16**

2nd Semester

SPH 106/107 or	Fund of Oral Comm./Fund of Public	
ENG 102	Speaking or English Composition II	3
POL 211	American National Government	3
ECO 231	Principles of Macroeconomics	3
OAD 137	Comp. Fin. Recordkeeping/QuickBooks	3
BUS 242	Principles of Accounting II	3
BUS 285	Principles of Marketing	3
	Total Semester Credit Hours	**18**

3rd Semester

CIS 113*	Spreadsheet Software Application (Excel)	3
ECO 232	Principles of Macroeconomics	3
BUS 248	Managerial Accounting	3
BUS 275	Principles of Management	3
BUS 276	Human Resource Management	3
	Total Semester Credit Hours	**15**

4th Semester

ART 100	Art Appreciation	3
OAD 218	Office Procedures	3
OAD 247*	Excel II	3
BUS 263	The Legal Environment of Business	3
BUS 150	Business Math	3
BUS 215	Business Communications	3

	Total Semester Credit Hours	**18**
	TOTAL CREDIT HOURS	**67**

*CIS 113E is a prerequisite to OAD 247.
Contact advisor for an appropriate elective.

OPTION IV - Entrepreneurship - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
EPT 279	Small Business Management	3
	Total Semester Credit Hours	**16**

2nd Semester

SPH 106/107 or	Fund of Oral Comm./Fund of Public	
ENG 102	Speaking/English Composition II	3
POL 211	American National Government	3
MUS 200	Music Appreciation	3
ECO 231	Principles of Macroeconomics	3
BUS 242	Principles of Accounting II	3
BUS 285	Principles of Marketing	3
	Total Semester Credit Hours	**18**

3rd Semester

CIS 113*	Spreadsheet Software Application (Excel)	3
ECO 232	Principles of Microeconomics	3
BUS 248	Managerial Accounting	3
BUS 275	Principles of Management	3
BUS 276	Human Resource Management	3
ETP 265	Entrepreneurial Marketing	3
	Total Semester Credit Hours	**18**

4th Semester

BUS 263	Legal & Social Environment of Business	3
BUS 271	Business Statistics I	3
ETP 267	Innovation and Creativity	3
ETP 268**	Business Planning	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**68**

*To be taken during a student's second year of Business courses. Completion of courses in accounting and marketing suggested.
**To be taken in Spring semester before graduation. Comprehensive class based on all course work.

OPTION V - Transportation Management

Specialized Courses

TRT 101	History of Transportation	3
TRT 102	Regulation of Transportation	3

TRT 103	Industrial Traffic Management	3
TRT 104	Transportation and Distribution Logistics	3
TRT 210	Tracking Systems	3
TRT 213	Freight Loss and Damage Claims	3
TRT 214	Import/Export Transportation Management	3
TRT 218	Transportation of Hazardous Materials	3
TRT 220	Directed Studies in Traffic/Transportation	3
	Total Specialized Courses	**27**
	Total for AAS Degree	**67**

Students must attain a "C" or higher in all major and specialized courses

Transportation Management - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	**16**

2nd Semester

SPH 106/107 or	Fund of Oral Comm./Fund of Public	
ENG 102	Speaking 106 or English Composition II	3
POL 211	American National Government	3
ECO 231	Principles of Macroeconomics	3
BUS 285	Principles of Marketing	3
TRT 101	History of Transportation	3
TRT 102	Regulation of Transportation	3
	Total Semester Credit Hours	**18**

3rd Semester

CIS 113*	Spreadsheet Software Application (Excel)	3
ECO 232	Principles of Microeconomics	3
BUS 275	Principles of Management	3
TRT 103	Industrial Traffic Management	3
TRT 104	Transportation and Distribution Logistics	3
TRT 210	Tracking Systems	3
	Total Semester Credit Hours	**18**

4th Semester

MUS 101	Music Appreciation	3
TRT 213	Freight Loss and Damage Claims	3
TRT 214	Import/Export Transportation Management	3
TRT 218	Transportation of Hazardous Materials	3
TRT 220	Directed Studies in Traffic & Transportation	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**67**

*CIS146 Proficiency Test/Microsoft Certification

Business Supervision Short Term Certificate
This certificate is primarily designed for students who plan to seek employment in a business-related field. It also would aid those who are employed and wish to upgrade their business skills and knowledge.

BUS 100	Introduction to Business	3
BUS 285	Principles of Marketing	3
ETP 265	Entrepreneurial Marketing	3
ETP 266	Entrepreneurial Finance	3
BUS 276	Human Resource Management	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
	Total Hours for Short Term Certificate	**24**

Students must attain a "C" or higher in all major and specialized courses.

Financial Applications Short Term Certificate
This short-term certificate program is designed to provide students with a clear understanding of financial terminology and concepts. It provides students the basic skills for entry-level positions in insurance, finance and banking institutions.

BUS 100	Introduction to Business	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
ETP 266	Entrepreneurial Finance	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
	Total Hours for Short Term Certificate	**27**

Students must attain a "C" or higher in all major and specialized courses.

Office Supervision Short Term Certificate
This certificate program is for students who plan to seek positions as office management personnel. It would also benefit existing office management seeking knowledge in the latest business trends and technologies.

BUS 100	Introduction to Business	3
CIS 146	Microcomputer Applications	3
BUS 263	Legal & Social Environment of Business	3
BUS 276	Human Resource Management	3
OAD 218	Office Procedures	3
BUS 215	Business Communications	3
BUS 275	Principles of Management	3
	Total Hours for Short Term Certificate	**21**

Students must attain a "C" or higher in all major and specialized courses.

Entrepreneurship Applications Short Term Certificate
This certificate is designed to give individuals essential skills for developing and operating a small business.

BUS 100	Introduction to Business	3
ETP 279	Small Business Management	3
ETP 265	Entrepreneurial Marketing	3
ETP 267	Innovation and Creativity	3
BUS 276	Human Resource Management	3
ETP 268	Business Planning	3
ETP 266	Entrepreneurial Finance	3
	Total Hours for Short Term Certificate	**21**

Students must attain a "C" or higher in all major and specialized courses.

Transportation Applications Short Term Certificate
The Transportation Applications certificate teaches professional fundamentals of transportation and logistics combined with an executable understanding of cut-edge technology and methodologies that make organizations efficient and more cost-effective.

TRT 101	History of Transportation	3
TRT 102	Regulation of Transportation	3
TRT 103	Industrial Traffic Management	3
TRT 104	Transportation and Distribution Logistics	3
TRT 210	Tracking Systems	3
TRT 213	Freight Loss and Damage Claims	3
TRT 214	Import/Export Transportation Management	3
TRT 218	Transportation of Hazardous Materials	3
TRT 220	Directed Studies in Traffic and Transportation	3
	Total Hours for Short Term Certificate	**27**

Students must attain a "C" or higher in all major and specialized courses.

CHILD DEVELOPMENT

Dr. Marcie Hill, Program Director
256. 352-8383
marcie.hill@wallacestate.edu

**Associate in Applied Science Degree
(5 semesters)**

Short Term Certificate (1 semester)

At a Glance
Child Development courses are all now offered in an online format. Students may enroll in most of the child development (CHD) courses without being admitted into the program. Completion of the Child Development Program provides students with a specialized quality education with the necessary knowledge and skills to become successful caregivers and administrators in early care and education programs such as family day cares, childcare centers, Head Start, Early Head Start or Pre-K assistants.

Teachers of young children play a vital role in the development of children. Positive experiences during children's early years are critical for brain development and can shape their views of themselves and the world. What children learn and experience in the first five years can affect their later success or failure in school.

Preschool teachers use a variety of teaching strategies and materials to teach basic skills and introduce concepts to children in all subjects. Teacher assistants provide instructional and clerical support for classroom teachers. They may also tutor and assist children.

There will be an increased demand for preschool programs as the population of children ages 3 to 5 is expected to rise. Because children between these ages are typically enrolled in preschool, the demand for preschool teachers increases when this population increases. (U.S. Department of Labor).

Program Description
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 day care centers and homes.

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 teachers or assistants in Head Start or Early Head Start, and as teaching assistants in the Alabama's First Class Pre-K programs. Classes in this program are designed to meet the Alabama state minimum standard qualifications for a director, program director, and teacher in a licensed childcare center. Students can fulfill the 120 hours of education training competent of the Child Development Associate Credential (CDA) by successfully completing three courses which are CHD 100, CHD 206, and CHD 204 or 209 (infant and toddler only). See below for details.

Admission Requirements
Applicants Must:
1. Submit a WSCC application to the Admissions Office, declaring Child Development as the major and meet all the general admission requirements of the college.
2. Submit a completed CHD program application to the Child Development Program Director. A completed program application includes unofficial transcripts from all colleges/schools previously attended. Students can apply to the program before completion of the general education courses.
3. Possess a minimum cumulative GPA of 2.0 on a 4.0 scale on all previous high school and college work attempted.

4. Submit COMPASS/ACCUPLACER scores for reading, writing, and math.
5. Schedule an interview with the Child Development Program Director; this should be completed at the time application is made to the CHD program prior to the semester you wish to enroll.

Selection and Notification
1. The Child Development Program admits three times 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 address provided on the application.
3. Students selected must respond, confirming acceptance within ten (10) days of the postmarked date of the acceptance letter. A student who fails to respond may forfeit his/her place 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 Academic and Student Regulations section of the Wallace State College Catalog.

Students enrolled in CHD 215 are required to participate in observations and field experiences to complete activities and assignments with children for some coursework. Students are expected to be able to fulfill these assignments at the students' expense and should plan accordingly.

Child Development courses are offered online and utilize Blackboard for communication, information and submission of assignments so students are expected to have access to a computer with Internet access and have the necessary skills to complete coursework utilizing word processing and accessing Internet files or websites. CHD 215 requires admission to the program. Students may enroll in all other CHD courses without first being admitted into the program.

Prior to taking courses, students are advised to meet with the program director to develop a comprehensive plan for satisfying program requirements in a timely manner. Most courses are only offered once per year so it is recommended that students plan ahead to take the courses that are needed.

Upon Admission
1. Students selected for acceptance are required to attend the mandatory orientation session on campus (offered online for students who live greater than 75 miles from campus).
2. Upon acceptance into Child Development and before registering for CHD 215, the student must submit:
   a. signed consent on drug and alcohol testing, background check, and other college policies located in the child development program handbook
   b. proof of CPR certification as Health Care Provider
   c. proof of health insurance. Liability and accident insurance are available through the college
   d. a completed physical examination form (current within one year)

Admission to the Child Development program shall be conditional depending upon the student's ability to pass an initial drug screen and background check with annual updates through Wallace State. Background checks completed through other means are not acceptable. Students may be subjected to random drug testing during the length of the program.

Students cannot begin field observations until copies of the completed physical form, background check, drug screening, CPR certification and health insurance card are on file.

Progression
Systematic progression through the program will ensure timely completion of the program. Since most courses are only offered once each year, it is important to meet with the Program Director to create a plan for completion. By following the suggested course schedule students will be able to complete the program within five semesters. *It is not mandatory that all General Required Courses be completed before enrolling in CHD courses.*

Uninterrupted progression is most desirable. If progression is interrupted for more than one semester (excluding summer), the student must apply for readmission to the program. Students who are readmitted must follow all program expectations as listed in the catalog and student handbook.

Students are required to achieve a grade of "C" or above in all general and major required courses. Students who fail to earn a "C" or above will be required to repeat the course.

Students are required to maintain a 2.0 GPA while enrolled in the program. If the GPA falls below a 2.0, the student will be dismissed from the program after one semester and must apply for readmission. Students can reapply to the program one time.

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 teacher assistants or aides in public school systems, as teachers or directors in private and preschool programs and as teacher in Head Start or an assistant in Alabama's First Class Pre-K. 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.

Some Child Development courses from WSCC will be accepted

for transfer to other four year institutions to obtain a B.S. Degree in Early Childhood Education. Please consult STARS transfer guide for the latest information.

The **Child Development Short 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 day care centers and homes.

Employment of preschool teachers is projected to grow 7 percent from 2014 to 2024, about as fast as the average for all occupations. Growth is expected due to a continued focus on the importance of early childhood education. The median annual wage for preschool teachers was $28,120 in May 2014. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less.

(Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Preschool Teachers.)

Completion Requirements

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) CURRICULUM GENERAL & MAJOR REQUIRED COURSES (5 semesters)
The A.A.S. is designed for individuals whose primary goal is to enter the workforce upon graduation.

Child Development – Example Curriculum Map

1st Semester
ORI 110	Freshman Seminar * unless exempt	1
CHD 100	Introduction to Early Care and Education of Children	3
CHD 204	Methods and Materials for Teaching Young Children	3
CHD 206	Children's Health and Safety	3
CHD 209	Infant and Toddler Education Programs	3
EMS 100**	Cardiopulmonary Resuscitation	1
	Total Semester Credit Hours	**14**

2nd Semester
CHD 201	Child Growth & Development Principles	3
CHD 205	Program Planning for Educating Young Children	3
CHD 210	Educating Exceptional Young Children	3
ENG 101	English Composition I	3
	Total Semester Credit Hours	**12**

3rd Semester
SPH 106	Oral Communication or SPH 107	3
HUM	Humanities/Fine Arts Elective	3
MTH 116	Mathematical Applications	3
Natural Science Elective with Lab		4
	Total Semester Credit Hours	**13**

4th Semester
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
PSY 200	General Psychology	3
ENG 102	English Composition II	3
	Total Semester Credit Hours	**12**

5th Semester
CHD 208	Administration of Child Development Programs	3
CHD 215****	Supervised Practical Experience	3
CIS 146	Microcomputer Applications	3
Elective	General Education (HIS or LIT recommended for transfer)	1-3
	Total Semester Credit Hours	**10-12**

| | **TOTAL CREDIT HOURS** | **61-63** |

SHORT CERTIFICATE (1 semester)
The Short Certificate is designed to serve as a step for continuing toward an A.A.S. in Child Development or directly entering the workforce. *Choose the short certificate option to attend in either Fall or Summer semester to earn the Infant/Toddler, Preschool/Family Child Care, or Early Childhood Education Short Certificate. Choose the short certificate option to attend in the Spring semester for the Child Development Short Certificate.*

Infant/Toddler Short Certificate (Fall or Summer)
CHD 100	Introduction to Early Care and Education of Children	3
CHD 206	Children's Health and Safety	3
CHD 209	Infant & Toddler Education Programs	3
	Total Hours for Certificate	**9**

Preschool/Family Child Care Short Certificate (Fall or Summer)
CHD 100	Introduction to Early Care and Education of Children	3
CHD 206	Children's Health and Safety	3
CHD 204	Materials and Methods for Teaching Young Children	3
	Total Hours for Short Certificate	**9**

Early Childhood Education Short Certificate (Fall or Summer)
CHD 209	Infant and Toddler Education Programs	3
CHD 206	Children's Health and Safety	3
Choose one:		3
CHD 203	Children's Literature and Language Development	
CHD 204	Materials and Methods for Teaching Young Children	
CHD 205	Program Planning for Educating Young Children	
	Total Hours for Short Certificate	**9**

Wallace State Community College 2016-2017

Child Development Short Certificate (Spring)

CHD 201	Child Growth and Development	3
CHD 205	Program Planning for Educating Young Children	3
CHD 210	Educating Exceptional Children	3
	Total Hours for Short Certificate	**9**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

**Not all CPR courses are acceptable for transfer for EMS 100. Please call Admissions Office for information.

**** Requires entry into the CHD Program.

CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL REQUIRED COURSES (1-2 semesters)

The courses offered are designed to fulfill partial requirements for the CDA Credential. The CDA is awarded by the Council for Professional Recognition and is not awarded by Wallace State. Additional CDA credential requirements are the student's responsibility. The following courses meet the requirements for 120 clock hours of professional educational training for the CDA:

CHD 100	Intro. to Early Care and Education of Children	3
CHD 204	Methods and Materials for Teaching Young Children or (CHD 209 Infant and Toddler Education Programs for Infant-Toddler credential only)	3
CHD 206	Children's Health and Safety	3
	Total Hours for CDA	**9**

If you are considering the CDA, please check the Council's website at http://www.cdacouncil.org for additional requirements and information.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.wallacestate.edu/Programs/Health-Division/Child-Development.

CLINICAL LABORATORY TECHNICIAN
(See MEDICAL LABORATORY TECHNICIAN)

COLLISION REPAIR

Mr. Tim Grace, Department Chair
256. 352-8152
tim.grace@wallacestate.edu

Associate in Applied Science Degree
General Technology (6 semesters)

Certificate (4 semesters)

Short Term Certificates (1-2 semesters)

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 for a certificate is 4 semesters and an AAS is 6 semesters in length. Students completing the coursework will receive 6H certification; OSHA 10 hour certification; Snap-On Volt Meter Certification; Snap-On Scan Tool Certification and Respirator Certification based upon test scores 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, aluminum repair, and applying paints, waterborne, solvent, and clear coat finishes.

Career Path
As technology changes, the 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 Statistics).

The median hourly earnings of auto body and related technicians, including incentive pay, are $18.12 per hour and $37,680 per year. I-Car Industry Snapshot of the Collision Repair Industry research shows that the average annual salary for a Collision Repair Technician is $52,997.00

A.A.S. (General Technology) Requirements

Area I: Written Composition   3 or 6
ENG 101 English Composition and/or
    Students may choose one of the following courses:
    ENG 102 English Composition II

Area II: Humanities and Fine Arts   3 or 6
    **Speech may not be used as only HUM/Fine Art*
Area I and II must total 9 hours minimum   **9**

Area III: Natural Science and Mathematics
    CIS 146 Microcomputer Applications or
    CIS Elective   3
    MTH 103 Technical Math or
    MTH 116 Mathematical Applications or
    MTH 100 College Algebra   3
    Natural Science Elective with Lab   4
Area III must total 10 hours   **10**

Area IV: History, Social, and Behavioral Sciences
    ORI 110 Freshman Seminar and   1
    History, Social and Behavioral Science
    Electives   6
Area IV must total 7 hours   **7**

Minimum General Education Total (Areas I-IV)   **26**

Area V: Collision Repair Hours   **48**
    Total Hours for AAS Degree   **74**

AAS General Technology Collision Repair - Example Curriculum Map

1st Semester

ABR 156	Auto Cutting and Welding	3
ABR 267	Shop Management	3
ABR 213	Automotive Structural Analysis	3
ABR 258	Heating and AC in Collision Repair	3
ABR 111	Non-Structural Repair	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester

ABR 122	Surface Preparation	3
ABR 182	Advanced Measuring	3
ABR 214	Automotive Structural Repair	3
ABR 223	Auto Mechanical Components	3
ABR 265	Paint Defects/Final Repair	3
MTH 103	Technical Math	3
	Total Semester Credit Hours	**18**

3rd Semester

ABR 181	Air Brushing (Elective)	3
ABR 114	Non-Structural Panel Replacement	3
ABR 151	Safety & Environmental Practices	3
ABR 154	Automotive Glass and Trim	3

ENG 101	English Composition I	3
	Total Semester Credit Hours	**15**

4th Semester

ABR 123	Paint Applications & Equipment	3
ABR 157	Automotive Plastic Repair	3
	HUM/FA Elective	3
HIS 101	Western Civilization I	3
	Total Semester Credit Hours	**12**

5th Semester

BIO 103	Principles of Biology	4
ENG 102	English Composition II or SPH 106	
	Fundamentals of Oral Communications	3
HIS 102	Western Civilization II	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	**13**

	TOTAL CREDIT HOURS	**74**

Collision Repair Certificate – Example Curriculum Map

1st Semester

ABR 156	Auto Cutting and Welding	3
ABR 267	Shop Management	3
ABR 213	Auto Structural Analysis	3
ABR 258	Heating & AC in Collision Repair	3
ABR 111	Non-Structural Repair	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester

ABR 122	Surface Preparation	3
ABR 182	Advanced Measuring	3
ABR 214	Auto Structural Repair	3
ABR 223	Auto Mechanical Components	3
ABR 265	Pain Defects and Final Repair	3
MAH 101	Introductory Mathematics I	3
	Total Semester Credit Hours	**18**

3rd Semester

ABR 181	Air Brushing (Elective)	3
ABR 114	Non-Structural Panel Replacement	3
ABR 151	Safety and Environmental Practices	3
ABR 154	Auto Glass and Trim	3
COM 100	Vocational Technical English I	3
	Total Semester Credit Hours	**15**

4th Semester

ABR 123	Paint Applications and Equipment	3
ABR 157	Automotive Plastic Repair	3
DPT 103	Computer Skills	3
SPC 103	Oral Communication Skills	2
	Total Semester Credit Hours	**11**

	TOTAL CREDIT HOURS	**60**

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Collision Repair Non-Structural Short Term Certificate

1st Semester

ABR 111	Non-Structural Repair	3
ABR 114	Non-Structural Panel Replacement	3
ABR 151	Safety and Environmental Practices	3
ABR 154	Automotive Glass and Trim	3
ABR 267	Shop Management	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**15**

Collision Repair Refinishing Short Term Certificate

1st Semester

ABR 122	Surface Preparation	3
ABR 123	Pain Application and Equipment	3
ABR 151	Safety and Environmental Practices	3
ABR 265	Paint Defects and Final Repair	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**12**

Collision Repair Structural Short Term Certificate

1st Semester

ABR 151	Safety and Environmental Practices	3
ABR 156	Automotive Cutting and Welding	3
ABR 157	Automotive Plastic Repair	3
ABR 182	Advanced Measuring	3
	Total Semester Credit Hours	**12**

2nd Semester

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 266	Aluminum Welding in Collision Repair	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**27**

For more information about our graduation rates, median debt of students who completed the program, and other important information, please visit http://www.wallacestate.edu/Programs/Technical-Division/Collision-Repair.

COMPUTER SCIENCE

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Associate in Applied Science Degree
(5 semesters)

At a Glance
Computer security specialists may plan, coordinate, and implement an 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 on site 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, Microsoft Applications, 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.

The median annual wage for computer systems analysts was $79,680 in May 2012. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. Employment of computer systems analysts is projected to grow 25 percent from 2012-2022, much faster than the average for all occupations. Growth in cloud computing, cybersecurity, and mobile networks will increase demand for these workers. (Source: U.S. Department of Labor Bureau of Labor Statistics).

Completion Requirements

OPTION I - PROGRAMMING
Available online and on-campus
GENERAL REQUIRED COURSES

ORI 110*	Freshman Seminar	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 215	Business Communications	3
	Total General Required Courses	**25**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

**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 science courses.

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	Web Development	3
CIS 222	Database Management Systems	3
CIS 249	Microcomputer Operating Systems	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
	Total Major Required Courses	**24**

Option I-Computer Programming Requirements

CIS 212	Visual Basic Programming	3
CIS 213	Advanced Visual Basic Programming	3
CIS 251	C++ Programming	3
CIS 252	Advanced C++ Programming	3
CIS 255	Java Programming	3
CIS 281	Systems Analysis and Design	3
	Computer Programming Requirements	**18**
	Total for AAS Degree	**67**

Computer Programming Short Term Certificate

CIS 212	Visual Basic Programming	3
CIS 213	Advanced Visual Basic Programming	3
CIS 251	C++ Programming	3
CIS 252	Advanced C++ Programming	3
CIS 255	Java Programming	3
	Total for Short Term Certificate	**15**

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.

Computer Programming - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
CIS 146	Microcomputer Applications	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 203	Intro to the Information Highway or CIS 249 Microcomputer Operating Systems	3
CIS 212	Visual Basic Programming	3
	Total Semester Credit Hours	**13**

2nd Semester

ENG 101	English Composition I	3
CIS 203	Introduction to the Information Highway or CIS 249 Microcomputer Operating Systems	3
CIS 213	Advanced Visual Basic Programming	3
CIS 251	C++ Programming	3
ART 100	Art Appreciation	3
	Total Semester Credit Hours	**15**

3rd Semester

ENG 102 or SPH 106	English Composition II or Speech	3
CIS 199	Network Communications	3
CIS 207	Web Development	3
CIS 252	Advanced C++ Programming	3
	Total Semester Credit Hours	**12**

4th Semester

MTH 100	Intermediate College Algebra	3
CIS 222	Database Management Systems	3

CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 255	Java Programming	3
	Total Semester Credit Hours	**15**

5th Semester

MTH 112	Pre-Calculus Algebra	3
Elective	Social Sciences Elective	3
CIS 281	Systems Analysis and Design	3
BUS 215	Business Communications	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**67**

OPTION II - Microsoft Applications
Available online and on campus

GENERAL REQUIRED COURSES

ORI 110*	Freshman Seminar	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
CIS 146	Microcomputer Applications***	3
	Social Science/Elective	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
	Total General Required Courses	**25**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

***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 science courses.

MAJOR REQUIRED COURSES

CIS 199	Network Communications	3
CIS 203	Introduction to the Information Highway	3
CIS 207	Web Development	3
CIS 249	Microcomputer Operating Systems	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
	Total Major Required Courses	**18**

Option II - Microsoft Applications

CIS 111	Word Processing Software Application-Word	3
CIS 197W	Advanced Word Processing Software Applications-Word	3
CIS 113	Spreadsheet Software Applications-Excel	3
CIS 197E	Advanced Spreadsheet Software Applications-Excel	3

CIS 117	Database Management Software Applications-Access	3
CIS 196F	Commercial Software Applications-Expressions Web/Pub	3
CIS 115	Presentation Graphics Software Applications-power Point	3
OAD 137	Electronic Financial Record Keeping	3
	Total Microsoft Applications Hours	**24**
	Total for AAS Degree	**67**

Microsoft Applications Short Term Core Certificate

CIS 111	Word Processing Software Application-Word	3
CIS 113	Spreadsheet Software Applications-Excel	3
CIS 115	Presentation Graphics Software Applications-power Point	3
CIS 117	Database Management Software Applications-Access	3
CIS 196F	Commercial Software Applications-Expressions Web/Pub	3
	Total for Short Term Core Certificate	**15**

Microsoft Applications Short Term Advanced Certificate (MOS Certification Prep)

CIS 111	Word Processing Software Application-Word	3
CIS 197W	Advanced Word Processing Software Applications-Word	3
CIS 113	Spreadsheet Software Applications-Excel	3
CIS 197E	Advanced Spreadsheet Software Applications-Excel	3
CIS 115	Presentation Graphics Software Applications-power Point	3
CIS 117	Database Management Software Applications-Access	3
CIS 196F	Commercial Software Applications-Expressions Web/Pub	3
	Total for Short Term Advanced Certificate	**21**

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.

Microsoft Applications - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
CIS 146	Microcomputer Applications	3
CIS 113	Spreadsheet Software Applications (Excel)	3
CIS 203	Intro to the Information Highway or	
	CIS 249 Microcomputer Operating Systems	3
CIS 196F	Commercial Software Applications Expressions Web/Pub	3
	Total Semester Credit Hours	**13**

2nd Semester

ENG 101	English Composition I	3
CIS 203	Introduction to the Information Highway or	
	CIS 249 Microcomputer Operating Systems	3
CIS 111	Word Processing Software	
	Applications (Word)	3
CIS 197E	Adv. Spreadsheet Software	
	Applications (Excel)	3
ART 100	Art Appreciation	3
	Total Semester Credit Hours	**15**

3rd Semester

ENG 102 or		
SPH 106	English Composition II or Speech	3
CIS 115	Presentation Graphics	
	Software Applications	3
CIS 197 W	Adv. Word Processing	
	Software Application (Word)	3
CIS 207	Web Development	3
	Total Semester Credit Hours	**12**

4th Semester

CIS 117	Database Management	
	Software Applications (Access)	3
CIS 199	Network Communications	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
MTH 100	Intermediate College Algebra	3
	Total Semester Credit Hours	**15**

5th Semester

BUS 241	Principles of Accounting I	3
BUS 215	Business Communications	3
OAD 137	Electronic Financial Record Keeping	3
PSY 200	General Psychology	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**67**

OPTION III -NETWORKING TECHNOLOGY
(Available online and on campus)

GENERAL REQUIRED COURSES

ORI 110*	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II or Speech	3
HUM/FA	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
	Total General Required Courses	**22**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

**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 science courses.

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	Web Development	3
CIS 212	Visual Basic	3
CIS 249	Microcomputer Operating Systems	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
	Total Major Required Courses	**24**

Option III - Networking Technology Requirements

CIS 171	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
	Total Networking Technology Courses	**21**
	Total Hours for AAS Degree	**67**

*Must be approved by advisor

Workkeys Assessment may be required in this program.

Computer Technician Term Certificate
(A+ Certification Preparation)

CIS 199	Network Communications	3
CIS 249	Microcomputer Operating Systems	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
	Total for Term Certificate	**12**

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.

Networking Technology - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1

CIS 146	Microcomputer Applications	3
CIS 199	Network Communications	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
	Total Semester Credit Hours	**13**

2nd Semester

ENG 101	English Composition	3
CIS 203 or	Introduction to the Information Highway or	
CIS 249	Microcomputer Operating Systems	3
CIS 276	Server Administration	3
CIS 280	Network Security	3
	Total Semester Credit Hours	**12**

3rd Semester

ENG 102 or		
SPH 106	English Composition II or Speech	3
MTH 100	Intermediate College Algebra	3
CIS 203 or	Introduction to the Information Highway or	
CIS 249	Microcomputer Operating Systems	3
CIS 207	Web Development	3
	Total Semester Credit Hours	**12**

4th Semester

BIO 103	Principles of Biology	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 212	Visual Basic Programming	3
CIS	Computer Science Programming Electives (Must be approved by Advisor)	3
CIS 222	Database Management Systems	3
	Total Semester Credit Hours	**15**

5th Semester

Elective	Social Science Elective	3
ART 100	Art Appreciation	3
CIS 171	Linux I	3
CIS 281	Systems Analysis and Design	3
CIS 294	Special Topics-Troubleshooting	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**67**

OPTION IV - CYBER SECURITY/COMPUTER FORENSIC TECHNOLOGY
Not available online

GENERAL REQUIRED COURSES

ORI 110*	Freshman Seminar	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 Courses	**25**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

**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	Linux I	3
CIS 199	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 Forensics	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
	Total Major Required Courses	**45**
	Total for AAS Degree	**70**

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.

Cyber Security/Computer Forensic Technology - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
CIS 146	Microcomputer Applications	3
CIS 199	Network Communications	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
	Total Semester Credit Hours	**13**

2nd Semester

ENG 101	English Composition I	3

CIS 249	Microcomputer Operating Systems	3
CIS 276	Server Administration	3
CIS 280	Network Security	3
ART 100	Art Appreciation	3
	Total Semester Credit Hours	**15**

3rd Semester

CRJ 147	Constitutional Law	3
CRJ 238	Crime Scene Investigation	3
CRJ Elective	CRJ 226 Finger Print Science or	
	CRJ 227 Homicide Investigation	3
CIS 151	Graphics for the World Wide Web	3
	Total Semester Credit Hours	**12**

4th Semester

MTH 100	Intermediate College Algebra	3
CRJ 220	Criminal Investigation	3
PSY 200	General Psychology	3
ENG 102 or		
SPH 106	English Composition II or Speech	3
BUS 241	Principles of Accounting I	3
	Total Semester Credit Hours	**15**

5th Semester

CRJ 140	Criminal Law and Procedure	3
CRJ 290	Selected topics - seminar in criminal justice	3
CIS 171	Linux I	3
CIS 282	Computer Forensics	3
BIO 103	Principles of Biology	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**70**

OPTION V- WEB TECHNOLOGY
Available online and on campus

GENERAL REQUIRED COURSES

ORI 110*	Freshman Seminar	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
	Total General Required Courses	**25**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

**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 science courses.

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	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
	Total Major Required Courses	**24**

Option V - Web Technology Requirements

CIS 151	Graphics for the World Wide Web	3
CIS 196F	Com. Soft. App.-Web Dev Tools/Pub	3
CIS 208	Web Authorizing Software	3
CIS 209	Advanced Web Development	3
CIS 222	Database Management Systems	3
CIS 255	JAVA Programming (JavaScript)	3
	Total Web Technology Requirements	**18**
	Total for AAS Degree	**67**

Web Technology Short Term Certificate

CIS 196F	Commercial Software Applications-Expressions Web/Pub	3
CIS 207	Web Development	3
CIS 208	Web Authoring Software	3
CIS 209	Advanced Web Development	3
	Total for Short Term Certificate	**12**

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.

Web Technology - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
CIS 150	Intro to Computer Logic and Programming	3
CIS 196F	Commercial Software Applications - Expressions Web/Pub	3
CIS 203	Intro to the Information Highway or CIS 249 Microcomputer Operating Systems	3
CIS 207	Web Development	3
	Total Semester Credit Hours	**13**

2nd Semester

ENG 101	English Composition I	3
CIS 208	Web Authorizing Software	3
CIS 209	Advanced Web Development	3
CIS 249	Microcomputer Operating Systems	3
CIS 212	Visual Basic Programming	3
	Total Semester Credit Hours	**12**

3rd Semester

ENG 102 or		
SPH 106	English Composition II or Speech	3
CIS 151	Graphics for the World Wide Web	3
CIS 199	Network Communications	3
CIS 222	Database Management Systems	3
	Total Semester Credit Hours	**12**

4th Semester

MTH 100	Intermediate College Algebra	3
BUS 241	Principles of Accounting I	3
CIS 146	Microsoft Applications	3
CIS 255	Java Programming (JavaScript)	3
	Total Semester Credit Hours	**12**

5th Semester

BIO 103	Principles of Biology	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
ART 100	Art Appreciation	3
PSY 200	General Psychology	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**67**

COSMETOLOGY

Ms. Tracy White-Smith, Department Chair
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Note: The cosmetology program is transitioning to Salon and Spa Management. New students are encouraged to enroll in the Salon and Spa Management Program. Please contact the advisors for this program Tracy Smith at 256.352.8216 or Sabrina Flanigan at 256.352.8197 before scheduling classes. The Salon and Spa Management program description and requirements are on page 217 of this catalog.

Certificate (4 semesters)

**Nail Technology Short Term Certificate
(2 semesters)**

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 occupational 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 2012 for salaried hairdressers, hairstylists, and cosmetologists, including tips and commission, were $22,770. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Cosmetology Certificate – Example Curriculum Map

1st Semester

COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 125	Career and Personal Development	3
COS 168	Bacteriology and Sanitation	3
ORI 110	Freshman Seminar	1
COM 100	Vocational Technical English I	3
	Total Semester Credit Hours	**16**

2nd Semester

COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Theory Lab	3
SPC 103	Oral Communications Skills	2
	Total Semester Credit Hours	**14**

3rd Semester

COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 181	Special Topics – Haircutting Techniques	3
COS 167	State Board Review	3
MAH 101	Introductory Mathematics I	3
	Total Semester Credit Hours	**15**

4th Semester

COS 158	Employability Skills	3
COS 133	Salon Management Technology	3
COS 123	Cosmetology Salon Practices	3
COS 119	Business of Cosmetology	3
DPT 103	Technical Computer Skills	3
	Total Semester Credit Hours	**15**

	TOTAL CREDIT HOURS	**60**

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.

Nail Technology Short Term Certificate – Example Curriculum Map

1st Semester

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
	Total Semester Credit Hours	**12**

2nd Semester

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 Semester Credit Hours	**15**

	TOTAL CREDIT HOURS	**27**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.wallacestate.edu/Programs/Technical-Division/Cosmetology.

CRIMINAL JUSTICE

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**Associate in Applied Science Degree
(5 semesters)**

**Associate in Science Degree
- See General Studies**

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 criminalities, 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. Job seekers 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 $58,720, Corrections Officers $44,200, Forensic Science Technicians $57,340, Forensic
Scientists $75,160. (Source: U.S. Department of Labor Bureau of Labor Statistics)

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 110*	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 116	Mathematical Applications	3
CIS 146	Microcomputer Applications	3
HUM/FA	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
	Total General Required Courses	**23**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

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
	Total Major Required Courses	**39**
	Total for AAS Degree	**62**

*Prerequisite for CRJ 236-completion of CRJ 230 or permission of instructor

Forensics Investigation - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CRJ 230	Criminalistics	3
CRJ 237	Forensic Photography	3
ART 100	Art Appreciation	3
	Total Semester Credit Hours	**13**

2nd Semester

CRJ 178	Narcotics and Dangerous Drugs	3
CRJ 236	Advanced Criminalistics	3
MTH 116	Mathematical Applications	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	**12**

3rd Semester

CRJ 147	Constitutional Law	3
CRJ 238	Crime Scene Investigation	3
CRJ 226	Fingerprint Science	3
CRJ 227	Homicide Investigation	3
	Total Semester Credit Hours	**12**

4th Semester

BIO 103	Principles of Biology I	4
CRJ 220	Criminal Investigation	3
CRJ 100	Introduction to Criminal Justice	3
CRJ 280/116	Internship or Police Patrol	3
	Total Semester Credit Hours	**13**

5th Semester

CRJ 140	Criminal Law and Procedure	3
CRJ 177	Criminal & Deviant Behavior	3
SPH 106	Fundamentals of Oral Communication	3
PSY 200	General Psychology	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**62**

Option II Law Enforcement

GENERAL REQUIRED COURSES

ORI 110*	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 116	Mathematical Applications	3
CIS 146	Microcomputer Applications	3
HUM/FA	Fine Art/Humanities	3
SPH 106 or 107	Speech	3
	Social or Behavioral Sciences	3
	Natural Science with Lab	4
	Total General Required Courses	**23**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

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
	Total Major Required Courses	**39**
	Total for AAS Degree	**62**

Law Enforcement - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CRJ 100	Introduction to Criminal Justice	3
CRJ 116	Police Patrol	3
CRJ 220	Criminal Investigation	3
	Total Semester Credit Hours	**13**

2nd Semester

CRJ 140	Criminal Law and Procedure	3
CRJ 177	Criminal & Deviant Behavior	3
CRJ 216	Police Administration & Organization	3
MTH 116	Mathematical Applications	3
	Total Semester Credit Hours	**12**

3rd Semester

CRJ 147	Constitutional Law	3
CRJ 238	Crime Scene Investigation	3
CRJ 227	Homicide Investigation	3
CRJ Elective	CRJ 226 Fingerprint Science	3
	Total Semester Credit Hours	**12**

4th Semester

BIO 103	Principles of Biology	4
CRJ 230	Criminalistics	3
PSY 200	General Psychology	3
ART 100	Art Appreciation	3
	Total Semester Credit Hours	**13**

5th Semester

CRJ 178	Narcotics and Dangerous Drugs	3
CRJ 239	Issues in Law Enforcement	3
SPH 106	Fundamentals of Oral Communication	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**62**

Option III – Cyber Security/Computer Forensic Technology

GENERAL REQUIRED COURSES

ORI 110*	Freshman Seminar	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	**25**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

**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 Major Required Courses	**45**
	Total for AAS Degree	**70**

Cyber Security/Computer Forensics Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
CIS 146	Microcomputer Applications	3
CIS 199	Network Communications	3
CIS 268	Software Support	3

CIS 269	Hardware Support	3
	Total Semester Credit Hours	**13**

2nd Semester

ENG 101	English Composition I	3
CIS 249	Microcomputer Operating Systems	3
CIS 276	Server Administration	3
CIS 280	Network Security	3
	Total Semester Credit Hours	**12**

3rd Semester

CRJ 147	Constitutional Law	3
CRJ 238	Crime Scene Investigation	3
	Finger Print Science or	
CRJ 226/227	Homicide Investigation	3
CIS 151	Graphics for the World Wide Web	3
	Total Semester Credit Hours	**12**

4th Semester

MTH 100	Intermediate College Algebra	3
BIO 103	Principles of Biology I	4
CRJ 220	Criminal Investigation	3
PSY 200	General Psychology	3
ENG 102	English Composition II	3
	Total Semester Credit Hours	**16**

5th Semester

CRJ 140	Criminal Law and Procedure	3
CRJ 290	Selected Topics - Seminar in Criminal Justice	3
CIS 171	Linux I	3
CIS 282	Computer Forensics	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**65**

CULINARY ARTS

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**Associate in Applied Science Degree
(5 semesters)**

Short Certificate in Culinary Arts (2 semesters)

Advanced Certificate in Culinary Arts (4 semesters)

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 work in small and large-scale hospitality outlets such as hotels, restaurants, clubs, hospitals and universities.

Program Description

This program provides an Associate in Applied Science degree (5 semesters), a Short Certificate in Culinary Arts (2 semesters) and an Advanced Certificate in the Culinary Arts (4 semesters). The culinary arts course of study offers organized, specialized learning experiences which included theory, laboratory, and kitchen experience as they relate to food safety, nutrition, planning, selection, purchasing, storing, preparing, and serving food and food products. A strong emphasis is placed on laboratory skills and production.

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 food safety principles as well as basic food handling skills required of today's cooks and chefs. Basic knife skills and cooking techniques are the main focus of laboratory-based courses. Students will receive a broad exposure to numerous elements of the industry including: baking skills, stock, sauce and soup preparation, garde manager techniques, regional American cuisines, International cuisines, catering, banquet and a la carte food production. Students will be expected to spend extended periods of time on their feet and will need to be able to lift at least 25 pounds.

Career Path

A graduate will have the opportunity to enter the hospitality industry in an entry or a mid-level position with the knowledge and confidence to correctly perform a wide variety of culinary skills. Job offerings for chefs, cooks, and food preparation workers are expected to be plentiful through 2022. Employment growth will be spurred by increases in population, household income, and leisure time that allow people to dine out and take vacations more often. Median hourly earnings of chefs and head cooks were $20.42 in May 2012, with the highest 10 percent earning more than $26.75 per hour. (Source: U.S. Department of Labor Bureau of Labor Statistics)

GENERAL REQUIRED COURSES

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
SPH 106	Fundamentals of Oral Communications	
	or ENG 102 English Composition II	3
CIS 146	Microcomputer Applications or equivalent	3
MTH 116	Mathematical Applications or equivalent	3
	HUM/Fine Arts Elective	3
	Suggested: History of World Religions	3
BIO 103	Principles of Biology or equivalent	4
PSY 200	General Psychology or equivalent	3
Total General Required Courses		**23**

REQUIRED CORE CULINARY COURSES

CUA 101	Orientation to Hospitality	3
CUA 111	Foundations of Nutrition	3
CUA 112	Sanitation, Safety, and Food Service	2

CUA 115	Advanced Food Preparation	3
CUA 122	Quantity Food Preparation	3
CUA 125	Basic Food Preparation	5
CUA 181	Special Topics in Hospitality	2
CUA 201	Meat Preparation and Processing	3
CUA 203	Stocks and Sauces	3
CUA 204	Foundations of Baking	3
CUA 205	Introduction to Garde Manger	3
CUA 213	Food Purchasing and Cost Control	3
CUA 215	American Regional Cuisine	3
CUA 251	Menu Design	3
CUA 262	Restaurant Management/Supervision	3
CUA	Electives	5
	Total Major Required Courses	**50**

ELECTIVES **5 hours required from the following:**

CUA 102	Catering	3
CUA 122	Quantity Cooking	3
CUA 173	Culinary Arts Apprenticeship	3
CUA 206	Advanced Garde Manger	2
CUA 208	Advanced Baking	3
CUA 214	International Cuisine	3
	Total for AAS Degree	**73**

Culinary Arts - Example Curriculum Map

1st Semester

CUA 101	Orientation to Hospitality	3
CUA 112	Sanitation and Safety	2
CUA 125	Basic Food Preparation	5
CUA 111	Foundations in Nutrition	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**14**

2nd Semester

CUA 115	Advanced Food Preparation	3
CUA 122	Quantity Food Production	3
CUA 204	Foundations in Baking	3
CUA 203	Stocks and Sauces	3
ENG 101	English Composition I	3
	Total Semester Credit Hours	**15**

3rd Semester

SPH 106	Fundamentals of Oral Communications or ENG 102 English Composition II	3
CIS 146	Microcomputer applications or equivalent	3
MTH 116	Mathematical Applications or equivalent	3
	Humanities/Fine Arts Elective	3
CUA	Elective	2
	Total Semester Credit Hours	**14**

4th Semester

CUA 201	Meat Preparation and Processing	3
CUA 262	Restaurant Management w/Hospitality Law	3
CUA 205	Introduction to Garde Manger	3

CUA 215	American Regional Cuisine	3
CUA	Elective	3
	Total Semester Credit Hours	**15**

5th Semester

BIO 103	Principles of Biology or equivalent	4
PSY 200	General Psychology or equivalent	3
CUA 181	Special Topics in Food service	2
CUA 213	Food Purchasing and Cost Control	3
CUA 251	Menu Design	3
	Total Semester Credit Hours	**15**

	TOTAL CREDIT HOURS	**73**

Culinary Arts Certificate – Example Curriculum Map

1st Semester

CUA 101	Orientation to Hospitality	3
CUA 112	Sanitation and Safety	2
CUA 125	Basic Food Preparation	5
CUA 111	Foundations in Nutrition	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**14**

2nd Semester

CUA 115	Advanced Food Preparation	3
CUA 122	Quantity Food Production	3
CUA 204	Foundations in Baking	3
CUA 203	Stocks and Sauces	3
	Total Semester Credit Hours	**12**

3rd Semester

ENG 101	English Composition I	3
CIS 146	Microcomputer applications or equivalent	3
	Humanities/Fine Arts Elective	3
MTH 116	Mathematical Applications	3
(or higher)	**Total Semester Credit Hours**	**12**

4th Semester

CUA 201	Meat Preparation and Processing	3
CUA 205	Introduction to Garde Manger	3
CUA 215	American Regional Cuisine	3
CUA 262	Restaurant Management/Supervision	3
	Total Semester Credit Hours	**12**

	TOTAL CREDIT HOURS	**50**

Culinary Arts Short Term Certificate

1st Semester

CUA 101	Orientation to Hospitality	3
CUA 112	Sanitation and Safety	2
CUA 125	Basic Food Preparation	5
CUA 111	Foundations in Nutrition	3
	Total Semester Credit Hours	**13**

2nd Semester

CUA 115	Advanced Food Preparation	3
CUA 122	Quantity Food Production	3
CUA 204	Foundations in Baking	3
CUA 203	Stocks and Sauces	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**25**

DENTAL ASSISTING

Ms. Barbara Ebert, RDH, MA, Program Director
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**Associate in Applied Science Degree
(4 Semesters)**

Certificate (3 Semesters)

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 chair side 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/ACCUPLACER 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 an ACT score of at least 16.
7. Possess a 2.3 grade point average 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, ACT score 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. Current CPR certification must be maintained throughout the program.
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. 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 2012-2022-projection period. Median hourly earnings of dental assistants were $16.59 in May 2015, with the highest 10 percent earning more than $22.19 an hour. (Source: U.S. Department of Labor Bureau of Labor Statistics)

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.

Dental Assisting – Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
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
ENG 101	English Composition	3
	Total Semester Credit Hours	**17**

2nd Semester

DNT 111	Clinical Practice I	5
DNT 112	Dental Radiology	3
DNT 113	Dental Health Education	2
DNT 116	Pre-Clinical Procedures II	3
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
	Total Semester Credit Hours	**19**

3rd Semester

DNT 114	Dental Office Administration	4
DNT 122	Clinical Practice II	4
DNT 141	Directed Studies in Dental Assisting	3
SPH 106	Fundamentals of Oral Communication	3

| | **Total Semester Credit Hours** | **14** |

4th Semester

BIO 103	Principles of Biology I	4
CIS 146	Microcomputer Applications	3
HUM/FA	Humanities/Fine Arts Elective	3
	Total Semester Credit Hours	**10**

| | **TOTAL CREDIT HOURS** | **60** |

Dental Assisting-Certificate – Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
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
ENG 101	English Composition	3
	Total Semester Credit Hours	**17**

2nd Semester

DNT 111	Clinical Practice I	5
DNT 112	Dental Radiology	3
DNT 113	Dental Health Education	2
DNT 116	Pre-Clinical Procedures II	3
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
	Total Semester Credit Hours	**19**

3rd Semester

DNT 114	Dental Office Administration	4
DNT 122	Clinical Practice II	4
DNT 141	Directed Studies in Dental Assisting	3
SPH 106 or	Fundamentals of Oral Communication	
SPH 107	Fundamentals of Public Speaking	3
	Total Semester Credit Hours	**14**

| | **TOTAL CREDIT HOURS** | **50** |

For more information about our graduation rates, median debt of students who completed the program, and other important information, please visit our website at www.wallacestate.edu/ Programs/Health-Division/Dental-Assisting.

DENTAL HYGIENE

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**Associate in Applied Science Degree
(5 semesters)**

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 programs, dental research, or as an active participant in the dental office. According to the U.S. Department of Labor and Statistics in 2012-2022, dental hygiene is projected as the second fastest growing career.

Program Description
The overall goal of the Dental Hygiene Program is to provide students with an educational opportunity to acquire skills, knowledge 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 successfully 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
3. received after June 1 will be considered on a space available basis.
4. Submit a Dental Hygiene Program Application to the DHY Program Director.
5. Submit an official college transcript with program application.
6. Attain an ACT score of 18 or higher and submit score to the Admissions Office.
7. 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. Program prerequisites must be completed prior to time of application to the program.
3. The selection process involves the applicant's GPA of program prerequisites excluding ORI 110, high school GPA or college GPA if 12 or more credit hours are completed prior to application and ACT score.
4. Applicants who have completed a Dental Assisting Program from an ADA accredited institution will receive 1 bonus point. Applicants who have taken general education courses (in addition to the program prerequisite) for the program will receive bonus points according to the number of general education courses completed at the time of application.
5. Students must respond in writing or e-mail confirming their intent to enroll within 7 days after receipt of their acceptance 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 acceptance 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. Current CPR certification must be maintained throughout the program
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 120-Dental Materials and DHY 114-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 2015 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.

Dental Hygiene – Completion Requirements

Program Prerequisites

MTH 116 (or higher) Mathematical Applications		3
BIO 201	Human Anatomy and Physiology I	4
BIO 220	General Microbiology	4
ORI 110	Freshman Seminar	1
	Total Prerequisite Hours	**12**

1st Semester

DHY 110	Dental Hygiene Theory	2
DHY 112	Pre-Clinical Dental Hygiene	3
DHY 114	Dental Radiology	3
DHY116	Dental Anatomy, Histology & Embryology	2
DHY118	Anatomy, Embryology, & Histology of the Head and Neck	2
BIO 202	Human Anatomy and Physiology II	4
	Total Semester Credit Hours	**16**

2nd Semester

DHY 120	Dental Materials	2
DHY122	Clinical Dental Hygiene I	3
DHY124	Dental Hygiene Theory II	2
DHY126	Periodontology	2
DHY128	Pharmacology/Medical Emergencies	2
ENG 101	English Composition I	3
	Total Semester Credit Hours	**14**

3rd Semester

DHY130	Biological Chemistry and Applied Nutrition	1
DHY132	Clinical Dental Hygiene II	2
DHY134	Dental Hygiene Theory III	1
DHY 216	Dental Research	1
PSY 200	General Psychology	3
CHM 104	Introduction to Inorganic Chemistry	4
	Total Semester Credit Hours	**12**

4th Semester

DHY210	General and Oral Pathology	2
DHY212	Clinical Dental Hygiene III	4
DHY214	Dental Hygiene Theory IV	1
DHY217	Community Dental Health	1
SOC 200	Introduction to Sociology	3
	Total Semester Credit Hours	**11**

5th Semester

DHY218	Clinical Dental Hygiene IV	4
DHY220	Dental Hygiene Theory V	1
HUM/FA	Humanities/Fine Arts Elective	3
SPH 106	Fundamentals of Oral Communications or	
SPH 107	Introduction to Oral Communication	3
	Total Semester Credit Hours	**11**

	TOTAL CREDIT HOURS	**76**

DIAGNOSTIC IMAGING

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**Associate in Applied Science Degree
(5 semesters)**

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 1:00 – 9:30 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/ACCUPLACER 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. 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 DI courses. GPA calculated for program selection will be on the general required DI courses excluding ORI 110.
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 unofficial 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. Applicants must be in good standing with the college.
6. Applicants must meet the Essential Function Standards required for Diagnostic Imaging Program.
7. Applicants must be eligible for placement into the following courses:
    a) ENG 101
    b) MTH 100
    c) BIO 201

NOTE: Students without prior college courses will submit High School transcript with a minimum cumulative High School GPA of 2.5 and complete instructions on DI Ranking form.

Student must be eligible for Math 100 (higher level accepted), English 101, and Biology 201 (A & P I) as determined by COMPASS/ACCUPLACER or ACT score during the first semester of Diagnostic Imaging 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
The Diagnostic Imaging program admits students in the fall semester of each year.
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.
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).

Didactic Requirements:
1. Candidates must successfully complete coursework addressing the topics listed in the General Required Courses and Major Required Courses.

Clinical Requirements:
1. Candidates must demonstrate competence in the following clinical activities (www.arrt.org):
   a. Six mandatory general patient care activities
   b. Thirty–one mandatory radiologic procedures
   c. Fifteen elective radiologic procedures to be selected from a list of 35 procedures.
   d. One elective imaging procedure from the head section
   e. 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. 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.
   b. Mantoux TB skin test results and complete immunization documentation must be included on the form.
   c. Evidence of having received the second of three Hepatitis B vaccinations or completion of the series.
   d. Provide proof of health insurance coverage.
3. 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 dis-missal 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 cannot 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 UAB for a Bachelor's Degree in Health Care Management. Please consult STARS transfer guide for the latest information.

Diagnostic Imaging – Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
MTH 100	Intermediate College Algebra	3
BIO 201	Human Anatomy and Physiology I	4
RAD 111I	Introduction to Radiography	2
RAD 112	Radiographic Procedures I	4
RAD 113	Patient Care	2
RAD 114	Clinical Education I	2
	Total Semester Credit Hours	**18**

2nd Semester

BIO 202	Human Anatomy and Physiology II	4
RAD 122	Radiographic Procedures II	4
RAD 124	Clinical Education II	5
RAD 125	Imaging Equipment	3
	Total Semester Credit Hours	**16**

3rd Semester

ENG 101	English Composition I	3
RAD 134	Clinical Education III	5
RAD 135	Exposure Principles	3
RAD 136	Radiation Protection and Biology	2
	Total Semester Credit Hours	**13**

4th Semester

PSY 200	General Psychology	3
ENG 102	English Composition II	
or		
SPH 106	Fundamentals of Oral Communication	3
RAD 212	Image Evaluation and Pathology	2
RAD 214	Clinical Education IV	8
	Total Semester Credit Hours	**16**

5th Semester

HUM	Humanities Elective	3
RAD 224	Clinical Education V	8
RAD 227	Review Seminar	2
	Total Semester Credit Hours	**13**

	TOTAL CREDIT HOURS	**76**

Advanced Imaging Options

The Diagnostic Imaging program also offers two Advanced Imaging options for registry eligible and registered Radiologic

Technologists who are interested in preparing for advanced certification in Computed Tomography and Magnetic Resonance Imaging. These courses are available online. Courses also qualify for continuing education credits.

Program of Study

Computed Tomography (CT)

RAD 247	CT Physics and Instrumentation	2
RAD 249	Procedures in CT	3

Magnetic Resonance Imaging (MRI)

RAD 229	Procedures in MRI	3
RAD 244	MRI Physical Principles of Image Formation	2

Admission Requirements
1. Meet all general admission requirements of WSCC.
2. Submit a Wallace State Community College application for admission.
3. Submit documentation of college transcripts and a high school diploma or GED.
4. Copy of your driver's license.
5. Submit an application for the Advanced Imaging Certificate program.
6. Provide documentation-verifying status as a Radiographer certified by the ARRT or as ARRT eligible.

DIAGNOSTIC MEDICAL SONOGRAPHY

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**Associate in Applied Science Degree
(6 semesters)**

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 ionizing 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
Purpose and Goal: To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

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 accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography. 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
(Program applications will be accepted between May 1 and June 1)
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 with a registered sonographer, ACT score 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 (cognitive hands-on – Online CPR courses not accepted).
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 (MTH 100, BIO 201, PHY 115) must have been completed within **seven** years of the date of expected entry into the DMS program.

6. Candidates must be able to meet all Technical Standards required of the program. Those Standards are as follows:
   a. Lift more than 50 pounds routinely
   b. Push and pull routinely
   c. Bend and stoop routinely
   d. Have full use of both hands, wrists, and shoulders
   e. Distinguish audible sounds
   f. Adequately view sonograms, including color distinctions
   g. Work standing on their feet 80% of the time
   h. Interact compassionately and effectively with the sick or injured
   i. Assist patients on and off examining tables
   j. Communicate effectively with patients and other health care professionals
   k. Organize and accurately perform the individual steps in a task 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 if ACT scores, weighted GPA of pre-sonography courses (GPA x 9) and completion of admission requirements. In the case of a tie of ranking score, in order to fill our 25 slots, the following tie breaker will be used in this order to determine acceptance into the program: GPA, ACT, Composite, ACT Math, ACT Science.
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 confirming their intent to enroll by using the internet link or QR code provided on their letter, by the deadline indicated on the letter. A student who fails to respond will forfeit his/her place in the class.

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 readmitted 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 $75,712 according to the SDMS Sonographer Salary & Benefits Survey (2013). 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.

Diagnostic Medical Sonography – Example Curriculum Map

General Required Courses

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
HUM	Humanities/Fine Arts Elective (Code A preferred or PHL 210)	3
SPH 106	Fundamentals of Oral Communication	3
MTH 100	Intermediate College Algebra	3
BIO 201	Anatomy and Physiology I	4
*PHY 115	Technical Physics	4
PSY 200	General Psychology	3
	Total General Required Courses	**24**

1st Semester

DMS 216	Sonographic Principles and Instrumentation	3
DMS 229	Sonography Preceptorship I	2
DMS 202	Foundations of Sonography	2
DMS 204	Sonographic Anatomy	3
DMS 205	Abdominal Sonography	4
	Total Semester Credit Hours	**14**

2nd Semester

DMS 207	Abdominal Pathology	3
DMS 217	Sonographic Principles and Instrumentation Lab	1
DMS 220	Obstetrical Sonography I	3
DMS 206	Gynecologic Sonography	4
DMS 230	Sonography Preceptorship II	3
DMS 203	Sonographic Terms	2
	Total Semester Credit Hours	**16**

3rd Semester

DMS 240	Sonography Seminar I	2
DMS 231	Sonography Preceptorship III	4
DMS 225	Superficial Parts	1
DMS 221	Obstetrical Sonography II	3
	Total Semester Credit Hours	**10**

4th Semester

DMS 245	Sonography Case Presentation	1
DMS 241	Sonography Seminar II	3
DMS 232	Sonography Preceptorship IV	5
DMS 250	Introduction to Advanced Sonography	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**76**

* If the student has a Radiographic Physics (3 or 4 credit) that has been taken, this may possibly substitute for PHY 115 with staff approval as long as it was taken within 7 years of admittance into the program.

Vascular Sonography Option

The Diagnostic Medical Sonography program also offers Vascular Sonography option for students that are currently enrolled in their 3rd semester of the General Sonography program and meet the GPA and SPI registry-eligible requirements set forth by the sonography program director. These courses coupled with their RDMS, will allow the student to sit for their vascular registry upon graduation.

Admission Requirements

Meet all general requirements of WSCC.

Be a currently enrolled student in the WSCC Diagnostic Medical Sonography program.

Submit an application for the Vascular Sonography Certificate program to the program director by April 30.

Program of Study

Vascular Sonography

DMS 261	Vascular Sonography Techniques	3
DMS 263	Pathology of Vascular Systems	3
DMS 264	Vascular Sonographic Clinical	5

DIESEL TECHNOLOGY

Mr. Jeremy Smith, Department Chair
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Associate in Applied Science Degree
General Technology (6 Semesters)

Certificate Program (4 Semesters)

Short Term Certificates (1 Semester each)

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 such as heavy trucks, buses and diesel marine applications, light=medium diesel trucks, industrial diesel applications, agricultural applications and locomotives. Some diesel technicians and mechanics also repair 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, computer lab applications, and hands on lab application of technician 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 and laptop computers to diagnose problems and adjust engine functions.

Essential Function
As a WSCC diesel mechanic student, you will be expected to obtain a DOT health card.

Career Path
Jobs available to graduates of this program are heavy truck diesel technician, light truck diesel technician, medium duty diesel truck technician, heavy equipment technician, diesel engine specialist, marine diesel technician, service writer, heavy truck parts inventory clerk, service manager, heavy truck parts manager truck driver, and preventive maintenance technician to name a few.

Median hourly earnings of bus and truck mechanics and diesel engine specialists, including incentive pay, were $20.35 in May 2012. Median hourly earnings of heavy truck and tractor-trailer drivers were $18.37 in May 2012. (Source: U.S. Department of Labor Bureau of Labor Statistics)

A.A.S. (General Technology) Requirements

Area I: Written Composition   3
or 6
ENG 101 English Composition and/or
　　　　*Students may choose one:
　　　　ENG 102 English Composition II

Area II: Humanities and Fine Arts   3 or 6
　　　　**Speech may not be used as only HUM/Fine Art
Area I and II must total 9 hours minimum   **9**

Area III: Natural Science and Mathematics
　　　　CIS 146 Microcomputer Applications or
　　　　CIS Elective   3
　　　　MTH 103 Technical Math or
　　　　MTH 116 Mathematical Applications or
　　　　MTH 100 College Algebra   3
　　　　Natural Science Elective with Lab   4
Area III must total 10 hours   **10**

Area IV: History, Social, and Behavioral Sciences
　　　　ORI 110 Freshman Seminar and   1
　　　　History, Social and Behavioral Science
　　　　Electives   6
Area IV must total 7 hours   **7**
Minimum General Education Total (Areas I-IV)   **26**

Area V: Diesel Hours   **48**
　　　　Total Hours for AAS Degree   **74**

Diesel Technology - Example Curriculum Map

1st Semester

CIS 146	Microcomputer Applications	3
DEM 105	Preventive Maintenance	3
DEM 122	Heavy Vehicle Brakes	3
DEM 130	Electrical/Electronic Fundamentals	3

DEM 135	Heavy Vehicle Steering and Suspension	3
DEM 184	Special Topics	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**19**

2nd Semester

DEM 104	Basic Engines	3
DEM 124	Electronic Engine Systems	3
DEM 126	Advanced Engine Analysis	3
DEM 127	Fuel Systems	3
DEM 123	Pneumatics and Hydraulics	3
MTH 103	Technical Math	3
	Total Semester Credit Hours	**18**

3rd Semester

HIS 101	Western Civilization I	3
DEM 154	Vehicle Maintenance and Safe Operating Practices	3
DEM 156	CDL License Preparation	3
DEM 137	Heating, Air Conditioning/Refrigeration Systems	3
DEM 191	Special Topics	3
ENG 101	English Composition I	3
	Total Semester Credit Hours	**18**

4th Semester

DEM 125	Heavy Vehicle Drive Trains	3
DEM 118	Industrial and Agricultural Equipment	3
HIS 102	Western Civilization II	3
BIO 103	Principles of Biology I	4
ENG 102	English Composition II or SPH 106 Fundamentals of Oral Communications	3
	HUM/FA elective	3
	Total Semester Credit Hours	**19**
	TOTAL CREDIT HOURS	**74**

Diesel Technology Certificate – Example Curriculum Map

1st Semester

DEM 105	Preventive Maintenance	3
DEM 122	Heavy Vehicle Brakes	3
DEM 130	Electrical/Electronic Fundamentals	3
DEM 135	Heavy Vehicle Steering and Suspension	3
DEM 184	Special Topics	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester

DEM 104	Basic Engines	3
DEM 124	Electronic Engine Systems	3
DEM 126	Advanced Engine Analysis	3
DEM 127	Fuel Systems	3
DEM 123	Pneumatics and Hydraulics	3
MAH 101	Introductory Math	3
	Total Semester Credit Hours	**1**

3rd Semester

DEM 154	Vehicle Maintenance and	
	Safe Operating Practices	3
DEM 156	CDL License Preparation	3
DEM 137	Heating, Air	
	Conditioning/Refrigeration Systems	3
DEM 191	Special Topics	3
SPC 103	Oral Communication Skills	2
	Total Semester Credit Hours	**14**

4th Semester

DEM 125	Heavy Vehicle Drive Trains	3
DEM 118	Industrial and Agricultural Equipment	3
COM 100	Vocational Technical English I	3
DPT 103	Technical Computer Skills	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**60**

Preventive Maintenance Short Term Certificate – Example Curriculum Map

1st Semester

DEM 105	Preventive Maintenance	3
DEM 122	Heavy Vehicle Brakes	3
DEM 130	Electrical/Electronic Fundamentals	3
DEM 135	Heavy Vehicle Steering and Suspension	3
DEM 184	Special Topics	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**15**

Diesel Engine Specialist Short Term Certificate – Example Curriculum Map

1st Semester

DEM 104	Basic Engines	3
DEM 124	Electronic Engine Systems	3
DEM 126	Advanced Engine Analysis	3
DEM 127	Fuel Systems	3
DEM 123	Pneumatics and Hydraulics	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**15**

Transportation Trailer Technology Short Term Certificate

DEM 109	Transport Trailer Components and Safety	3
DEM 113	Trailer Maintenance and Inspection	3
DEM 121	Trailer Air Brakes and Suspension Systems	3
DEM 136	Trailer Electrical Systems	3
DEM 175	Trailer Structure Repair	3
	Total	15
	TOTAL CREDITS	**15**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.wallacestate.edu/Programs/Technical-Division/Diesel-Technology.

ELECTRONICS TECHNOLOGY

Mr. Joe Hendrix, Department Chair
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Associate in Applied Science Degree
(6 Semesters)

Certificate (5-6 Semesters)
Short Term Certificate (1 Semester)

At a Glance
Graduates from the Electronics Technology program are electronic technicians and are qualified (depending on the option completed) to enter any area of the workforce that requires knowledge and understanding of basic electronics principles, such as: biomedical technician, industrial electronic technician, communications technician, power generation and maintenance or repair technician. From robotics and industrial maintenance technicians to biomedical equipment technicians to communications and repair technicians, the basic concepts of electricity and electronics, as well as the more advanced classes within the program will ensure a promising future for graduates in almost any advanced technical field.

Program Description
The electronics program is a two-year course of study. The certificate program and the A.A.S. Degree are 6 semesters. Certificates are offered in the areas of industrial electronics and telecommunications. A.A.S. Degrees are offered in 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 traditional lecture and demonstration in the classroom as well as using a hybrid format of computer based and web based instruction. Hands on laboratory exercises reinforce concepts covered in the courses and strengthen the concepts by adding real world troubleshooting, maintenance and repair exercises.

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 2012 was $58,470 per year, with the highest 10 percent of electronics technicians earning more than

$95,250. (Source: U.S. Department of Labor Bureau of Labor Statistics)

GENERAL REQUIRED COURSES – AAS Electronics Technology

MTH 100	Intermediate College Algebra	3
ORI 110	Freshman Seminar	1
	Area III Elective(Math, Science, or Computer Science)	3-4
CIS 146**	Microcomputer Applications	3
ENG 101	English Composition I	3
	Social or Behavioral Science Elective	3
	HUM/FA Elective	3
SPH 106	Fundamentals of Oral Communications or ENG 102 English Composition II	3
	Total General Required Courses	**23**

**Biomedical technician will take BIO 201. Successful completion of BIO 103 or Biology Placement Test is a requirement and pre-requisite for students entering BIO 201. Total credits for Biomedical required courses is 24.

MAJOR REQUIRED COURSES – AAS Electronics Technology

ILT 100	Applied Electronic Computations	3
ILT 160	Concepts of Direct Current	3
ILT 161	Concepts of Alternating Current	3
AUT 102	Lean Manufacturing and Industrial Safety	3
ILT 162	Concepts of Solid State	3
ILT 163	Concepts of Digital Electronics	3
ILT 198	Electronic Circuits	3
ILT 240	Sensors Technology and Applications	3
ILT 135	Local Area Networks	3
ILT 195	Troubleshooting Techniques	3
	Total Major Required Courses	**30**

MAJOR REQUIRED COURSES – AAS Electronics Technology Mechatronics

ILT 169	Hydraulics/Pneumatics	3
AUT 138	Principles of Industrial Mechanics	3
ILT 197	Motor Controls 1	3
ILT 194	Introduction to PLC's	3
ILT 218	Industrial Robotics Concepts	3
ILT 196	Advanced PLC's	3
ILT 148	Automated Control Systems	3
ILT 149	Automated Control Systems Lab	2
	Total Major Required Courses	**23**
	Total for AAS Degree - Mechatronics	**75-76**

REQUIRED COURSES AAS Electronics Technology Biomedical Technician*

ILT 169	Hydraulics/Pneumatics	3
AUT 138	Principles of Industrial Mechanics	3
ILT 197	Motor Controls 1	3
ILT 131	PC Problem Determination	3
ILT 145	Advanced Networking	3
ILT 239	Certification Prep (A+)	3
ILT 291	Cooperative Education in Biomedical Field	3

	Total	21

Total for AAS Degree – Biomedical Technician	**75**

*pending approval

REQUIRED COURES AAS Electronics Technology Communications*

AUT 138	Principles of Industrial Mechanics	3
ILT 131	PC Problem Determination	3
ILT 145	Advanced Networking	3
ILT 228	FCC GROL Prep	3
ILT 239	Certification Prep (A+)	3
ILT 251	RF Communications	3
ILT 252	Digital Communications	3
	Total	21

TOTAL CREDITS	**73-74**

AAS Electronics Technology Mechatronics - Example Curriculum*

1st Semester

ILT 100	Applied Electronic Computations	3
ILT 160	Concepts of Direct Current	3
ILT 161	Concepts of Alternating Current	3
AUT 102	Lean Manufacturing and Industrial Safety	3
MTH 100	Intermediate College Algebra	3
ORI 110	Freshman Seminar	1
	Total	16

2nd Semester

ILT 162	Concepts of Solid State	3
ILT 163	Concepts of Digital Electronics	3
ILT 198	Electronic Circuits	3
ENG 101	English Composition I	3
	Area III Elective(Math, Science, or Computer Science)	3-4
	Total	15-16

3rd Semester

ILT 240	Sensors Technology and Applications	3
ILT 135	Local Area Networks	3
ILT 169	Hydraulics/Pneumatics	3
AUT 138	Principles of Industrial Mechanics	3
ILT 195	Troubleshooting Techniques	3
	Total Semester Credit Hours	**15**

4th Semester

ILT 197	Motor Controls 1	3
ILT 194	Introduction to PLC's	3
ILT 218	Industrial Robotics Concepts	3
ENG 102	English Composition II OR	
SPH 106	Fundamentals of Oral Communications	3
CIS 146	Microcomputer Applications	3

	Total Semester Credit Hours	15

5th Semester

ILT 196	Advanced PLC's	3
ILT 148	Automated Control Systems	3
ILT 149	Automated Control Systems Lab	2
	HUM/FA Elective	3
	Social/Behavioral Science Elective	3
	Total Semester Credit Hours	**14**
	TOTAL CREDIT HOURS	**75-76**

*pending approval

AAS Electronics Technology Biomedical Technician - Example Curriculum*

1st Semester

ILT 100	Applied Electronic Computations	3
ILT 160	Concepts of Direct Current	3
ILT 161	Concepts of Alternating Current	3
AUT 102	Lean Manufacturing and Industrial Safety	3
BIO 103	Principles of Biology	4
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**17**

2nd Semester

ILT 162	Concepts of Solid State	3
ILT 163	Concepts of Digital Electronics	3
ILT 198	Electronic Circuits 1	3
ENG 101	English Composition I	3
BIO 201	Human Anatomy and Physiology I	4
	Total Semester Credit Hours	**16**

3rd Semester

ILT 240	Sensors Technology Applications	3
ILT 135	Local Area Networks	3
ILT 169	Hydraulics/Pneumatics	3
AUT 138	Principles of Industrial Mechanics	3
ILT 195	Troubleshooting Techniques	3
	Total Semester Credit Hours	**15**

4th Semester

ILT 197	Motor Controls 1	3
ILT 131	PC Problem Determination	3
ILT 145	Advanced Networking	3
ENG 102	English Composition II OR	
SPH 106	Fundamentals of Oral Communication	3
MTH 100	Intermediate College Algebra	3
	Total Semester Credit Hours	**15**

5th Semester

ILT 239	Certification Prep (A+)	3
	Social/Behavioral Science Elective	3
ILT 291	Cooperative Education in Biomedical Field	3
	HUM/FA Elective	3
	Total Semester Credit Hours	**15**

	TOTAL CREDIT HOURSS	75

*pending approval

AAS Electronics Technology Communications - Example Curriculum*

1st Semester

ILT 100	Applied Electronic Computations	3
ILT 160	Concepts of Direct Current	3
ILT 161	Concepts of Alternating Current	3
AUT 102	Lean Manufacturing and Industrial Safety	3
MTH 100	Intermediate College Algebra	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester

ILT 162	Concepts of Solid State	3
ILT 163	Concepts of Digital Electronics	3
ILT 198	Electronic Circuits	3
ENG 101	English Composition I	3
	Area III Elective (Science, Math or Computer Science)	3-4
	Total Semester Credit Hours	**15-16**

3rd Semester

AUT 138	Principles of Industrial Mechanics	3
ILT 135	Local Area Networks	3
ILT 240	Sensors Technology and Applications	3
ILT 195	Troubleshooting Techniques	3
	Total Semester Credit Hours	**12**

4th Semester

ILT 131	PC Problem Determination	3
ILT 145	Advanced Networking	3
ENG 102	English Composition II OR	
SPH 106	Fundamentals of Oral Communications	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	**12**

5th Semester

ILT 239	Certification Prep (A+)	3
ILT 252	Digital Communications	3
ILT 251	RF Communications	3
ILT 228	FCC GROL Prep	3
	Humanities Elective	3
	Social/Behavioral Science Elective	3
	Total Semester Credit Hours	**18**

| | **TOTAL CREDIT HOURS** | **73-74** |

*pending approval

Electronic Technology Certificate in Mechatronics – Example Curriculum

1st Semester

ORI 110	Freshman Seminar	1
MTH 100	Intermediate College Algebra or	
	MAH 101 Introductory Mathematics	3
ILT 100	Applied Electronic Computations	3
AUT 102	Manufacturing Fundamentals	3
ILT 160	Concepts of Direct Current	3
ILT 161	Concepts of Alternating Current	3
	Total Semester Credit Hours	**16**

2nd Semester

CIS 146	Microcomputer Applications or	
	DPT 103 Technical Computer Skills	3
COM 100	Vocational Technical English I or	
ENG 101	English Composition I	3
ILT 162	Concepts of Solid State	3
ILT 163	Concepts of Digital Electronics	3
ILT 198	Concepts of Electronic Circuits I	3
	Total Semester Credit Hours	**15**

3rd Semester

AUT 138	Principles of Industrial Mechanics	3
ILT 135	Local Area Networks	3
ILT 195	Troubleshooting Techniques	3
ILT 240	Sensors Technology and Application	3
ILT 169	Hydraulics / Pneumatics	3
	Total Semester Credit Hours	**15**

4th Semester

ILT 194	Intro Program Logic Controls	3
ILT 197	Motor Controls I	3
ILT 218	Industrial Robotics Concepts	3
SPH 106	Fundamentals of Oral Communication or	
	SPH 107 Fundamentals of Public Speaking	
	or SPC 103 Oral Communication Skills	2-3
	Total Semester Credit Hours	**11-12**
	TOTAL CREDIT HOURS	**57-58**

Electronic Technology Communications Certificate – Example Curriculum*

1st Semester

ORI 110	Freshman Seminar	1
MTH 100	Intermediate College Algebra or	
	MAH 101 Introductory Mathematics	3
ILT 100	Applied Electronic Computations	3
AUT 102	Lean Manufacturing and Industrial Safety	3
ILT 160	Concepts of Direct Current	3
ILT 161	Concepts of Alternating Current	3
	Total Semester Credit Hours	**16**

2nd Semester

COM 100	Vocational Technical English I or	
ENG 101	English Composition I	3
ILT 162	Concepts of Solid State	3
ILT 163	Concepts of Digital Electronics	3
ILT 198	Electronic Circuits	3
	Total Semester Credit Hours	**12**

3rd Semester

ILT 135	Local Area Networks	3
ILT 195	Troubleshooting Techniques	3
ILT 240	Sensors Technology and Application	3
	Total Semester Credit Hours	**9**

4th Semester

SPH 106	Fundamentals of Oral Communication or	
	SPH 107 Fundamentals of Public Speaking	
	or SPC 103 Oral Communication Skills	2/3
CIS 146	Microcomputer Applications or	
	DPT 103 Technical Computer Skills	3
ILT 145	Advanced Networking	3
	Total Semester Credit Hours	**8-9**

5th Semester

ILT 228	FCC GROL Prep	3
ILT 251	RF Communications	3
ILT 252	Digital Communications	3
	Total Semester Credit Hours	**9**
	TOTAL CREDIT HOURS	**51-52**

*pending approval

Basic Electronics Short Term Certificate

1st Semester

AUT 102	Lean Manufacturing and Industrial Safety	3
ILT 100	Applied Electronics Computations	3
ILT 160	DC Fundamentals	3
ILT 161	AC Fundamentals	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**12**

Intermediate Electronics Short Term Certificate

1st Semester

ILT 162	Solid State Fundamentals	3
ILT 163	Digital Fundamentals	3
ILT 198	Electronic Circuits I	3
	Total Semester Credit Hours	**9**
	TOTAL CREDIT HOURS	**9**

Basic Automation and Controls Short Term Certificate

1st Semester

ILT 194	Introduction to PLC's	3
ILT 197	Motor Controls 1	3
ILT 218	Industrial Robotics Concepts	3
	Total Semester Credit Hours	**9**

TOTAL CREDIT HOURS	**9**

Advanced Automation and Controls and Mechanics Short Term Certificate

1st Semester

AUT 138	Principles of Industrial Mechanics	3
ILT 196	Advanced PLC's	3
ILT 148	Automated Control Systems	3
ILT 149	Automated Control Systems Lab	2
ILT 169	Hydraulics / Pneumatics	3
	Total Semester Credit Hours	**14**

TOTAL CREDIT HOURS	**14**

Basic Biomedical Concepts Short Term Certificate*

1st Semester

ILT 197	Motor Controls 1	3
ILT 169	Hydraulics/Pneumatics	3
ILT 291	Cooperative Education/ Internship in Biomedical**	3
AUT 138	Principles of Industrial Mechanics	3
	Total	12

TOTAL CREDITS	**12**

*pending approval

**Includes required course work in Biomedical Fundamentals

Sensors and Networking Short Term Certificate*

ILT 135	Local Area Networking	3
ILT 195	Troubleshooting	3
ILT 240	Sensors Technology and Applications	3
	Total	9

TOTAL CREDITS	**9**

*pending approval

Basic IT and Advanced Networking Short Term Certificate*

ILT 131	PC Problem Determination	3
ILT 135	Local Area Networks	3
ILT 145	Advanced Networking	3
ILT 239	Certification Prep (A+)	3
	Total	12

TOTAL CREDITS	**12**

*pending approval

Basic Communications Short Term Certificate*

ILT 228	FCC GROL Prep	3
ILT 251	RF Communications	3
ILT 252	Digital Communications	3
	Total	9

TOTAL CREDITS	**9**

*pending approval

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.wallacestate.edu/Programs/Technical-Division/Electronics-Technology.

EMERGENCY MEDICAL SERVICES

Mr. Allen Patterson, Program Director
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**Associate in Applied Science Degree
(4 semesters)**

EMT Short Certificate (1 semester)

Paramedic Certificate (3 semesters)

At a Glance
People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs, Advanced EMTs, and Paramedics). 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

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prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels. 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 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 for 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 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 (4 semesters)
Applicants Must:
1. Meet all WSCC admission requirements.
2. Submit an application to the Admissions Office.
3. Submit all COMPASS/ACCUPLACER, 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/ACCUPLACER, SAT, or ACT scores or have completed ENG 101 with a grade of 75 or better. Students placing into remedial coursework are not eligible for program entry.
6. Be eligible to enroll in MTH 100 according to COMPASS/ACCUPLACER, SAT, or ACT scores or have completed MTH 100 with a grade of 75 or better within last 2 years. Students placing into remedial coursework are not eligible for program entry.
7. Comply with the Essential Functions listed in the EMS Student Handbook. 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
11. **NOTE: Completing all program entry requirements does not guarantee program admittance.**
12. 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 inseparable 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:
Meet all WSCC admission requirements.
Submit an application to the Admissions Office.
Submit all COMPASS/ACCUPLACER, SAT, or ACT scores to the Admissions office.
Submit a program application packet to the EMS Unit Secretary by the specified date. COMPASS/ACCUPLACER, SAT or ACT scores reveal ENG 101 eligibility.
Comply with the Essential Functions as listed in the EMS Student Handbook. Documentation of inability to comply must be submitted for review by the WSCC Americans with Disabilities Act Coordinator.
Possess current American Heart Association Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance.
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 EMT or Advanced EMT License (supply copy with program application) - Active Status.

4. Be eligible to enroll in ENG 101 according to COMPASS/ACCUPLACER, SAT, or ACT scores or have completed ENG 101 with a grade of 75 or better. Students placing into remedial coursework are not eligible for program entry.
5. Be eligible to enroll in MTH 100 according to COMPASS/ACCUPLACER, SAT, or ACT scores or have completed MTH 100 or higher with a grade of 75 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 75 or better.
7. Schedule an appointment with EMS program director. **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 psycho motor 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 in the student handbook.
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. EMT and Advanced EMT must be completed within 1 year form beginning of coursework and 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. To obtain the A.A.S. in EMS degree, the student must 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 and the EMS program must meet the graduation requirements at the time of their readmission.
8. 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 $31,020 in May 2012. The middle 50 percent earned between $24,560 and $40,680 the highest 10 percent earned more than $53,550. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Emergency Medical Service – Example Curriculum Map

A.A.S. DEGREE (4 Semesters)

1st Semester (EMT-One semester)
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
*ORI 110	Freshman Seminar	1
*BIO 201	Human Anatomy and Physiology I	4
	Total Semester Credit Hours	**15**

*BIO 201 is only required for students desiring to progress into the Paramedic Program.

2nd Semester (Paramedic)
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	2
EMS 244	Paramedic Clinical I	1
EMS 257	Paramedic Applied Pharmacology	2
MTH 100	Intermediate College Algebra	3
	Total Semester Credit Hours	**13**

3rd semester (Paramedic)
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special populations	2
EMS 248	Paramedic Clinical II	3
ENG 101	English Composition	3
	Total Semester Credit Hours	**14**

4th semester (Paramedic)
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for the Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
SPH 106	Fundamentals of Oral Communication	3
	Total Semester Credit Hours	**13**

TOTAL CREDITS-PARAMEDIC (CERTIFICATE)		**55**

Additional required courses for AAS degree
PSY 200	General Psychology	3
HUM/FA	Humanities/Fine Arts Elective	3
BIO 202	Human Anatomy and Physiology II	4
	TOTAL CREDIT HOURS-AAS	**65**

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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.wallacestate.edu/Programs and click on the appropriate program.

ENGINEERING TECHNOLOGY

Mr. Todd Hardman, Department Chair
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**Associate in Applied Science Degree
Engineering Technology
(5 semesters)**

**Associate in Applied Science Degree
Engineering Technology with Mechanical/
Civil Hours as Electives
(5 semesters)**
**Associate in Applied Science Degree
Engineering Technology with Architectural
Hours as Electives
(5 semesters)**

**Associate in Applied Science Degree
Engineering Technology with Building
Construction Management Hours as
Electives
(5 semesters)**

**Associate in Applied Science Degree
Engineering Technology with Building
Construction Electives
(5 semesters)**

**Short Term Certificates
(1-2 Semesters)**

At a Glance
The engineering technology curriculum is designed to prepare a graduate to apply basic engineering principals and technical skills in support of engineers engaged in a wide variety of projects. The program includes instruction in various engineering support functions for research, production, operations, and applications to specific engineering specialties.

Program Description
Engineering Technology consists of an A.A.S. Degree (5 semesters) in Engineering Technology or an A.A.S. Degree (5 semesters) Engineering Technology with Mechanical/Civil hours as electives, Architectural hours as electives, Building Construction Management hours as electives, or Building Construction hours as electives. Short Term Certificates are also offered in Architectural Engineering Technology, Building Construction Management, Mechanical/Civil Engineering Technology and Building Construction.

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 the ability to develop and understand the facets of engineering and of its relation to society; maintain high standards of industry and workplace codes, rules, and regulations regarding standards and safety; demonstrate manual and computer-assisted techniques employed by professional engineers and project managers; provide drawings with specialized applications, development of views, renderings, 3-D solids, and plotting; develop an understanding of requirements related to residential and small commercial development and construction; understand and possess basic knowledge relative to multiple commercial applications including estimating, Licensure, and regulations.

Career Path

Graduates can expect to acquire a position as an engineering technician in the various fields of mechanical, civil, structural, and architectural, pipe or electrical design. Students may choose to pursue a career in construction management if classes are taken in that specialized area. Earnings for an engineering technician vary by specialty and level of responsibility. Annual earnings of architectural and civil technicians reached more than $47,560 in 2012, with similar numbers of mechanical technicians earning more than $51,980, and electrical and electronics technicians earning more than $57,850. (Source: U.S. Department of Labor Bureau of Labor Statistics).

GENERAL REQUIRED COURSES

ENG 101	English Composition I	3
ENG 102	English Composition II	3
Elective	Natural Science	4
CIS 146	Microcomputer Applications	3
HUM/FA	Humanities/Fine Arts Elective	3
MTH 100	College Algebra	3
Elective	History, Social, and Behavioral Science Electives	3
ORI 110	Freshman Seminar	1
	Total General Required Courses	**23**

ADDITIONAL REQUIRED COURSES

EGR 100	Engineering Orientation	1
EGR 125	Modern Graphics for Engineering	3
ENT 126	Basic Computer-Aided Drafting	3
ENT 127	Mechanical Drawing	3
ENT 128	Advanced Computer-Aided Drafting	3
ENT 129	Section and Auxiliary Views	3
ENT 214	Advanced AutoCAD CAD	3
ENT 216	Industrial Drawings	3
ENT 217	Machine Design	3
CMT 114	OSHA	1
ENT 215	Architectural Drawing	3
ENT 212	CAD for Electronics	3

Any Electives from the Short Certificate Areas of: Architectural Engineering Technology, Building Construction Management, or Mechanical/Civil Engineering Technology Building Construction

	Total for AAS Degree	**73**

ELECTIVES

MDT 100	Engineering Blueprints	3
CDT 223	Civil Engineering Drafting	3
CDT 221	Structural Drafting for Technicians	3
CDT 205	Fundamentals of Surveying	3
MDT 261	HVAC and Pipe Systems Drafting	3
AET 245	Advanced Design	3
BUC 142	Construction Estimating	3
CMT 102	Blueprint Reading for Construction	3
AET 200	Advanced Architectural CAD	3
AET 221	Energy Design of Buildings	3
BUC 133	Building Codes	3
AET 290	Building Information Modeling	3
AET 245	Advanced Design	3
BUC 131	Interior and Exterior Finishes	3
BUC 110	Basic Construction Tools and Materials	3
BUC 150 or 121	Homebuilders License Exam Review or Floors and Walls Framing	3
BUC 170	Framing Lab	3
BUC 141 or 171	On-Grade Concrete Applications or	
BUC 171	Finishing Lab	3
BUC 164	Decks and Patios	3

AAS Engineering Technology - Example Curriculum Map

1st Semester

ENT 126	Basic Computer Aided Drafting	3
EGR 125	Modern Graphics for Engineers	3
EGR 100	Engineering Orientation	1
ENT 212	CAD for Electronics	3
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**14**

2nd Semester

ENT 128	Advanced Computer Aided Drafting	3
ENT 129	Sections and Auxiliary Views	3
	Program Elective	3
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3
CMT 114	OSHA	1
	Total Semester Credit Hours	**16**

3rd Semester

ENT 127	Mechanical Drawing	3
	Program Electives	6
	History, Social and Behavioral, or Science Elective	3
	Total	12

4th Semester

ENT 215	Architectural Drawing	3
ENT 216	Industrial Drawings	3
	Program Electives	6
	Humanities/Fine Arts Elective	3
	Total Semester Credit Hours	**15**

5th Semester

ENT 217	Machine Design	3
CIS 146	Microcomputer Applications	3
ENT 214	Advanced AutoCAD	3
	Program Elective	3
	Natural Science Elective	4
	Total Semester Credit Hours	**16**
	TOTAL CREDIT HOURS	**73**

AAS Engineering Technology with Mechanical/Civil Hours as Electives - Example Curriculum Map

1st Semester

ENT 126	Basic Computer Aided Drafting	3
EGR 125	Modern Graphics for Engineers	3
EGR 100	Engineering Orientation	1
ENT 212	CAD for Electronics	3
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**14**

2nd Semester

ENT 128	Advanced Computer Aided Drafting	3
ENT 129	Sections and Auxiliary Views	3
	ENT/CDT/MDT/AET Elective	3
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3
CMT 114	OSHA	1
	Total Semester Credit Hours	**16**

3rd Semester

ENT 127	Mechanical Drawing	3
	ENT/CDT/MDT/AET Electives	6
	History, Social and Behavioral, or Science Elective	3
	Total Semester Credit Hours	**12**

4th Semester

ENT 215	Architectural Drawing	3
ENT 216	Industrial Drawings	3
	ENT/CDT/MDT/AET Electives	6
	Humanities/Fine Arts Elective	3
	Total Semester Credit Hours	**15**

5th Semester

ENT 217	Machine Design	3
CIS 146	Microcomputer Applications	3
ENT 214	Advanced AutoCAD	3
	ENT/CDT/MDT/AET Elective	3

	Natural Science Elective	4
	Total Semester Credit Hours	**16**
	TOTAL CREDIT HOURS	**73**

AAS Engineering Technology with Architectural Hours as Electives - Example Curriculum Map

1st Semester

ENT 126	Basic Computer Aided Drafting	3
EGR 125	Modern Graphics for Engineers	3
EGR 100	Engineering Orientation	1
ENT 212	CAD for Electronics	3
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**14**

2nd Semester

ENT 128	Advanced Computer Aided Drafting	3
ENT 129	Sections and Auxiliary Views	3
	AET/BUC/CMT Elective	3
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3
CMT 114	OSHA	1
	Total Semester Credit Hours	**16**

3rd Semester

ENT 127	Mechanical Drawing	3
	AET/BUC/CMT Electives	6
	History, Social and Behavioral, or Science Elective	3
	Total Semester Credit Hours	**12**

4th Semester

ENT 215	Architectural Drawing	3
ENT 216	Industrial Drawings	3
	AET/BUC/CMT Electives	6
	Humanities/Fine Arts Elective	3
	Total Semester Credit Hours	**15**

5th Semester

ENT 217	Machine Design	3
CIS 146	Microcomputer Applications	3
ENT 214	Advanced AutoCAD	3
	AET/BUC/CMT Elective	3
	Natural Science Elective	4
	Total Semester Credit Hours	**16**
	TOTAL CREDIT HOURS	**73**

AAS Engineering Technology with Building Construction Management Hours as Electives - Example Curriculum Map

1st Semester

ENT 126	Basic Computer Aided Drafting	3
EGR 125	Modern Graphics for Engineers	3
EGR 100	Engineering Orientation	1

ENT 212	CAD for Electronics	3
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**14**

2nd Semester

ENT 128	Advanced Computer Aided Drafting	3
ENT 129	Sections and Auxiliary Views	3
AET/BUC/ CMT/CDT	Elective	3
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3
CMT 114	OSHA	1
	Total Semester Credit Hours	**16**

3rd Semester

ENT 127	Mechanical Drawing	3
	AET/BUC/CMT/CDT Electives	6
	History, Social and Behavioral, or Science Elective	3
	Total Semester Credit Hours	**12**

4th Semester

ENT 215	Architectural Drawing	3
ENT 216	Industrial Drawings	3
	AET/BUC/CMT/CDT Electives	6
	Humanities/Fine Arts Elective	3
	Total Semester Credit Hours	**15**

5th Semester

ENT 217	Machine Design	3
CIS 146	Microcomputer Applications	3
ENT 214	Advanced AutoCAD	3
	AET/BUC/CMT/CDT Elective	3
	Natural Science Elective	4
	Total Semester Credit Hours	**16**
	TOTAL CREDIT HOURS	**73**

AAS Engineering Technology with Building Construction Electives - Example Curriculum Map

1st Semester

ENT 126	Basic Computer Aided Drafting	3
EGR 125	Modern Graphics for Engineers	3
EGR 100	Engineering Orientation	1
ENT 212	CAD for Electronics	3
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**14**

2nd Semester

ENT 128	Advanced Computer Aided Drafting	3
ENT 129	Sections and Auxiliary Views	3
	AET/BUC/CMT/CDT Elective	3
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3

CMT 114	OSHA	1
	Total Semester Credit Hours	**16**

3rd Semester

ENT 127	Mechanical Drawing	3
	AET/BUC/CMT/CDT Electives	6
	History, Social and Behavioral, or Science Elective	3
	Total Semester Credit Hours	**12**

4th Semester

ENT 215	Architectural Drawing	3
ENT 216	Industrial Drawings	3
	AET/BUC/CMT/CDT Electives	6
	Humanities/Fine Arts Elective	3
	Total Semester Credit Hours	**15**

5th Semester

ENT 217	Machine Design	3
CIS 146	Microcomputer Applications	3
ENT 214	Advanced AutoCAD	3
	AET/BUC/CMT/CDT Elective	3
	Natural Science Elective	4
	Total Semester Credit Hours	**16**
	TOTAL CREDIT HOURS	**73**

Architectural Engineering Technology Short Term Certificate

1st Semester

ENT 126	Basic Computer Aided Drafting	3
CMT 114	OSHA	1
AET 221	Energy Design of a Building	3
BUC 133	Building Codes	3
CMT 102	Blueprint Reading for Construction	3
	Total Semester Credit Hours	**13**

2nd Semester

ENT 128	Advanced Computer Aided Drafting	3
ENT 215	Architectural Drawing	3
AET 200	Advanced Architectural CAD	3
AET 290	Building Information Modeling	3
AET 245	Advanced Design	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**28**

Building Construction Management Short Term Certificate

1st Semester

ENT 126	Basic Computer Aided Drafting	3
CMT 114	OSHA	1
	Electives	9
	Total Semester Credit Hours	**13**

2nd Semester

ENT 128	Advanced Computer Aided Drafting	3

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ENT 215	Architectural Drawing	3
	Electives	9
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**28**

Electives (choose 18 hours):

AET 221	Energy Design of Building	3
BUC 133	Building Codes	3
CMT 102	Blueprint Reading for Construction	3
BUC 142	Construction Estimating	3
BUC 110	Basic Construction Tools and Materials	3
CDT 205	Fundamentals of Surveying	3
BUC 150	Homebuilders License Exam Review	3
BUC 121	Floors and Walls Framing	3
BUC 131	Interior and Exterior Finishes	3

Mechanical/Civil Engineering Technology Short Term Certificate

1st Semester

ENT 126	Basic Computer Aided Drafting	3
CMT 114	OSHA	1
	Electives	9
	Total Semester Credit Hours	**13**

2nd Semester

ENT 128	Advanced Computer Aided Drafting	3
ENT 214	Advanced AutoCAD	3
	Electives	9
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**28**

Electives (choose 18 hours):

ENT 127	Mechanical Drawing	3
ENT 216	Industrial Drawing	3
ENT 217	Machine Design	3
AET 245	Advanced Design	3
CDT 205	Fundamentals of Surveying	3
CDT 221	Structural Drafting for Technicians	3
CDT 223	Civil Engineering Drafting	3
MDT 100	Engineering Blueprints	3
MDT 261	HVAC and Pipe Systems Drafting	3
CDT 205	Fundamentals of Surveying	3
MDT 100	Engineering Blueprints	3
AET 245	Advanced Design	3

Building Construction Short Term Certificate

1st Semester

CMT 114	OSHA	1
	Electives	12
	Total Semester Credit Hours	**13**

2nd Semester

	Electives	12
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**25**

Electives (choose 24 hours):

AET 221	Energy Design of Buildings	3
BUC 110	Basic Construction Tools and Materials	3
BUC 121	Floors and Walls Framing	3
BUC 131	Interior and Exterior Finishes	3
BUC 133	Building Codes	3
BUC 141	On-Grade Concrete Applications	3
BUC 150	Homebuilders License Exam Review	3
BUC 164	Decks and Patios	3
BUC 170	Framing Lab	3
BUC 171	Finishing Lab	3
CDT 205	Fundamentals of Surveying	3
CMT 102	Blueprint Reading for Construction	3

Construction Science Short Term Certificate

1st Semester

CMT 102	Blueprint Reading for Construction	3
AET 221	Energy Design of Buildings	3
BUC 142	Construction Estimating	3
	Total Semester Credit Hours	**9**
	TOTAL CREDIT HOURS	**9**

Civil/Mechanical Science Short Term Certificate

1st Semester

CDT 205	Fundamentals of Surveying	3
MDT 100	Engineering Blueprints	3
EGR 125	Modern Graphics for Engineers	3
	Total Semester Credit Hours	**9**
	TOTAL CREDIT HOURS	**9**

Basic AutoCAD Short Term Certificate

1st Semester

ENT 126	Basic Computer-Aided Drafting	3
EGR 125	Modern Graphics for Engineers	3
ENT 212	CAD for Electronics	3
	Total Semester Credit Hours	**9**
	TOTAL CREDIT HOURS	**9**

3D Graphic Science Short Term Certificate

1st Semester

ENT 126	Basic Computer-Aided Drafting	3
ENT 214	Advanced AutoCAD	3
AET 245	Advanced Design	3
AET 290	Building Information Modeling (BIM)	3

	Total Semester Credit Hours	12
	TOTAL CREDIT HOURS	**12**

Advanced Design Short Term Certificate

1st Semester

ENT 126	Basic Computer-Aided Drafting	3
ENT 128	Advanced Computer-Aided Drafting	3
ENT 129	Section and Auxiliary	3
ENT 214	Advanced AutoCAD	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**12**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.wallacestate.edu/Programs/ and click on the appropriate program.

FLIGHT TECHNOLOGY
(Aviation/Pilot Training)

Mr. Bert Mackentepe, Department Chair
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Associate in Applied Science
(6 semesters)
Short Term Certificates (1-3 semesters)

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. The number of credits granted can be limited based on state board policies. No more than 25% of total program semester hours will be granted. (See PLA Credit)

Admission
Admission to the College is required but does not guarantee admission to the flight technology program, as the flight program has additional admissions requirements that must be met.

The Flight Program admits spring and fall semesters. Enrollment is limited dependent on space and instructor availability.

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
1. Must possess a 3rd class (or higher) medical and obtained from a designated FAA medical examiner, students using VA benefits must possess a second class medical
2. Must possess a student pilot certificate obtained through your local FAA or a Certified Flight Instructor
3. Must present an original birth certificate or current passport
4. Must present a current driver's license or Government Issued Photo ID
5. Must meet all the general admission requirements of the college and be in good standing with the college.
6. 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.

7. 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.

8. 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

9. Schedule an appointment with program advisor and provide required documents

Short Term Certificate Entry Requirements

1. Must possess a 3rd class (or higher) medical- obtained from a designated FAA medical examiner.

2. Must possess a student plot certificate obtained through your local FAA or a Certified Flight Instructor

3. Must present an original birth certificate or current passport

4. Must present a current driver's license or Government Issued Photo ID

5. Schedule an appointment with program advisor and provide required documents

NOTE: The VA will not pay benefits for short certificates in this program.

Program Progression

To remain in the program students must adhere to the following progression standards:

1. Students must maintain a Wallace State Cumulative GPA of 2.0. Failure to maintain this average will result in dismissal from the Flight Program.

2. If a student withdraws or receives a grade of D or lower in any FLT course the student cannot progress in the FLT sequence until the course is repeated and completed successfully.

3. To be eligible for graduation the student must have completed all required courses and final stage checks successfully.

Program Dismissal

In addition to the program progression requirements, students may be dismissed from the Flight Program for the following reasons:

1. A total of two (2) unsuccessful attempts in two separate semesters (D, F, or W) in the same FLT course.

2. Failure to receive a grade of C or better in the second attempt in any FLT course

3. Failure to maintain a Wallace State Cumulative GPA of 2.0

4. Failure to comply with Program policies, safety rules, and procedures.

Readmission to Program

1. Students who withdraw or are dismissed must apply for readmission through department staff. No preferential consideration is given to prior students for readmission. Students will be readmitted one time ONLY.

2. Students dismissed from the FLT program for disciplinary reasons or unsafe conduct will not be considered for readmission to the Flight Program.

Program Expectations

1. Students enrolled in the FLT Program can expect reading and homework assignments prior to every lesson or class.

2. Students must be able to commit to at least 3 training activities per week. There are significant lab fees for each flight lab.

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

1. Read, understand, and follow WSCC, State, and FAA Regulations

2. Recognize the design and operation of aircraft components, instruments, and systems

3. Evaluate information and conditions to do flight planning, maneuvering, and safety risk management

4. Apply principles of flight, weather, aerodynamics, and navigation to complete flight lessons

5. Evaluate flight situations and make decisions quickly with sound judgment

6. Process multi-sensory input and multi-task simultaneously to maintain positive aircraft control

7. 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:

1. Do pre-flight inspection of the engine, propeller, and electrical, environmental, hydraulic, pneumatic, fuel, ignition, lubrication, and flight control systems
2. Process visual, auditory, and tactile input simultaneously
3. Monitor for other air traffic through continuous visual scanning and radio calls
4. Monitor instrument panel
5. Detect and respond to auditory signals from air traffic control
6. Chart flight plan with maps
7. Possess quick sensory response time

Motor Skills: Possess sufficient physical strength, flexibility, and dexterity to operate an airplane
1. Independently execute all required flight maneuvers including climbs, descents, stalls, turns, takeoffs and landings
2. Perform manual inspections of the airframe, engine, fuel tanks and oil reservoir requiring the ability to climb while maintaining balance and dexterity
3. Respond to engine indications and instruments by making manual adjustments
4. Sit for prolonged periods
5. Possess quick physical response time
6. Activate brake pedals for aircraft steering and braking
7. Maintain balance and stability

Communication Skills: Read, write, and understand English as required by FAA standards
1. Use English to obtain necessary information from aural and written sources
2. Express information clearly in English both verbally and in writing
3. Understand and correctly respond to radio and air traffic communication
4. Communicate clearly by radio with air traffic control
5. Communicate clearly by radio with other pilots in the air

Behavioral Skills: Behave appropriately and safely in a high-risk learning environment
1. Work independently with minimal or no supervision
2. Follow through with individual responsibilities
3. Exercise good judgment
4. Follow safety procedures
5. Comply with drug-free requirements and testing
6. Stay calm in stressful situations

Environmental Tolerance: Work in a flight training environment
1. Work for prolonged periods amidst:
2. Changes in altitudes
3. Changes in temperature
4. Changes in air pressure
5. Extreme noise
6. Electrical equipment
7. Gas and Fumes
8. Moving objects and vehicles
9. Slippery or uneven surfaces

10. 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 to http://www.faa.gov/pilots/medical

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:
1. **Visual Accuracy:** 20/40 in each eye with or without correction
2. **Color Vision:** Colors necessary for safe performance of airman duties
3. **Hearing Acuity:** Conversational voice at 6 feet with both ears, or audiometry
4. **Manual Dexterity:** in fingering and grasping activities and the ability to perform repetitive fine motor actions
5. **Gross Motor:** ability to reach, stoop, kneel, stand, walk, and sit

Disability Accommodations
We have developed our technical standards in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation 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 Smith, 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.

1. United States citizens should be prepared to provide proof of citizenship which includes at a minimum, an original birth certificate and photo I.D.
2. 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 2020 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. The median annual wage for airline pilots, copilots, and flight engineers was $114,200 in May 2012. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $66,970, and the top 10 percent earned more than $187,200. (Source: U.S. Department of Labor Bureau of Labor Statistics)

TEBI AND CEU – (Flight training, Ground Training, Ground School, Recurrent Training, Flight reviews, Instrument Proficiency Checks, and Aircraft Check-outs)

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 through the TSA.

GENERAL REQUIRED COURSES

Course	Title	Hours
ENG 101	English Composition I	3
ENG 102	English Composition II	3
HUM/FA	Humanities/Fine Arts Elective	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
ORI 110	Freshman Seminar	1
	Humanities & Fine Arts Electives (Advisor Approved)	3
	History, Social & Behavioral Sciences Electives	3
	MTH or Natural Science Electives (Advisor Approved)	3
Total General Required Courses		**25**

A.A.S. MAJOR REQUIRED COURSES-AIRPLANE & HELICOPTER

Course	Title	Hours
FLT 111	Private Ground Airplane	3
FLT 121	Commercial Ground Airplane	3
FLT 241	Instrument Ground Airplane/Helicopter	3
Total Major Required Courses		**9**

COMMERCIAL AIRPLANE PILOT OPTION I

Course	Title	Hours
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 132	Professional Pilot Airplane Lab 5 (inst)	3
FLT 134	Professional Pilot Airplane Lab 6 (inst)	3
FLT 136	Professional Pilot Airplane Lab 7 (inst)	3

FLT 138	Professional Pilot Airplane Lab 8 (cmml)	3
FLT 240	Professional Pilot Airplane Lab 9 (cmml)	3
FLT 242	Professional Pilot Airplane Lab10 (cmml)	3
FLT 252	Professional Pilot Airplane Lab11 (cmml)	3
FLT 254	Professional Pilot Airplane Lab12 (cmml)	3
FLT 256	Professional Pilot Airplane Lab13 (cmml)	3
FLT 258	Professional Pilot Airplane Lab14 (cmml)	3
Total Major Required Courses – Option I		**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 222	Professional Pilot Helicopter Lab 14 (cmml)	3
Total Major Required Courses – Option I		**42**
	TOTAL A.A.S. REQUIREMENTS OPTION II	**76**

Note: A private pilot license is required for Option III and IV.

CFI AIRPLANE OPTION III

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 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
FLT 261	Fundamentals of Instruction Ground	3
FLT 262	Instructor Methods of Oral Presentation	3
FLT 264	Flight Instructor Ground	3
FLT 281	Flight Instructor Initial Issuance	3
Total Major Required Courses – Option III		**42**
	TOTAL A.A.S. REQUIREMENTS OPTION III	**76**

| FLT 244 | Instrument Flight Instructor Rating (as substitute) | 3 |
| FLT 282 | Flight Instructor Additional Rating (as substitute) | 3 |

CFI HELICOPTER OPTION IV

| 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 222	Professional Pilot Helicopter Lab 14 (cmml)	3
FLT 232	Professional Pilot Helicopter Lab 15	3
FLT 234	Professional Pilot Helicopter Lab 16	3
FLT 236	Professional Pilot Helicopter Lab 17	3
FLT 261	Fundamentals of Instruction Ground	3
FLT 262	Instructor Methods of Oral Presentation	3
FLT 264	Flight Instructor Ground	3
FLT 281	Flight Instructor Initial Issuance	3

	TOTAL A.A.S. REQUIREMENTS OPTION IV	**76**
FLT 244	Instrument Flight Instructor Rating (as substitute)	3
FLT 282	Flight Instructor Additional Rating (as substitute)	3

AAS Commercial Airplane - Example Curriculum

1st Semester
FLT 111	Private Pilot Ground School	3
FLT 112	Pilot Lab 1	3
FLT 122	Pilot Lab 2	3
FLT 124	Pilot Lab 3	3
MTH 100	Intermediate College Algebra	3
ORI 110	Freshman Seminar	1
Total Semester Credit Hours		**16**

2nd Semester
FLT 241	Instrument Ground School	3
FLT 126	Flight Lab 4	3
FLT 132	Flight Lab 5	3
FLT 134	Flight Lab 6	3
ENG 101	English Composition I	3
Total Semester Credit Hours		**15**

3rd Semester
FLT 136	Pilot Lab 7	3
FLT 138	Pilot Lab 8	3
CIS 146	Microcomputer Applications	3
Total Semester Credit Hours		**9**

4th Semester
FLT 121	Commercial Ground School	3
FLT 240	Pilot Lab 9	3
FLT 242	Pilot Lab 10	3
ENG 102	English Composition II	3
	HUM/FA Elective	3
Total Semester Credit Hours		**15**

5th Semester
| FLT 252 | Pilot Lab 11 | 3 |
| FLT 254 | Pilot Lab 12 | 3 |

SPH 106   Fundamentals of Oral Communications   3
Math, CIS, or Science Elective
PHS 111 is preferred Intro to
Physical Science   3-4
Total Semester Credit Hours   **12-13**

6th Semester
FLT 256   Pilot Lab 13   3
FLT 258   Pilot Lab 14   3
History or Social & Behavioral Science Elective
ECO 231 or PSY 200   3
Total Semester Credit Hours   **9**

TOTAL CREDIT HOURS   **76**

AAS Commercial Helicopter - Example Curriculum

1st Semester
FLT 111   Private Pilot Ground School   3
FLT 200   Pilot Lab 1   3
FLT 210   Pilot Lab 2   3
FLT 211   Pilot Lab 3   3
MTH 100   Intermediate College Algebra   3
ORI 110   Freshman Seminar   1
Total Semester Credit Hours   **16**

2nd Semester
FLT 241   Instrument Ground School   3
FLT 212   Flight Lab 4   3
FLT 213   Flight Lab 5   3
FLT 214   Flight Lab 6   3
ENG 101   English Composition I   3
Total Semester Credit Hours   **15**

3rd Semester
FLT 215   Pilot Lab 7   3
FLT 216   Pilot Lab 8   3
CIS 146   Microcomputer Applications   3
Total Semester Credit Hours   **9**

4th Semester
FLT 121   Commercial Ground School   3
FLT 217   Pilot Lab 9   3
FLT 218   Pilot Lab10   3
ENG 102   English Composition I   3
HUM/FA Elective   3
Total Semester Credit Hours   **15**

5th Semester
FLT 219   Pilot Lab11   3
FLT 220   Pilot Lab 12   3
FLT 221   Pilot Lab 13   3
SPH 106   Fundamentals of Oral Communication   3
Math, CIS, or Science Elective
PHS 111 is preferred Intro to
Physical Science   3-4
Total Semester Credit Hours   **15-16**

6th Semester
FLT 222   Pilot Lab 14   3
History or Social & Behavioral Science Elective
ECO 231 or PSY 200   3
Total Semester Credit Hours   **6**

TOTAL CREDIT HOURS   **76**

AAS CFI Airplane - Example Curriculum

1st Semester
FLT 241   Instrument Ground School   3
FLT 132   Pilot Lab 5   3
FLT 134   Pilot Lab 6   3
FLT 136   Pilot Lab 7   3
MTH 100   Intermediate College Algebra   3
ORI 110   Freshman Seminar   1
Total Semester Credit Hours   **16**

2nd Semester
FLT 121   Private Ground School   3
FLT 138   Pilot Lab 8   3
FLT 240   Pilot Lab 9   3
ENG 101   English Composition   3
Total Semester Credit Hours   **12**

3rd Semester
FLT 242   Pilot Lab 10   3
FLT 252   Pilot Lab 11   3
CIS 146   Microcomputer Applications   3
Total Semester Credit Hours   **9**

4th Semester
FLT 111   Commercial Ground School   3
FLT 254   Pilot Lab 12   3
FLT 256   Pilot Lab 13   3
ENG 102   English Composition II   3
HUM/FA Elective   3
Total Semester Credit Hours   **15**

5th Semester
FLT 258   Pilot Lab 14   3
FLT 261   Fundamentals of Instruction   3
FLT 262   Instructor Methods of Oral Presentation   3
SPH 106   Fundamentals of Oral Communication   3
Math, CIS, or Science Elective
PHS 111 is preferred Intro to
Physical Science   3-4
Total Semester Credit Hours   **15-16**

6th Semester
FLT 264   Flight Instructor Ground School   3
FLT 281   CFI Initial Issuance   3
History or Social & Behavioral Science Elective
ECO 231 or PSY 200   3
Total Semester Credit Hours   **9**

FLT 111	Private Pilot Ground School	3
FLT 112	Pilot Lab 1	3
FLT 122	Pilot Lab 2	3
FLT 124	Pilot Lab 3	3
FLT 126	Pilot Lab 4	3
	Total Semester Credit Hours	**15**

	TOTAL CREDIT HOURS	**15**

Instrument Pilot Airplane Rating Short Term Certificate

1st Semester

FLT 132	Pilot Lab 5	3
FLT 134	Pilot Lab 6	3
FLT 136	Pilot Lab 7	3
FLT 138	Pilot Lab 8	3
FLT 241	Instrument Pilot Ground School	3
	Total Semester Credit Hours	**15**

	TOTAL CREDIT HOURS	**15**

Commercial Pilot Airplane Short Term Certificate

1st Semester

FLT 121	Commercial Pilot Ground School	3
FLT 240	Pilot Lab 9	3
FLT 242	Pilot Lab10	3
FLT 252	Pilot Lab11	3
FLT 254	Pilot Lab 12	3
	Total Semester Credit Hours	**15**

2nd Semester

FLT 256	Pilot Lab 13	3
FLT 258	Pilot Lab 14	3
	Total Semester Credit Hours	**6**

	TOTAL CREDIT HOURS	**21**

Private Pilot Helicopter Short Term Certificate

1st Semester

FLT 111	Private Pilot Ground School	3
FLT 200	Pilot Lab 1	3
FLT 210	Pilot Lab 2	3
FLT 211	Pilot Lab 3	3
FLT 212	Pilot Lab 4	3
	Total Semester Credit Hours	**15**

	TOTAL CREDIT HOURS	**15**

Commercial Pilot Helicopter Short Term Certificate

1st Semester

FLT 121	Commercial Pilot Ground School	3
FLT 213	Pilot Lab 5	3
FLT 214	Pilot Lab 6	3
FLT 215	Pilot Lab 7	3

	TOTAL CREDIT HOURS	**76**

AAS CFI Helicopter - Example Curriculum

1st Semester

FLT 241	Private Pilot Ground School	3
FLT 216	Pilot Lab 8	3
FLT 217	Pilot Lab 9	3
FLT 218	Pilot Lab 10	3
MTH 100	Intermediate College Algebra	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester

FLT 121	Commercial Ground School	3
FLT 219	Pilot Lab 11	3
FLT 220	Pilot Lab 12	3
ENG 101	English Composition I	3
	Total Semester Credit Hours	**12**

3rd Semester

FLT 221	Pilot Lab 13	3
FLT 222	Pilot Lab 14	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	**9**

4th Semester

FLT 111	Private Ground School	3
FLT 232	Pilot Lab 15	3
FLT 234	Pilot Lab 16	3
ENG 102	English Composition II	3
	HUM/FA Elective	3
	Total Semester Credit Hours	**15**

5th Semester

FLT 236	Pilot Lab 17	3
FLT 261	Fundamentals of Flight Instruction	3
FLT 262	Instructor Methods of Oral Communication	3
SPH 106	Fundamentals of Oral Communication	3
	Math, CIS, or Science Elective	
	PHS 111 is preferred Intro to	
	Physical Science	3-4
	Total Semester Credit Hours	**15-16**

6th Semester

FLT 264	Flight Instructor Ground School	3
FLT 281	CFI Initial Issuance	3
	History or Social & Behavioral Science Elective	
	ECO 231 or PSY 200	3
	Total Semester Credit Hours	**9**

	TOTAL CREDIT HOURS	**76**

Private Pilot Airplane Short Term Certificate

1st Semester

FLT 216	Pilot Lab 8	3
FLT 217	Pilot Lab 9	3
	Total Semester Credit Hours	**18**
	TOTAL CREDIT HOURS	**18**

Certified Flight Instructor Short Term Certificate

1st Semester

FLT 261	Fundamentals of Light Instruction	3
FLT 262	Instructor Methods of Oral Presentation	3
FLT 264	Flight Instructor Ground	3
FLT 281	Flight Instructor Initial Issuance	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**15**

Instrument Pilot Helicopter Rating Short Term Certificate

1st Semester

FLT 241	Instrument Ground School	3
FLT 232	Pilot Lab 15	3
FLT 234	Pilot Lab 16	3
FLT 236	Pilot Lab 17	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**12**

GENERAL STUDIES/LIBERAL ARTS

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 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 AS and AA degrees are available through campus, hybrid, and online offerings. The following outlines for university parallel programs 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. Each concentration provides a map for students to follow to completion.

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, Music Appreciation, Philosophy, Ethics, Religious Studies, 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 110 is required for graduation.

* 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).

BUSINESS ADMINISTRATION (Sample Curriculum/Map)

Ms. Marcy Manning, Advisor
(256) 352-8174
marcy.manning@wallacestate.edu

Associate in Science Degree
General Studies (A.S.)
Sample Curriculum/Map with Concentration in Business Administration for Transfer
This curriculum is recommended for those students wishing to pursue a four-year degree in business-related areas.

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 management, 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 economics, accounting, 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

Course	Title	Hours
ORI 110*	Freshman Seminar	1
ENG 101 & 102	English Composition I & II	6
ENG	Literature Sequence**	6
HUM/FA	Humanities/Fine Arts Elective	6
MTH 112	Precalculus Algebra**	3
Natural Science	Electives (must have labs)**-	8
HIS	History**	3
PSY 200/ SOC	General Psychology/ Sociology	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
	Total General Required Courses	**42**

MAJOR REQUIRED COURSES

Course	Title	Hours
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
	Total Major Required Courses	**21**
	Total for A.S. Business Administration Degree	**63**

College transfer requirements online at http://www.wallacestate.edu/admissions/stars.html

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

**Only Code "A" courses should be taken in General Ed Core Requirements. See catalog course descriptions.

***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.

A.S. Business Administration - Example Curriculum Map

1st Semester

Course	Title	Hours
ORI 110	Freshman Seminar	1
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
PHY 200	General Psychology	3
PHS 200	Physical Science I	4
MTH 112	Precalculus Algebra	3
	Total Semester Credit Hours	**17**

2nd Semester

Course	Title	Hours
ENG 102	English Composition II	3
HIS 201	United States History I	3
BIO 103	Principles of Biology	4
BUS 241	Principles of Accounting I	3
MUS 101	Music Appreciation	3
	Total Semester Credit Hours	**16**

3rd Semester

Course	Title	Hours
SPH 106	Fundamentals of Oral Communications	3
BUS 271	Business Statistics I	3
ENG 261	English Literature I	3
BUS 242	Principles of Accounting II	3
ECO 231	Principles of Macroeconomics	3
	Total Semester Credit Hours	**15**

4th Semester

BUS 263	Legal & Social Environment of Business	3
BUS 272	Business Statistics II	3
ENG 262	English Literature II	3
ECO 232	Principles of Microeconomics	3
BUS 275	Principles of Management	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**63**

CHILD DEVELOPMENT (Sample Curriculum/Map)

Dr. Marcie Hill
(256) 352-8383
marcie.hill@wallacestate.edu

Associate in Science Degree
General Studies (A.S.)

Sample Curriculum/Map with Concentration in Child Development (Early Childhood Education)
This sample is recommended for students who wish to pursue a Bachelor's degree in Early Childhood Education at Athens State. Students should consult the STARS guide for more information. Check with the senior institution to which you plan to transfer.

At a Glance
The Child Development (Early Childhood Education) curriculum is designed for students who wish to prepare for a career in early childhood education. This Sample Curriculum/Map includes courses that will transfer to Athens State to earn a Bachelor's degree in Early Childhood Education. Students interested in early childhood education should discuss their educational and career goals with an early childhood education advisor as early as possible before choosing coursework.

Program Description
Teachers of young children play a vital role in the development of children. Positive experiences during children's early years are critical for brain development and can shape their views of themselves and the world. What children learn and experience in the first years can affect their later success or failure in school. Early childhood teachers use a variety of teaching strategies and materials to teach basic skills and introduce concepts to children in all subjects. This General Studies curriculum with an emphasis in Child Development (Early Childhood Education) will help students increase their knowledge of the education of young children as they prepare for a career in early childhood education.

Admission Requirements
Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

GENERAL REQUIRED COURSES

ENG 101-102	English Composition I & II	6
LIT	1-2 courses *	3-6
HUM	Humanities elective **	3
SPH 106 or 107	Speech	3
FA	Fine Arts elective	3
Natural Sciences with labs (recommended courses are Biology and Physical Science)		8
MTH	Precalculus Algebra or Finite Math level	3
HIS	1-2 courses *	3-6
	Social and Behavioral Sciences electives	6
	Total General Required Courses	**41**

MAJOR REQUIRED COURSES

ORI 110	Freshman Seminar***	1
MTH	(Lower level math 100 or above, not to include Remedial or Technical Math)	6
MTH	(Upper level which could include Precalculus Algebra or Finite Mathematics	3
	Natural Science (lab-based)**	4
CHD 206	Children's Health and Safety	3
CHD 209	Infant and Toddler Education Programs	3

Choose ONE of the following courses:
CHD 203 Children's Literature and Language Development *or*
CHD 204 Methods or Materials for Teaching Young Children *or*
CHD 205 Program Planning for Educating Young Children   3

Total Major Required Courses	**23**
Total for A.S. Child Development Degree	**64**

Note: In addition, CHD 201 Child Growth and Development Principles satisfies Athens State's requirements for the Human Growth and Development course in Area IV. CHD 202 Children's Creative Experiences satisfies Athens State's requirement for the AR 310 Fine Arts Connection course in Teaching Field Courses.

* Students must complete a 6 hour sequence in either Literature **or** History. Students must have at least 3 or more semester hours in History **and** Literature.

**In most cases, only "Code A" courses should be chosen to be considered for transfer. See catalog course descriptions.

*** ORI 110 – Freshman Seminar is a college requirement, not a requirement of the program.

A.S. Child Development - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
PSY 200	General Psychology	3
ART 100	Art Appreciation	3
CHD 206	Children's Health and Safety	3
	Total Semester Credit Hours	**13**

2nd Semester

ENG 102	English Composition II	3
HIS 201	U.S. History I	3
MTH 100	Intermediate College Algebra	3

CHD 209	Infant and Toddler Education Programs	3
	Total Semester Credit Hours	**12**

3rd Semester

HIS 202	U.S. History II	3
ENG 251	American Literature I	3
HUM 101	Introduction to Humanities I	3
MTH 112	Precalculus Algebra	3
	Total Semester Credit Hours	**12**

4th Semester

PHS 111	Physical Science I	3
MTH 110	Finite Mathematics	3
BIO 103	Principles of Biology I	4
CHD 204	Methods and Materials for Teaching Young Children	3
	Total Semester Credit Hours	**13**

5th Semester

SPH 106	Fundamentals of Oral Communication	3
BIO 104	Principles of Biology II	4
PSY 210	Introduction to Sociology	3
MTH 116	Mathematical Application	3
	Total Semester Credit Hours	**13**
	TOTAL CREDIT HOURS	**63**

CRIMINAL JUSTICE (Sample Curriculum/Map]

Mr. Bob Howell, Department Chair
256.352.8175
robert.howell@wallacestate.edu

Associate in Science Degree
General Studies (A.S.)
Sample Curriculum/Map with Concentration in Criminal Justice for Transfer

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.

Admission Requirements
Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

GENERAL REQUIRED COURSES

ORI 110*	Freshman Seminar	1
ENG 101-102	English Composition I & II	6
LIT	2 courses taken in sequence	6
HIS	2 courses taken in sequence	6
HUM/FA	Humanities/FA Electives	6
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

Total General Required Courses	**45**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

**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
	Total Major Required Courses	**21**

	Total for A.S. Criminal Justice Degree	**63**

A.S. Criminal Justice - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CRJ 100	Introduction to Criminal Justice	3
BIO 103	Principles of Biology I	4
SOC 200	Introduction to Sociology	3
	Total Semester Credit Hours	**14**

2nd Semester

CRJ 140	Criminal Law and Procedure	3
CRJ 238	Crime Scene Investigation	3
CRJ 227/226	Homicide or Fingerprint Science	3
PSY 200	General Psychology	3
	Total Semester Credit Hours	**12**

3rd Semester

CRJ 147	Constitutional Law	3
ENG 251	American Literature I	3
HUM 101	Introduction to Humanities I	3
MTH 112	Precalculus Algebra	3
	Total Semester Credit Hours	**12**

4th Semester

BIO 104	Principles of Biology II	4
CRJ 220	Criminal Investigation	3
ENG 251	American Literature I	3
HIS 201	United States History I	3
	Total Semester Credit Hours	**13**

5th Semester

ENG 252	American Literature II	3
CRJ 216	Police Administration & Organization	3
HIS 202	United States History II	3

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MUS 101	Music Appreciation	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**63**

You must attend summer at least one time in the two years. This can be the summer before the first fall, the summer between the 1st and 2nd year, or the summer after the last semester.

MUSIC EDUCATION (Sample Curriculum/Map)

Mr. Ricky Burks, Department Chair
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Associate in Science Degree
General Studies (A.S.)
Sample Curriculum/Map with Concentration in Music for Transfer

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 110*	Freshman Seminar	1
ENG 101	English Composition I	3
ENG I02	English Composition II	3
HUM/FA	Humanities/Fine Arts Elective	9
	Literature Elective	3
MTH	Math (Precalculus Algebra or Finite Math Level)	3
SCI	Natural Science with Labs	8
HIS	History Sequence	6
	Social and Behavioral Sciences	6
	Total General Required Courses	**42**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

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
	Total Major Required Courses	**22**
	Total for A.S. Music Education	**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.

Music Education - Example Curriculum Map

1st Semester

MUS 115	Fundamentals of Music (Students not passing Theory Proficiency)	3
MUL 101	Class Piano I (Students not passing Theory Proficiency)	1
	Total Semester Credit Hours	**4**

2nd Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
PSY 200	General Psychology	3
MUS 111	Music Theory I	3
MUS 113	Music Theory I Lab	1
MUP 101-284	Applied Lesson on Major Instrument	1
MUL 101-297	Performing Ensemble	1
	Total Semester Credit Hours	**16**

3rd Semester

ENG 102	English Composition II	3
SOC 200	Intro to Sociology	3

MUS 101	Music Appreciation	3
MUS 112	Music Theory II	3
MUS 114	Music Theory II Lab	1
MUL 102	Class Piano II	1
MUP 101-284	Applied Lesson on Major Instrument	1
MUL 101-297	Performing Ensemble	1
	Total Semester Credit Hours	**16**

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.

4th Semester

ENG 251	American Literature I (may substitute ENG 261 – English Lit. I)	3
HIS 101	Western Civilization I (may substitute HIS 201 – U.S. History I)	3
HUM 101	Introduction to Humanities I	3
BIO 103	Principles of Biology I	4
MUS 211	Music Theory III	3
MUS 213	Music Theory III Lab	1
MUP 101-284	Applied Lesson on Major Instrument	1
MUL 101-297	Performing Ensemble	1
	Total Semester Credit Hours	**19**

5th Semester

HIS 102	Western Civilization II (may substitute HIS 202 U.S. History II)	3
HUM 102	Introduction to Humanities II	3
BIO 104	Principles of Biology II	4
MUS 212	Music Theory IV	3
MUS 214	Music Theory IV Lab	1
MUP 101-284	Applied Lesson on Major Instrument	1
MUL 101-297	Performing Ensemble	1
	Total Semester Credit Hours	**16**

*Must complete sequence HIS 101/102, or HIS 201/202

| Program total (with MUS 115 & MUL 101) | 71 |
| (without MUS 115 & MUL 101) | 67 |

GENERAL REQUIRED COURSES

ORI 110*	Freshman Seminar	1
ENG 101-102	English Composition I & II	6
	ENG 251 and ENG 252	6
	HIS 201 and HIS 202	6
	HUM/ARTS	
	MUS 101 and PHL 206	6
	Social/ Behavioral Science Electives	
	PSY 200 and SOC 200	6
	Total General Required Courses	**31**

MAJOR REQUIRED COURSES
MTH 125, 126

& 227	Calculus I, II & III	12
	CHM 111	4
	CHM 112	4
	PHY 213	4
	PHY 214	4
	CIS 251	3
	Total Major Required Courses	**31**

| | **Total for A.S. Pre-Engineering Degree** | **62** |

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

**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/Fine Arts.

PRE-ENGINEERING (Sample Curriculum/Map)

Ms. Renee Quick, Math Department Chair
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Associate in Science Degree
General Studies (A.S.)
Sample Curriculum/Map with Concentration in Pre-Engineering for Transfer

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 ensure proper course selection. Students must follow standard admission procedures of the College.

A.S. Pre-Engineering - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English I	3
MTH 125	Calculus I	4

HIS 201	US History I	3
MUS 101	Music Appreciation	3
CIS 251	C++ Programming	3
	Total Semester Credit Hours	**17**

2nd Semester

ENG 102	English Comp	3
MTH 126/127	Calculus II/III	8
HIS 202	US History II	3
PHL 206	Ethics and Society	3
	Total Semester Credit Hours	**17**

3rd Semester

ENG 251	American Literature I	3
CHM 111	Chemistry I	4
PHY 213	Physics I	4
PSY 200	General Psychology	3
	Total Semester Credit Hours	**14**

4th Semester

ENG 252	American Literature II	3
SOC 200	Sociology	3
CHM 121	Chemistry II	4
PHY 214	Physics II	4
	Total Semester Credit Hours	**14**
	TOTAL CREDIT HOURS	**62**

RELIGIOUS STUDIES (Sample Curriculum/Map)

Mr. Mike Sparks, Advisor
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mike.sparks@wallacestate.edu

Associate in Science Degree
General Studies (A.S.)
Sample Curriculum/Map with Concentration in Religious Studies for Transfer

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 110*	Freshman Seminar	1
ENG 101 & 102**	English Composition I & II	6
ENG 251	American Literature	3
HUM 101	Introduction to Humanities	3
PHL 106	Introduction to Philosophy	3

MUS 101	Music Appreciation	3
MTH 112	Pre-calculus Algebra	3
GLY 101 & 102	Intro go Geology I & II	8
HIS 101 & 102	Western Civilization I & II	6
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
	Total General Required Courses	**42**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

**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	Survey of Church History	3
REL 102	Survey of Church History	3
	Total Major Required Courses	**21**
	Total for A.S. Religious Studies	**63**

Religious Studies - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 112	Pre-calculus Algebra	3
HUM 101	Intro to Humanities	3
HIS 102	Western Civilization	3
PHL 106	Intro to Philosophy	3
	Total Semester Credit Hours	**16**

2nd Semester

ENG 102	English Composition II	3
GLY 101	Intro to Geology I	4
HIS 102	Western Civilization	3
HUM 102	Intro to Humanities II	3
REL 100	History of World Religions	3
	Total Semester Credit Hours	**16**

3rd Semester

ENG 251	American Literature	3
GLY 102	Intro to Geology II	4
PHL 206	Ethics and Society	3
REL 151	Survey of the Old Testament	3
REL 101	Survey of Church History	3
	Total Semester Credit Hours	**16**

4th Semester

PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
MUS 101	Music Appreciation	3
REL 152	Survey to the New Testament	3
REL 102	Survey of Church History	3
	Total Semester Credit Hours	**15**

	TOTAL CREDIT HOURS	**63**

SPORTS MEDICINE (Sample Curriculum/Map)

Mr. Paul Bailey, Department Chair
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Associate in Science Degree
General Studies (A.S.)
Sample Curriculum/Map with Concentration in Sports Medicine for Transfer

At a Glance
Students will increase their knowledge of Sports Medicine, Health and First Aid as they plan to transfer into Sports Medicine.

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.

Admission Requirements
Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

GENERAL REQUIRED COURSES

ORI 110*	Freshman Seminar	1
ENG 101 & 102	English Composition I & II	6
	Social & Behavioral Science Electives	9
MTH 110 or higher	Finite Mathematics	3
HIS**	History Electives	3

ENG**	Literature Electives	3
BIO 103	Principles of Biology I	4
SCI/BIO	Science Elective (with lab)(Code A Only)	4
HUM/FA	Humanities/Fine Arts Electives	6
	Total General Required Courses	**39**

*ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshmen in all divisions.

**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
PED 295	Practicum in Physical Education	3
HED 231	First Aid	3
HED 232	Care & Prevention of Athletic Injuries	3
BIO 201	Human Anatomy & Physiology I	4
	Total Major Required Courses	**22**

	Total for A.S. Sports Medicine	**61**

A.S. Sports Medicine - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking	3
BIO 103	Principles of Biology I	4
SOC 200	Introduction to Sociology	3
HED 224	Personal and Community Health	3
	Total Semester Credit Hours	**17**

2nd Semester

ENG 102	English Composition II	3
BIO 104	Principles of Biology II	4
MTH 112	Precalculus Algebra	3
PSY 200	General Psychology	3
HED 231	First Aid	3
	Total Semester Credit Hours	**16**

3rd Semester

ENG 251	American Literature I	3
HUM 101	Introduction to Humanities I	3
PSY 210	Human Growth and Development	3
HED 232	Care & Prevention of Athletic Injuries	3
PED 100	Fundamentals of Fitness	3
	Total Semester Credit Hours	**15**

4th Semester

ENG 252	American Literature II	3

PED 200	Fundamentals of Physical Education	3
BIO 201	Human Anatomy & Physiology I	4
HIS 201	United States History I	3
	Total Semester Credit Hours	**13**
	TOTAL CREDIT HOURS	**61**

HIS 201	United States History I	3
PHL 106	Intro to Philosophy	3
	Total Semester Credit Hours	**16**
	TOTAL CREDIT HOURS	**29**

*Core History, Social, or Behavioral Science include Anthropology, Economics, Geography, Political Science, Psychology, Sociology, and History.
**Core Humanities and Fine Arts include Area/Ethnic Studies, Art Appreciation and Art History, Music Appreciation, Philosophy, Ethics, Religious Studies, and Theater Appreciation.

***Core Disciplines in the Natural Sciences included Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

GENERAL STUDIES SHORT TERM CERTIFICATE

At a Glance
In addition to the A.A. and A.S. degrees, WSCC offers a short-term General Education Certificate. This certificate is designed to assist students in developing an academic foundation to work toward the Associate of Arts or Associate of Science degree and plan on transferring to a four-year college or university, those that plan to transfer to a four-year college or university before earning a degree, and individuals interested in entering the workforce immediately and seek to improve their communication skills (both written and oral), analytical reasoning, cultural and social understanding, and overall personal knowledge in order to be more competitive and valuable in the workforce. The short-term certificate refers to the official notification that the student has completed 29 hours of general education requirements.

General Studies Short Term Certificate (STC)

Area I:	Written Composition I and II	6 hours
Area II:	Humanities and Fine Arts	3-9 hours
Area III:	Natural Science and Mathematics	6-8 hours
Area IV:	History, Social, and Behavioral Sciences	6-9 hours
Area V:	Electives (ORI 110 is required)	1-3 hours

Total required credits for the Award of a General Education short-term certificate = 29 hours

General Studies Short Term Certificate - Example Curriculum Map

1st Semester

ENG101	English Composition I	3
MTH 112	Precalculus Algebra	3
PSY 200	General Psychology	3
THR120	Theatre Appreciation	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**13**

2nd Semester

ENG 102	English Composition II	3
	SPH 106 or SPH 107	3
BIO 103	Principles of Biology I	4

HEALTH INFORMATION TECHNOLOGY

Ms. Donna Stanley, Program Director
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Associate in Applied Science Degree
(5-6 semesters)

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. This program is offered through online classes with the exception of clinical experiences.

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.

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, are completed online.
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.
Online Program: A student must 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 day shift, 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 program policy. On campus classes are not available.

Admission Requirements
Applicants Must:
1. **Before June 1**, applicants must meet all the requirements listed below to be considered eligible for acceptance into the Health Information Technology program.
2. Submit a WSCC application to the Admissions Office and meet all the general admission requirements for the college.
3. 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. * Biology 202 can be completed in the first semester in the program.
4. 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.
5. 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.
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 a 3-semester hour course and HIT 115. HIT 110 Medical Terminology must be completed before program admission. Students can enroll in HIT 115 prior to program acceptance.
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 e-mail.
5. Students selected must respond, confirming their intent to enroll within a specified time frame 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 <u>must attend the mandatory orientation session</u> (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:
   a. Documentation of recent physical exam on the proper program issued form
   b. Mantoux (2-step) TB skin test results.
   c. Proof of required vaccinations and at least the second of three Hepatitis B vaccinations (Hepatitis B, measles, mumps, rubella, TDap (tetanus, diphtheria, pertussis), Influenza, and varicella (chicken pox).
   d. Valid CPR certification - only CPR courses designed to certify health care providers are accepted
   e. Copy of current health insurance card (Health insurance coverage is required).
   f. Clear background check and drug screen according to college policy.
3. Failure to submit all required clinical documentation before the program established deadline will result in program dismissal.
4. 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:
1. 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, or other program required course.

2. Students must register for and complete, with a grade of at least a "C", required program specific courses as advised by HIT program advisors each semester. Failure to enroll in these courses will result in program dismissal.
3. 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.
4. Graduation requirements must be met within 3 years prior to graduation from the program. Students who are in the HIT program greater than 3 years must retake certain classes to be eligible 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.
5. 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.
6. 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.
7. Health Information Technology program faculty may require online course exams to be monitored/proctored via electronic and/or other methods according to program 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 certain 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

1. Graduates from Wallace State Community College Medical Coding Certificate program are eligible for admission with advanced standing with submission of a complete HIT Program application, including a composite ACT score of at least 17 and unofficial transcripts showing a GPA of at least 2.5 on all HIT required courses. The complete application must be submitted by June 1.
2. All HIT prefix courses must have been completed with a minimum grade of "C" within the last 3 years to be accepted toward degree requirements. This applies only if there are no major changes to the RHIT Test specifications or classification system currently required by regulatory agencies.
3. All HIT general education courses must be complete with a grade of at least "C" by the end of the last semester in the HIT program.

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)

GENERAL REQUIRED COURSES/ Prerequisites for Program

ORI 110*	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102 or	English Composition II or	
SPH 106	Speech	3
BIO 201**	Human Anatomy & Physiology I & II	4
BIO 202***	Human Anatomy & Physiology I & II	4
PSY 200 or	History, Social, Behavioral Sciences Elective	3
HUM/FA	Humanities/Fine Arts Elective	3
MTH 116	Mathematical Applications	3
CIS 146	Microcomputer Applications	3
HIT 110	Medical Terminology	3
	Total General Required Courses	**30**

TENTATIVE: Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CIS 146	Microcomputer Applications	3
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
BIO 201**	Human Anatomy and Physiology I	4
	Total Semester Credit Hours	**17**

2nd Semester

SPH 106/ENG 102	Fundamentals of Oral Communication/ English Composition II	3
HUM/FA	Humanities/Fine Arts Elective	3
HIT 110	Medical Terminology	3
BIO 202***	Human Anatomy & Physiology II	4
	Total Semester Credit Hours	**13**

3rd Semester

HIT 115	Pathology	4
HIT 153	Health Care Delivery Systems	2
HIT 151	Health Data Content and Structure	3
HIT 152	Skills Development Lab	1
HIT 158	Intro to the Clinical Environment	1
HIT 130	Classification and Reimbursement	3
HIT 111	Diagnostics and Pharmacology	2
	Total Semester Credit Hours	**16**

4th Semester

HIT 131	Classification Skills Lab	1
HIT 134	HIT Legal and Ethical Issues	3
HIT 160	Professional Practice Exp	1
HIT 221	Computer Applications	2
HIT 222	Computer Lab	1
HIT 230	Medical Coding Systems I	3
HIT 235	Medical Coding Systems II	2
	Total Semester Credit Hours	**13**

5th Semester

HIT 231	Medical Coding Systems Lab I	1
HIT 232	Medical Coding Systems II	3
HIT 255	Principles of Supervision	3

	Total Semester Credit Hours	**7**

6th Semester

HIT 236	Medical Coding Systems Lab	1
HIT 254	Quality/Data Analysis	3
HIT 286	Expanded Medical Coding	2
HIT 296	Professional Practice	2
HIT 292	Exam Review	<u>2</u>
	Total Semester Credit Hours	**10**
	TOTAL CREDIT HOURS	**76**

**BIO 103 is a prerequisite class for this course.
***BIO 202 may be completed prior to admission to the HIT program, but <u>must</u> be completed by the end of the first fall semester in the HIT program.

Note: All courses with the HIT prefix must be completed at WSCC.

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

Mr. Brian Hall, Instructor
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Note: The ASC prefix for HVAC has been changed to ACR. The courses taken under the ASC prefix will have an equivalent in the ACR curriculum.

Associate in Applied Science Degree - General Technology

Certificate (4-5 semesters)

At a Glance
Heating, Ventilation, Air Conditioning and Refrigeration is a broad reaching industry that plays a vital role across the globe in many different industries. It is required to maintain afford-able, convenient and safe food supplies; it is used in manufac-turing, and is also considered to be a necessary component of most human environments. The complexity of this field allows for many opportunities. Its foundation is based in sound technical knowledge and specialized skill sets. Focusing on this foundation prepares a technician for many possibilities.

Program Description
The program offers two options. First, a certificate consisting of 60 semester hours prepares a completing student to immediately seek a position in the HVAC/R industry and/or meets the requirements of the Alabama Board of Heating, Air Conditioning & Refrigeration Contractors to sit for the Contractors Licensing Exam. Second, an AAS in General Technology, which consist of 74 semester hours, allows a completing student to seek immediate employment within the industry, sit for the contractors exam, and/or enables the

completer to transfer their credits to a four-year institution and continue their education towards a bachelor's degree in a separate or related field.

Admission Requirements
Students must meet all the general admission requirements of WSCC.

Program Expectations
Students in the HVAC/R program are expected to observe all policies that are set forth by Wallace State Community College. These policies can be found in the College Catalog. In addition, students are expected to maintain regular communications with the instructors, attend classes regularly, submit assignments as required, participate in laboratory exercises, and observe all program policies which are discussed in class and provided in a written format.

Completion Requirements
In order to successfully complete the HVAC/R program students are required to attend class meetings, study the textbook and other resources, submit assignments and receive passing scores of 70 or higher, and take examinations and receive passing scores of 70 or higher. Additionally, students are required to participate in laboratory exercise and demonstrate satisfactory levels of required skill sets.

Career Path
A student's career path begins here at Wallace State by acquiring technical knowledge, learning necessary skills and achieving industry certifications. Upon completion, the student is prepared to immediately become employed within the industry and continue in the advancement of their own excellence. Also, a student my choose to immediately receive a license to begin contracting HVAC/R services as a business owner or employee. Additionally, students may choose to further their education towards a higher degree at a 4 year institution in fields such as business, engineering, occupational safety and health, technical education and others.

A.A.S. (General Technology) Requirements

Area I: Written Composition	3
or 6	
ENG 101 English Composition **and/or**	
*Students may choose:	
ENG 102 English Composition II	
Area II: Humanities and Fine Arts	<u>3 or 6</u>
**Speech may not be used as only HUM/Fine Art	
Area I and II must total 9 hours minimum	**9**
Area III: Natural Science and Mathematics	
CIS 146 Microcomputer Applications or	
CIS Elective	3
MTH 103 Technical Math or	
MTH 116 Mathematical Applications or	
MTH 100 College Algebra	3
Natural Science Elective with Lab	<u>4</u>

Area III must total 10 hours **10**

Area IV: History, Social, and Behavioral Sciences
ORI 110 Freshman Seminar and 1
History, Social and Behavioral Science
Electives 6
Area IV must total 7 hours **7**
Minimum General Education Total (Areas I-IV) **26**

Area V: HVAC Hours **48**

Total Hours for AAS Degree **74**

AAS General Technology HVAC - Example Curriculum Map

1st Semester
ACR 111	Principles of Refrigeration	3
ACR 121	Principles of Electricity	3
ACR 147	Refrigerant Transition/Recovery	3
ACR 113	Refrigerant Piping Practices	3
CIS 146	Microcomputer Applications	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester
ACR 112	HVACR Service Procedures	3
ACR 123	Electrical Components	3
ACR 122	Electrical Circuits	3
ACR 120	Fundamentals of Electric Heat	3
MTH 103	Technical Math	3
	Total Semester Credit Hours	**15**

3rd Semester
ACR 148	Heat Pump Systems I	3
ACR 132	Residential Air Conditioning	3
ACR 119	Gas Heating Systems	3
ACR 127	Electric Motors	3
ENG 101	English Composition	3
	Total Semester Credit Hours	**15**

4th Semester
ACR 149	Heat Pump Systems II	3
ACR 203	Commercial Refrigeration	3
ACR 210	Troubleshooting	3
ACR 209	Commercial Air Conditioning	3
HIS 101	Western Civilization I	3
	Total Semester Credit Hours	**15**

5th Semester
	HUM/FA Elective	3
BIO 103	Principles of Biology	4
HIS 102	Western Civilization II	3
ENG 102	English Composition	
or SPH 106	Fundamentals of Oral Communications	3
	Total Semester Credit Hours	**13**

TOTAL CREDITS HOURS **74**

HVAC Certificate

1st Semester
ACR 111	Principles of Refrigeration	3
ACR 121	Principles of Electricity	3
ACR 147	Refrigerant Transition/Recovery	3
ACR 113	Refrigerant Piping Practices	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**13**

2nd Semester
ACR 112	HVACR Service Procedures	3
ACR 123	Electrical Components	3
ACR 122	Electrical Circuits	3
ACR 120	Fundamentals of Electric Heat	3
MAH 101	Introductory Mathematics I	3
	Total Semester Credit Hours	**15**

3rd Semester
ACR 148	Heat Pump Systems I	3
ACR 132	Residential Air Conditioning	3
ACR 119	Gas Heating Systems	3
ACR 127	Electric Motors	3
COM 100	Vocational Technical English I	3
	Total Semester Credit Hours	**15**

4th Semester
ACR 149	Heat Pump Systems II	3
ACR 203	Commercial Refrigeration	3
ACR 210	Troubleshooting HVACR Systems	3
ACR 209	Commercial Air Conditioning	3
SPC 103	Oral Communication Skills	2
	Total Semester Credit Hours	**14**

5th Semester
DPT 103	Technical Computer Skills	3
	Total Semester Credit Hours	**3**

TOTAL CREDIT HOURS **60**

For more information about our graduation rates, median debt of students who completed the program, and other important information, please visit www.wallacestate.edu/Programs/Technical-Division/Heating-and-Air-Conditioning.

HUMAN SERVICES

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**Associate in Applied Science Degree
(5 semesters)**

At a Glance
The Human Services (HUS) curriculum is designed for students who wish to pursue a two-year degree and prepare for a paraprofessional career in a human services related field. Human Services workers assist social workers, mental health care professionals, health care workers, substance use counselors, law enforcement, public education employees, faith based workers, and other professionals to provide a wide variety of services to clients to help the clients 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 therapy. Workers may be supervised by persons in psychology, psychiatry, social work, nursing, rehabilitative or physical therapy, education, clergy, and law enforcement

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. Since helping others can be stressful, Human Services workers should practice healthy stress management coping skills, use appropriate boundaries with clients, and follow the field code of ethics. Essential core skills for the field are empathy, genuineness, patience, and unconditional positive regard.

Students will be required to complete hands-on clinical experience to allow 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 and early evening working hours of human services agencies. 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. Students will be required to pass background and drug

screenings and complete a variety of health screenings before being assigned to a clinical facility.

Program Description
The Human Services Program offers three A.A.S. Degree options for the student: Mental Health Technician Associate, Substance Abuse/Addiction Counseling, and Social Work Associate. A student may complete one or more of the three options, depending upon which option he/she desires to pursue. Availability of options taught during the school year varies with the number of program students.

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, transition homes, and a variety of human services facilities. He/she may work with children, adolescents, or adults who are experiencing mental illness, dementia, substance use, domestic violence, adjustment disorders (personal loss, stress, and health), brain injuries, autism, ADHD, 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.

Substance Abuse/Addiction Counseling Option offers specialized training for students desiring to work with substance users 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, transition homes, 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." While in the program, the student may qualify to complete FORMLL's Certified Peer Support Specialist (CPSS) certification.

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:

Submit a college application to the Admission's Office.

Meet all general admission requirements of WSCC.

Be in good standing with the college.

Meet the essential functions for a Human Services Worker and for each chosen option.

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.

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 secretary's office. 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. Documentation forms are included in the packet.

d. A copy of background screening results. The background-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. **Applications cannot be faxed or sent electronically. Applications must be submitted in person or via mail.**

Selection and Notification

The Human Services Program accepts new students every semester.

Students are selected on the basis of application date and completion of admission requirements. Meeting minimum requirements does not guarantee acceptance into the program.

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.

Following admittance into the program, each student must respond, in writing, 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)

Attend a mandatory program orientation. The Human Services Program Director will schedule the orientation.

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.

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.

Students must take General Psychology 200 (PSY 200) and achieve a grade of "C" or better before enrolling in Psychology 210 and Psychology 230.

Program option and major required courses more than 5 years old must be repeated.

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.

Pass all required background screenings and drug screenings.

Upon completion of all coursework, students are required to file a graduation application. Graduation application applications are available in Lion Central or on the college website. The Graduation application should be completed and verified by the Human Services Program Director. You will not receive your degree until you submit a graduation application and pay the graduation fees in the Cashier's Office. Graduation fees are the responsibility of the student.

Clinical Requirements
Before attending clinical the student must:
Complete a departmental clinical application/placement sheet available from the program director.

Provide verification of all three Hepatitis B vaccines. <u>The three-shot series takes approximately 6 months to complete.</u> Vaccination fees are the responsibility of the student.

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).

Submit a current (within last chronological year) physical exam with evidence of immunizations. Physical exam forms are located in the current Human Services Student Handbook (sold in the Wallace State Campus Bookstore).

Have a signed consent to drug testing on file.

Take a drug screening before the beginning of each clinical rotation assignment. Only Health Science Division approved drug testing sites will be utilized. Students will be notified when to report for drug testing. Drug testing fees will be included in your tuition and fees account.

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 through the EMS Department and Continuing Education at Wallace State.

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 program secretary will give you a list of acceptable background screening vendors. Background screening fees must be paid to the vendor before he vendor releases results to 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.

Clinical placement site facilities have the right to approve or deny a student the right to complete a clinical assignment at that facility.

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 current edition of the WSCC catalog.

Human Services students are required to have liability insurance and accident insurance, available through the college.

Health insurance is required of all Health Education Students. Students are required to submit proof of current health insurance. Students will not be placed for clinical until proof is submitted. Obtaining insurance is the responsibility of the student. Wallace State does not offer student health insurance options.

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) <u>or</u> 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:

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.

Any major required or option courses more than 5 years old must be repeated.

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:

Failure to possess a 2.5 GPA for all HUS general education courses

Dismissal from the program

Refusal by clinical sites to accept the student for clinical placement

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 $28,470 in 2014. (Source: U.S. Department of Labor Bureau of Labor Statistics).

Human Services – Example Curriculum Map

1st Semester

ORI 110*	Freshman Seminar	1
HUS 101	Introduction to Human Services	3
HUS 211	Intro: Alcohol & Drug Prevention & Abuse	3
HUS 103	Introduction to Developmental Disabilities	3
HUS 120	Mental Health Terminology	3
PSY 200	General Psychology	3
	Total Semester Credit Hours	**16**

2nd Semester

HUS 133	Geriatrics	3
HUS 119	Psychopharmacology	3
HUS 218	Behavioral Pathology	3
HUS 223	Guidance and Counseling Techniques	3
PSY 210	Human Growth & Development	3
	Total Semester Credit Hours	**15**

3rd Semester

HUS 102	Introduction to Casework	3
HUS 104	Fundamentals of Healthcare	3
HUS 112	Activity Therapy	3
HUS 222	Group Counseling Techniques	3
	Total Semester Credit Hours	**12**

4th Semester

HUS 224	Clinical Internship I	3
PSY 230	Abnormal Psychology	3
ENG 101	English Composition I	3
CIS 146	Microcomputer Applications	3
MTH	MTH 116 or higher	3
	Total Semester Credit Hours	**15**

5th Semester

HUS 225	Clinical Internship II	3
HUS 109	Techniques of Behavior Modification	3
ENG 102	or SPH 106 or SPH 107	3
ART or HUM	Elective (Transfer Code A Course)	3
BIO 103	Principles of Biology I	4
	Total Semester Credit Hours	**16**

	TOTAL CREDIT HOURS	**74**

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 for classes and may also affect financial aid eligibility.

Mental Health Technician (HMH) Option   15 semester hours

HUS 103	Introduction to Developmental Disabilities	3
HUS 119	Psychopharmacology	3
HUS 120	Mental Health Terminology	3
HUS 218	Behavioral Pathology	3
HUS 223	Guidance and Counseling Techniques	3
	Total Semester Credit Hours	**15**

	TOTAL CREDIT HOURS	74

*Must complete 18 hours (additional 3-hour elective) if pursuing secondary option degree after initial degree.

Substance Abuse/Addiction Counseling Option (HSA)
15 semester hours

HUS 212	Prevention Resources in Drug and Alcohol Abuse	3
HUS 214	Working with the Chemically Dependent	3
HUS 215	Working with the Family of The Chemically Dependent	3
HUS 216	Relapse Prevention	3
HUS 217	Alcoholism and Drug Abuse Seminar	3
	Total Semester Credit Hours	**15**

	TOTAL CREDIT HOURS	74

*Must complete 18 hours (additional 3-hour elective) if pursuing secondary option after initial degree.

Social Work Associate Option (HUS)   15 semester hours

HUS 113	Group Dynamics	3
HUS 130	the Community and the Social Worker	3
HUS 131	Problems of Children & Youth	3
HUS 138	Counseling from a Cultural Perspective	3
HUS 230	Special Topics in Human Services	3
	Total Semester Credit Hours	**15**

	TOTAL CREDIT HOURS	**74**

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 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 164 for sample plans of study under General Studies that may be followed as students pursue a con-centration in a particular transfer field and obtain an Associate's Degree.

MACHINE TOOL TECHNOLOGY

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Associate in Applied Science

Certificate

Short Term Certificate MTT Level I

Short Term Certificate MTT Level II
Short Term Certificate CNC

Short Term Certificate Tool & Die

Short Term Certificate Injection Mold Technologies

At a Glance
Our program instructs students in the process of manufacturing metal parts. This is accomplished by using machine tools to remove excess material like a woodworker cuts away excess wood to produce his work. In addition to metal, the parts may be made of many other kinds of materials. The goal of these cutting operations is to produce a part that conforms to a set of specifications usually in the form of engineering drawings commonly known as blueprints.

Program Description
This program offers a Certificate, Short Term Certificates, Tool & Die, and an Associate in Applied Science (A.A.S.). 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 or Injection Molding.

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 $18.75 in May 2012, with the highest 10 percent earning more than $28.75 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)

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
	Total Major Required Courses	**48**

ADDITIONAL REQUIREMENTS FOR AAS DEGREE

ENG 101	English Composition I	3
ENG 102	English Composition II or SPH 106	3
HUM/FA	Humanities/Fine Arts Elective	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
ORI 110	Freshman Seminar	1
	Total AAS Degree Courses	**28**
	TOTAL AAS DEGREE HOURS	**76**

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
	MTT 140 or MTT 137 & MTT 138	
	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 Machine Tool Technology	2
MTT 294	Co-op in Machine Tool Technology	1

CNC electives may be used as MTT electives with instructors' permission.

AAS Machine Tool Technology - Example Curriculum Map

1st Semester

MTT 127	Metrology	3
MTT 134	Lathe Operations I	3
MTT 135	Lathe Operations Lab I	3
MTT 181*	Special Topics	3
MTT281*BP	Special Topics	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester

MTT 107	Machining Calculations I	3
MTT 121*	Basic Print Reading	3
MTT 147	Intro to Machine Shop I	3
MTT 148	Intro to Machine Shop Lab I	3
ENG101	English Comp I	3
	Total Semester Credit Hours	**15**

3rd Semester

MTT 137	Milling I	3
MTT 138	Milling I Lab	3
MTT 142*	Advanced Machining Calculations	3
MTT 171*	Intermediate Blueprint Reading	3
MTH103	Intro to Technical Math	3
	Total Semester Credit Hours	**15**

4th Semester

MTT 128	Geometric Dimensioning & Tolerancing	3
MTT 149	Intro to Machine Shop II	3
MTT 150	Intro to Machine Shop II Lab	3
CNC 158*	Die Fundamentals	3
MTT 130*	Machining Calculations II	3
HUM	Humanities Elective	3
	Total Semester Credit Hours	**18**

5th Semester

Eng102	English Composition II or SPH 106	3
	CIS, Math, or Science electives	6
	History, Social or Behavioral Science	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**76**

*Represents needed electives

Machine Tool Technology Certificate –Example Curriculum Map

1st Semester

MTT 127	Metrology	3
MTT 134	Lathe Operations I	3
MTT 135	Lathe Operations Lab I	3
MTT 182BP*	Special Topics	3
	MTH 103 or MAH 101	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester

MTT 107	Machining Calculations I	3
MTT 121*	Basic Print Reading	3
MTT 147	Intro to Machine Shop I	3
MTT148	Intro to Machine Shop Lab I	3
	ENG 101 or COM 100	3
	Total Semester Credit Hours	**15**

3rd Semester

MTT 137	Milling I	3
MTT 138	Milling I Lab	3
MTT 142*	Advanced Machining Calculations	3
MTT 171*	Intermediate Blueprint Reading	3
	SPH106 or SPC103	2-3
	Total Semester Credit Hours	**14- 15**

4th Semester

MTT 128	Geometric Dimensioning & Tolerancing	3

MTT 149	Intro to Machine Shop II	3
MTT 150	Intro to Machine Shop II Lab	3
MTT 130*	Machining Calculations II	3
	CIS146 or DPT103	3
	Total Semester Credit Hours	**15**

| | **TOTAL CREDIT HOURS** | **60-61** |

*Represents needed electives

Tool and Die Short Term Certificate- Example Curriculum Map

1st Semester

CNC 139	Basic CNC	3
CNC 154	Metallurgy	3
CNC 158	Die Fundamentals	
	or CNC 232 Basic Tool and Die	3-4
CNC 160	Die Construction and Tryout	3
CNC 161	Die Maintenance and Repair	3
	Total Semester Credit Hours	**15-16**

2nd Semester

CNC 214	Electrical Discharge Machine Program	3
	CNC/MTT Electives	11
	Total Semester Credit Hours	**14**

| | **TOTAL CREDIT HOURS** | **29-30** |

Electives that you may choose from are:

CNC 156	Jig and Fixture Construction Principles	3
CNC 157	Toolmakers Technology	3
CNC 159	Basic Formability	3
CNC 162	Precision Grinding	3
CNC 163	Precision Grinding Lab	3
CNC 233	Advanced Tool and Die	3
CNC 235	Basic Die Construction	3
CNC 236	Advanced Die Construction	3

MTT/CNC classes may be used as electives with instructor's permission

This short-term certificate has a prerequisite or an MTT certificate or the approval of the MTT Department Chair.

Computer Numerical Control Short Term Certificate

1st Semester

CNC 139	Basic CNC	3
CNC 142	Applied Geometry for CNC Machining	
	or CNC 143 Applied Trigonometry	
	for CNC Machining	3-4
CNC 158	Die Fundamentals	
	or CNC 232 Basic Tool and Die	3
CNC 214	Electrical Discharge Machine Programming	3
	Total Semester Credit Hours	**12-13**

2nd Semester

CNC 223	CNC Graphic Programming: Milling	3
	Department approved electives	8
CNC 222	CNC Graphics: Turning	3
	Total Semester Credit Hours	**14**

| | **TOTAL CREDIT HOURS** | **26-27** |

Electives that you may choose from are:

CNC 111	Intro to Computer Numerical Control	2
CNC 112	CNC Turning	3
CNC 113	CNC Milling	3
CNC 142	Applied Geometry for CNC Machining	
	or 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

MTT Electives may be used as CNC electives with instructor's permission

Injection Mold Technologies Short Term Certificate

1st Semester

MTT 173	Injection Mold Setter Skills	3
MTT 175	Injection Mold Setter Skills Lab	3
MTT 273	Injection Mold Processing	3
MTT 275	Injection Mold Processing Lab	3
DEM 123	Pneumatics and Hydraulics	
	or ILT 169 Pneumatics and Hydraulics	3
	Total Semester Credit Hours	**15**

2nd Semester

ILT 139	Introduction to Robotic Programming	3
CNC 139	Basic CNC	3
	CNC or MTT Electives	8
	Total Semester Credit Hours	**14**

| | **TOTAL CREDIT HOURS** | **29** |

Electives you may choose from are:

MTT 281	Special Topics in Machine Tool Technology	3
CNC 214	Electrical Discharge Machine Programming	3
MTT 181	Special Topics in Machine Tool Technology	3
CNC 215	Quality Control and Assurance	3

MTT and CNC electives may be used with permission of instructor.

This short-term certificate has a prerequisite of an MTT certificate or the approval of the MTT Department Chair.

Level I Machine Tool Technology Short Term Certificate

1st Semester

MTT 127	Metrology	3
MTT 134	Lathe Operations I	3
MTT 135	Lathe Operations Lab I	3
MTT 182BP*	Special Topics	3
	Total Semester Credit Hours	**12**

2nd Semester

MTT 107	Machining Calculations I	3
MTT 121*	Basic Print Reading	3
MTT 147	Intro to Machine Shop I	3
MTT148	Intro to Machine Shop Lab I	3
MTT181*	Special Topics	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**27**

Level II Machine Tool Technology Short Term Certificate

1st Semester

MTT 137	Milling I	3
MTT 138	Milling I Lab	3
MTT 142*	Advanced Machining Calculations	3
MTT 171*	Intermediate Blueprint Reading	3
	Total Semester Credit Hours	**12**

2nd Semester

MTT 128	Geometric Dimensioning & Tolerancing	3
MTT 149	Intro to Machine Shop II	3
MTT 150	Intro to Machine Shop II Lab	3
MTT 108*	Machinists Handbook Functions	3
MTT 130	Machining Calculations II	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**27**

MEDICAL ASSISTANT

Ms. Tracie Fuqua, Program Director
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tracie.fuqua@wallacestate.edu

**Associate in Applied Science Degree
(5 semesters)**

At a Glance
Employment of Medical Assistants is projected to grow 29% from 2012-2022, much faster than the average for all occupations, according to the U.S. Bureau of Labor 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, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 (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).

The five year pass rate for the students who graduated from the program on the Certified Medical Assistant Examination administered by the American Association of Medical Assistants is 85%. This includes all graduates, including those who sat for the examination more than one time.

Goals and Objectives:
1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psycho motor (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 **three 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 and enters in spring 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 credentialing 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 in fall and spring.
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
1. Administrative competencies (perform clerical functions, perform bookkeeping procedures, process insurance claims)
2. Clinical competencies (fundamental procedures, specimen collection, diagnostic testing, patient care)
3. General competencies (professional communications, legal concepts, patient instruction, operational functions)
4. A complete list of competencies is available in the MAT Student Handbook.

Upon Admission
1. 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.
2. 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.
3. Accident and liability insurance, available through the College, is required of all Medical Assistant students.
4. Medical Assistant students are required to undergo Background Screening and Drug Testing according to Health Science Division policy.
5. Medical Assisting students must comply with the Alabama Infected Health Care Worker Act.

6. 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.

Medical Assistant – Example Curriculum Map

1st Semester

MAT 128	Medical Law & Ethics for the Medical Assistant	3
MAT 102	Medical Assisting Theory I	3
MAT 120	Medical Administrative Procedures I	3
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
BIO 103	Principles of Biology I	4
	Total Semester Credit Hours	**17**

2nd Semester

MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 121	Medical Administrative Procedures II	3
MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 103	Medical Assisting Theory II	3
MTH 116	Mathematical Applications	3
	Total Semester Credit Hours	**15**

3rd Semester

MAT 200	Management of Office Emergencies	2
MAT 211	Clinical Procedures II for the Medical Assistant	3
SPH 106 or 107	Fundamentals of Oral Communication	3
MAT 101	Medical Terminology or HIT 110 Medical Terminology	3
HIT 120	Introduction to Keyboarding	1
	Total Semester Credit Hours	**12**

4th Semester

MAT 215	Laboratory Procedures II for the Medical Assistant	3
MAT 216	Pharmacology for the Medical Office	4

MAT 220	Medical Office Insurance	3
PSY 200	General Psychology	3
CIS	Computer Science Elective	3
	Total Semester Credit Hours	**16**

5th Semester

MAT 222	Medical Transcription I	2
MAT 219	Radiology for the Medical Assistant	3
MAT 229	Medical Assisting Practicum	3
HUM/FA	Humanities/Fine Arts Elective	3
	Total Semester Credit Hours	**11**

	TOTAL CREDIT HOURS	**71**

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 $29,370 in May 2012. (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 preceptor ship course.

MEDICAL CODING

Ms. Donna Stanley, Program Director
256. 352.8327
donna.stanley@wallacestate.edu

Certificate (4 semesters)

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.

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 Charge Master 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 take 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 will complete the Coding Certificate program coursework online with the exception of professional practice experience courses.

All Coding Certificate program classes are offered online, except for the professional practice experience course which must be completed on day shift 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 monitored/proctored electronically or by other methods, according to program policy.

Admission Requirements

Before June 1, 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 Director before June 1. Applications received after June 1 will be considered on a space-available basis only.
3. Submit a complete Medical Coding Certificate program application packet including COMPASS/ACCUPLACER or Accuplacer Reading score. The MCC program requires a minimum COMPASS/ACCUPLACER Reading score of 80 (or equivalent Accuplacer score). COMPASS/ACCUPLACER or Accuplacer score should also be sent to the Admissions Office. Although a student has successfully completed ENG 101, a COMPASS/ACCUPLACER Reading score of at least 80 (or equivalent Accuplacer score) is required.
4. Submit official college transcripts from all colleges attended and official high school transcripts or proof of GED to the Admissions Office. Unofficial transcript should be submitted as part of the Medical Coding Certificate application packet. All applicants must possess a minimum 2.5 GPA on a 4.0 scale OR if no previous college work, possess a minimum 2.5 GPA on a 4.0 scale for high school work (GED acceptable in lieu of high school transcript).

Note: Official high school transcripts or proof of GED must be sent to the Admissions Office, not the Medical Coding Certificate department.

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 e-mail.
5. Students selected must respond, confirming their intent to enroll within a specified time frame 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 <u>must attend the mandatory orientation session</u> (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:
   a. Documentation of recent physical exam on the proper program issued form
   b. Mantoux (2-step) TB skin test results.
   c. Proof of required vaccinations and at least the second of three Hepatitis B vaccinations (Hepatitis B, measles, mumps, rubella, TDap (tetanus, diphtheria, pertussis), Influenza, and varicella (chicken pox).
   d. Valid CPR certification - only CPR courses designed to certify health care providers is accepted
   e. Copy of current health insurance card (Health insurance coverage is required).
   f. Clear background check and drug screen according to college policy.
3. Failure to submit all required clinical documentation before the program established deadline will result in program dismissal.
4. 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 must register for and complete, with a grade of at least "C", required program specific courses as advised by HIT program advisors each semester. Failure to enroll in these courses will result in program dismissal.

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.

Medical Coding - Completion Requirements

1st Semester

ORI 110	Freshman Seminar	1
HIT 115	Pathophysiology	4
HIT 113	Anatomy, Physiology & Medical Terminology	5
HIT 151	Health Data Content and Structure	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	**16**

2nd Semester

HIT 111	Diagnostics and Pharmacology	2
HIT 130	HIT Classification and Reimbursement	3
HIT 131	Classification Skills Lab	1
HIT 158	Intro to the Clinical Environment	1
HIT 221	Computer Applications	2
HIT 230	Medical Coding Systems I	3

| HIT 235 | Medical Coding Systems III | 2 |
| | **Total Semester Credit Hours** | **14** |

3rd Semester

HIT 231	Medical Coding Systems Lab I	1
HIT 232	Medical Coding Systems II	3
ENG 101	English Composition I	3
	Total Semester Credit Hours	**7**

4th Semester

HIT 236	Medical Coding Systems Lab	1
HIT 283	Medical Coding Professional Practice	2
HIT 286	Expanded Medical Coding	2
HUM	Humanities Elective	3
MTH or BIO	Math or Biology Elective	3
	Total Semester Credit Hours	**11**
	TOTAL CREDIT HOURS	**48**

Continued

NOTE: All courses with the HIT prefix must be completed at WSCC.

For course descriptions see HIT.

MEDICAL LABORATORY TECHNICIAN

Ms. Melanie Bradford, Program Director
256-352-8347
melanie.bradford@wallacestate.edu

**Associate in Applied Science Degree
(5 semesters)**

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 and reference labs. Employment of medical laboratory workers is expected to grow 22 percent between 2012 and 2022, 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
Medical laboratory testing plays a crucial role in the detection, diagnosis, and treatment of disease. Using sophisticated lab equipment, medical 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, and results are relayed from the lab to physicians.

The Medical Laboratory Technician program has as its mission to provide continuously improving, diversified, quality-learning experiences for students in order to graduate Medical Laboratory Technicians that perform competently and professionally in the field. The Medical Laboratory Program accepts students once a year in the fall semester. The graduate receives an Associate in Applied Science Degree and will be eligible to sit for an ASCP's Board of Certification National examination (the BOC). The Medical 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.

Admission Requirements
Applicants Must:
1. Meet all the general admission requirements of WSCC.
2. Submit a complete program application to the MLT program director with copies of high school or college transcripts. Applications will be accepted until June 1st. 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 with a grade of "C" or better on all general education courses required for the MLT program.
4. Attain an ACT score of 18 or higher and submit score to the Admissions Office.

Selection and Notification
1. 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.
2. 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.
3. 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 Medical 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 Community College catalog.

Upon Admission
1. Students must submit a completed physical examination form, current within one year, to the MLT program director, certifying that they are in good health and are able to meet the requirements for clinical performance. The completed form must include:

- Documentation of Hepatitis B immunization (at least two out of three of the initial series)
- Documentation of two immunizations or lab data (titer) indicating adequate immunity against Mumps, Measles, Rubella and Varicella
- Documentation of Tetanus booster, current within 10 years and documentation of one TDAP as an adult
- Documentation of Flu vaccine (October – March)
- Negative 2-step TB skin test (Mantoux)

2. MLT students are required to carry malpractice, accident, and health insurance.
3. Drug testing and background screening is required according to Health Science division policy.
4. Students are required to submit proof of current CPR certification through a health care provider course.
5. Students accepted into the MLT program must attend the mandatory MLT orientation session. Failure to do so will result in forfeiture of their place in the class.

Progression

Students enrolled in the MLT Program must attain a minimum grade of "C" or better in all MLT and general education courses. Failure to achieve a grade of "C" or better in a MLT course will result in program dismissal.

MLT students are required to exhibit professional behavior at all times.

Readmission to Program

Students whose progression through the MLT program is interrupted for any reason and who desire to reenter the program must schedule an appointment with a MLT faculty advisor to discuss re-entry. The student must apply for program readmission within 2 semesters from the term of withdrawal or failure. Students who apply for readmission will be required to prove competency in all previous coursework to avoid retaking MLT classes which have been successfully completed previously. If a student cannot prove competency, the student must repeat all courses of the program regardless of previous grades obtained.

Readmission or transfer may be denied but not limited to any of the following:
1. Failure to maintain a 2.0 GPA in all general education and MLT courses.
2. Two or more semesters have elapsed since enrollment in MLT coursework.
3. Limited space availability in the courses needed.

Students can be readmitted to the MLT program one time only. Graduation requirements must be met within three (3) years of initial MLT program entry (transferred courses included) to avoid having to repeat all major required courses.

Transfer Students

Students transferring into the MLT program must meet all WSCC and MLT Program requirements for admission. Only those equivalent general education and MLT courses taken at other accredited institutions and passed with a "C" or better will be applied toward completion of the program. Students attempting to transfer credit hours must be eligible to return to the previous Medical Laboratory Technician Program in good standing. Students will be required to provide a letter of good standing from the transferring institution. Students who apply for transfer will be required to prove competency in all previous coursework to avoid retaking MLT classes which have been successfully completed previously.

Career Path

Graduates of the Medical Laboratory Technician Program are employed in hospital laboratories, physicians' offices, and other laboratory facilities as 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 the Medical Lab have many options upon completion of 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 $5.00 to $7.00 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 Medical Laboratory Technicians were $37,240 in May 2012. The middle 50 percent earned between $29,730 and $46,880 and the highest 10 percent earned more than $57,710. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Associate in Applied Science Degree
It is recommended but not mandatory that all General Required Courses be completed before entering the professional phase.

Medical Laboratory Technician - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MLT 111	Urinalysis/Body Fluids	4
MLT 131	Laboratory Techniques	4
MLT 151	MLT Medical Chemistry	5
	Total Semester Credit Hours	**17**

2nd Semester

BIO 103	Principles of Biology I	4
MLT 106	Laboratory Calculations and Statistics	2
MLT 121	MLT Hematology	5
MLT 141	MLT Microbiology I	5
MLT 181	MLT Immunology	2
	Total Semester Credit Hours	**18**

3rd Semester

MLT 142	MLT Microbiology II	4
SPH 106	Fundamentals of Oral Communication	3
MTH 116	Mathematical Applications	3
	Total Semester Credit Hours	**10**

4th Semester

CHM 104	Introduction to Inorganic Chemistry	4
PSY 200	General Psychology	3
HUM	Elective	3
MLT 161	Integrated Laboratory Simulation	2
MLT 191	MLT Immunohematology	5
MLT 293	MLT Clinical Seminar	2
	Total Semester Credit Hours	**19**

5th Semester

MLT 294	Medical Lab Practicum I	3
MLT 295	Medical Lab Practicum II	3
MLT 296	Medical Lab Practicum III	3
MLT 297	Medical Lab Practicum IV	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**76**

NURSING

Ms. Deborah Hoover, Program Director
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Licensed Practical Nurse - Certificate (3 semesters)

Registered Nurse - Associate in Applied Science Degree (5 semesters)

National League for Nursing
Center of Excellence in Nursing Education

At a Glance
Overall job opportunities for Licensed Practical Nurse and Registered Nurses are expected to be excellent, but may vary by employment and geographic setting. Employment of RNs and LPNs is expected to grow much faster than the average for all occupations through 2024 resulting in many new jobs.

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 registered nurse. Licensing is required. The median annual earnings of licensed practical nurses was $42,490 in 2014. (Source: U.S. Bureau of Labor Statistics)

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 is required. The median annual earnings of registered nurses was $66,640 in 2014. (Source: U.S. Bureau of Labor Statistics)

Advanced practice nursing licensures include: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RNs who have specialized formal, post-basic education and who function in highly autonomous and specialized roles.

Career Description
Licensed practical nurses (LPNs) care for the sick, injured, convalescent, 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.

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 preoperative 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 Education (WSCC-DNE) is to promote standards of excellence in nursing education through student-centered learning while emphasizing integrity, compassion, resourcefulness and diversity. The WSCC-DNE will produce graduates who are

dedicated and exceptional healthcare providers committed to transforming the lives of patients, families and the community.

Vision Statement

The WSCC-DNE will be an internationally recognized center of excellence in nursing education. The WSCC-DNE will produce the next generation of nurses empowered and focused on innovative responses to address the challenges of a rapidly changing and culturally diverse healthcare environment.

Admission Requirements

1. Unconditional admission to the college – College application must be submitted by the program application deadline.
2. Student must be in good standing with the college.
3. Receipt of complete nursing applications accepted between March 15 and May 15 for Fall entry OR between July 1 and September 1 for Spring entry. Applications received after the deadline will be considered on a space available basis. Complete admission requirements for the Mobility program are found at the end of this section.
4. The online application is located at www.wallacestate.edu/nursing; online application instructions are under the *Application to Program* tab. Upon completion of the online application, all applicants are required to submit a Verification Sheet with all necessary documentation attached. The Verification Sheet, along with full instructions, can be found on Page 3 of the Online Application Instructions.
5. A minimum of 2.0 GPA cumulative at current native institution or cumulative 2.0 in institution from which student is transferring is required to be eligible to apply for the nursing program.
6. A minimum GPA of 2.5 on a 4.0 scale is necessary for nursing required academic courses. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be attached to the nursing application Verification Sheet.
7. A minimum of 2.5 GPA cumulative high school GPA for students without prior college courses (GED will be used if applicable).
8. Student must be eligible for Math 100 (higher level accepted), English 101, and Biology 201 (A & P I) as determined by college policy during the first semester of nursing courses if not previously completed with a grade of "C" or better.
9. 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.
10. A minimum of 18 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be submitted with the nursing application Verification Sheet.
11. Priority for admission is given to first time applicants. Readmissions/reinstatements as well as transfer students

are considered on a space available basis.

Selection and Notification

1. The Nursing Program admits a class each Fall and Spring semester.
2. Admission to the 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. After meeting all requirements, applicants are ranked-ordered using a point system based on grades achieved in ENG 101, BIO 201, BIO 202 and MTH 100, first time enrollment in a nursing program, and minimum 18 ACT composite score (National or Residual).
3. The WSCC-DNE will notify students selected for admission.
4. Students accepted into the Nursing Program must attend the required orientation session. Written confirmation of intent to enroll must be submitted by the posted deadline to the WSCC-DNE. This document will be enclosed in the official acceptance letter. A student who fails to return the acceptance form by the posted deadline 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.
5. All accepted 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.
6. The accepted student must submit to a drug screen by the school approved vendor; date to be assigned by the WSCC-DNE. Any result other than clear will result in the student's dismissal from all nursing courses.
7. The accepted student must complete WSCC-DNE physical form by the published due date.

Nursing students SHALL COMPLY with legal, moral, and legislative standards which determine acceptable behavior of the practical or registered nurse.

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 or Registered Nurse by Examination:

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea 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 or NCLEX-RN is made solely by the Alabama Board of Nursing after review of the candidate's application. Proof of citizenship will be requested by the Alabama Board of Nursing.

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. Completed WSCC-DNE physical form and CPR card will be required. Graduation from the Nursing Program is contingent on completing at least 25% of required program hours at Wallace State Community College. Passage of math and skills validation exam is also required before acceptance.

Program Expectations

Required Competencies:
1. Clinical competencies for LPN: fundamental procedures, specimen collection, diagnostic testing, and patient care.
2. Clinical competencies for RN: 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.
3. General competencies (professional communication, legal/ethical concepts, patient/family teaching, and evaluation).
4. 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 WSCC-DNE Student Handbook.

Upon Full Admission:
1. Nursing students are required to submit an annual WSCC-DNE physical examination, including proof of Hepatitis B and other vaccination status which meets clinical agency contract requirements.
2. Proof of active/current CPR certification for health-care providers will be required. (American Red Cross Professional Rescuer or American Heart Association - BLS-Health Care Provider). This certification can also be obtained by registering for EMS 100 at WSCC. (Online CPR courses WILL NOT BE ACCEPTED).
3. Student accident and liability insurance is required of all nursing students and is included in tuition fees.
4. Major medical health insurance coverage is required but is not available through the College. Each insurance policy must meet clinical agency contract requirements.
5. Nursing students are required to undergo and clear Background Screening and Drug Testing according to Health Science Division Policy.
6. Nursing students must comply with the Alabama Infected Health Care Worker Act.

Course Progression:
In order to progress in the 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. Students must apply for reinstatement.
3. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to the limitations in clinical spaces. All nursing program admission

standards must be met.

4. A student must have a 2.0 GPA based on nursing required academics plus nursing courses.
5. A total of two unsuccessful attempts in two separate semesters (D, F or W) in the nursing program will result in dismissal from the program.
6. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admissions Committee for a decision on repeating a course or readmission to the program.
7. 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.
8. Failure to attain a grade of "C" or better in an academic corequisite course, as listed in the nursing curriculum, will require the student to step out of the nursing curriculum until academic course is successfully passed with a "C" or better.
9. Demonstrate competence in pharmacology theory, calculating drugs, and dosages. Tests will be given in nursing 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 112 and 90% in NUR 114. Failure to achieve the passing score may result in a failure of the course REGARDLESS of other course grades.
10. Write required national achievement exams throughout the program of study. Exams are at the student's expense.
11. Maintain legal, moral, and legislative standards which determine acceptable behaviors of a practical or 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 WSCC-DNE reserves the right to permanently dismiss from the program any student who is refused the use of the facilities by a clinical agency.
12. Maintain major medical health insurance for the duration of enrollment in the program. Documentation of current major medical health insurance must be on file before a student can begin any clinical rotation.
13. Present a completed WSCC-DNE physical exam to the department no later than the designated date. Students must be current on physical exams, immunizations, and CPR along with medical health insurance in order to attend clinical.

Definitions

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

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

Reinstatement to Program

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.
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 12 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.

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.

Program Dismissal

A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program. A student who has been dismissed from the nursing program 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. Student must provide a letter of good standing from the previous nursing program chairperson.

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/transfer to the nursing program.

Admission Through The Mobility Program

Licensed Practical Nurses (LPNs) are eligible for admission with advanced standing provided 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.

Hybrid Curriculum Option

A Hybrid option is available beginning with the second semester. Hybrid is not an online option; theory content is provided online while the student is required to come to campus to complete the lab component, simulations, checkoffs, testing, and attendance in the clinical component at area agencies.

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. 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 WSCC-DNE. Students are required to carry liability (malpractice) insurance and accident insurance. Both liability and supplemental accident insurance must be purchased through the College and is part of tuition fees. 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 health insurance (not provided through WSCC). Proof of active/current CPR certification for health-care providers will be required (American Red Cross Professional Rescuer or American Heart Association - BLS-Health Care Provider). This certification can also be obtained by registering for EMS 100 at WSCC. (Online CPR courses WILL NOT BE ACCEPTED). 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.

Career Path

The Nursing program is designed to provide the necessary training to enable the graduate to obtain an entry-level position as a nurse. Employment options include a variety of settings such as hospitals, clinics, physician's offices, long-term care facilities, home-health agencies and outpatient-surgery clinics. Upon successful completion of the **third semester** in nursing, students receive their certificate for Practical Nursing and are eligible to apply to write the National Council Licensure Examination – Licensed Practical Nurse (NCLEX-PN). Upon successful completion of the **fifth semester** 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 Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia, 30326, (404) 975-5000, www.ACENursing.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.

Nursing Completion Requirements

1st Semester

BIO 201*	Human Anatomy and Physiology I	4
MTH 100	Intermediate College Algebra	3
ORI 110	Freshman Seminar (WSCC Requirement)	1
NUR 112	Fundamentals of Nursing	7
	Total Semester Credit Hours	**15**

2nd Semester

BIO 202*	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
PSY 210	Human Growth and Development	3
NUR 113	Nursing Concepts I	8
	Total Semester Credit Hours	**18**

3rd Semester

SPH 106 Fundamentals of Oral Communication OR		
SPH 107	Fundamentals of Public Speaking	3
NUR 114**	Nursing Concepts II	8
NUR 115**	Evidence Based Clinical Reasoning	2
	Total Semester Credit Hours	**13**

Students will be awarded a Practical Nursing Certificate and are eligible to sit for NCLEX-PN at the completion of the 3rd Semester

4th Semester

BIO 220	General Microbiology	4
NUR 211	Advanced Nursing Concepts	7
	Total Semester Credit Hours	**11**

5th Semester

Humanities Elective (Code A recommended) (Art, Music, Literature, Religion, Philosophy, or Drama/Theatre Course)		3
NUR 221	Advanced Based Clinical Reasoning	7
	Total Semester Credit Hours	**10**
	TOTAL CREDIT HOURS	**67**

Students will be awarded an Associate in Applied Science Degree and are eligible to sit for NCLEX-RN at the end of the 5th semester.

*BIO 103 prerequisite not required for nursing student

** Students are permitted to split NUR 114 and NUR 115 over two semesters.

Mobility LPN to Associate Degree Nurse (Offered Fall 2016 ONLY)
(Mobility curriculum change - 2017)

Prerequisite Courses

MTH 100	Intermediate College Algebra	3

BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
	Total Prerequisite Courses	**14**

1st Semester

PSY 200	General Psychology	3
BIO 220	General Microbiology	4
NUR 201	Nursing Through the Lifespan I	5
	Total Semester Credit Hours	**12**

2nd Semester

SPH 106	Fundamentals of Oral Communication OR	
SPH 107	Fundamentals of Public Speaking	3
PSY 210	Human Growth and Development	3
NUR 202	Nursing Through the Lifespan II	6
	Total Semester Credit Hours	**12**

3rd Semester

Humanities Elective (Code A recommended)		
(Art, Music, Theatre, Literature, Religion, or Philosophy)		3
NUR 203	Nursing Through the Lifespan III	6
NUR 204	Role Transition for the Registered Nursing	4
	Total Semester Credit Hours	**13**

| | **TOTAL CREDIT HOURS** | **51** |

Program requirements may change without notice. For more information go to www.wallacestate.edu/nursing.
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.wallacestate.edu/nursing.

OCCUPATIONAL THERAPY ASSISTANT

Mr. Allen Keener, Program Director
256. 352.8333
allen.keener@wallacestate.edu

Associate in Applied Science Degree
(5 semesters): 2 prerequisite semester + 3 program semesters

At a Glance
Employment of occupational therapy assistants is expected to grow by 43 percent from 2012 to 2022, 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, schools, 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 at Wallace State Community College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number, c/o AOTA, is 301-652-AOTA. ACOTE's web address is www.acoteonline.org.

Graduate of the Wallace State Community College OTA program are eligible to sit for the National Certification Examination for the Occupational Therapy Assistant, administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the graduate will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Exam. A felony conviction may affect a graduate's ability to sit for the NBCOT examination or attain state licensure.

To view the official NBCOT exam score results for the WSCC OTA program, visit the NBCOT program data results homepage at https://secure.nbcot.org/data/schoolstats.aspx.

Admission Requirements
Applicants Must:
1. Meet all the general requirements of WSCC.
2. Complete general required courses for OTA (prerequisite 1st and 2nd semester courses) by program application deadline of June 1st.
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, by June 1 deadline, a complete OTA program application, copy of unofficial college transcripts, and 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 BLS Providers/Healthcare Providers. CPR courses must contain cognitive + hands-on skills demonstration components. Online CPR courses will not be accepted.
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.
6. The program application can be found online at http://www.wallacestate.edu/Programs/Health-Division/Occupational-Therapy-Assistant

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 9) 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 7 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.
5. In the event of a tie, the following procedure will be followed in the order listed below to determine student acceptance into the program: 1) highest prerequisite GPA, 2) ACT Reading subtest score, 3) date of application submission

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:
OTA students are required to submit an annual physical examination form, including proof of Hepatitis B and other lab results as indicated on the form.
Students are required to submit proof of current CPR certification. Only CPR courses that provide certification for health care providers will be accepted (see #4 under Admission requirements).
Malpractice and liability insurance, available through the College, is required of all OTA students. Health insurance is also required but is not available through the college.
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 81 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.

Level II Fieldwork must be completed within 20 months of completion of academic requirements.

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, schools 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

Median annual earnings of occupational therapy assistants were $53,240 in May 2012, with the highest 10 percent earning more than $73,120. (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.

Students seeking to apply to the OTA program must complete the prerequisite courses listed under the 1st and 2nd semester headings, then submit an application to the program by the June 1st deadline of the year in which they wish to apply to the program. Upon acceptance into the program, students will complete the 3rd, 4th, and 5th semester courses.

Occupational Therapy Assistant - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition	3
PSY 200	General Psychology	3
MTH 116	Mathematical Applications	3
	Total Semester Credit Hours	**10**

2nd Semester

SPH 106	Fundamentals of Oral Communication	3
BIO 201	Human Anatomy and Physiology I	4
HIT 110	Medical Terminology	3
CIS 146	Microcomputer Applications	3
HUM/FA	Humanities/Fine Arts Elective	3
	Total Semester Credit Hours	**16**

3rd Semester

OTA 210	Occupational Therapy Fundamentals	3
OTA 211	Practical Anatomy and Kinesiology-Theory	2
OTA 212	Practical Anatomy and Kinesiology-Lab	2
OTA 213	Treatment Planning and Implementation: Part I Theory-Pediatrics	3
OTA 214	Treatment Planning and Implementation: Part I Lab-Pediatrics	2
OTA 217	Orientation to Fieldwork	1
OTA 218	Level I Fieldwork-A	1
OTA 219	Level I Fieldwork-B	1
OTA 221	Medical Conditions in OT	3
	Total Semester Credit Hours	**18**

4th Semester

OTA 215	Psychiatric Environment and Group Process in OT	2
OTA 216	Psychiatric Environment and Group Process in OT-Lab	1
OTA 220	Documentation for the OTA	2
OTA 222	Treatment Planning and Implementation: Part II Theory-Adult	3
OTA 223	Treatment Planning and Implementation: Part II Lab-Adult	2
OTA 224	Occupational Activity Analysis	2
OTA 225	Occupational Activity Analysis-Lab	2
OTA 226	Level II Fieldwork-A	4
OTA 227	Evidence Based Practice	1
	Total Semester Credit Hours	**19**

5th Semester

OTA 230	Professional Skills Development	3
OTA 231	Rehabilitation Management	3
OTA 232	Splinting	2
OTA 233	Level II Fieldwork-B	4
OTA 234	OTA Review Seminar	1
	Total Semester Credit Hours	**13**
	TOTAL CREDIT HOURS	**76**

PARALEGAL

Mrs. Emily Johnston
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**Associate in Applied Science Degree
(4 semesters)**

At a Glance

The American Bar Association defines a paralegal or legal assistant as a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity. A paralegal performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals may not provide legal services directly to the public except as permitted by law.

A paralegal's primary role is to help a lawyer in his or her preparations for trials, business meetings, and hearings. Paralegals help make certain that all aspects of the case have been considered, and gather information and investigate facts. By performing research, paralegals find relevant laws, statutes, and previous judicial decisions that relate to the case. They may be asked to compile all such information into a written report that aids lawyers in deciding the way in which they should proceed with a case. Paralegals assist with the preparation of arguments and court filings, and may provide assistance during a trial. They may also make readily available to attorneys any legal documents or files that relate to important cases.

A paralegal's responsibilities may include interviewing clients and witnesses, performing legal research, drafting correspondence, drafting pleadings and discovery, summarizing depositions, assisting during trial, and much more.

Program Description

Our Paralegal program has provided students with the fundamental skills and training necessary for success. The program provides a balance of legal background and hands-on practical skills through training from lawyers who have practiced in the fields in which they teach.

Our curriculum offers courses to ensure a well-rounded professional with strong writing, speaking and technical skills. Legal specialty courses include legal research and writing, family law, real estate, litigations, and criminal law. Each student is provided an individual password to perform in-depth research for assignments in all classes. A required internship places students in real-world situations to utilize and fine tune their skills. Faculty and Career Services provide regular updates about paralegal employment opportunities.

Our students show their involvement through dedication and commitment. The Paralegal Club participates in pro bono activities and social opportunities. Further, attorneys and civic organization leaders are regular speakers at club meetings.

Career Path

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.

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 2014, full-time wage and salaried paralegals and legal assistants had median annual earnings, including bonuses, of $51,840. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Program Goal

The program goal is to provide a general education with emphasis on substantive and procedural law and ethical principles. Students are required to apply their knowledge in practical assignments which will prepare them for entry-level paralegal positions working under the supervision of an attorney in the private or public sector.

Paralegal Program Outcomes:

1. To provide paralegal students with a general education that includes exposure to major areas of substantive law and requires development of communication and analytical skills.
2. To prepare students to perform legal research, using traditional library research as well as electronic research.
3. To prepare students to brief judicial opinions.
4. To prepare students to use forms and models for drafting legal documents and pleadings related to contracts, torts, probate, real property, and domestic law.
5. To enable students to understand the rules of professional conduct governing attorneys' actions and the application of those rules upon paralegals.
6. To develop students' abilities to communicate in writing and orally in a professional manner.
7. To develop students' organizational skills as applied in the legal workplace, including managing and organizing documents, calendaring, and managing time and work assignments.
8. To respond to the needs of the local legal community by providing well-qualified legal assistants.

For a catalog and more information regarding the Paralegal Program, please contact Wallace State Community College, Paralegal Department at 256-352-7877 or visit www.wallacestate.edu.

GENERAL REQUIRED COURSES

ORI 110*	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
HUM/FA	Humanities/Fine Arts Elective	3
SHP 106 or	Fun. of Oral Communication or	
107	Fun. of Public Speaking	3
MTH 116	Mathematical Applications	3
CIS/SCI	CIS/Natural Science Electives	6
HIS/SOC/PSY	History, Social and Behavioral Sciences	3
	Total General Required Courses	**25**

*ORI 110 (Freshman Seminar) is a college requirement, not a

requirement of a specific program. You are exempt from Freshman Seminar 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.

MAJOR REQUIRED COURSES

CIS 146	Microcomputer Applications	3
BUS 263	Legal and Social Environment of Business	3
BUS 241	Principles of Accounting I	3
PRL 101	Introduction to Paralegal Studies	3
PRL 102	Basic Research and Writing	3
PRL 103	Advanced Legal Research and Writing	3
PRL 160	Criminal Law and Procedure	3
PRL 230	Domestic Law	3
PRL 240	Wills, Trusts, and Estates	3
PRL 262	Civil Law and Procedure	3
PRL 265	Constitutional Law	3
PRL 291	Internship in Paralegalism	3
PRL 210	Introduction to Real Property Law	3
	Total Major Required Courses	**39**
	Total for AAS Degree	**64**

*PRL 101 and 102 may not be taken until both ENG 101 and CIS 146 have been completed.
Note: PRL 101 and 102 are prerequisites to all other Paralegal courses and must be taken during the same semester.
**PRL 291 Paralegal Internship may be taken once 2/3 of the Paralegal courses are completed. It is strongly encouraged however, that it be completed during the last semester before graduation.
Note: Students must attain a "C" or higher in all major and specialized courses.

Paralegal - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100/116	Intermediate College Algebra/Math Applications	3
CIS 146	Microcomputer Applications	3
POL 211	American National Government	3
BUS 263	Legal and Social Environment of Business	3
	Total Semester Credit Hours	**16**

2nd Semester

ENG 102	English Composition II	3
OAD 125	Word Processing – Microsoft Word	3
PRL 101	Introduction to Paralegal Studies	3
PRL 102	Basic Legal Research & Writing	3
ECO 231	Principles of Macroeconomics	3
	Total Semester Credit Hours	**15**

3rd Semester

SPH 106/107	Fund. Of Oral Comm/Fund of Public Speaking	3

PRL 103	Advanced Legal Research & Writing	3
PRL 210	Introduction to Real Property Law	3
PRL 230	Domestic Law	3
PRL 262	Civil Law and Procedure	3
BUS 241	Principles of Accounting I	3
	Total Semester Credit Hours	**18**

4th Semester

BIO 103	Principles of Biology	4
PHL 206	Ethics and Society	3
PRL 160	Criminal Law and Procedure	3
PRL 240	Wills, Trusts, and Estates	3
PRL 291	Internship in Paralegalism	3
	Total Semester Credit Hours	**16**
	TOTAL CREDIT HOURS	**65**

PATIENT CARE SPECIALIST

Mrs. Karen Walton, Program Director
256.352.8198
karen.walton@wallacestate.edu

Short Certificate (2 Semesters)

At a Glance
The Patient Care Specialist plays an important role in the lives of clients and their families. The Patient Care Specialist (PCS) also provides quality care to clients, works in a team environment, builds relationships with the healthcare tea,, clients, and families of clients.

As part of a professional team of clinicians, the PCS will be responsible for measuring and recording diagnostic information such as vital signs, intake and output, client observation, equipment setup and more. They work under the supervision of licensed personnel to provide safe, comfortable, and hygienic care for the client. They are often the specialists who have the most "one on one" time with the clients. Patient Care Specialists also understand the importance of teamwork and collaboration with other members of the healthcare team and work in hospitals, physician's offices, and long term care facilities.

Program Description
The Patient Care Specialist (PCS) Program is an advanced entry level program developed as part of BOOST: *Better Occupational Outcomes with Simulation Training – New Pathways to Healthcare Careers*, to expand and improve the colleges' ability to deliver education and career training programs as well as improve student employability in the healthcare sector.

Students enrolled in this for-credit program will be able to complete two industry-recognized certifications within the two semesters as well as take courses in CPR, Medical Terminology, Freshman Seminar, Computer Applications, English, Math, and

basic Anatomy and Physiology.

The foundation of the program consists of advanced Certified Nursing Assistant (CNA) content, which enables students to take the National Nurse Aide Assessment Program Examination and be listed in the Alabama Nurse Aide Registry. Certification is earned through the National Healthcareer Association as a Certified Electrocardiography (ECG) Technician. At the conclusion of the program, students will be awarded a Patient Care Specialist Certification.

Specialized courses in Medical Assistant and Emergency Medical Services are included in this program of study and **may be** used for course credit. However, credit awarded will require approval by the corresponding Program Director. Completion of these courses under the Patient Care Specialist program **does not** indicate or guarantee acceptance into the Medical Assistant or Emergency Medical Services programs of study.

Admission Requirements
Applicant Must:
1. Meet all the general admission requirements of WSCC.
2. Submit a WSCC application to the Admissions Office. Applications are accepted every semester.
3. Be eligible to enroll in ENG101 and MTH 116 as measured by COMPASS/ACCUPLACER Testing. Placement testing can be scheduled through the Testing Center at 256.352.8053. Conditional admission may be considered on a case by case basis.
4. Possess a GPA of 2.0 on a 4.0 scale
5. Submit a program application to the Patient Care Specialist Program Director. Attach copies of high school transcripts or unofficial transcripts from other institutions attended.
6. All information must be included for the packet to be complete. Any missing information may result in the applicant not being considered for admission.

Selection and Notification
The Patient Care Specialist program admits a class in the Fall and Spring semester based on minimum course enrollment.
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 Patient Care Specialist Program Director will review all applications for completion of admission requirements and will notify students accepted into the program.

Upon Full Admission:
1. 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. 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 (American Red Cross) or Health Care Provider (American Heart Association). Online certifications from other agencies will not be accepted.
3. Accident and liability insurance, available through the College, is required of all Patient Care Specialist students. Major Medical coverage is also required but is not available through the College. Each insurance policy must meet clinical agency contract requirements.
4. Students are required to undergo and clear Background Screening and Drug Testing according to Health Science Division Policy.

Program Expectations
Students admitted into the Patient Care Specialist 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 Patient Care Specialist Handbook

Required Competencies:
1. Clinical competencies (infection control, nursing assistant care and related skills, assist with specimen collection, diagnostic testing, restorative patient care)
2. General competencies (professional communication, legal/ethical concepts, patient instruction, operational functions)

Progression
Students selected for admission in the Patient Care Specialist program must meet the following requirements:
1. Maintain a grade of "C" or higher in all general education and Patient Care Specialist courses and an "S" (Satisfactory) in the clinical component when appropriate. Failure to do so will result in the student 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 Patient Care Specialist curriculum prepares students to function as highly educated entry level healthcare professionals in a variety of healthcare settings such as hospitals, long term care facilities, and home health agencies. Graduates of the program may continue their education in various Health Science programs such as Certified Medical Assisting or Emergency Medical Services.

Mean annual earnings of certified nursing assistants (May 2012) were $24,420. (Source: Bureau of Labor Statistics, U.S. Department of Labor).

Patient Care Specialist – Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
CIS 146	Microcomputer Applications	3
EMS 100	Cardiopulmonary Resuscitation I	1

ENG 101	English Composition I	3
HIT 110	Medical Terminology	3
MAT 102	Medical Assisting Theory I**	3
	Total Semester Credit Hours	**14**

2nd Semester

EMS 241	Paramedic Cardiology	3
MAT 103	Medical Assisting Theory II	3
NUR 102	Fundamentals of Nursing	6
MTH 116	Mathematical Applications	3
	Total Semester Credit Hours	**15**

	TOTAL CREDIT HOURS	**29**

*****Courses may be adjusted each semester based on enrollment.**

PHARMACY TECHNOLOGY

Mr. Brandon Brooks, Program Director
256. 352.8023
brandon.brooks@wallacestate.edu

Short Certificate (2 semesters)

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 Program Director 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:
1. Students will be required to perform competency demonstrations in the following areas:
2. Brand and generic drug name identification and classification
3. Pharmaceutical calculations
4. Prescription dispensing
5. Aseptic Technique
6. Preparation of penetrable 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 student 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)

Pharmacy Technology – Example Curriculum Map

1st Semester

PHM 100	Introduction to Pharmacy	3
PHM 102	Pharmacology I	3
PHM 205	Computers and Billing	3
PHM 207	Institutional Pharmacy	3
PHM 210	Pharmacy Practice	3
	Total Semester Credit Hours	**15**

2nd Semester

PHM 112	Pharmacology II	3
PHM 113	Drugs and Health	3
PHM 211	Clinical Practicum I	3
PHM 212	Clinical Practicum II	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**27**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.wallacestate.edu/Programs/Health-Division/Pharmacy-Technology.

PHYSICAL THERAPIST ASSISTANT

Ms. Alina Adams, Program Director
256. 352.8332
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Visit the PTA Program website at
http://www.wallacestate.edu/Programs/Health-Division/Physical-Therapist-Assistant

Associate in Applied Science Degree
(5 semesters): 2 prerequisite semesters + 3 program semesters

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 at Wallace State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; Telephone: 703-706-3245; E-mail: accreditation@apta.org; Website: http://www.capteonline.org. 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 can be a licensed physical therapist assistant.

Admission Requirements
Student admissions for the final year of the PTA Program are made annually, with classes starting in the fall. 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. See the program application, available through the program website, for additional information.

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 Licensed Physical Therapist or Licensed Physical Therapist Assistant under whom this observation was completed.
    c. Copies of transcripts from all schools previously attended, including WSCC.
    d. Copy of ACT scores.
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.
    c. Documentation of an ACT composite test score of not less than 18.
    d. 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.

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 or individuals who have completed MSG 104 and MSG 204. (Bonus points will only be available for PTA 120 or MSG 104/204, not both. If an applicant has completed both, the higher of the two point values will be added). 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. Also upon acceptance, students will be required to document successful completion of AHA approved CPR for Healthcare Providers certification, valid through September of the following year. 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 withdrawn 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.

The U.S. Department of Labor Occupational Outlook Handbook,anticipates that positions for physical therapist assistants will increase much faster than average, growing by 41% in 2014-2024 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 $54,410 in May 2014, and the highest 10 percent earned more than $75,530. (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 or master 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.

Physical Therapist Assistant – Example Curriculum Map
The first two semesters can be flexibly arranged, with multiple sections of each course being offered most semesters, although some courses must be completed in sequence such as the Biology and Psychology courses.

1st Semester

ORI 110*	Freshman Seminar	1
ENG 101	English Composition I	3
PSY 200	General Psychology	3
BIO 201	Human Anatomy and Physiology I**	4
MTH 100	Intermediate College Algebra	3
HUM/FA	Humanities/Fine Arts Elective	3
	Total Semester Credit Hours	**17**

2nd Semester

SPH 106	Fundamentals of Oral Communication	3
PSY 210	Human Growth and Development	3
BIO 202	Human Anatomy and Physiology I**	4
HIT 110	Medical Terminology***	3
PTA 120	Introduction to Kinesiology****	3
	Total Semester Credit Hours	**16**

The final year of the program must be completed in the sequence shown. Classes are only available as full-time day classes.

3rd Semester-Fall Semester ONLY

PTA 200	PT Issues and Trends	2
PTA 202	PTA Communication Skills	2

PTA 220	Functional Anatomy and Kinesiology	3
PTA 222	Functional Anatomy and Kinesiology Lab	2
PTA 240	Physical Disabilities I	2
PTA 250	Therapeutic Procedures I	4
PTA 258	Introduction to the Clinical Environment	1
PTA 260	Clinical Education I	1
	Total Semester Credit Hours	**17**

4th Semester-Spring Semester ONLY

PTA 230	Neuroscience	2
PTA 231	Rehabilitation Techniques	2
PTA 232	Orthopedics for the PTA	2
PTA 241	Physical Disabilities II	2
PTA 251	Therapeutic Procedures II	4
PTA 266	Clinical Field Work I	2
PTA 290	Therapeutic Exercise	1
	Total Semester Credit Hours	**15**

5th Semester-Summer Semester ONLY

PTA 201	PTA Seminar	2
PTA 268	Clinical Practicum	5
	Total Semester Credit Hours	**7**

| | **TOTAL CREDIT HOURS** | **68-69** |

NOTE: All courses with the PTA or MSG prefix must be completed at WSCC.

*ORI 110 - Freshman Seminar is a college requirement, not a program requirement.

**BIO 103 (or a passing score on the Biology Placement Test) is a prerequisite class for BIO 201 & 202.

***Medical Terminology must be a 3 semester credit course.

****Recommended course: PTA 120 is not an admission requirement for the PTA Program but will add bonus points to the program application based on the grade achieved, or a limited number of bonus points for enrollment at the time of program application. Alternately, bonus points are available for MSG 104/204. Visit the program website for additional information.

POLYSOMNOGRAPHY

Ms. Lisa Tarvin, Program Director
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lisa.tarvin@wallacestate.edu

Short Certificate (2 semesters)

About the Profession
Polysomnography is a study of sleep cycles and behavior, usually done overnight in a sleep center. This study involves observing a person at sleep while continuously charting brain waves, muscle activity, breathing, eye movements, and heart rhythms. Trained in sleep technology and relevant aspects of sleep medicine, sleep technologists assist in the evaluation and follow-up care of patients with sleep disorders as identified in the current *International Classification of Sleep Disorders.* Sleep Technology is recognized as a separate and distinct allied health profession. The scope of practice of sleep technologists enables them to work in hospital sleep labs, private sleep centers, laboratories for sleep related breathing disorders, Durable Medical Equipment (DME) settings, academic and industry research settings, home environments, and non-facility-based settings under the direction of the sleep specialist.

Sleep technologists assist sleep specialists in the clinical assessment, physiological monitoring and testing, diagnosis, management, and prevention of sleep related disorders with the use of various diagnostic and therapeutic tools providing care to patients of all ages. These tools include but are not limited to polysomnographs, positive airway pressure devices and accessory equipment, out of center sleep testing (OCST) devices, oximeters, capnographs, actigraphs, nocturnal oxygen, screening devices, and questionnaires.

Career Outlook
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. The Bureau of Labor Statistics reports that the mean annual salary is $46,340, equivalent to an hourly rate of $22.28. Those in the top 10 percent of earners received salaries of over $65,930, while their colleagues in the corresponding bottom bracket earned less than $29,630. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Program Description
Please visit our program website
http://www.wallacestate.edu/programs/health-division/polysomnographic-technologist for further

information, program application and program expenses.

The Polysomnography program is a two-semester (Fall and Spring) hybrid format course of study. Students are required to come to campus on occasion but will complete lectures, quizzes, and homework submittal online.

The clinical requirement offers experiences in a variety of health care settings where students perform clinical procedures under the supervision of polysomnographic technologists and technicians.

After all applications are received prior to June 1st every year, the students selected for program entry will be admitted to the program in the Fall semester. The PSG program admits the newly selected students in the Fall semester and they should complete in the following Spring semester. There are no PSG classes during the summer semester.

The on-campus requirements of this program are as follows:

Fall semester:

Lab - Students are required to come to campus for approximately 1-2 weeks (Monday through Friday) from approx. 8:00 a.m. – 3:00 p.m. at the beginning of the semester for lab training. Times, days, and dates will vary. Specific lab schedules will be available on Blackboard at the start of the semester.

Class – Students are required to come to campus approximately 9 times for exams. Three major exams (Exam 1, Exam 2 Mid-term and a Final Exam) will be given in each class PSG 110, 111 and 112. Exams generally begin at 8:00 am and you will be given 2-4 hours for completion depending on the exam. Times, days, and dates will vary. Specific Class schedules will be available on Blackboard at the start of the semester.

Clinicals – Students are required to attend clinical rotations weekly. The majority of clinical hours will be scheduled for night shifts generally from 7 pm to 7 am and you will be required to complete 2-3 shifts per week as scheduled. All students will also be required to complete a dayshift rotation that will be from approx. 8 am – 5 pm for 3-6 days. Clinical assignment schedules will be posted on Blackboard one week prior to the start of clinical rotations.

Spring semester:

Class – Students are required to come to campus approximately 6 times for exams. Three major exams (Exam 1, Exam 2 Mid-term and a Final Exam) will be given in each class PSG 113 and 114. Exams generally begin at 8:00 am and you will be given 2-4 hours for completion depending on the exam. Times, days, and dates will vary. Specific Class schedules will be available on Blackboard at the start of the semester.

Clinicals – Students are required to attend clinical rotations weekly. The majority of clinical hours will be scheduled for night shifts generally from 7 pm to 7 am and you will be required to complete 2-3 shifts per week as scheduled. All students will also be required to complete a dayshift rotation that will be from approx. 8 am – 5 pm for 3-6 days. Clinical assignment schedules will be posted on Blackboard one week prior to the start of clinical rotations.

Program Accreditation
The polysomnography program at Wallace State Community College is currently accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763 (727) 210-2350 http://www.caahep.org/default.aspx , Committee on Accreditation for Polysomnographic Technologist Education (COAPSG) 1711 Frank Avenue New Bern, NC 28560 (252) 626-3238 http://www.coapsg.org/. Upon graduation you will be eligible to sit for the national board exams offered by the BRPT and the ABSM. If you are successful in passing the board exams, you will be awarded the credential/s RPSGT - Registered Polysomnographic Technologist (BRPT) and/or RST - Registered Sleep Technologist (ABSM).

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. An ACT score is required of all applicants regardless of previous college or coursework.
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).

SUBMIT TO ADMISSIONS:
1. Submit a Wallace State application to the Admission's office declaring **Polysomnography Technology as the major** (by the program application deadline).
2. Submit Official Transcripts from each college attended to the Admission's Office (by the program application deadline).
3. If high school graduate (no college attended) submit official high school transcripts to the Admission's

4. Office (by the program application deadline). **HS transcripts must include GPA to be considered**.
5. Submit official ACT scores to the Admission's Office (by the program application deadline).

SUBMIT TO POLYSOMNOGRAPHY PROGRAM DIRECTOR:
Simply stating you gave copies of these items to the admissions department will not meet this requirement.

1. 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.
2. 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).
3. 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.
4. 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 GPA to determine admission if there are more applicants than can be accepted. If there is a tie the deciding factor will be ACT score.

Program Expectations

Students admitted into the Polysomnography program are expected to comply with the Polysomnography student handbook, WSCC Catalog and the Health Science Program Regulations and Expectations as published in 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 WSCC 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 and clear drug screen.
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. EMS 100, **The American Heart Association BLS for Healthcare Providers and the American Red Cross BLS for healthcare providers are the only card providers that will be accepted. Online CPR classes will not be accepted.**

Progression
Uninterrupted progression through the Polysomnography program is required. Any student whose progression is interrupted for any reason must reapply for readmission. Any changes in the curriculum, catalog, policies or admission procedures will be applicable upon the student's readmission.

PSG students must achieve a "C" or above in all general and major required courses. Students who fail to achieve a "C" or above or who withdraws from any general or major required course cannot progress and will be dismissed from the Program and must re-apply for readmission. A minimal grade of 70 constitutes a "C" in Polysomnography PSG courses.

Students selected to the Polysomnography program must meet the following criteria:
- Progress through all Polysomnography courses in the sequence specified by the program faculty.
- Maintain a minimum grade of 70% or higher in PSG required courses. Failure to do so will result in dismissal from the program.
- Maintain a 2.0 cumulative GPA in all PSG coursework.
- Maintain the ability to meet the Essential Functions

listed in the student handbook.
- Successfully complete the program within 22 months from the initial semester of PSG courses.
- Maintain Current major medical health insurance and CPR at the health care provider level.
- Abide by the policies, procedures, and rules of behavior of the college and the Polysomnography program.
- Abide by the policies, procedures, and rules of behavior of the clinical agencies.
- Submit completed medical forms by required deadlines.

Readmission

Students who interrupt the progression in the Polysomnography program must apply for readmission. The student must reapply for admission as a new student would with all of the deadlines and requirements and must complete a new application packet prior to the application deadline. Readmission students must also submit a readmission request letter prior to the published application deadline. Readmission to the program is not guaranteed even if a student meets all requirements for readmission. A student who fails to progress during any semester is not automatically ranked and/or re-entered. A student who withdraws or is ineligible to continue in the program for any reason must formally re-apply and meet the procedures and requirements for admission to the Polysomnography Program published in the current catalog and prior to the published PSG program application deadline of any given year. Readmission also depends upon availability of clinical space with students in regular progression given first option. 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.

First Semester Students
- Any student that leaves the program for any reason, (academic or personal) during the first semester must start the program from the beginning if they qualify (see below).

Second Semester Students
- Students leaving the program for any reason, (academic or personal) during the second semester will be allowed to apply for readmission if they qualify (see below), and take the classes that were not passed or completed. However, it is mandatory that the readmission students re-take the clinical course PSG 116 as well.

Note: Even if the student has a passing grade in the clinical course, clinical must be repeated in order for the student to remain proficient in the field.

Readmission may be denied due to, but not limited to, any of the following circumstances below. These apply to all readmission students regardless of semester that the progression was interrupted.

Readmission requires the following:
- Submission of completed application packet and readmission request letter prior to the published application deadline.
- A 2.0 cumulative GPA in all coursework and a "C" in all PSG classes.
- That no longer than 22 months may elapse from initial admission term to date of graduation.
- Submit completed medical forms by required deadlines.
- That no clinical facility has refused to accept the student for clinical rotations.
- Ability to meet and comply with standards and policies in the current college catalog and student handbook.
- Any student that has been dismissed from this program/clinical facility, any other college program/clinical facility, has had any policy violations, attendance or disciplinary issues in the past, while in the program or at a clinical facility will not be allowed to re-enter the program/nor be eligible to re-apply.
- All students must meet all admission requirements to be eligible for readmission.
- Any changes in the Polysomnography program, curriculum, college catalog, policies, admission and student handbook will be applicable to any student upon readmission.
- Maintain the ability to meet the essential functions listed in the student handbook.
- Maintain Current major medical health insurance and CPR at the health care provider level.
- Abide by the policies, procedures, and rules of behavior of the college and the Polysomnography program.
- Abide by the policies, procedures, and rules of behavior of the clinical agencies.

Polysomnograpy - Required Courses

1st Semester Fall

PSG 110	Intro to Polysomnography	3
PSG 111	Polysomnography Technology I	4
PSG 112	Polysomnography Technology II	3
PSG 115	PSG Clinical Practice I	5
*ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester Spring

PSG 113	Polysomnography Technology III	5
PSG 114	Polysomnography Technology IV	3
PSG 116	PSG Clinical Practice II	5
	Total Semester Credit Hours	**13**
	TOTAL CREDIT HOURS	**29**

* ORI 110 (Freshman Seminar) is a college requirement, not a requirement of a specific program. You are exempt from Freshman Seminar 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 110 is required for incoming freshman in all divisions.

** All students are required to have a American Heart Association or American Red Cross Healthcare Provider CPR card before beginning clinical rotations. The card must be valid for 1 year from the time of acceptance. The Wallace State EMS Department offers a one-day EMS 100 - CPR certification class on several different dates throughout each semester. This certification is for the American Heart Association Healthcare Provider. You may check the schedule of classes to locate the dates that the course will be offered. The schedule is posted on the WSCC homepage, www.wallacestate.edu.

RESPIRATORY THERAPY

Ken Crow
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Associate in Applied Science Degree
(5 semesters)

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. 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-RPT courses. GPA calculated for program selection will be on the general required pre-RPT courses excluding ORI 110.
4. 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, psycho motor, 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 classroom, students must

demonstrate psycho motor 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
1. Level I Students (First, Second and Third Semester Students)
2. Any student that leaves the program for any reason, (academic or personal) during the first three semesters must start the program from the beginning.
3. 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.
4. A student who fails to progress during the first three semesters is not automatically ranked and/or re-entered.
5. All first, second and third semester students will be ranked along with all other applications and will be accepted based on the ranking process.
6. 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.
7. 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 generally 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 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.

Respiratory Therapist - **Example Curriculum Map**

1st Semester

ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
BIO 201	Human Anatomy and Physiology I	4
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**11**

2nd Semester

RPT 210	Clinical Practice I	2
RPT 211	Introduction to Respiratory Care	2
RPT 212	Fundamentals of Respiratory Care I	4
RPT 213	A&P for the Respiratory Therapist	3
RPT 214	Pharmacology of the Respiratory Therapist	2
	Total Semester Credit Hours	**13**

3rd Semester

RPT 220	Clinical Practice II	2
RPT 221	Pathology for the Respiratory Therapist I	3
RPT 222	Fundamentals of Respiratory Care II	4
RPT 223	Acid Base and ABG Analysis	2
BIO 202	Human Anatomy and Physiology II	4
	Total Semester Credit Hours	**15**

4th Semester

RPT 231	Pathology for the Respiratory Therapist II	3
RPT 234	Mechanical Ventilation	4
RPT 254	Patient Assessment Techniques	2
	HUM/Fine Arts Elective	3
	Total Semester Credit Hours	**12**

5th Semester

RPT 230	Clinical Practice III	2
RPT 242	Perinatal / Pediatric Respiratory Care	3

RPT 232	Diagnostic Procedures	2
RPT 244	Critical Care Considerations	2
ENG 102	English Composition II	3
	Total Semester Credit Hours	**12**

6th Semester

RPT 240	Clinical Internship	4
RPT 233	Special Procedures	2
RPT 241	Pulmonary Rehabilitation & Homecare	2
RPT 243	Computer Applications / RRT Review	2
PSY 200	General Psychology	3
	Total Semester Credit Hours	**13**

	TOTAL CREDIT HOURS	**76**

SALON AND SPA MANAGEMENT

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Associate in Applied Science

Certificates

Short Term Certificates

At a Glance
This program is designed to prepare cosmetologists, hairstylists, massage therapists, and other personal grooming specialists in entrepreneurial skills for the management of beauty salons, shops, massage therapy spas, and full service or specialized salons which could include all these areas under one roof.

Program Description
This program will prepare students for Licensure as professional salon owners and operators. The instruction includes cosmetic services, massage services, marketing, retailing, advertising and promotion, salon management, cosmetic and salon supplies industries, hiring and supervision, applicable business and professional laws and regulations, professional standards and image, and customer service. Salon and Spa Management includes a range of options in cosmetology, nail technology, esthetics, and therapeutic massage. A student may earn an Associate of Applied Science, a Certificate, or a Short Term Certificate depending on their area of interest.

Admission Requirements
Students meet all general requirements at WSCC. Therapeutic massage students should see requirements listed in the following section of this catalog.

Program Expectations

The WSCC Salon and Spa Management program prepares students for the real world of beauty and massage therapy by helping students attain a high degree of professionalism, attitude, demeanor, and specialty skills. Students will practice all phases of salon services on clients by using creativity and design techniques to give each individual a personalized experience. Instruction is competency based, derived from occupational analysis and recognized national standards.

Career Path

The Salon and Spa Management program is designed to prepare students to oversee the day-to-day operations of the salon, spa and/or other beauty business. The responsibilities of the salon and spa manager may include hiring and training employees or contract workers; delegating tasks among employees, ordering and selling supplies, managing paperwork, processing payroll, paying bills, handling customer relations and managing work relationships. Management in the beauty business may also have responsibility for the advertising, marketing, and growing of the business.

Requirements for becoming a Salon and Spa manager differ according to the type of services offered. A full service salon might include knowledge of cosmetology, nail technology, esthetics, and therapeutic massage. The US Bureau of Statistics (BLS) estimates the median hourly wages of a salon manager at $16.71 in 2012. Salary can grow with experience and as they accept more responsibility. Additionally, the Salon and Spa Manager's salary may be dependent on the location and size of the business. Often a manger also makes commission on products sold and services rendered.

GENERAL EDUCATION REQUIRED COURSES AAS SALON AND SPA MANAGEMENT

ORI 110	Freshman Seminar	1
	History, Social, or Behavioral Science Elective	3
MTH 116	Mathematical Applications	3
ENG 101	English Composition I	3
CIS 146	Microcomputer Applications	3
SPH 106	Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
	Natural Science, Math, or Computer Science Elective	3
	Humanities and Fine Arts Elective	3
	Total Required Courses	**22**

REQUIRED COURSES AAS SALON AND SPA MANAGEMENT COSMETOLOGY, ESTHETICS, AND NAIL TECHNOLOGY

SAL 133	Salon/Spa Management	3
SAL 201	Entrepreneurship for the Salon/Spa	3
	Total Required Courses	**6**

REQUIRED COURSES AAS COSMETOLOGY

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 123	Cosmetology Salon Practices	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 143	Specialty Hair Preparation Techniques	3
COS 144	Hair Shaping and Design	3
COS 190	Internship in Cosmetology	3
COS	Elective	3
	Total Required Courses	**39**
	Total for AAS Salon and Spa Management	**67**

REQUIRED COURSES AAS ESTHETICS

COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 168	Bacteriology and Sanitation	3
COS 127	Esthetics Theory	3
COS 134	Advanced Esthetics	3
COS 135	Advanced Esthetics Applications	3
COS 165	Related Subjects – Estheticians	3
COS 181	Special Topics – Esthetics	3
COS 163	Facial Treatments	3
COS 169	Skin Functions	3
COS 164	Facial Machines	3
COS 190	Internship in Cosmetology	3
COS	Elective	3
	Total Required Courses	**39**
	Total for AAS Esthetics	**67**

REQUIRED COURSES AAS NAIL TECHNOLOGY

COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3
COS 114	Chemical Service 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
COS	Electives	12
	Total Required Courses	**39**
	Total for AAS Nail Technology	**67**

REQUIRED COURSES AAS THERAPEUTIC MASSAGE

MSG 101 or MSG 108	Introduction to Therapeutic Massage / Foundations of Therapeutic Massage	2
MSG 102	Therapeutic Massage Lab	3
MSG 103	Anatomy and Physiology	3
MSG 104	Musculoskeletal and Kinesiology	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
	BUS, COS, or SAL Electives	6
	COS, BUS, HED or CIS Electives	6
	Total Required Courses	**40**
	Total for AAS Therapeutic Massage	**62**

AAS Salon and Spa Management Cosmetology - Example Curriculum Map

1st Semester

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
	History, Social, or Behavioral Science Elective	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester

MTH 116	Mathematical Applications	3
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 123	Cosmetology Salon Practices	3
SAL 133	Salon/Spa Management	3
	COS Elective	3
	Total Semester Credit Hours	**18**

3rd Semester

ENG 101	English Composition I	3
CIS 146	Microcomputer Applications	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 143	Specialty Hair Preparation Techniques	3
	Total Semester Credit Hours	**15**

4th Semester

COS 144	Hair Shaping and Design	3
COS 190	Internship in Cosmetology	3
SPH 106	Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
	Natural Science, Math, or Computer Science Elective	3
	Humanities and Fine Arts Elective	3
SAL 201	Entrepreneurship for the Salon/Spa	3
	Total Semester Credit Hours	**18**

AAS Salon and Spa Management Esthetics - Example Curriculum Map

1st Semester

COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 168	Bacteriology and Sanitation	3
COS 127	Esthetics Theory	3
ORI 110	Freshman Seminar	1
	COS Elective	3
	Total Semester Credit Hours	**16**

2nd Semester

MTH 116	Mathematical Applications	3
COS 134	Advanced Esthetics	3
COS 135	Advanced Esthetics Applications	3
COS 165	Related Subjects – Estheticians	3
COS 181	Special Topics – Esthetics	3
	Total Semester Credit Hours	**15**

3rd Semester

ENG 101	English Composition I	3
CIS 146	Microcomputer Applications	3
COS 163	Facial Treatments	3
COS 169	Skin Functions	3
COS 164	Facial Machines	3
	History, Social, Behavioral Science Elective	3
	Total Semester Credit Hours	**18**

4th Semester

COS 190	Internship in Cosmetology	3
SPH 106	Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
	Natural Science, Math, or Computer Science Elective	3
	Humanities and Fine Arts Elective	3
SAL 201	Entrepreneurship for the Salon/Spa	3
SAL 133	Salon/Spa Management	3
	Total Semester Credit Hours	**18**

	TOTAL CREDIT HOURS	**67**

AAS Salon and Spa Management Therapeutic Massage - Example Curriculum Map

1st Semester

ORI 110	Freshman Seminar	1
MSG 101	Introduction to Therapeutic Massage or MSG 108 Foundations of Therapeutic Massage	2
MSG 102	Therapeutic Massage Lab	3
MSG 103	Anatomy and Physiology	3
MSG 104	Musculoskeletal and Kinesiology	3

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(Note: the right column also contains near the top:)

TOTAL CREDIT HOURS	**67**

MSG 105	Therapeutic Massage Supervised Clinical I	2
	Total Semester Credit Hours	**14**

Semester 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
	Natural Science, Math, or Computer Science Elective	3
	Total Semester Credit Hours	**18**

3rd Semester

MTH 116	Mathematical Applications	3
ENG 101	English Composition I	3
CIS 146	Microcomputer Applications	3
	BUS, CIS, COS, or SAL Electives	6
	Total Semester Credit Hours	**15**

4th Semester

SPH 106	Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
	History, Social, Behavioral Science Elective	3
	Humanities and Fine Arts Elective	3
	COS, BUS, HED or CIS Electives	6
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**62**

AAS Salon and Spa Management Nail Technology - Example Curriculum Map

1st Semester

SAL 133	Salon/Spa Management	3
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3
COS 114	Chemical Service Lab	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester

MTH 116	Mathematical Applications	3
COS 125	Career and Personal Development	3
COS 150	Manicuring	3
COS 152	Nail Care Applications	3
SAL 201	Entrepreneurship for the Salon/Spa	3
	Total Semester Credit Hours	**15**

3rd Semester

ENG 101	English Composition I	3

CIS 146	Microcomputer Applications	3
	History, Social, Behavioral Science Elective	3
COS	Electives	9
	Total Semester Credit Hours	**18**

4th Semester

SPH 106 or SPH 107	Fundamentals of Oral Communication Fundamentals of Public Speaking	3
COS 153	Nail Art	3
COS 154	Nail Art Applications	3
COS	Electives	3
	Natural Science, Math, or Computer Science Elective	3
	Humanities and Fine Arts Elective	3
	Total Semester Credit Hours	**18**
	TOTAL CREDIT HOURS	**67**

Salon and Spa Management Cosmetology Certificate

1st Semester

COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3
COS 114	Chemical Service Lab	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**13**

2nd Semester

MTH 116	Mathematical Applications or MAH 101 Introductory Mathematics I	3
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 123	Cosmetology Salon Practices	3
SAL 133	Salon/Spa Management	3
	Total Semester Credit Hours	**15**

3rd Semester

ENG 101	English Composition I or COM 100 Vocational Technical English I	3
CIS 146	Microcomputer Applications or DPT 103 Technical Computer Skills	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 143	Specialty Hair Preparation Techniques	3
	Total Semester Credit Hours	**15**

4th Semester

SPH 106	Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking or SPC 103 Oral Communication Skills	2-3
COS 144	Hair Shaping and Design	3
COS 190	Internship in Cosmetology	3
COS 133	Salon Management Technology	3
	Total Semester Credit Hours	**11-12**

COS 135	Advanced Esthetics Applications	3
COS 165	Related Subjects – Estheticians	3
COS 181	Special Topics – Esthetics	3
	Total Semester Credit Hours	**15**

	TOTAL CREDIT HOURS	**54-55**

Salon and Spa Management Therapeutic Massage Certificate

1st Semester

ORI 110	Freshman Seminar	1
MSG 108	Foundations of Therapeutic Massage	2
MSG 102	Therapeutic Massage Lab	3
MSG 103	Anatomy and Physiology	3
MSG 104	Musculoskeletal and Kinesiology	3
MSG 105	Therapeutic Massage Supervised Clinical I	2
	Total Semester Credit Hours	**14**

2nd Semester

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	Licensure Exam Review	1
	Total Semester Credit Hours	**15**

3rd Semester

ENG 101	English Composition I or COM 100 Vocational Technical English I	3
SAL 133	Salon/Spa Management	3
	BUS, CIS, COS, or HED Electives	7
	Total Semester Credit Hours	**13**

4th Semester

SPH 106	Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking or SPC 103 Oral Communication Skills	2-3
CIS 146	Microcomputer Applications or DPT 103 Technical Computer Skills	3
MTH 116	Mathematical Applications or MAH 101 Introductory Mathematics I	3
	Total Semester Credit Hours	**8-9**

	TOTAL CREDIT HOURS	**50-51**

Salon and Spa Management Esthetics Certificate

1st Semester

COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 168	Bacteriology and Sanitation	3
COS 127	Esthetics Theory	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**13**

2nd Semester

MTH 116	Mathematical Applications or MAH 101 Vocational Technical English I	3
COS 134	Advanced Esthetics	3

3rd Semester

ENG 101	English Composition I or COM 100 Vocational Technical English I	3
COS 163	Facial Treatments	3
COS 169	Skin Functions	3
COS 164	Facial Machines	3
	Total Semester Credit Hours	**12**

4th Semester

COS 190	Internship in Cosmetology	3
SPH 106	Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking or SPC 103 Oral Communication Skills	2/3
CIS 146	Microcomputer Applications or DPT 103 Technical Computer Skills	3
SAL 133	Salon/Spa Management	3
	Total Semester Credit Hours	**11-12**

	TOTAL CREDIT HOURS	**51-52**

Salon and Spa Management Nail Technology Certificate

1st Semester

COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3
COS 114	Chemical Service Lab	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**13**

2nd Semester

MTH 116	Mathematical Applications or MAH 101 Introductory Mathematics I	3
SAL 133	Salon/Spa Management	3
COS 150	Manicuring	3
COS 152	Nail Care Applications	3
	Total Semester Credit Hours	**12**

3rd Semester

ENG 101	English Composition I or COM 100 Vocational Technical English I	3
CIS 146	Microcomputer Applications or DPT 103 Technical Computer Skills	3
COS	Electives	9
	Total Semester Credit Hours	**15**

Semester 4

SPH 106	Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking or SPC 103 Oral Communication Skills	2-3
COS 153	Nail Art	3

COS 154	Nail Art Applications	3
COS 125	Career and Personal Development	3
	Total Semester Credit Hours	**11-12**
	TOTAL CREDIT HOURS	**51-52**

Salon and Spa Management Nail Technology Short Term Certificate

1st Semester

COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology lab	3
COS 113	Theory of Chemical Services	3
COS 114	Freshman Seminar	1
	Total Semester Credit Hours	**13**

2nd Semester

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 Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**28**

Salon and Spa Management Therapeutic Massage Short Term Certificate

1st Semester

ORI 110	Freshman Seminar	1
MSG 108	Foundations of Therapeutic Massage	2
MSG 102	Therapeutic Massage Lab	3
MSG 103	Anatomy and Physiology	3
MSG 104	Musculoskeletal and Kinesiology	3
MSG 105	Therapeutic Massage Supervised Clinical I	2
	Total Semester Credit Hours	**14**

2nd Semester

MSG 200	Business and Market 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	3
MSG 206	National Certification Exam Review	3
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**29**

THERAPEUTIC MASSAGE

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Visit the program website at http://www.wallacestate.edu/
Programs/Health-Division/Massage-Therapy/index

Short Term Certificate (2 semesters)

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 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, although the program can be part of Long-Term Certificate or the Associate in Applied Science degree in Salon and Spa Management. Two consecutive semesters are usually required to complete the program, which begins in the fall semester each year. The program combines 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. Upon completion of the program, graduates will be eligible to apply to sit for the state certification exam, administered by the

Federation of State Boards of Massage Therapy. After successful completion of this exam, the individual can be licensed as a massage therapist in 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
The Therapeutic Massage Program accepts a class each fall semester. Enrollment is limited; all eligible applicants are considered for admission. Applications will be accepted from May 1 to 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. The program application is available through the program website. The following information details the admission criteria for the Certificate Therapeutic Massage Program:

Applicants Must:
1. Meet all the general requirements of WSCC.
2. Be 18 years of age by August 1.
3. Possess a minimum GPA of 2.0 on a 4.0 scale.
4. SUBMIT THE FOLLOWING TO ADMISSIONS OFFICE:
   a. WSCC application.
   b. Official transcripts from all schools previously attended.
5. **SUBMIT TO THERAPEUTIC MASSAGE PROGRAM DIRECTOR**:
   a. Therapeutic Massage program application. Applications will be accepted until June 1 for fall admission. Applications received after June 1 will be considered on a space available basis.
   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 CPR BLS Healthcare Provider certification. Certification must be valid for at least 1 year after acceptance. BLS

for Healthcare Providers certification must include a "hands-on" component. EMS 100, The American Heart Association BLS for Healthcare Providers and the American Red Cross BLS for Healthcare Providers are the only card providers that will be accepted. Online CPR classes will not be accepted.

All information must be included for the application to be complete. Any missing information will result in the applicant not being considered for admission. Retain copies of every item submitted, as submitted information will not be released from accepted application packets.

Selection and Notification
1. Program applications will be reviewed by the Program Director and selected on their completion of admission requirements and program application date. All other factors being equal, GPA will be the deciding factor for admission. All qualified applicants are admitted until the program is filled. Applications delivered in person will be considered over those received by mail.
2. Deficits may be corrected and the application resubmitted but a place in the program will not be held while those deficits are corrected.
3. Students selected will be notified in writing by mail and must respond, confirming their intent to enroll within ten (10) days of the date of the acceptance letter. A student who fails to respond will forfeit their position in the class.
4. 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 and prior to the first day of class, accepted 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. Students will also be required to complete the second shot in the Hepatitis B series prior to the second Monday in September. If students fail to meet these deadlines, they will forfeit their place in the class. 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. Additionally, this program is closely regulated by the State of Alabama, requiring a minimum number of hours for successful completion. As a result the Therapeutic Massage program has very strict attendance guidelines and permits only a limited number of excused absences. Excessive absences will result in program dismissal regardless of grades achieved. See the MSG Program Student Handbook for further information.

Readmission to Program:

Applicants who have been previously dismissed or have withdrawn 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 18 years of age by August 1. 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 state certification examination, achieving Licensure through the State of Alabama. 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 much faster than average, growing by 23% in 2012-2022 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 $35,970 in May 2012, and the highest 10 percent earned more than $70,140. 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)

Therapeutic Massage – Example Curriculum Map
1st Semester

ORI 110*	Freshman Seminar*	1
MSG 102	Therapeutic Massage Lab I	3
MSG 103	Anatomy and Physiology**	3
MSG 104	Musculoskeletal and Kinesiology I***	3
MSG 105	Therapeutic Massage Supervised Clinical I	2
MSG 108 or	Intro to/Foundations of	
MSG 101	Therapeutic Massage	2
	Total Semester Credit Hours	**14**

2nd Semester

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	Licensure Exam Review	1
	Total Semester Credit Hours	**15**
	TOTAL CREDIT HOURS	**29**

NOTE: All courses with the MSG prefix must be completed at WSCC.

*ORI 110 - Freshman Seminar is a college requirement, not a requirement of the program.

**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.

MAJOR REQUIRED COURSES

ART 113	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 216	Printmaking	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 Illustration	3
VCM 180	Introduction to Graphic Design	3
VCM 185	Digital Raster Imaging	3
VCM 281	Digital Design	3
VCM 270	Supervised Study in Graphics	3
VCM 289	Portfolio	1
	Total Major Required Courses	**40**
	Total for AAS Degree	**66**

Visual Communications - Example Curriculum Map

1st Semester

ART 221	Computer Graphics	3
ART 283	Graphic Animation	3
ORI 110	Freshman Seminar	1
ART 113	Drawing	3
ENG 101	English Composition I	3
	Total Semester Credit Hours	**13**

2nd Semester

VCM145	Digital Photography	3
VCM172	Vector Illustration	3
ART 121	Two-Dimensional Design	3
MTH 100	Intermediate College Algebra	3
ENG 102	English Composition II	3
	Total Semester Credit Hours	**15**

3rd Semester

VCM 180	Intro Graphic Design	3
VCM 185	Raster Illustration Dependent	3
ART 216	Printmaking	3
GLY 101	Intro to Geology	4
	Total Semester Credit Hours	**13**

4th Semester

VCM 281	Digital Design	3
ART 243	Sculpture	3
SPH 106	Speech	3
SOC 200	Sociology	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	**15**

Semester 5

VCM 270	Supervised Study in Graphics	3
VCM 289	PortfolioDependent on Program Cycle	1
VCM 250	Intro Technical Illustration Sculpture	3
ART 203	Art History I	3
	Total Semester Credit Hours	**10**

VISUAL COMMUNICATIONS SHORT CERTIFICATE

Course choice options will be dependent on term availability.

1st Semester

	Graphics Lab Option One	3
	Graphics Lab Option Two	3
	(Choose 2) ART221, ART283, VCM145, VCM172, VCM180, VCM185, VCM250, VCM281, VCM270	
	2D Studio Art Option One	3
	(Choose 1)ART113, ART114, ART121, ART216, ART233	
	3D Studio Art Course	3
	ART243	
	Total Semester Credit Hours	**12**

2nd Semester

	Graphics Lab Option One	3
	Graphics Lab Option Two	3
	(Choose 2) ART221, ART283, VCM145, VCM172, VCM180, VCM185, VCM250, VCM281, VCM270	
	2D Studio Art Option One	3
	(Choose 1)ART113, ART114, ART121, ART216, ART233	
	3D Studio Art Course	3
	ART244	
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**24**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.wallacestate.edu/Programs/Academic-Division/ArtVisual-Communications.

WELDING

Mr. Jim Thompson, Department Chair
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jim.thompson@wallacestate.edu

Associate in Applied Science Degree - General Technology

Certificate (4 Semesters)

Short Term Certificates

At a Glance

Certified structural 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

Associate in Applied Science General Technology-Welding Degree and Welding Technology Certificates offers a guide to skills and knowledge in the safe operation of the following welding processes and equipment operation: industrial blue prints, structural and pipe welding symbol interpretation, blueprint reading for fabrication, pipe fitting, weld inspection, weld testing instruction. Hands-on instructional courses offers structural and pipe welding workplace skills. Program instruction utilizes the latest welding technology in Stick, Mig, Pulse Mig, Pulse Mag, Fluxcore, Metal-core, Surface Tension Transfer, DC Tig, DC Pulse Tig, AC High Frequency Tig, Submerged Arc, and Oxy-fuel Cutting, Plasma Arc Cutting, and Carbon Arc Cutting processes.

Additional training courses are offered in robotics, CNC cutting and various welding applications.

Program Accreditations/Credentials

AWS/American Welding Society Accredited Testing Facility
NCCER/National Center for Construction Education and Research
AWS/American Welding Society
CWI/Certified Welding Inspectors
NCCER/National Center for Construction Education and Research
AWS/American Welding Society Welding Educators
WSCC Welding Instructors have over 94 years of combined industry-construction welding and teaching experience.

Admission Requirements

Student must meet all the general admission requirements of WSCC.

Program Expectations

The Welding Technology Certificates and A.A.S. General-Welding Degree curriculums offer training in industrial blueprints, structural and pipe welding symbol interpretation, blueprint reading for fabrication, pipe fitting, weld inspection, weld testing instruction. Hands-on instructional courses offers structural and pipe welding workplace skills. Program instruction utilizes the latest welding technology in Stick, Mig, Pulse Mig, Pulse Mag, Fluxcore, Metal-core, Surface Tension Transfer, DC Tig, DC Pulse Tig, AC High Frequency Tig, Submerged Arc, and Oxy-fuel Cutting, Plasma Arc Cutting, and Carbon Arc Cutting processes that are common in the structural, facility maintenance, and pipe welding industries.

Program Exit Requirements

In addition to the program requirements, students will be required to obtain two (2) different industry AWS/ASME Welding Certifications in 3G Structural Welding 5G Pipe Welding or 6G Pipe Welding fixed weld positions using a combination of Stick, Mig, Flux-core, STT and Tig Welding processes as part of the graduate program exit industry credentials.

Essential Functions

As a WSCC welding student, you will be expected to fulfill the physical demands described below to successfully perform the essential functions of assigned tasks. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

1. Students must frequently lift and/ or move up to 50 pounds and occasionally life weights up to 100 pounds.
2. Specific visual acuity that includes close vision, color vision, depth perception and the ability to adjust focus.
3. Students are required to walk, sit, balance, stoop, kneel, or crouch while performing welding tasks.
4. Students are required to use hands to finger, handle, feel or operate objects, tools or controls.
5. The student is frequently required to reach with hands and arms.
6. The student is required to talk and hear in the lab environments.
7. While performing duties or assignments, the student occasionally works near moving mechanical parts or in outside weather conditions.
8. The student is exposed to humid conditions and welding fumes if proper techniques are not used.
9. The noise level in the work environment is high.
10. Students are required to be punctual and have predictable attendance.
11. Students must be willing to follow instructions.

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 consumable, power plant, or automotive manufacturing. According to the Bureau of Labor Statistics, the median pay for welding professionals are:

Welders, cutters, and brazers	$17.45 hourly
	$36,300 annually
Boilermakers	$27.19 hourly
	$56,560 annually
Weld Engineers	$40.94 hourly
	$83,150 annually
Plumbers, pipe and steamfitters	$23.62 hourly
	$49,140 annually
Welding Instructors	$24.96 hourly
	$51,910 annually

WSCC Graduate Annual Earnings
Welding Engineer $102K
Pipe Welding $96K
Certified Welding Inspectors $130K
Manufacturing & Construction Welding $59K
Robotic Weld Technicians $60K

Transferable Program College Credits
ASU Business in Management-Technology B.S. Degree American Welding Society Certified Welding Inspectors*
*(up to one year credit for minimum AWS CWI requirements)

A.A.S. (General Technology) Requirements

Area I: Written Composition		3 or 6
ENG 101 English Composition and/or		
*Students may choose:		
ENG 102 English Composition II		

Area II: Humanities and Fine Arts		3 or 6
**Speech may not be used as only HUM/Fine Art		
Area I and II must total 9 hours minimum		**9**

Area III: Natural Science and Mathematics

CIS 146 Microcomputer Applications or	
CIS Elective	3
MTH 103 Technical Math or	
MTH 116 Mathematical Applications or	
MTH 100 College Algebra	3
Natural Science Elective with Lab	4
Area III must total 10 hours	**10**

Area IV: History, Social, and Behavioral Sciences

ORI 110 Freshman Seminar and	1
History, Social and Behavioral Science	
Electives	6
Area IV must total 7 hours	**7**

Minimum General Education Total (Areas I-IV)	**26**

Area V: Welding Hours	**48**

Total Hours for AAS Degree	**74**

AAS Welding - Example Curriculum Map

1st Semester

WDT 119	Gas Metal Arc Welding	3
WDT 124	Gas Metal Arc Welding Lab	3
WDT 158	Consumable Arc Welding Lab	3
WDT 219	Weld Inspection and Testing	3
CIS 146	Microcomputer Applications	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester

WDT 110	Industrial Blueprint Reading	3
WDT 228	Gas Tungsten Arc Welding	3
WDT 268	Gas Tungsten Arc Welding Lab	3
WDT 280	Special Topics: GTAW Groove Lab	3
MTH 103	Technical Math	3
	Total Semester Credit Hours	**15**

3rd Semester

WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/PAC/CAC	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/PAC/CAC Lab	3
ENG 101	English Composition I	3
	Total Semester Credit Hours	**15**

4th Semester

WDT 120	Shield Metal Arc Groove Welding	3
WDT 180	Special Topics: SMAW Groove	3
WDT 125	SMAW Groove Welding Lab	3
WDT 181	Special Topics: SMAW Groove Lab	3
HIS 101	Western Civilization I	3
	HUM/FA Elective	3
	Total Semester Credit Hours	**18**

5th Semester

BIO 103	Principles of Biology	4
ENG 102	English Composition II or SPH 106	
	Fundamentals of Oral Communications	3
HIS 102	Western Civilization II	3
	Total Semester Credit Hours	**10**

	TOTAL CREDIT HOURS	**74**

***Requires AWS Welding Certifications**

Welding Certificate - Example Curriculum Map

1st Semester

WDT 119	Gas Metal Arc Welding	3
WDT 124	Gas Metal Arc Welding Lab	3
WDT 158	Consumable Arc Welding Lab	3
WDT 219	Weld Inspection and Testing	3
DPT 103	Technical Computer Skills	3
ORI 110	Freshman Seminar	1
	Total Semester Credit Hours	**16**

2nd Semester

WDT 110	Industrial Blueprint Reading	3
WDT 228	Gas Tungsten Arc Welding	3
WDT 268	Gas Tungsten Arc Welding Lab	3
WDT 280	Special Topics: GTAW Groove Lab	3
MAH 101	Introductory Math I	3
	Total Semester Credit Hours	**15**

3rd Semester

WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/PAC/CAC	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/PAC/CAC Lab	3
COM 100	Vocational Technical English I	3
	Total Semester Credit Hours	**15**

4th Semester

WDT 120	Shield Metal Arc Groove Welding	3
WDT 180	Special Topics: SMAW Groove	3
WDT 125	SMAW Groove Welding Lab	3
WDT 181	Special Topics: SMAW Groove Lab	3
SPC 103	Oral Communications	2
	Total Semester Credit Hours	**14**
	TOTAL CREDIT HOURS	**60**

*Requires AWS Welding Certifications

SMAW Fillet Welding and Cutting Processes Short Term Certificate

1st Semester

WDT 108	SMAW Fillet OFC	3
WDT 109	SMAW Fillet PAC/CAC	3
WDT 122	SMAW Fillet OFC Lab*	3
WDT 123	SMAW Fillet PAC/CAC Lab*	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**12**

*Requires A.W.S./A.S.W.E. Welding Certification

GTAW Structural Plate Short Term Certificate

1st Semester

WDT 110	Industrial blueprint Reading	3
WDT 228	Gas Tungsten Arc Welding	3
WDT 268	Gas Tungsten Arc Welding Lab*	3
WDT 280	Special Topics/Gas Tungsten Arc Groove Welds*	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**12**

*Requires A.W.S./A.S.M.E. Welding Certification

GMAW/FCAW Structural/Pipe Welding Short Term Certificate

1st Semester

WDT 110	Industrial Blueprint Reading	3
WDT 119	GMAW/FCAW Arc Welding	3
WDT 124	GMAW/FCAW Arc Welding Lab*	3
WDT 157	GMAW Consumable Welding Process Pipe	3
WDT 158	Consumable Welding Process Lab*	3
	Total Semester Credit Hours	**15**

2nd Semester

WDT 166	Flux-Core Arc Welding	3
WDT 167	Flux-Core Arch Welding Lab*	3
WDT 183	Special Topics/GMAS/FCAW Pipe Welding Lab*	2
WDT 221	Pipe Fitting and Fabrication	3
	Total Semester Credit Hours	**11**
	TOTAL CREDIT HOURS	**26**

*Requires A.W.S. Welding Certification

SMAW Structural Plate Short Term Certificate

1st Semester

WDT 120	Shielded Metal Arc Groove	3
WDT 125	Shielded Metal Arc Groove Welding Lab*	3
WDT 180	Special Topics/SMAW Groove Welding	3
WDT 181	Special Topics/SMAW Groove Welding Lab*	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**12**

*Requires A.W.S./A.S.M.E. Welding Certification

SMAW Fillet and Groove Welding Short Term Certificate

1st Semester

WDT 109	SMAW Fillet PAC/CAC	3
WDT 120	Shielded Metal Arc Groove	3
WDT 123	SMAW Fillet PAC/CAC Lab*	3
WDT 125	Shielded Metal Arc Groove Welding Lab*	3
WDT 180	Special Topics/SMAW Groove Welding	3
WDT 181	Special Topics/SMAW Groove Welding Lab*	3
	Total Semester Credit Hours	**18**
	TOTAL CREDIT HOURS	**18**

*Requires A.W.S. Welding Certification

SMAW Structural/Pipe Welding/Pipe Fitting Short Term Certificate

1st Semester

WDT 109	SMAW Fillet PAC/CAC	3
WDT 110	Industrial Blueprint Reading	3
WDT 120	Shielded Metal Arc Groove	3
WDT 123	SMAW Fillet PAC/CAC Lab*	3
WDT 125	Shielded Metal Arc Groove Lab*	3
	Total Semester Credit Hours	**15**

2nd Semester

WDT 217	SMAW Carbon Pipe	3
WDT 221	Pipe Fitting and Fabrication	3
WDT 257	SMAW Carbon Pipe Lab*	3
WDT 280	Special Topics/Gas Tungsten	

	Arc Groove Welds	3		Arc Groove Welds	3
	Total Semester Credit Hours	**12**		**Total Semester Credit Hours**	**12**
	TOTAL CREDIT HOURS	**27**		**TOTAL CREDIT HOURS**	**24**

*Requires A.W.S. Welding Certification

GTAW Structural/Pipe Welding/Pipe Fitting Short Term Certificate

1st Semester

WDT 115	GTAW Carbon Pipe	3
WDT 155	GTAW Carbon Pipe Welding Lab*	3
WDT 281	Special Topics/GTAW Groove Welding	3
WDT 182	Special Topics/GTAW Pipe Welding	3
WDT 221	Pipe Fitting and Fabrication	3
	Total Semester Credit Hours	**15**

2nd Semester

WDT 228	Gas Tungsten Arc Welding	3
WDT 268	Gas Tungsten Arc Welding Lab*	3
WDT 280	Special Topics/GTAW Grooves*	3
	Total Semester Credit Hours	**9**
	TOTAL CREDIT HOURS	**24**

*Requires A.W.S. Welding Certification

GMAW/FCAW Structural Plate Short Term Certificate

1st Semester

WDT 119	GMAW/FCAW Arc Welding	3
WDT 124	GMAW/FCAW Arc Welding Lab*	3
WDT 158	Consumable Welding Process Lab*	3
WDT 219	Weld Inspection and Testing	3
	Total Semester Credit Hours	**12**
	TOTAL CREDIT HOURS	**12**

*Requires A.W.S./A.S.M.E. Welding Certification

GTAW Orbital Pipe Welding Short Term Certificate

1st Semester

WDT 110	Industrial Blueprint Reading	3
WDT 228	Gas Tungsten Arc Welding	3
WDT 230	Orbital Gas Tungsten Arc Welding	3
WDT 240	Orbital Gas Tungsten Arc Welding*	3
	Total Semester Credit Hours	**12**

2nd Semester

WDT 250	Pipe Preparation for Orbital Welding Lab	3
WDT 268	Gas Tungsten Arc Welding Lab*	3
WDT 281	Special Topics/GTAW Grooves	3
WDT 280	Special Topics/Gas Tungsten	

*Requires A.W.S. Welding Certification

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.wallacestate.edu/Programs/Technical-Division/Welding

WORKFORCE DEVELOPMENT,
ADULT EDUCATION & TRAINING

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

Dr. Kelley Jones, Adult Education Director
256. 352.8078
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/ACCUPLACER, ACT, WorkKeys, or to improve educational skills in Math, Reading, Language (Writing/Essay), Science, and Social Studies for workforce purposes.

Instructional delivery varies by class location. However, most classes utilize live instruction, computers, one-on-one tutoring, and printed materials. 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 Testing
Ms. Jamie Blackmon, GED Chief Examiner
256. 352.8461
jamie.blackmon@wallacestate.edu

The GED Test Specifications
Four content areas:$ 30 per subject
Reasoning Through Language Arts (RLA) (150 minutes)
Mathematical Reasoning (115 minutes)
Science (90 minutes)
Social Studies (70 minutes)

Registration for the GED Test:
The test is only available on computer in Alabama and must be taken at an official GED Testing Center. To register and pay for the test, test-takers must go to www.GED.com or call 1-877-EXAM-GED (392-6433).

In order to complete the online register for a 16 or 17 year old, the required documentation listed above must be physically turned into a GED testing center. Underage candidates (16 or 17 year old) must turn in the required documentation to a GED testing center.

Ready To Work
Alabama's Ready to Work program provides a career pathway for adults with limited education and employment experience at 63 sites by 19 colleges. Ready to Work's workplace environment provides trainees the entry level skills required for employment with most businesses and industries in Alabama. The training curriculum is set to standards cited by business and industry employers throughout the state, and the skills cited in the U.S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS) Reports.

The class includes communication skills, job acquisition, basic computer training, customer service training, workplace behaviors, personal qualities and ethics.

Enroll today, it is free!! Classes are held in Cullman, Blount, Winston and Morgan counties. The classes run two nights a week for ten weeks.

Successful completion of the Ready to Work Program earns an "Alabama Certified Worker" (ACW) Certificate, a State of Alabama "Career Readiness Credential" (CRC), and a three credit hour scholarship from Wallace State Community College. Scholarships are limited and will be awarded on a first come first serve basis.

For more information or to enroll contact Jamie Blackmon 256.352.8461 or jamie.blackmon@wallacestate.edu

Training for 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. 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, such as Medical Coding, Respiratory Therapist, and Physical Therapist Assistant.

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
256.352.7826
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
256.352.7826
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 micro techniques. 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.

Commercial Driver's License Training

This course provides instruction for driving trucks, buses, delivery vehicles, for-hire vehicles, and other commercial vehicles. Upon completion students will be able to sit for their CDL. Fee: $1,800 + $200 testing fee and $4 liability insurance fee. Four weeks-Monday-Thursday, 7:00 a.m. - 4:00 p.m.. Participants must pass a drug screen and physical examination. Classes begin every four weeks. For more information call (256) 352-8114.

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.

The length of the program is 4 weeks (160 hours). A DOT physical and drug screen is required.

Estimated costs for the program are:

Tuition	$2,500.00
Liability Insurance	4.00
*DOT Long Form and Physical Drug Test	122.00
If smoker and over 35 years of age (Add $35)	
Alabama Commercial Driver's License Manual	0
Log Book	3.00
Truckers Road Atlas	35.00
Written Permit test CDL Written Test	25.00
Retest (if needed)	15.00
Issuance of Permit	23.50
Driver's License	53.50
Total	$2,781.00

*Must be completed the week prior to the first day of class

Course Progress & Grading
This program is a non-credit program and will award "pass" or "fail" at the end of the course. Students must successfully complete a test to earn the learners permit the first week of class before proceeding for further training. Students will prepare to sit for the CDL examination at the end of the course and upon successful completion receive a certificate from the college and Commercial Driver's License from the State of Alabama.

CONTINUING EDUCATION POLICIES

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. 352.8040. Fax a completed registration form to 256. 352.7806 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 e-mail melinda.edwards@wallacestate.edu.

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 is 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.

Departments project semesters in which courses should be offered. However, this is subject to change due to enrollment, staffing or other.

AGRICULTURE (AGR)
ALSO SEE: AGRICULTURAL PRODUCTIONS, HORTICULTURE

AGR 200 Introduction to Animal Dairy Science. 4 hr. (3-1)
PREREQUISITE: As required by program.
This course concerns the importance of livestock to agriculture and to the nutrition of people. Livestock terminology, selection, reproduction, nutrition, management, marketing, and species characteristics of beef cattle, swine, sheep, and horses are emphasized.

AGRICULTURAL PRODUCTION (AGP)
ALSO SEE: HORTICULTURE

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**. Spring, Summer, Fall

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.** Spring, Summer, Fall

AGP 111 Basic Livestock Production. 4 hrs. (3-2)
This course is a study of the fundamental principles, concepts and techniques commonly used in the commercial production of livestock. Topics include breeds, nutrition, diseases, and economics associated with various livestock enterprises. Upon course completion, students will be able to identify breeds of livestock and develop a livestock health maintenance and feeding plan. **Code C**. Spring, Summer, Fall

AGP 114 Animal Husbandry. 4 hrs. (3-2)
This course focuses on improving livestock through breeding practices. Topics include fundamental genetic characteristics, artificial insemination, and managed breeding. Upon course completion, students will be able to develop a livestock breeding plan and use artificial insemination practices. **Code C.** Spring, Summer, Fall

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.** Fall, Spring, Summer

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**. Spring, Summer, Fall

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**. Spring, Summer, Fall

AGP 181 Special Topics in Agricultural Production. 3 hrs. (3-0)
These courses provide specialized instruction in various areas related to agricultural production. Emphasis is placed on meeting students' needs. **Code C.** Spring, Summer, Fall

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.** Spring, Summer, Fall

AGP 281 Special Topics Agriculture Production. 3hrs. (3-0)
These courses provide specialized instruction in various areas related to agricultural production. Emphasis is placed on meeting students' needs. **Code C.** Spring, Summer, Fall

AGP 291 Cooperative Education in Agricultural Production. 3hrs. (0-3)
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**. Spring, Summer, F

ARCHITECTURAL ENGINEERING TECHNOLOGY (AET)

AET 200 Advanced Architectural CAD. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This course provides instruction in 3D design modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wire frame, surface and solid modeling along with the development of 2D working drawings from 3D models. Upon completion of this course, the student will understand the techniques and commands used in computer aided drafting which are necessary to create architectural drawings and 3D models. Spring

AET 221 Energy Design of Buildings. 3 hrs. (3-0)
PREREQUISITE: As required by program.
In this course students are introduced to energy conservation in building design. The course includes the design of alternative energy systems. Upon completion of this course, the student will be able to explain energy conservation, explain how and why buildings use energy, demonstrate passive solar heating, and be able to design a super-insulated building. Spring

AET 245 Advanced Design. 3 hrs. (2-2)
PREREQUISITE: As required by program.
This is the third in a series of design courses in which students further refine the essential elements of form and space. Upon completion of this course, the student will be able to select, test, and manipulate those elements into a coherent, meaningful and useful organization of space, structure, and enclosure. Summer

AET 290 Building Information Modeling (BIM). 3 hrs. (2-2)
PREREQUISITE: As required by program.
The purpose of this course is to introduce the student to Building information Modeling (BIM). The course will provide the student with tools and techniques used to transform 2d drawings into 3d models using Building Information Modeling software. Emphasis will be placed on increasing the students understanding of a design, bid, build construction project by creating or simulating construction process virtually. Summer

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.** Spring, Summer, Fall

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** Spring, Summer, Fall

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**. Spring, Summer, Fall

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.** Fall

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.** Spring, Fall

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**. Spring, Fall

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.** As needed

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 203 offered in the Fall. ART 204 offered in the Spring

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.** Spring

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.** Spring

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.** Spring, Fall

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.** As needed

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.** As needed

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**. Summer, Fall

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.** Summer, Fall

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.** Spring, Fall

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.** Spring, Fall

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 communication. 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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** Spring

AUTOMOTIVE MANUFACTURING (AUT)

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**. Spring, Summer, Fall

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.** Summer

AUT 186 Principles of Industrial Maintenance Welding and Metal Cutting Techniques. 3 hrs. (1-6)
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.** Spring, Fall

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**. Fall

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**. Fall

AUM 121 Braking Systems. 3 hrs. (1-4)
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**. Fall

AUM 122 Steering and Suspension 3 hrs. (1-4)
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.** Fall

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.** Spring

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 drive ability. CORE **Code C**. Spring

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.** Fall

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**. Spring

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.** Fall

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.** Fall

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.** Spring

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 drive ability. **Code C.** Spring

AUM 230 Automatic Transmission and Transaxle. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power flow of automatic transmissions and repairing or replacing internal and external components. CORE **Code C.** Summer

AUM 239 Engine Performance. 3 hrs. (1-4)
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**. Summer

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 drive ability. CORE **Code C.** Summer

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.** Summer

AUM 281 Special Topics. 3 hrs. (0-6)
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.** Alternate Spring, Summer, Fall

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.** Alternate Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

BIO 220 General Microbiology. 4 hrs. (2-4)
PREREQUISITE: BIO 103 (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.** Spring, Summer, Fall

BUILDING CONSTRUCTION (BUC)

BUC 110 Basic Construction Tools and Maintenance. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
This course emphasizes the tools and materials used in the construction industry. Topics include safety, hand tools, hand held power tools and construction materials. Upon completion, students should be able to work safely within the industry and operate various hand tools and power equipment. CORE. Spring, Fall

BUC 121 Floors and Walls Framing. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course focuses on floor and wall layout. Topics include leveling tools, framing, layouts, and components of wall and floor framing to include beams, girders, floor joists, sub-flooring, partitions, bracing, headers, sills, doors, and corners. Upon completion, students should be able to properly perform basic construction framing procedures for floor and walls. Spring

BUC 131 Interior and Exterior Finishes. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course is designed to provide students an in-depth understanding of interior and exterior finishes. Topics include exterior wall coverings, flooring, and interior finishes. Upon completion, students should be able to install and apply interior and exterior finishes to walls and overhangs, and install floors. Fall

BUC 133 Building Codes. 3 hrs. (3-0)
PREREQUISITE: As determined by college.
This course focuses on building codes, real estate, and project scheduling. Topics include real estate, project planning, specifications, company structure and organization, building codes and related legal aspects. Upon completion, students should be able to identify the components of the construction process, locate information in building code books, plan

construction projects and understand the implications of various real estate issues. Summer, Fall

BUC 141 On-Grade Concrete Applications. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course emphasizes techniques and principles required to design on-grade concrete forms. Topics include concrete curbs, edge forms, footing forms, concrete wall forms, concrete piers and columns, and templates with anchor bolts and dowels. Upon completion, students should be able to perform on-grade concrete slab forming, wall forming, curb forming, and set templates with anchor bolts. Spring, Summer

BUC 142 Construction Estimating. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure. Summer, Fall

BUC 150 Homebuilders License Exam Review. 3 hrs. (3-0)
PREREQUISITE: As determined by college.
This course prepares students to take the State Builders License exam for residential construction. Topics include basic residential frame and finish review, basic estimating, and associated areas. With appropriate field experience, upon completion, students should qualify to take the residential contractors exam. Spring

BUC 164 Decks and Patios. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course covers basic deck and patio design and construction. Topics include design criteria, sketching, estimating, and construction of decks, patios, and gazebos. Upon completion, students should be able to build a deck or patio from the ground up. Summer, Fall

BUC 170 Framing Lab. 3 hrs. (0-6)
PREREQUISITE: As determined by college.
This lab provides reinforcement and additional time on task for students that have taken or are taking BUC 115 and BUC 121. Upon completion the student should be thoroughly accomplished in all aspects of framing floors, walls, ceilings, and roofs. Summer

BUC 171 Finishing Lab. 3 hrs. (0-6)
PREREQUISITE: As determined by college.
This lab provides reinforcement and additional time on task for students that have taken or are taking BUC 131, BUC 154, and BUC 158. Upon completion the student should be thoroughly accomplished in all aspects of interior and exterior finishing. Summer, Fall

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.** Fall

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**. Summer, Fall

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** As needed

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.** Spring, Summer, Fall

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**. Spring

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

BUS 248 Managerial Accounting. 3 hrs. (3-0)
PREREQUISITE: BUS 242.
This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems. **Code B.** Spring, Fall

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.** As needed

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.** As needed

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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**. Summer, Fall

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.** Fall

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** Spring

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** As needed

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.** As needed

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.** Summer, Spring

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.** As needed

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. As required

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, and gas laws. Laboratory is required. **Code A.** Spring, Summer, Fall

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.**   Summer

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, mole calculations, chemical equations, acids and bases, polarity, acid-base theory, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, kinetic molecular theory, condensed matter, solutions, and some descriptive chemistry topics. Laboratory is required. **Code A.** Summer, Fall

CHM 112 College Chemistry II. 4 hrs. (3-3)
PREREQUISITE: CHM 111 (College Chemistry I) and MTH 112
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, solutions, reaction rates, colloids, heat transfer, pH, redox reactions gas laws, solids and liquids, selected topics in descriptive chemistry including metals, nonmetals and semimetals, qualitative analysis, kinetic molecular theory and intermolecular forces. Laboratory is required. **Code A.** Spring, Summer

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 the hydrocarbon functional groups, 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.** Fall

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 functional groups containing oxygen, phosphorus, sulfur, halogen and nitrogen. 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.** Spring

CHILD DEVELOPMENT (CHD)

CHD 100 Introduction 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 including infant and toddler and preschool 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.** Fall, Summer

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.** Spring

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.** Fall

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.** Fall

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 including infant and toddler and preschool years. Course includes observations of young children in a variety of childcare environments. **Code C.** Fall, Summer

CHD 205 Program Planning for Educating Young Children. 3 hrs. (3-0)
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.** Spring

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.** Fall, Summer

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.** Spring

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.** Fall, Summer

CHD 210 Educating Exceptional Children. 3 hrs. (3-0)
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 children. **Code C.** Spring

CHD 215 Supervised Practical Experience in Child Development. 3 hrs. (0-3)
Prerequisites: Permission of instructor
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.** Spring

CIVIL DESIGN TECHNOLOGY (CDT)

CDT 205 Fundamentals of Surveying. 3 hrs. (2-2)
PREREQUISITE: As required by program.
The purpose of this course is to introduce the student to the basic principles of surveying. This will include the use of the tape, the transit, and the level. Upon completion of this course the student will know how to measure distances, angles, and elevations; analyze errors in measurements; compute positions, areas, and volumes, and develop a site plan. Spring

CDT 221 Structural Drafting for Technicians. 3 hrs. (2-2)
The purpose of this course is to introduce the student to structural detailing. This will include wood, steel, and concrete detailing. Upon completion of this course the student will be able to detail in wood, steel, and reinforced concrete. Spring, Fall

CDT 223 Civil Engineering Drafting. 3 hrs. (2-2)
PREREQUISITE: As required by program.
The purpose of this course is to introduce the student to civil engineering drafting. This will include topographic drawings, land development drawings, roadway plans and profiles, and drainage plans and profiles. Upon completion of this course the student will be able to construct topographic maps, land development maps, and drainage structure drawings. Summer

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.** Fall

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.** Spring

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.** Fall

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.** Summer

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.** Summer

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.** Summer

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, oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures. **Code C.** Fall

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 (air less, 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. Summer

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. Spring, Summer, Fall as needed

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. Fall

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.** Fall

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.** Spring

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.** Spring

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.** Fall

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.** Spring

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. Spring, Summer, Fall as needed

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. Fall

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 skills to meet specific needs. Spring, Summer, Fall

COMPUTER SCIENCE (CIS)

CIS 111 Word Processing Software Applications 3 hrs. (3-0)
Prerequisite: As required by program.
This course provided 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**. Spring, Summer, Fall

CIS 113 Spreadsheet Software Applications 3 hrs. (3-0)
Prerequisite: As required by program.
This course provided 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**. Spring, Summer, Fall

**CIS 115 Presentation Graphics Software Applications.
3 hrs. (3-0)**
Prerequisite: As required by program.
This course provided students with hands-on experience using presentation graphics software. Students will develop skills common to most graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations. **Code C**. Summer

**CIS 117 Database Management Software Applications
3 hrs. (3-0)**
Prerequisite: As required by program.
This course provided students with hands-on experience using database management software. Students will develop skills common to most spreadsheet software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. **Code C**. Fall, Spring

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

CIS 171 Linux I. 3 hrs. (3-0)
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.** Spring

CIS 185 Computer Ethics. 3 hrs. (3-0)
This course will survey the various issues surrounding computer ethics. **Code C.** Fall

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.** Spring, Summer, Fall

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.** Spring, Summer

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 net worked 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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

CIS 207 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**. Spring, Summer, Fall

CIS 208 Web Authoring Software. 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.** Summer

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.** Spring

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.** Spring, Fall

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.** Spring

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**. Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Fall

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.** Summer

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.** Fall

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 trouble-shooting. 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.** Spring, Fall

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.** Spring, Fall

CIS 270 Cisco CCNA 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.** As needed

CIS 271 Cisco CCNA 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.** As needed

CIS 272 Cisco CCNA 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.** As needed

CIS 273 Cisco CCNA 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.** As needed

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 software 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.** Spring

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.** As needed

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.** As needed

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.** As needed

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.** Fall

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.** Spring

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 industry specific certification. **Code C.** Spring

CIS 284 Internship. 3 hrs. (0-3)
PREREQUISITE: By permission of instructor.
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 can 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.** Fall, Spring, Summer

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.** As needed

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.** As needed

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.** As needed

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.** Spring

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 be able to demonstrate knowledge of the topics as specified by the instructor. **Code C.** As needed

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.** As needed

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.** As needed

CNC 113 Computer Numeric Control Milling.   3 hrs. (1-4)
PREREQUISITE: CNC 111 or 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.** As needed

CNC 139 Basic Computer Numerical Control. 3 hrs. (2-2)
PREREQUISITE: As determined by college.
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. Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** As needed

CNC 154 Metallurgy 3 hrs. (2-2)
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. As needed

CNC 156 Jig and Fixture Construction Principles 3 hrs. (1-4)
This course provides a basic study in the construction and application of jigs and fixtures. Emphasis is placed on types and functions, basic design and construction, and design and construction, and design economic considerations of jigs and fixtures.
Upon completion, students should be able to design and build jigs, fixtures, and tooling. Code C Spring, Summer, Fall

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.** As needed

CNC 158 Die Fundamentals 3 hrs (2-1)
The purpose of this course is to teach the general fundamentals of stamping. Topics include the dangers of a press operation, the primary components of pressing and their functions, the operations of various types of die, various stamping production methods, and the numerous components used to make up various dies. Upon completion, students should be completely familiar with stamping operations and have a fundamental knowledge of how dies are constructed and how they shape material. Spring, Summer, Fall

CNC 160 Die Construction and Tryout 3 hrs. (1-4)
This course is an introduction into constructing and testing dies. Emphasis is placed on safety, machining skills, die construction, and die tryout. Upon completion the students should be able to read a print, construct the die from that print, and test its performance. Code C Spring, Summer, Fall

CNC 161 Die Maintenance and Repair 3 hrs. (1-4)
This course serves as a follow up to CNC 160 Tool and Die Construction and Tryout. Emphasis is placed on safety, inspection, measurement, sharpening, grinding, disassembly, and reassembly process. Upon completion the students should be able to safely inspect a die and perform the necessary functions to insure it is ready to use. Code C Spring, Summer, Fall

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.** As needed

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. As needed

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.** As needed

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. As needed

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.** Spring, Summer, Fall

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 Geomet-ric Dimensioning and Tolerancing and Coordinate Measuring Machines. **Code C.** As needed

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** As needed

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.** As needed

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.** Spring, Summer, Fall

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.** As needed

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.** Spring, Summer, Fall

CONSTRUCTION MANAGEMENT TECHNOLOGY (CMT)

CMT 102 Construction Blueprint Reading. 3 hrs. (3-0)
PREREQUISITE: As required by program.
The purpose of this course is to introduce the student to blueprint reading pertinent to the construction industry. Emphasis will be placed on object visualization, symbols, abbreviations, and terminology. Upon completion of this course the student will be able to visualize in three-dimensions the building from its working drawings, identify the various parts of the building, and understand the specification documents. Summer

CMT 114 10 Hour OSHA Construction Safety. 1 hr. (1-0)
PREREQUISITE: As required by program.
The purpose of this course is to introduce the student to OSHA and the regulations present within the construction industry.

Upon completion of this course the student will be able to identify the primary safety rules established by OSHA, know reporting procedures, as well as, being able to use the OSHA manual. Emphasis will be placed on the importance of safety, OSHA, safety programs, and safety procedures. Students completing this course will receive their ten hour OSHA certification. Spring

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Fall

COS 114 Chemical Services Lab. 3 hrs. (0-9)
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.** Fall

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.** Fall

COS 116 Hair Coloring Lab. 3 hrs. (0-9)
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.** Fall

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.** Spring

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.** Spring

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.** Summer

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.** Summer

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.** Spring, Summer, Fall

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.** As needed

COS 133 Salon Management Technology. 3 hrs. (1-6)
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.** Summer

COS 134 Advanced Esthetics. 3 hrs. (1-6)
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. As needed

COS 135 Advanced Esthetics Applications. 3 hrs. (0-9)
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.** As needed

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. As needed

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.** As needed

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.** Fall

COS 143 Specialty Hair Preparation Techniques. 3 hrs. (1-6)
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.** As needed

COS 144 Hair Shaping and Design. 3 hrs. (1-6)
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**. As needed

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.** As needed

COS 146 Hair Additions. 3 hrs. (1-6)
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.** Spring, Fall

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.** As needed

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.** As needed

COS 150 Manicuring. 3 hrs. (1-6)
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.** As needed

COS 151 Nail Care. 3 hrs. (1-6)
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.** As needed

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.** As needed

COS 153 Nail Art. 3 hrs. (1-6)
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.** As needed

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.** As needed

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.** Summer

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.** As needed

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.** Spring

COS 163 Facial Treatments. 3 hrs. (1-6)
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.** Spring

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.** As needed

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.** As needed

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.** As needed

COS 167 State Board Review. 3 hrs. (1-6)
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.** Spring

COS 168 Bacteriology and Sanitation. 3 hrs. (1-6)
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.** Spring, Summer, Fall

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.** As needed

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. As needed

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. As needed

COS 190 Internship in Cosmetology. 3 hrs. (0-15)
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.** As needed

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.** Fall

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.** Fall

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.** As needed

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.** Spring

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.** As needed

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.** Summer

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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 prevention, and classified operations are included. **Code C.** As needed

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.** Spring

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.** Spring

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.** As needed

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.** As needed

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.** Spring

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.** As needed

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.** As needed

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.** As needed

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.** Fall

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.**   Summer

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. Summer

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.** Fall

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.** Spring

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.** Fall

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.** Summer

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.** Spring

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.** As needed

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.** As needed

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.** Fall

**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.** Spring

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. Fall, Spring, Summer

CUA 102 Catering. 3 hrs. (3-0)
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. Summer

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. Fall

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, which is required for graduation. The content of this course is foundational for all culinary arts lab classes. CORE. Fall, Spring, Summer

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 for advanced food preperation techniques. Spring

CUA 122 Fundamentals of Quantity Cooking. 3 hrs. (1-4)
PREREQUISITE : As required by college.
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. This course involves the preparation of a lunch menu, one day per week, which is served to the students, faculty, staff and general public. Fall, Spring, Summer

CUA 125 Food Preparation. 5 hrs. (3-2)
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. CORE. Spring, Summer, Fall

CUA 173 Culinary Arts Apprenticeship. 3 hrs. (0-3)
PREREQUISITE : As required by college.
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. Fall, Spring, Summer

CUA 181 Special Topics in Commercial Food Services. 2 hrs. (2-0)
This course is split between beverage management and table service. Half of the semester will highlight the purchasing, storage, marketing, management and service of beverages for the hospitality industry. The second half will delve into the many facets of correct table service, including French, Russian and American Service. Fall

CUA 201 Meat Preparation and Processing. 3 hrs. (1-2)
PREREQUISITE : As required by college.
This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, veal, lamb, poultry, fish, and shellfish 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. Summer

CUA 203 Stocks and Sauces. 3 hrs. (1-2)
PREREQUISITE : As required by college.
This course challenges the student to the greatest test 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; consommés, fumets and essences; glazes and roux's. The students should be able to prepare and evaluate various sauce products. Summer

CUA 204 Foundations of Baking. 3 hrs. (1-2)
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. Spring

CUA 205 Intro to Garde Manger. 3 hrs. (1-2)
PREREQUISITE : As required by college.
This course is designed to develop skills in the art of Garde Manger. Topics include pates, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapés, hors d'oeuvre, 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. Fall

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 preparation of gourmet foods, application of cold food fabrications and display, sausage making and canapé and hors d'oeuvre fabrication. Upon completion, students should be able to lay out a basic cold food display and properly exhibit hors d'oeuvre on display mirrors. Spring

CUA 208 Advanced Baking. 3 hrs. (1-3)
PREREQUISITE : As required by college.
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. Fall

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, students should be able to apply effective purchasing techniques based on the end-use of the product. Summer

CUA 214 International Cuisine. 3 hrs. (1-2)
PREREQUISITE : As required by college.
This course focuses on various cuisines from countries and regions throughout the world. Students will prepare complete menus reflective of the culture and bounty 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. Summer

CUA 215 Regional Cuisines of the Americas. 3 hrs. (1-2)
PREREQUISITE : As required by college.
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. Fall

CUA 251 Menu Design. 3 hrs. (3-0)
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. Spring

CUA 262 Restaurant Management and Supervision. 3 hrs. (3-0)
This course introduces restaurant and food service information systems and the basics of hospitality law. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis, writing contracts, liabilities, insurance and employee relations. Upon completion, students should be able to demonstrate competence in utilizing contemporary information systems and an understanding of the legal aspects of running a hospitality

DANCE (DNC)

DNC 111 Elementary Modern Dance I. 3 hrs. (2-3)
PREREQUISITE: As required by program.
A studio course in modern dance technique at the elementary level. **Code B.** Fall

DNC 112 Elementary Modern Dance II. 3 hrs. (2-3)
PREREQUISITE: DNC 111 and/or as required by program.
Continuation of Elementary Modern Dance I, preparing the student for Intermediate modern dance. **Code B.** Fall

DNC 267 Jazz Dance I. 3 hrs. (2-3)
PREREQUISITE: As required by program.
This is the first of a six-course sequence which provides the student a study of basic principles and techniques of jazz dance, including an introduction to the varied movement styles and rhythms of this dance form. **Code C.** Spring

DNC 268 Jazz Dance II. 3 hrs. (2-3)
PREREQUISITE: DNC 267 and/or as required by program.
This course is a continuation of DNC 267. **Code C.** Spring

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. CORE **Code C.** Fall

DNT 101 Pre-Clinical Procedures I. 3 hrs. (2-1)
PREREQUISITE: As required by program.
This course is designed to introduce chair side assisting techniques including concepts of fourhanded 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. CORE Code **C.** Fall

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.** Fall

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. CORE Code **C.** Fall

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 correlation of these sciences to the practice of dentistry. Upon completion, students should be able to apply basic science to the dental field. **Code C.** Fall

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 chair side assisting. Upon completion, students should be able to demonstrate basic skills in the area of chair side assisting. CORE **Code C.** Spring

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. CORE Code **C.** Spring

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 including: oral hygiene, patient motivation and management, and methods of oral health education. Upon completion, students should be able to apply the basic principles of nutrition and preventive dentistry. **Code C.** Spring

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.** Summer

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.** Spring

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 chair side 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 chair side assisting Code **C.** Summer

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.** As needed

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 chair side assisting. Upon completion, students should be able to demonstrate skills in the area of Infection Control and OSHA Guidelines. **Code C.** As needed

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 chair side assisting, radiology, receptionist duties, team work, and communication skills. Upon completion, students should be able to demonstrate proficiency in the areas of chair side assisting, radiology and office management. **Code C.** As needed

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.** As

needed

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.** Summer

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.** Fall

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.** Fall

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.** Fall

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 dentition. **Code C.** Fall

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.** Fall

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.** Spring

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.** Spring

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.** Spring

DHY 126 Periodontology. 2 hrs. (2-0)
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 etiology, predisposing factors, immunology, assessment, diagnosis, treatment planning, prognosis, treatment and evaluation of treatment for periodontal diseases. **Code C.** Spring

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.** Spring

DHY 130 Biological Chemistry and Applied Nutrition 1 hrs. (1-0)
PREREQUISITE: As required by program
This course presents the biochemical aspects of nutrition and an overview of organic chemistry as applied to the practice of dental hygiene. Included are basic principles of nutrition, knowledge of the principle nutrients in foods and their utilization by the body. Emphasis will be placed on the practical aspects of nutritional counseling and the control of oral disease. **Code C.** Summer

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.** Summer

DHY 134 Dental Hygiene Theory III. 1 hrs. (1-0)
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.** Summer

DHY 205 Human Physiology for DHY. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course is designed to cover the function of the eleven body systems. Emphasis will be placed on biochemical and histological correlations which will provide the foundation essential to an understanding of general health and systematic diseases. Upon completion, students will be able to discuss the function, biochemistry and histology of the eleven body systems. As needed

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.** Fall

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.** Fall

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.** Fall

DHY 216 Dental Research 1 hrs. (1-0)
PREREQUISITE: As required by program.
This course is designed to provide a study of the dental research process including problem identification, literature review, research design, data collection, statistical analysis, interpretation of results and presentation of findings. This course introduces skills and tools that enable the dental health professional to read and apply scientific literature to clinical practice. **Code C.** Summer

DHY 217 Community Dental Health 1 hrs. (1-0)
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, learning 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. Fall

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 planning, sub gingival 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.** Spring

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.** Spring

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.** As needed

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.** Fall

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.** Fall

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.** Fall

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.** Fall

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.** Spring

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.** Spring

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.** Spring

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.** Summer

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.** Summer

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.** Summer

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.** Fall

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.** Spring

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.** Spring

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.** Spring

RAD 229 Procedures in MRI. 3 hrs. (3-0)

This course provides knowledge of magnetic resonance imaging procedures Emphasis is on the essential theory for development of skills and competencies of MR imaging procedures, data acquisition and process. Students will learn advanced patient care concepts associated with MRI procedures. Upon completion, the student will demonstrate knowledge of MRI procedures and associated patient care. As needed

RAD 244 MRI Physical Principles of Image Formation. 2 hrs. (2-0)

The course provides students with knowledge of magnetic resonance physical principles of image formation. Emphasis is on instrumentation, fundamentals, artifacts, and quality control to include sequence parameters and options. Upon completion, students will demonstrate knowledge of MRI physics. As needed

RAD 247 Computed Tomography Physics and Instrumentation. 2 hrs. (2-0)

This course provides the radiographic with knowledge of computed tomography physics and instrumentation. Emphasis is on system operation and components: image processing and display; image quality; and artifacts. Upon completion students will demonstrate knowledge of basic CT physics and instrumentation. As needed

RAD 249 Procedures in Computer Tomography. 3hrs. (3-0)

PREREQUISITES: As required by college.
CO-REQUISITES: As required by college.
The course provides knowledge of computed tomography imaging procedures. Emphasis is on head, chest, spine and pelvis. Students will also learn advanced patient care concepts associated with CT procedures. Upon completion, students will explain specific CT imaging procedures relative to the head, chest, spine and pelvis. As needed

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)

DMS 202 Foundations of Sonography. 2 hrs. (1-1)

PREREQUISITE: As required by program.
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. This is a CORE course. Fall

DMS 203 Sonographic Terms. 2 hrs. (2-0)

PREREQUISITE: As required by program.
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. Spring

DMS 204 Sonographic Anatomy. 3 hrs. (3-0)

PREREQUISITE: As required by program.
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. Upon completion students will be able to identify normal sonographic anatomy. Fall

DMS 205 Abdominal Sonography. 4 hrs. (3-1)

PREREQUISITE: As required by program.
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. This is a CORE course. Fall

DMS 206 Gynecologic Sonography. 4 hrs. (3-1)

PREREQUISITE: As required by program.
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. This is a CORE course. Spring

DMS 207 Abdominal Pathology. 3 hrs. (3-0)

PREREQUISITE: As required by program.
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, students will be able to identify many major pathologies of the abdomen on sonograms. This is a CORE course. Spring

DMS 215 Introduction to Sonographic Principles & Instrumentation. 2 hrs. (2-0)

PREREQUISITE: As required by program.
This course is a study and review of basic algebraic equations, word problem solving, metric unit conversions, binary numbers and logarithms usage. The student that completes this course successfully will be better prepared for entry into sonographic principles and instrumentation. Summer

DMS 216 Sonographic Principles & Instrumentation. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course will provide the student with knowledge of the principles of sound and imaging instrumentation 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. This is a CORE course. Fall

DMS 217 Sonographic Principles & Instrumentation Lab. 1 hr. (0-1)
PREREQUISITE: As required by program.
This lab allows students to perform quality assurance tests and surveys. Students will also investigate statistical applications utilized in medical research. Upon completion the student will be able to develop a quality assurance program. This is a CORE course. Spring

DMS 220 Obstetrical Sonography I. 3 hrs. (3-0).
PREREQUISITE: As required by program.
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 progression. This is a CORE course. Spring

DMS 221 Obstetrical Sonography II. 3 hrs. (3-0)
PREREQUISITE: As required by program.
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. This is a CORE course. Summer

DMS 223 Sonographic Lab I. 1 hr. (0-1)
PREREQUISITE: As required by program.
This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on student needs as determined by the instructor. As needed

DMS 224 Sonographic Lab II. 2 hrs. (0-2)
PREREQUISITE: As required by program.
This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on student needs as determined by the instructor. As needed

DMS 225 Superficial Sonography. 1 hr. (1-0)

PREREQUISITE: As required by program.
This course will review the anatomy and familiarize students with scanning protocols for the thyroid, parathyroid, breast, scrotum, male pelvis and other superficial structures. 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. Medical terminology is emphasized throughout this course. This is a CORE course. Summer

DMS 229 Sonography Preceptorship I. 2 hrs. (0-2)
PREREQUISITE: As required by program.
This course provides the sonography student with the opportunity to practice patient care skills and use beginning sonographic skills in a clinical environment. At course completion, the student should be able to provide basic patient care needs for the individual scheduled for a sonogram and create sonographic images pertinent to the current level of didactic training in general sonography specialties. Competencies will be required. This is a CORE course. Fall

DMS 230 Sonography Preceptorship II. 3 hrs. (0-3)
PREREQUISITE: As required by program.
This course provides the student with the opportunity to develop additional sonographic skills in the clinical setting. The student will assist with and perform sonographic exams pertinent to the level of didactic training in general sonography specialties. Competencies will be required. This is a CORE course. Spring

DMS 231 Sonography Preceptorship III. 4 hrs. (0-4)
PREREQUISITE: As required by program.
This course provides a continuum in the development of sonographic skills in all general sonographic specialties while in the clinical setting. Students should be able to perform more exams with less assistance from the supervising sonographer. Competencies will be required. This is a CORE course. Summer

DMS 232 Sonography Preceptorship IV. 5 hrs. (0-5)
PREREQUISITE: As required by program.
This course will provide an in-depth practice of all general sonographic skills in the clinical setting.. Upon completion the student will perform general specialty sonograms with little to no assistance from the supervising sonographer. Competencies will be required. This is a CORE course. Fall

DMS 240 Sonography Seminar I. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course provides a review for National Registry Exam. Topics include sonographic principles and instrumentation. Mock registries must be passed with a grade of 75% or better to complete this course. This is a CORE course. Summer

DMS 241 Sonography Seminar II. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course provides a review for the National Registry Exam. Topics include abdominal, superficial, gynecological, and

obstetrical sonography. Mock registries must be passed with a

grade of 75% or better to complete this course. This is a CORE course. Fall

DMS 245 Sonography Case Presentation. 1 hr. (1-0)
PREREQUISITE: As required by program.
This course allows students to share interesting sonographic cases obtained during clinical rotations. Students are required to present cases with sonographic images, reports, patient history and symptoms and correlating reports from other exams/tests performed. The cases become the property of the program for use as future reference material. By the end of the term, students will have developed proficiency and expertise in case presentation. Fall

DMS 250 Introduction to Advanced Sonography. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course will introduce students 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. Fall

DMS 261 Vascular Sonography Techniques. 3 hrs. (2-1)
PREREQUISITE: As required by program.
This course will familiarize the student with sonographic anatomy of the peripheral vascular structures of the human body. The student will learn techniques to perform spectral, color and angiographic Doppler of these vessels. Images will be correlated with other imaging modalities (i.e. computed technology, magnetic resonance, and angiography). The laboratory will allow the student to practice techniques learned in RAD 281 theory. The student will scan volunteers in order to develop skills in vascular analysis. At course completion student will be able to perform vascular sonograms. Summer

DMS 263 Pathology of Vascular Systems. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course will educate the student in common pathologies of the vascular system. Patient symptoms and history will be correlated with abnormalities seen. At completion students will be able to identify common abnormalities of the vascular system on sonograms. Fall

DMS 264 Vascular Sonographic Clinical. 5hrs. (0-5)
PREREQUISITE: As required by program.
This course will allow the student to practice vascular scanning skills in the clinical setting. Competency will be sought in all types of peripheral vascular studies as well as correlation of studies with patient history, laboratory values and symptomology. At completion the student will be able to demonstrate practical application of vascular sonographic procedures. Fall

DMS 271 Echocardiographic Technology. 3 hrs. (2-1)
PREREQUISITE: As required by program.
This course will familiarize the student with sonographic

anatomy of the cardiovascular system of the human body. Techniques and protocols for performing a diagnostic study of the cardiovascular system. The lab will enable the echo student to practice echocardiographic scanning skills on volunteers in the campus lab. Student will be required to provide volunteers for labs. At completion student will be able to perform echocardiograms. As needed

DMS 273 Pathology of the Cardiovascular System. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course will educate the student in common pathologies and anomalies of the cardiovascular system. Patient history, lab values and symptomology will be correlated with abnormalities seen. At course completion the student will be able to identify common cardiac abnormalities on echocardiograms. As needed

DMS 274 Echo Clinical. 5 hrs. (0-5)
PREREQUISITE: As required by program.
This course will allow the student to practice cardiac scanning skills in the clinical setting. Students will demonstrate competency in cardiovascular studies, including transthoracic, transesophageal, and intraluminal echocardiography. As needed

DIESEL TECHNOLOGY (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.** Spring

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**. Fall

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. Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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**. Fall

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**. Spring

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.** Spring

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.** Spring, Summer, Fall

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**. Spring

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.** Spring

DEM 128 Heavy Vehicle Drive Train Lab. 3 hrs. (0-6)
PREREQUISITE: As required by program.
This lab provides reinforcement of material covered in DEM 116 and DEM 125. The students will apply the knowledge they learned on driveshaft's, power takeoffs, standard transmissions, fluid drives, torque converters, clutch assemblies, drive axles,

and special drives through experimental learning techniques. Upon completion, students' should be able to diagnose, inspect, remove, repair or replace, and install heavy vehicle drive train components. **Code C.** Spring, Summer, Fall

DEM 129 Diesel Engine Lab. 3 hrs. (0-6)
PREREQUISITE: As required by program.
This lab allows the student to refine the skills required to repair diesel engines. **Code C.** Spring, Summer, Fall

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.** Fall

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.** Spring

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.** Fall

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.** Summer

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.** Summer

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.** Summer

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. Spring, Summer, Fall

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. Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Summer

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, summer, Fall

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. As needed

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.** As needed

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. As needed

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. As needed

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.** As needed

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. As needed

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 related field of study or public service occupations. The course focuses on the sources of communicable diseases and describes methods for prevention of transmission of bloodborne and airborne pathogens. Topics include prevention; universal precautions (body-substance isolation) and asepsis;

immunization; exposure control; disposal; labeling; transmission; exposure determination; post-exposure reporting; and an exposure control plan. The course is taught following current guidelines set forth by the Occupational Safety and Health Administration (OSHA). Upon course completion, students should be able to participate in the clinical setting, identify potential sources of bloodborne and airborne pathogens, and use appropriate universal precautions. As needed

EMS 118 Emergency Medical Technician 9 hrs. (6-3)
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, management 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. As needed

EMS 119 Emergency Medical Technician Clinical. 1 hr. (0-1)
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 enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepared for the National Registry Exam. As needed

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 removal, and basic hazardous situations. Upon course completion, students should be able to effectively extricate a person from a wrecked vehicle. As needed

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 environment; equipment and protection, care and use of rope and related equipment; knots, rappelling, and ascending techniques; and introduction to rescue techniques. Upon course completion, students should have an understanding in the basic techniques of high angle rescue. As needed

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 understanding of how to approach a

high angle rescue, utilizing various rigging techniques. As needed

EMS 150 24 Hour EMT 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 completion. As needed

EMS 155 Advanced Emergency Medical Technician. 7 hrs. (4-3)
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 include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite. As needed

EMS 156 Advanced Emergency Medical Technician Clinical. 2 hrs. (0-2)
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 students 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 licensure at the EMT level and EMS 155 must be taken as a co-requisite. As needed

EMS 189 Applied Anatomy and Physiology for the Paramedic. 4 hrs. (4-0)
PREREQUISITE: As required by program.
NOTE: EMS 189 or BIO 201 is a prerequisite for the first Paramedic course.
This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body. As needed

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. As needed

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. As needed

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. As needed

EMS 240 Paramedic Operations. 2 hrs. (1-1)
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. As needed

EMS 241 Paramedic Cardiology. 3 hrs. (2-1)
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. As needed

EMS 242 Paramedic Patient Assessment. 2 hrs. (1-1)
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. As needed

EMS 243 Paramedic Pharmacology. 1 hr. (0-1)
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. As needed

EMS 244 Paramedic Clinical I. 1 hr. (0-1)
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. As needed

EMS 245 Paramedic Medical Emergencies. 3 hrs. (2-1)
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. As needed

EMS 246 Paramedic Trauma Management. 3 hrs. (2-1)
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 management of trauma as related to: trauma systems, mechanisms of injury, hemorrhage and shock, soft tissue injuries, burns and head, facial, spinal, thoracic, abdominal and musculoskeletal trauma. As needed

EMS 247 Paramedic Special Populations. 2 hrs. (1-1)
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 conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients and patients with special challenges. As needed

EMS 248 Paramedic Clinical II. 3 hrs. (0-3)
PREREQUISITE: As required by program.
There is an approved plan-of-instruction for this course.
This course is required to apply for certification as a Paramedic. This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 245, 246, and 247 and knowledge and proficiency from previous clinical experiences. This course helps prepare students for the National Registry Paramedic Exam. The student will have the opportunity to use the basic and advanced skills of the Paramedic in the clinical setting under the direct supervision of licensed healthcare professionals. Requires licensure at the AEMT level. As needed

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. As needed

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. As needed

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.

As needed

EMS 253 Paramedic Transition to the Workforce. 2 hrs. (1-1)
PREREQUISITE: MTH 100, ENG 101, BIO 201
This course is designed to meet additional state and local educational requirements for paramedic practice. Content includes: ACLS, PALS or PEPP, ITLS or PHTLS, prehospital protocols, transfer drugs, and other courses as dictated by local needs or state requirements. As needed

EMS 254 Advanced Competencies for the Paramedic. 2 hrs. (1-1)
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. As needed

EMS 255 Paramedic Field Preceptorship. 5 hrs. (0-5)
PREREQUISITE: MTH 100, ENG 101, BIO 201
There is an approved plan-of-instruction for this course. This course is required to apply for certification as a paramedic. This course provides students with field experiences to enhance knowledge and skills learned throughout the paramedic program. This course helps prepare students for the National Registry Paramedic Exam. Students will utilize paramedic skills in a field setting under the direct supervision of a licensed paramedic. Requires licensure at the AEMT level and completion of EMS 240, 241, 242, 243, 244, 245, 246, 247, and 248. As needed

EMS 256 Paramedic Team Leadership. 1 hr. (0-1)
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. As needed

EMS 257 Paramedic Applied Pharmacology. 2 hrs. (1-1)
PREREQUISITE: As required by program.
This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and

procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.

EMS 266 Advanced CV Life Support. 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 myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion. **Code C.** As needed

EMS 267 International Trauma Life Support. 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.** As needed

EMS 269 Pediatric Medical Life Support. 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.** As needed

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. As needed

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.** Spring, Fall

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**. Spring, Fall

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.** As needed

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.** As needed

ENGINEERING TECHNOLOGY/TECHNICIAN (ENT)

ENT 126 Basic Computer-Aided Drafting. 3 hrs. (1-4)
PREREQUISITE: As required by college.
Introduction to computer-aided drafting (CAD). Topics include a review of multi-view projection, and introduction to the CAD program, zooming, snapping, coordinate schemes, copying, moving, plotting, layers, trimming, breaking, blocking, inserting, and dimensioning. Upon completion of this course a student will be able to draw and dimension the views, which are necessary for a clear and complete description of a rectilinear object using two-dimensional microcomputer techniques. Spring, Fall

ENT 127 Mechanical Drawing. 3 hrs. (1-4)
PREREQUISITE: ENT 126 and/ or as required by program.
This course covers the basic principles and practices in mechanic drafting/design incorporating computer-aided drafting equipment. The use of proper lines, dimensions, and notations are covered in regard to multi-view orthographic drawings. Students will be expected to draw the proper views of objects using computer-aided drafting software. Spring

ENT 128 Advanced Computer-Aided Drafting. 3 hrs. (1-4)
PREREQUISITE: ENT 126.
Continuation of MET 201. Topics include dimensioning, reflecting, polygons, arrays, utilities, sectioning, hatching, arcs, isometrics, rotating, attributes, filing, and enhanced lines. Upon completion of this course a study will be able to draw and dimension isometric views, sectional views, and other views as necessary to clearly and completely describe an object using two-dimensional microcomputer techniques. Spring, Fall

ENT 129 Section and Auxiliary Views. 3 hrs. (1-4)
PREREQUISITE: ENT 128 and/ or as required by program.
This course is a study of various sectional views of multi-view drawings and inclined surface projection. Topics include types of sectional views, foreshortened views, secondary and primary auxiliary views. Upon course completion, students should be able to operate applicable drawings. Spring, Fall

ENT 212 CAD for Electronics. 3 hrs. (1-4)
PREREQUISITE: ENT 110.
This course introduces the principles of CAD as relates to electronic drawings. Emphasis is placed on electronic schematic diagrams. Upon course completion, students should be able to create electronic schematic diagrams using CAD software. Spring, Fall

ENT 214 Advanced AutoCAD CADD. 3 hrs. (1-4)
PREREQUISITE: As required by program.
In this course, students use advanced techniques of AutoCAD computer-aided drafting/design software to develop and render 3-D solids. Topics include 3-D drafting techniques, specialized software applications, development of views, rendering, and plotting. The student will be able to develop the views necessary to fabricate an object using the solid applications of AutoCAD. Spring, Fall

ENT 215 Architectural Drawing. 3 hrs. (1-4)
PREREQUISITE: ENT 128.
This course covers the basics of architectural drawings related to residential and small commercial applications using computer-aided drafting equipment. Topics covered will be basic floor plans, light construction methods and materials, roofs, stair construction, layout, utilities, windows, doors, wall, and necessary detail drawings. The student will be expected to make basic architectural drawings using computer-aided software. Fall

ENT 216 Industrial Drawings. 3 hrs. (1-4)
PREREQUISITE: As required by program.
This specialty course covers legal and ethical practices of architectural and construction firms. Topics include construction estimates, site plans, structural drawings, and specifications. Upon course completion, students should be able to complete basic industrial drafting projects using CAD. Fall

ENT 217 Machine Design. 3 hrs. (1-4)
PREREQUISITE: ENT 128.
This course covers the design concepts necessary to develop the technical drawings and features to manufacture or fabricate a part or assembly using computer-aided design/drafting software. The topics covered are the concepts and design constraints of gears, drive systems, bearings, belts, shafts, chains, fasteners, and springs. The student will be expected to apply the concepts and design constraints to properly design machine components and systems. Summer

ENGLISH (ENG)

ENG 092 Basic English I. 3 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. Spring, Summer, Fall

ENG 093 Basic English II. 3 hrs. (V)
PREREQUISITE: A grade of "C" or above in ENG 092. Placement recommended by the Asset/COMPASS/ACCUPLACER 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. Spring, Summer, Fall

ENG 101 English Composition I. 3 hrs. (3-0)
PREREQUISITE: A grade of "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 18 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.** Spring, Summer, Fall

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. **Code A.** Spring, Summer, Fall

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.** As needed

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.** As needed

ENG 251 American Literature I. 3 hrs. (3-0)
PREREQUISITE: A grade of "C" or better in ENG 102 or the 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**. Spring, Summer, Fall

ENG 252 American Literature II. 3 hrs. (3-0)
PREREQUISITE: A grade of "C" or better in ENG 102 or the 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.** Spring, Summer, Fall

ENG 261 English Literature I. 3 hrs. (3-0)
PREREQUISITE: A grade of "C" or better in ENG 102 or the 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.** Spring, Summer, Fall

ENG 262 English Literature II. 3 hrs. (3-0)
PREREQUISITE: A grade of "C" or better in ENG 102 or the 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.** Spring, Summer, Fall

ENG 271 World Literature I. 3 hrs. (3-0)
PREREQUISITE: A grade of "C" or better in ENG 102 or the 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.** Summer (Online only)

ENG 272 World Literature II. 3 hrs. (3-0)
PREREQUISITE: A grade of "C" or better in ENG 102 or the 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. Summer (Online only)

ENTREPRENEURSHIP (ETP)

ETP 265 Entrepreneurial Marketing 3 hrs. (3-0)
PREREQUISITES: As required by program
This course is designed to help students learn about best practices in Entrepreneurial Marketing. Topics include the analysis of marketing opportunities, identification of the target audience, and the development of a marketing strategy, brand positioning and an integrated marketing plan. Upon completion, students should be able to demonstrate an understanding of marketing issues that are unique to new ventures and small businesses. **Code C.** Fall

ETP 266 Entrepreneurial Finance 3 hrs. (3-0)
PREREQUISITES: As required by program
This course is designed to teach students the accounting issues that are important to the business owner, not the accounting practitioner. Topics include start-up funding, sources of financing, identifying and preventing fraud, buying and valuing ventures, and harvesting the value created in business ventures. This course also covers the creation of personal financial statements and pro forma financial statements, which are crucial components of a business plan. **Code C**. Spring

ETP 267 Innovation And Creativity 3 hrs. (3-0)
PREREQUISITES: As required by program
This course is designed to develop in students a mindset for thinking creatively and prepare them to create their own businesses or revitalize a business that has lost its direction by learning to observe things from different perspectives and to reason from different viewpoints in order to develop effective solutions to problems. **Code C**. Spring

ETP 268 Business Planning. 3 hrs. (3-0)
PREREQUISITES: As required by program
This capstone course is designed to build upon information from previous courses. Students will complete a business plan, pieces of which were constructed in previous courses. Additionally, teams of students will compete in a business simulation. As a part of this activity, teams will submit regular "management" reports discussing the results of the decisions they have made. Upon completion, students will be prepared to lead their own venture. **Code C.** Spring

ETP 279 Small Business Management. 3 hrs. (3-0)
PREREQUISITES: As required by program
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel. **Code C.** Fall

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.** Spring, Fall

FLT 112 Professional Pilot Airplane Lab 1 (pvt). 3 hrs. (2-2)
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.** Spring, Summer, Fall

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.** Spring, Fall

FLT 122 Professional Pilot Airplane Lab 2 (pvt). 3 hrs. (2-2)
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.** Spring, Summer, Fall

FLT 124 Professional Pilot Airplane Lab 3 (pvt). 3 hrs. (2-2)
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.** Spring, Summer, Fall

FLT 126 Professional Pilot Airplane Lab 4 (pvt). 3 hrs. (2-2)
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**. Spring, Summer, Fall

FLT 132 Professional Pilot Airplane Lab 5 (Inst). 3 hrs. (2-2)
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.** Spring, Summer, Fall

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.** As needed

FLT 134 Professional Pilot Airplane Lab 6 (Inst). 3 hrs. (2-2)
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.** Spring, Summer, Fall

FLT 136 Professional Pilot Airplane Lab 7 (inst). 3 hrs. (2-2)
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. **Code C.** Spring, Summer, Fall

FLT 138 Professional Pilot Airplane Lab 8 (inst). 3 hrs. (2-2)
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.** Spring, Summer, Fall

FLT 200 Professional Pilot Helicopter Lab 1 (pvt). 3 hrs. (2-2)
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. **Code C.** Spring, Summer, Fall

FLT 210 Professional Pilot Helicopter Lab 2 (pvt). 3 hrs. (2-2)
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. **Code C.** Spring, Summer, Fall

FLT 211 Professional Pilot Helicopter Lab 3 (pvt). 3 hrs. (2-2)
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. **Code C.** Spring, Summer, Fall

FLT 212 Professional Pilot Helicopter Lab 4 (PVT). 3 hrs.(2-2)
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. Spring, Summer, Fall

FLT 213 Professional Pilot Helicopter Lab 5 (cmml). 3 hrs. (2-2)
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. **Code C.** Spring, Summer, Fall

FLT 214 Professional Pilot Helicopter Lab 6 (cmml). 3 hrs. (2-2)
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. **Code C.** Spring, Summer, Fall

FLT 215 Professional Pilot Helicopter Lab 7 (cmml).3 hrs. (2-2)
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. **Code C.** Spring, Summer, Fall

FLT 216 Professional Pilot Helicopter Lab 8 (cmml). 3 hrs. (2-2)
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.** Spring, Summer, Fall

FLT 217 Professional Pilot Helicopter Lab 9 (cmml). 3 hrs. (2-2)
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.** Spring, Summer, Fall

FLT 218 Professional Pilot Helicopter Lab 10 (cmml). 3 hrs. (2-2)
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.** Spring, Summer, Fall

FLT 219 Professional Pilot Helicopter Lab 11 (cmml). 3 hrs. (2-2)
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.** Spring, Summer, Fall

FLT 220 Professional Pilot Helicopter Lab 12 (cmml). 3 hrs. (2-2)
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.** Spring, Summer, Fall

FLT 221 Professional Pilot Helicopter Lab 13 (cmml). 3 hrs. (2-2)
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.** Spring, Summer, Fall

FLT 222 Professional Pilot Helicopter Lab 14 (cmml). 3 hrs. (2-2)
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.** Spring, Summer, Fall

FLT 232 Professional Pilot Helicopter Lab 15 (Instrument). 3 hrs. (0-6)
PREREQUSITES: 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 FAA Instrument Rating Practical Test Standards for

lessons 1 through 8 of the FAA approved Instrument Helicopter Rating syllabus. **Code C.** Spring, Summer, Fall

FLT 234 Professional Pilot Helicopter Lab 16 (Instrument). 3 hrs. (0-6)
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 9 through 16 of the FAA approved Instrument Helicopter Rating syllabus. **Code C.** Spring, Summer, Fall

FLT 236 Professional Pilot Helicopter Lab 17 (Instrument). 3 hrs. (0-6)
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 21 of the FAA approved Instrument Helicopter Rating syllabus. **Code C.** Spring, Summer, Fall

FLT 240 Professional Pilot Airplane Lab 9 (cmml). 3 hrs. (2-2)
PREREQUSITES: 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.** Spring, Summer, Fall

FLT 241 Instrument Ground. 3 hrs. (3-0)
PREREQUSITES: 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 Instrument 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. Spring, Fall

FLT 242 Professional Pilot Airplane Lab 10 (cmml). 3 hrs. (2-2)
PREREQUSITES: 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.** Spring, Summer, Fall

FLT 244 Instrument Flight Instructor Ground. 3 hrs. (3-0)
PREREQUSITES: 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.** Spring, Summer, Fall

FLT 252 Professional Pilot Airplane Lab 11 (cmml). 3 hrs. (2-2)
PREREQUSITES: 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.** Spring, Summer, Fall

FLT 254 Professional Pilot Airplane Lab 12 (cmml). 3 hrs. (2-2)
PREREQUSITES: FLT 252; 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 54 through 67 of the FAA approved Instrument/Commercial Airplane syllabus. **Code C.** Spring, Summer, Fall

FLT 256 Professional Pilot Airplane Lab 13 (cmml). 3 hrs. (2-2)
PREREQUISITES: FLT 254; Private Pilot Certificate
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 68 through 77 of the FAA approved Instrument/Commercial Airplane syllabus. **Code C.** Spring, Summer, Fall

FLT 258 Professional Pilot Airplane Lab 14 (cmml). 3 hrs. (2-2)
PREREQUISITES: FLT 256; Private Pilot Certificate
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 78 through 87 of the FAA approved Instrument/Commercial Airplane syllabus. **Code C.** Spring, Summer, Fall

FLT 261 Fundamentals Of Instruction Ground. 3 hr. (3-0)
PREREQUISITES: FAR 61.183
This course provides an introduction to basic concepts of psychology and the educational psychology pertinent to flying and the flight instructor/flight student relationship. Included are the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning, and classroom instructing techniques. Upon completion, students will have knowledge of the instructor/student interface and be able to successfully complete the Federal Aviation Administration (FAA) Fundamentals of Instruction Knowledge Test. **Code C.** Spring, Summer, Fall

FLT 262 Instructor Methods Of Oral Presentation. 3 hrs. (3-0)
PREREQUISITES: FAR 61.183
This course prepares the student for the oral examination portion of the flight instructor practical examination as required for initial flight instructor certification. Included are various techniques for oral instruction as well as a review to ensure a sound knowledge of flight operations. Upon completion, students will be able to conduct oral instruction to the standards required by the Federal Aviation Administration (FAA) Flight Instructor Practical Test Standards. **Code C.** Spring, Summer, Fall

FLT 264 Flight Instructor Ground. 3 hrs. (3-0)
PREREQUISITES: FAR 61.183
This course provides a study of aviation subjects required to prepare the student for the technical knowledge required to become an Airplane or Helicopter Flight Instructor. Topics include the airspace system, weather, regulations, radio navigation systems, aircraft performance, aircraft instruments and instrument flying, instrument charts, Air Traffic Control (ATC) procedures and communications and instrument decision-making. Upon completion, students should have sufficient knowledge to teach this subject in the classroom and the aircraft and to successfully complete the Federal Aviation Administration (FAA) Flight Instructor Airplane or Helicopter Knowledge Test. **Code C.** Spring, Summer, Fall

FLT 271 Conventional Gear Laboratory. 3 hr. (2-2)
PREREQUISITES: Commercial Pilot Airplane Certificate, Private Pilot Airplane Certificate, or ATP Airplane Certificate with permission of the Chief Flight Instructor.
This course is a laboratory to impart the aeronautical skill and experience required for a tailwheel airplane endorsement as required by Federal Aviation Regulation (FAR) Part 61.31(i). Included are pre-flight and post-flight training to enhance the introduction, practice and mastery of flight maneuvers, and procedures associated with the operation of tailwheel airplanes. Upon completion, students will demonstrate competence in normal and crosswind takeoffs and landings, wheel landings, and go-around procedures in a tailwheel airplane sufficient to earn the tailwheel airplane endorsement. **Code C.** As needed

FLT 272 Multi-Engine Certification Course. 3 hrs. (2-2)
PREREQUISITES: Commercial Pilot Certificate or ATP Airplane Single Engine-Land
This course provides a study of aviation subjects required to prepare the student for Multi-Engine certification and provides a laboratory to impart the aeronautical skill and experience required for award of the Multi-Engine rating. Included are preflight and postflight training to enhance the introduction, practice and mastery of flight maneuvers, and procedures associated with the operation of Multi-Engine airplanes. 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 the FAA Commercial Pilot Certificate, Multi-Engine Airplane. **Code C.** As needed

FLT 281 Flight Instructor, Initial Issuance. 3 hrs. (2-2)
PREREQUISITES: FLT 261, FLT 262, FLT 264, and FAR 61.183
This laboratory is designed to complete the knowledge and experience required for initial certification as a Flight Instructor through review of previously learned maneuvers and procedures and practice teaching of required maneuvers. Included are a review of all required private and commercial flight maneuvers and procedures 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 FAA practical test standards for initial issuance of an initial FAA Flight Instructor Certificate. **Code C.** Spring, Summer, Fall

FLT 282 Flight Instructor, Additional Rating. 3 hrs. (2-2)
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.** Spring, Summer, Fall

FLT 291 Airline Transport Pilot Airplane. 3 hrs. (2-2)
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.** As needed

FLT 292 Airline Transport Pilot, Helicopter. 3 hrs. (2-2)
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.** As needed

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. As needed

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.** As needed

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.** As needed

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.** As needed

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. Spring, Summer, Fall

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. Spring, Summer, Fall

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.** As needed

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.** Spring, Summer, Fall

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** Spring, Summer, Fall

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** Spring, Summer, Fall

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.** As needed

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.** As needed

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.** Spring, Summer, Fall

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** Spring, Summer, Fall

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.** Spring, Fall

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.** Fall

HIT 115 Pathophysiology and Pharmacology for HIT. 4 hrs. (4-0)
PREREQUISITE: 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.** Spring, Fall

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.** As needed

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 charge master description. Student competency includes demonstration of reimbursement and payment system principles, coding skills and billing applications (manual and/or computer assisted). **Code C.** Spring

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 classification and reimbursement methodologies. Emphasis is on coding techniques and billing procedures. Student competency is demonstrated by application of skills acquired in the theory class.
Code C. Spring

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.** Spring

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.** Fall

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.** Fall

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.** Fall

HIT 158 Introduction To The Clinical Environment For HIT/MCC. 1-- hr. (1-0)
PREREQUISITE: Acceptance to MCC or HIT program.
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.** Spring, Fall

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 laboratory 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.** Spring

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.** Spring

HIT 222 HIT Computer Applications Laboratory. 1 hr. (0-1)
PREREQUISITE: Acceptance to HIT or MCC program.
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.** Spring

HIT 230 Medical Coding Systems I. 3 hrs. (3-0)
PREREQUISITE: Acceptance to HIT or MCC program,
PREREQUISITE: "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.** Spring

HIT 231 Medical Coding Skills Laboratory I. 1 hr. (0-1)
PREREQUISITE: Acceptance to HIT or MCC program.
PREREQUISITE: 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.** Summer

HIT 232 Medical Coding Systems II. 3 hrs. (3-0)
PREREQUISITE: Acceptance to HIT or MCC program.
PREREQUISITE: HIT 230.

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid 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.** Summer

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.** As needed

HIT 235 Medical Coding Systems III. 2 hrs. (2-0)
PREREQUISITE: Acceptance to HIT or MCC program
COREQUISITE: 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.** Summer

HIT 236 Medical Coding Skills Laboratory Systems III. 1 hr. (1-0)
PREREQUISITE: Acceptance to HIT or MCC program.
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.** Fall

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.** Fall

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.** Summer

HIT 283 Medical Coding Professional Practice. 2 hrs. (0-2)
PREREQUISITE: Acceptance to MCC program.
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, online, and/or on-campus simulations and learning experiences. Student competency includes demonstrated medical coding proficiency. **Code C.** Fall

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.** Fall

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.** As needed

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.** Fall

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.** As needed

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.** As needed

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.** As needed

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.** Fall

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.** As needed

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.** As needed

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION (ACR)

ACR 111 Principles of Refrigeration. 3 hrs. (1-4)
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.** Routinely offered Fall and Spring

ACR 112 HVACR Service Procedures. 3 hrs. (1-6)
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.** Routinely offered Spring

ACR 113 Refrigeration Piping Practices. 3 hrs. (1-4)
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.** Spring

ACR 119 Fundamentals of Gas Heating Systems. 3 hrs. (1-4)
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.** Spring, Fall

ACR 120 Fundamentals of Electric Heating Systems. 3 hrs. (1-4)
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.** Spring, Fall

ACR 121 Principles of Electricity for HVACR. 3 hrs. (1-4)
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**. Summer, Fall

ACR 122 HVACR Electrical Circuits. 3 hrs. (1-6)
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.** Spring, Summer

ACR 123 HVACR Electrical Components. 3 hrs. (1-4)
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.** Spring, Summer

ACR 125 Fundamentals of Gas and Electrical Heating Systems. 6 hrs. (2-8)
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. As needed

ACR 126 Commercial Heating Systems. 3 hrs. (1-4)
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.** As needed

ACR 127 HVACR Electric Motors. 3 hrs. (1-4)
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.** Summer

ACR 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.** Spring, Summer

ACR 130 Computer Assisted HVAC Troubleshooting. 1 hr. (0-2)
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.** As needed

ACR 132 Residential Air Conditioning. 3 hrs. (1-4)
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.** Fall

ACR 133 Domestic Refrigeration. 3 hrs. (1-4)
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.** Summer

ACR 134 Ice Machines. 3 hrs. (1-4)
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.** Summer

ACR 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.** Spring

ACR 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.** Spring, Summer

ACR 139 Automotive Air Conditioning. 3 hrs. (1-4)
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.** Summer

ACR 141 Environmental Systems. 4 hrs. (2-4)
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.** Fall

ACR 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.** Spring, Fall

ACR 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.** Fall

ACR 148 Heat Pump Systems I. 3 hrs. (1-4)
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.** Spring

ACR 149 Heat Pump Systems II. 3 hrs. (1-6)
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.** Spring, Fall

ACR 152 Heat Pump Systems. 6 hrs. (2-12)
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.** As needed

ACR 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**

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C. Spring, Summer, Fall

ACR 182 Special Topics in Air Conditioning and Refrigeration II. 3 hrs. (0-9)
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.** Spring, Fall

ACR 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.** Spring, Summer, Fall

ACR 184 Special Topics in Air Conditioning and Refrigeration. 1 hrs. (0-3)
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.** Summer, Fall

ACR 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.** Fall

ACR 186 Special Topics in Air Conditioning and Refrigeration. 2 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.** Summer

ACR 187 Special Topics in Air Conditioning and Refrigeration. 5 hrs. (3-6)
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.** Fall

ACR 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.** As needed, prior approval required

ACR 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.** Spring, Fall

ACR 203 Commercial Refrigeration. 3 hrs. (1-4)
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.** Spring, Fall

ACR 205 System Sizing and Air Distribution. 3 hrs. (1-4)
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.** Fall

ACR 209 Commercial Air Conditioning Systems. 3 hrs. (1-4)
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.** Spring, Fall

ACR 210 Troubleshooting HVACR Systems. 3 hrs. (1-6)
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.** Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** As needed

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.** As needed

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.** As needed

HORTICULTURE (HOC)
ALSO SEE: AGRICULTURAL PRODUCTION

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.** Spring, Summer, Fall

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**. Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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 budding, cutting, and grafting. **Code C.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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**. Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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**. Spring, Summer, Fall

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. Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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**. Spring, Summer, Fall

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.** Spring, Summer, Fall

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**. Spring, Summer, Fall

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 by utilizing service learning or 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.** Fall

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.** Summer

HUS 103 Introduction to Developmental Disabilities. 3 hrs. (3-0)
This course provides an introduction to developmental disabilities. Emphasis is placed on the levels of physical, social, mental and emotional functioning of the developmentally disabled. Upon completion of this course, the student will be familiar with the training techniques involved in working with the developmentally delayed. **Code C.** Fall

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 human services 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.** Summer

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, such as the ABC Method. **Code C.** Spring

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.** Summer

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 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.** Fall

HUS 119 Psychopharmacology. 3 hrs. (3-0)
This course introduces mental disorders, their epidemiology, diagnosis, and treatment using the medical model. Emphasis is placed upon the use of psychotropic medications. Upon completion of this course, the student will be able to identify appropriate psychotropic medications used to treat mental disorders. **Code C.** Spring

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.** Fall

HUS 130 The Community and the Social Worker. 3 hrs. (3-0)
This course is designed to acquaint the student with the demographic, economic and cultural composition of the community. The student will develop technical skills for making practical applications of available resources for enhancing the quality of life within the community. **Code C.** Spring

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.** Fall

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 the many services available to the elderly and techniques to help them accept the changes in later life. **Code C.** Spring

HUS 138 Counseling from a Cultural Perspective. 3 hrs. (3-0)
This course introduces problems facing minorities and the importance of the counselor's knowledge of, and sensitivity to, the minority client experience. 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.** Spring

HUS 211 Introduction: Alcohol and Drug Prevention and Abuse. 3 hrs. (3-0)
This course is an introduction to the 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.** Fall

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. Topics will include local, state and federal alcohol and drug abuse prevention program. 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.** Fall

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. Emphasis is placed on the role of the helper(s) 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 therapy techniques as well as more current approaches. **Code C.** Fall

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. Topics include the etiology, perpetuation, and treatment of alcoholism. Emphasis is placed on family and group counseling techniques. Upon completion, the student will have an understanding of the therapeutic techniques used in working with the family of the chemically dependent. **Code C.** Spring

HUS 216 Relapse Prevention. 3 hrs. (3-0)
This course focuses on information needed to prevent an addiction relapse. Topics include identifying client needs and assisting in utilizing available support systems and community resources. Emphasis will be placed on procedures and strategies utilized by a counselor to identify client high risk situations, triggers, warning signs, coping skills, strengths and weaknesses. Upon completion the student will be able to work with a client to establish immediate and long-term goals, treatment plans, resources, and coping skills necessary to prevent relapse. **Code C.** Spring

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.** Spring

HUS 218 Behavioral Pathology. 3 hrs. (3-0)
This course provides diagnostic criteria to identify and treat common mental health disorders. Emphasis is placed upon the use of the current diagnostic and statistical manual (DSM) as an assessment tool. Upon completion of this course the student will be able to recognize common mental health disorders and how to reference them in the DSM. **Code C.** Spring

HUS 222 Group Counseling Techniques. 3 hrs. (3-0)
This course provides instructions on group techniques used for facilitating individuals in seeking a variety of social experiences and interests. Emphasis is placed on meeting needs such as status, security and other emotional feelings in a non-threatening atmosphere. Upon completion of this course the student will have attained leadership techniques and skills that enable them to effectively work through the group process. **Code C.** Summer

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.** Spring

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.** Fall

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.** Spring

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. 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.** Spring

HUS 240 Introduction to Aging. 3 hrs. (3-0)
This course introduces the field of aging from a bio psychosocial 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.** As needed

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 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 skills to improve communication between the individual and the caregiver/professional, plan interventions to deal with difficult behaviors. **Code C.** As needed

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 diseases), social support, medication use, and stress management will be discussed and demonstrated. Upon completion of this course, students will educate and assist elders with prevention techniques for health aging. **Code C.** As needed

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.** As needed

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, students will apply the current trends and techniques in the health care field as they relate to the elderly. **Code C.** As needed

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.** As needed

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. On Campus (Learning Communities) and Online, Regular Term and Mini Term II. **Code A.** Spring, Summer, Fall

HUM 102 Introduction to Humanities II. 3 hrs. (3-0)
As required by program. **Code A.** Spring and Fall (Learning Communities), every semester online

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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**. Spring, Summer, Fall

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**. Spring, Fall

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.** Spring, Fall

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.** Spring, Fall

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.** Spring, Fall

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.** Spring, Fall

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.** Spring

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.** Spring

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.** Summer

ILT 139 Introduction to Robotic Programming. 3 hrs. (1-4)
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.** Spring

ILT 148 Automatic Controls Systems. 3 hrs. (3-0)
This course emphasizes automated control systems and sub-systems. Topics include robotics, programmable hydraulics, pneumatic, microprocessor, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting

the total system. Upon completion, students should be able to apply principals of automated control systems. As needed

ILT 149 Automatic Controls Systems Lab. 2 hrs. (0-4)
This lab emphasizes robotics, programmable hydraulics/pneumatic, microprocessors, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, students should be able to apply principals of automated control systems. As needed

ILT 160 DC Fundamentals. 3 hrs. (1-4)
This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principals. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve voltage, current, and resistance, electrical sources, power, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC Circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities. CORE. As needed

ILT 161 AC Fundamentals. 3 hrs. (1-4)
This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principals. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC Circuits, impedance, phase relationships, and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems. CORE. As needed

ILT 162 Solid State Fundamentals. 3 hrs. (1-4)
This course provides instruction in basic solid state theory beginning with atomic structure and including devices such as diodes, bipolar transistors, field effect transistors, amplifiers, transistors, operational amplifiers, oscillator, and power supply circuits. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment of diagnose, troubleshoot and repair a typical solid-state device circuits. This course also provides the opportunity for students to apply the solid-state principals and theories learned in class in the laboratory setting. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair atypical solid-state device circuits. CORE. As needed

ILT 163 Digital Fundamentals. 3 hrs. (1-4)
This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals,

analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. This course also has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits. CORE. As needed

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.** Spring, Summer, Fall

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.** Spring

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.** Summer

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.** Summer

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.** Spring, Summer, Fall

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.** Spring

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.** Summer

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.** Spring

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.** Fall

ILT 198 Electronic Circuits I. 3 hrs. (1-4)
This course covers the commonly utilized circuits found in all areas of electronics. These include the various rectifier, filter, voltage regulating circuits, and linear solid-state amplifier

circuits. The entire course emphasizes the typical circuits, their principles of operation, and troubleshooting defective circuits. This course has an embedded lab with laboratory exercises designed to develop the skills listed in the industry competencies.

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.** Spring, Summer, Fall

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.** Spring

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.** Fall

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.** Fall

ILT 222 Advanced Electronic Circuits. 3 hrs. (1-4)
This course provides a study of advanced electronic circuits. Topics are designed to explain circuits using solid state devices in a variety of circuit configurations, biasing, and classes of amplifier operations. Upon completion, students will be able to design bipolar and unipolar transistors, thyristors, optoelectronics devices, and integrated circuits. As needed

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.** Fall

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.** Fall

ILT 237 Network Cabling-Copper. 2 hrs. (1-2)
This course involved presentations, discussions and live simulations of work related experiences involved in data, voice, and video network infrastructure. Students learn to terminate, test, troubleshoot, and install copper-based cabling systems. They learn category 5 systems, IBM Cabling systems, and coaxial systems. This course helps prepare students for certification as Network Cabling specialists. As needed

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.** Fall

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.** Summer

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

ILT 290 Cooperative Education. 2 hrs. (0-10)
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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** Spring, Summer, Fall

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.** Spring, Fall

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.** Spring, Summer, Fall

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.** As needed

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.** As needed

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** As needed

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.** Spring, Summer, Fall

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.** As needed

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.** Spring,

Summer, Fall

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.** Summer, Fall

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.** As needed

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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, work holding 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.** As needed

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, work holding 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.** As needed

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.** Spring, Summer, Fall

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.** As needed

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.** As needed

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**. As needed

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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**. As needed

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.** Spring, Summer, Fall

MTT 173 Injection Mold Setter Skills. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course is designed to teach students basic mold setter skills. They will learn the fundamentals of injection molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify common part defects such as non-fill, burn marks, warpage, discoloration, weld lines, and flash. At the end of this course students should be able to safely work as a mold setter. As needed

MTT 175 Injection Mold Setter Skills Lab. 3 hrs. (0-6)
PREREQUISITE: As determined by college.
This course is designed to teach students basic mold setter skills in a laboratory environment. It is a companion course for AUT/MTT/MSP 173. The students will learn the practical application of injection molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify and correct common part defects such as non-fill, burn marks, warpage, discoloration, weld lines, and flash. At the end of this course students should be able to safely work as a mold setter. As needed

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.** Spring, Fall

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.** Spring, Fall

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.** As needed

MTT 202 Machine Maintenance and Repair. 3 hrs. (1-4)
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.** As needed

MTT 221 Advanced Blueprint Reading for Machinists. 3 hrs. (3-0)
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.** As needed

MTT 273 Injection Mold Processing. 3 hrs. (1-4)
PREREQUISITE: As determined by college.
This course is designed to teach student basic injection mold processor skills. Topics will include safety, molding materials, machine controls, fill rates, temperature control, pressure control, and timing. Students will learn how various factors affect the injection mold process and how to compensate for those factors by setting and adjusting machine controls. As needed

MTT 275 Injection Mold Processing Lab. 3 hrs. (0-6)
PREREQUISITE: As determined by college.
This course is designed to teach students basic injection mold processor skills in a laboratory environment. It is a companion course for AUT/MTT/MSP 273. The students will learn the practical application of injection mold processes including safety, molding materials, machine controls, fill rates, temperature control, pressure control, and timing. Students will learn how various factors affect the injection mold process and how to compensate for those factors by setting and adjusting machine controls. As needed

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.** Spring, Fall

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

MST 283 Management Workshop IV. 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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

MATHEMATICS (MTH)

MTH 080 Mathematics Laboratory. 1 hr.
PREREQUISITE: Required with MTH 090 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. Emphasis is on arithmetic and algebra as determined by the individual need of the student. As needed

MTH 090 Basic Mathematics. 3 hrs. (3-0)
PREREQUISITE: Appropriate math placement score based on Asset/COMPASS/ACCUPLACER. This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance. Spring, Summer, Fall

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 algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations in two variables, laws of exponents, polynomial operations, and factoring polynomials. Spring, Summer, Fall

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.** Spring, Summer, Fall

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. Spring, Fall
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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

MTH 113 Precalculus Trigonometry. 3 hrs. (3-0)
PREREQUISITE: Math 112 with a grade of "C" or higher or a
minimum prerequisite of high school Algebra I, Geometry, and
Algebra II with an appropriate mathematics placement score is
required. 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.** Spring,
Summer, Fall

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.** Spring, Summer, Fall
MTH 120 Calculus and Its 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.**
Spring, Fall

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.** Spring, Summer, Fall

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.** Spring, Fall

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.** Spring, Fall

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.** Summer

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.** Summer

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.** Spring, Summer, Fall

MECHANICAL DESIGN TECHNOLOGY(MDT)

MDT 100 Engineering Blueprints. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course covers the reading of technical blueprints. Topics include drawing techniques, materials used in manufacturing and fabrication, language, standards, mechanical components, machining procedures, and symbols. The student will be expected to apply the concepts learned to technical drawing to determine any dimension or specification required. Summer

MDT 261 HVAC and Pipe Systems Drafting. 3 hrs. (2-2)
This course covers topics and concepts related to the design of heating, ventilation, air conditioning and piping systems in residential, industrial, and commercial applications. The topics covered are the design considerations and constraints of HVAC and pipe systems, sizing, symbols, layout, restrictions, and single and double line pipe drawings using computer-aided drafting/design software. The student will be expected to use the design specifications to properly design and draw HVAC and pipe systems. Spring, Fall

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.** As needed

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.** Fall

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.** Spring

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.** Spring

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 secretarial administrative skills. CORE **Code C.** Fall

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.** Spring

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.** Spring

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 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.** Fall

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.** Summer

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.** Summer

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.** Fall

MAT 216 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.** Fall

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.** Spring

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.** Fall

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.** Spring

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.** As needed

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.** Spring

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. Content of this course is aligned with standards and guidelines from the American Association of Medical Assisting. **Code C.** Spring

MEDICAL LABORATORY TECHNICIAN (MLT)

MLT 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.** Spring

MLT 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 renal disorders and other disease states. **Code C.** Fall

MLT 121 MLT 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.** Spring

MLT 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.** Fall

MLT 141 MLT 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.** Spring

MLT 142 MLT 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.** Summer

MLT 151 MLT Medical 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.** Fall

MLT 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.** Fall

MLT 181 MLT 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.** Spring

MLT 191 MLT 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.** Fall

MLT 293 MLT Medical 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.** Fall

MLT 294 Medical Laboratory Practicum I. 3 hrs. (0-3)

PREREQUISITE: MLT 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.** Spring

MLT 295 Medical Laboratory Practicum II. 3 hrs. (0-3)
PREREQUISITE: MLT 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. Spring

MLT 296 Medical Laboratory Practicum III. 3 hrs. (0-3)
PREREQUISITE: MLT 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.** Spring

MLT 297 Medical Laboratory Practicum IV. 3 hrs. (0-3)
PREREQUISITE: MLT 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.** Spring

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. As needed

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.** As needed

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. 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. **Code B.**

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.** Spring, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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**. Summer

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.** Fall

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.** Spring

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.** Fall

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.** Spring

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.** Summer

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.** Spring, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Fall

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.** Spring

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.** Fall

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.** Spring

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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**. Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Fall

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.** Spring, Fall

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.** Spring, Fall

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.** Spring, Fall

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.** Summer

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

NURSING-(NUR)

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.
Corequisite: ENG 101 and BIO 202
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. Fall

NUR 112 Fundamental Concepts of Nursing. 7 hrs. (4-9)
PREREQUISITE COURSES: Admission to the program
COREQUISITE: A grade of "C" or better in BIO 201, and MTH 100 or higher.
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care. Code C. Spring, Fall

NUR 113 Nursing Concepts I. 8 hrs. (4-12)
PREREQUISITE COURSE: A grade of "C" or better in BIO 201, MTH 100 or higher, and NUR 112.
COREQUISITE: A grade of "C" or better in BIO 202, ENG 101 and PSY 210.
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance. Code C. Spring, Summer

NUR 114 Nursing Concepts II. 8 hrs. (5-9)
PREREQUISITE COURSE: A grade of "C" or better in BIO 202, ENG 101 and PSY 210 and NUR 113.
COREQUISITE: SPH 106 or 107
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies. Code C. Summer, Fall

NUR 115 Evidence Based Clinical Reasoning. 2 hrs. (1-3)
PREREQUISITE COURSE: A grade of "C" or better in BIO 202, ENG 101 and PSY 210 and NUR 113
COREQUISITE: SPH 106 or 107, NUR 114
This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains. Code C. Spring, Summer, Fall

NUR 201 Nursing Through the Lifespan. 5 hrs. (3-6)
PREREQUISITE: A grade of "C" or better in NUR 105, 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. Code C. Fall

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. Code C. Spring, Fall

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. Code C. Spring, Summer

NUR 204 Transition to Nursing Practice. 4 hrs. (2 -6)
PREREQUISITE: A grade of "C" or better in NUR 202 and PSY 210
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. Code C. Spring, Summer, Fall

NUR 209 Concepts for Healthcare Transition Students. 10 hrs. (6-12)
PREREQUISITE COURSE: A grade of "C" or better in BIO 201, BIO 202, ENG 101, MTH 100 or higher, PSY 210, AND SPH 106 or 107.
This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan. Code C. Spring, Fall

NUR 211 Advanced Nursing Concepts. 7 hrs. (4-9)
PREREQUISITE COURSE: A grade of "C" or better in SPH 106 or 107, NUR 114, NUR 115
COREQUISITE: BIO 220
This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies. Code C. Spring, Fall

NUR 221 Advanced Evidence Based Clinical Reasoning. 7 hrs. (3-12)
PREREQUISITE COURSE: A grade of "C" or better in BIO 220, NUR 211
COREQUISITE: HUM/ART Elective (Code A Recommended)
This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems. Code C. Spring, Summer

OCCUPATIONAL THERAPY ASSISTANT (OTA)

OTA 210 Occupational Therapy Fundamentals. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course covers the history and philosophical base of occupational therapy. The roles of practitioners of professional organizations including American Occupational Therapy Association (AOTA), state, and international organizations. Topics include ethics, communication skills, the occupational therapy process, overview of the healthcare system and the role of occupation and the promotion of health and the prevention of disease and disability for the individual, family, and society. Upon completion, students should have a foundation of theory, concepts, roles and functions of occupational therapy on which to build clinical knowledge and skills. CORE. Fall

OTA 211 Practical Anatomy and Kinesiology Theory. 2 hrs. (2-0)

PREREQUISITE: As required by program.
COREQUISITE: OTA 212
This is an in-depth course emphasizing the functional movement of the human body. Emphasis is placed on skeletal landmarks, muscle origins, insertions, functions and nerve innervations as related to movement. Upon completion, students will be able to identify specific anatomical structures, and analyze movement as related to completion of occupations. CORE. Fall

OTA 212 Practical Anatomy and Kinesiology Lab. 2 hrs. (0-2)
PREREQUISITE: As required by program.
COREQUISITE: OTA 211
This laboratory course allows for practical application of the theory learned in OTA 211. The laboratory develops skills in palpation of bony landmarks, range of motion, and basic transfer skills. Upon completion, students will be able to analyze functional movement, range joints through all applicable phases of movement, transfer a patient and integrate knowledge of movement into completion of occupations. CORE. Fall

OTA 213 Treatment Planning and Implementation: Part I Theory - Pediatrics. 3 hrs. (3-0)
PREREQUISITE: As required by program.
COREQUISITE: OTA 214
This course is the first of a two part series. It is an in depth study of the sensorimotor, cognitive, and psychosocial factors of human development from conception thru young adulthood. Emphasis is on both typical and atypical development. Lecture focus will include the OTA's role in the referral, data collection, screening, and evaluation process. Students will develop knowledge required to design and implement treatment plans through an in depth analysis of tasks relative to areas of occupation, performance skills, performance patterns, activity demands, contexts, and client factors. Upon completion students will describe the sequence of developmental milestones, understand the referral process, and the OT/OTA collaboration needed to develop individualized treatment plans for pediatric-young adult clients. CORE. Fall

OTA 214 Treatment Planning and Implementation: Part I Lab - Pediatrics. 2 hrs. (0-2)
PREREQUISITE: As required by program.
COREQUISITE: OTA 213
This course is the lab component of OTA 213. It will provide the opportunity to develop patient observation and interaction skills, administer selected assessments using appropriate procedures and protocols. Students will incorporate theoretical concepts required to select and provide direct occupational therapy interventions for clients ranging from pediatric-young adult. Upon completion students will demonstrate skills in observation and interviews of patients and families, collect pertinent data, administer relative assessments, and design/implement individualized treatment plans for the pediatric-young adult clients. CORE. Fall

OTA 215 The Psychiatric Environment and Group Process in O.T. 2 hrs. (2-0)
PREREQUISITE: As required by program.
COREQUISITE: OTA 216
This course is a study of abnormal behavior and related disorders commonly seen in occupational therapy as well as an introduction to the basic dynamics of the group process. The students will gain knowledge in observation skills, understand therapeutic use of self as related to occupation based activities as part of the therapeutic process in both individual and group interaction. Upon completion, students should be able to recognize practice models and settings in the mental health field, utilize diagnostic and statistical manuals, design a therapeutic group, understand how to communicate with and respond to patients with mental health disorders. CORE. Spring

OTA 216 The Psychiatric Environment and Group Process in O.T. Lab. 1 hr. (0-1)
PREREQUISITE: As required by program.
COREQUISITE: OTA 215
This course is the lab component of OTA 215. It will provide the opportunity to develop observation skills specific to the psychiatric environment. Students will demonstrate the ability to provide therapeutic use of self while utilizing occupation based activities as part of the therapeutic process in both individual and group interactions. Upon completion, students should be able to demonstrate the use of practice models and intervention strategies in the mental health field, lead and adapt a therapeutic group, communicate with and respond to patients with mental health disorders. CORE. Spring

OTA 217 Orientation to Fieldwork. 1 hr. (1-0)
PREREQUISITE: As required by program.
This course is designed to provide the students with an introduction into Occupational Therapy (OTA) fieldwork. Students will have the opportunity to gain knowledge and skills necessary to transition from theory into practical application. Content includes discussion of current issues in healthcare, roles, responsibilities, and requirements of OTA students completing fieldwork, site specific objectives and attributes necessary for a successful fieldwork experience. CORE. Fall

OTA 218 Level I Fieldwork – A. 1 hr. (0-1)
PREREQUISITE: As required by program.
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 to include, but not limited to: currently licensed or credentialed occupational therapy practitioners, psychologists, physician assistants, teachers, social workers, nurses and physical therapists. The course is designed to enrich didactic course work through directed observation and participation in selected aspects of the occupational therapy process. Upon completion, students should be able to successfully communicate with and present observed behaviors of an

assigned population, in a professional oral and/or written manner. CORE. Fall

OTA 219 Level I Fieldwork – B. 1 hr. (0-1)
PREREQUISITE: As required by program.
This course provides opportunities to perform selected procedures under direct supervision. The student's observation and professional interaction skills are strengthened under supervision by qualified personnel to include, but not limited to: currently licensed or credentialed occupational therapy practitioners, psychologists, physician assistants, teachers, social workers, nurses and physical therapists. The course is designed to enrich didactic course work through directed observation and participation in selected aspects of the occupational therapy process. Upon completion, students should be able to collect and present pertinent data in a professional manner, successfully communicate with health professionals and interact with assigned client populations. CORE. Fall

OTA 220 Documentation for the OTAS. 2 hrs. (2-0)
PREREQUISITE: As required by program.
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 documentation requirements to ensure accountability of service provision and to meet standards for reimbursement of services, adhering to applicable facility, local, state, federal, and reimbursement agencies. Upon completion, students should be able to effectively document the need and rationale for occupational therapy services. CORE. Spring

OTA 221 Medical Conditions in O.T. 3 hrs. (3-0)
PREREQUISITE: As required by program.
This course introduces the effects of physical and mental health conditions, heritable diseases, and predisposing genetic conditions, disability disease processes, and traumatic injury to the individual within the cultural context of family and society on occupational performance. Upon completion, students should be able to explain the role of occupational therapy in providing treatment to a variety of medical conditions as well how to use occupations in the promotion of health and the prevention of disease and disability. CORE. Fall

OTA 222 Treatment Planning and Implementation: Part II Theory – Adult. 3 hrs. (3-0)
PREREQUISITE: As required by program.
COREQUISITE: OTA 223
This course is the second of a two part series. It is an in depth study of the sensorimotor, cognitive, and psychosocial factors of human development from young adult thru older adult. Emphasis is on the development process through end of life. Lecture focus will include the OTA's role in the referral, data collection, screening, and evaluation process. Students will develop knowledge required to design and implement treatment plans through an in depth analysis of tasks relative to areas of occupation, performance skills, performance patterns, activity demands, contexts, and client factors. Upon completion

students will describe the factors influencing occupational roles in advancing stages of life, understand the referral process, and the OT/OTA collaboration needed to develop individualized treatment plans for young adult – older adult clients. CORE. Spring

OTA 223 Treatment Planning and Implementation: Part II Lab – Adult. 2 hrs. (0-2)
PREREQUISITE: As required by program.
COREQUISITE: OTA 222
This course is the lab component of OTA 222. It will provide the opportunity to develop patient observation and interaction skills, administer selected assessments using appropriate procedures and protocols. Students will incorporate theoretical concepts required to select and provide direct occupational therapy interventions for clients ranging from young adult – end of life. Upon completion students will demonstrate skills in observation and interviews of patients and families, collect pertinent data, administer relative assessments, and design/implement individualized treatment plans for the young adult – older adult clients. CORE. Spring

OTA 224 Occupational Activity Analysis. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This course provides students with fundamental knowledge of occupation based activities and how occupation is used in assessment and therapeutic intervention of persons served by the occupational therapy practitioner. Students will develop skills in reasoning, analysis and problem-solving related to the appropriate selection of occupational based activities. Emphasis is placed upon the importance of human occupation across the life span in promoting and restoring mental and physical health and well-being. Topics include identification of performance components, ways of adapting and grading occupations 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 a variety of occupation based activities used in assessment and treatment of pediatric, adolescent and adult populations with physical or psychosocial dysfunction. CORE. Spring

OTA 225 Occupational Activity Analysis Lab. 2 hrs. (0-2)
PREREQUISITE: As required by program.
This course is the lab component of OTA 224. It will provide students with the opportunity to develop activity analyses for a variety of occupation based activities and how occupation is used in assessment and therapeutic intervention of persons served by the occupational therapy practitioner. Students will develop skills in reasoning, analysis and problem-solving related to the appropriate selection of occupational based activities. Emphasis is placed upon selection, grading, and adapting therapeutic activities which promote and restore mental and physical health and well-being across the life span. Upon completion, students should be able to describe, analyze, and document a variety of occupation based activities used in assessment and treatment of pediatric, adolescent and adult populations with physical or psychosocial dysfunction. CORE.

Spring

OTA 226 Level II Fieldwork – A. 4 hrs. (0-4)
PREREQUISITE: As required by program.
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. CORE. Spring

OTA 227 Evidence Based Practice. 1 hr. (1-0)
PREREQUISITE: As required by program.
This course is an introduction into research supporting the practice of occupational therapy. Students will be introduced to basic research techniques including data collection, survey development, and research protocols. Upon completion of the course students will demonstrate proficiency in completion of an entry level research project. CORE. Spring

OTA 230 Professional Skills Development. 3 hrs. (3-0)
PREREQUISITE: As required by program.
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. CORE. Summer

OTA 231 Rehabilitation Management. 3 hrs. (3-0)
PREREQUISITE: As required by program.
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. CORE. Summer

OTA 232 Splinting. 2 hrs. (0-2)
PREREQUISITE: As required by program.
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 purposes of splints. CORE. Summer

OTA 233 Level II Fieldwork – B. 4 hrs. (0-4)
PREREQUISITE: As required by program.
This course, combined with OTA 226, completes a minimum of 16 weeks full-time accreditation requirement for Level II Fieldwork. The setting is chosen to compliment learning experiences from previous level I and II experiences, and continues to develop clinical skills and knowledge under supervision of an experienced OTR and/or COTA. Upon completion, students should be able to successfully demonstrate a majority of entry-level clinical skills as indicated on the AOTA Fieldwork Evaluation Form for Occupational Therapy Assistant Students. CORE. Summer

OTA 234 OTA Review Seminar. 1 hr. (1-0)
PREREQUISITE: As required by program.
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 on the mock certification examination and be aware of application requirements for licensure and certification for practice. CORE. Summer

OTA 261 Special Topics in O.T. 2 hrs. (2-0)
PREREQUISITE: As required by program.
This OTA elective course includes specialized study of current topics and issues in the occupational therapy profession. This is designed to provide more in-depth coverage of topics introduced elsewhere in the curriculum. Upon completion, students should be able to demonstrate knowledge of presented topics through discussion, report writing, obtaining a successful score on an examination, and/or physical application of a skill. As needed

OTA 262 Assistive Technology in O.T. 2 hrs. (1-1)
PREREQUISITE: As required by program.
This is an OTA elective course designed to meet the computer science requirement when an OTA program does not require a computer science competency test or integrate Area III topics throughout the curriculum. Focus is on introduction to and application of computer technology with disabled individuals across the life span. Upon completion, students should be able to identify components of assistive technology, recognize ways of adapting existing technology to meet specific patient needs and the current systems commonly utilized in the occupational therapy profession. As needed

OTA 263 Physical Agent Modalities. 2 hrs. (1-1)
PREREQUISITE: As required by program.
This OTA elective course is designed to introduce a more concentrated level of instruction in physical agent modalities.

Focus is on the use of physical agent modalities as an adjunct therapy within the occupational therapy process. Upon completion, students should be able to recognize the theories, principles and therapeutic uses of physical agent modalities within the occupational therapy profession. As needed

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

OAD 110 Computer Navigation. 3 hrs. (3-0)
This course is designed to introduce the student to the MS Windows® environment through 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.** Spring, Summer, Fall

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 memoranda's, letters and reports. **Code C.** Spring, Summer, Fall

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.** Summer, Spring

OAD 136 Advanced Financial Record Keeping. 3 hrs. (3-0)
This course focuses on in-depth principles and practices of the accounting cycle. Emphasis is on the preparation of financial records such as payroll records, vouchers, accruals and deferrals, and related documents. Upon completion, the student should be able to prepare and manage financial records and information. **Code C.** Summer, Spring

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.** Spring

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**. Fall

OAD 214 Medical Office Procedures. 3 hrs. (3-0)
This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. **Code C**. Fall

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.** Spring

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.** Spring, Summer, Fall

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.** Spring, Fall

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.** Summer, Spring

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.** Spring, Summer

OAD 214 Medical Office Procedures. 3 hrs. (3-0)
This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. **Code C.** Fall

ORIENTATION (ORI)

ORI 110 Freshman Seminar. 1 hr.
This course is designed to provide students the opportunity to develop and enhance their technology skills, explore careers and majors, and develop a personalized program of study that will map out through a portfolio their educational and career goals. Primary focus will be placed on meeting and working with their advisor to develop a strong plan of study, on enhancing their skills in locating and gathering information, and on engaging in critical thinking through reflective journals in their portfolio. **Code C.** Spring, Summer, Fall

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.** Fall, Summer

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.** Fall, Summer

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.** Spring

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 prepare forms associated with criminal proceedings. **Code C.** Spring

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.** As needed

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.** Fall

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.** Fall

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.** Summer

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.** Fall

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.** Summer and Spring

PHARMACY TECHNOLOGY (PHM)

PHM 100 Introduction to Pharmacy. 3 hrs. (3-0)
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.** Fall

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.** Fall

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.** Spring

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.** Spring

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.** Fall

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.** Fall

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.** Fall

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.** Spring

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.** Spring

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. On Campus and Online. **Code A.** Spring, Summer, Fall

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.** As needed

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. On Camus and Online. **Code A.** Spring, Summer, Fall

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.** Spring, Fall (online only)

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** As needed

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

PED 105 Personal Fitness. 1 hr. (0-2)
PREREQUSITE: 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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** Spring, Fall

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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 completion, students should be able to apply these skills in playing situations. **Code C.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.

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Code C. As needed

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. As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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 fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football. **Code C.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

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.** As needed

PED 257 Varsity Cheerleading. 1 hr. (0-2)
PREREQUISITE: Instructor permission **Code C.** As needed

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.** As needed

PED 260 Varsity Soccer. 1 hr. (0-2)
PREREQUISITE: None
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. **Code C.** As needed

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.** As needed

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.** Summer Fall

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.** Spring, Summer

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.** As needed

PHYSICAL THERAPIST ASSISTANT (PTA)

PTA 120 Introduction to Kinesiology. 3 hrs. (2-2)
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.** Fall, Spring, Summer

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.** Fall

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.** Summer

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.** Fall

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.** Fall

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.** Fall

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.** Spring

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.** Spring

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.** Spring

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.** Fall

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.** Spring

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.** Fall

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.** Spring

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.** Fall

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.** Fall

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.** Spring

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.** Summer

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.** Spring

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.** As needed

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.** Spring Fall

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.** Spring, Fall

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.** As needed

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.** As needed

PHY 205 Recitation in Physics I. 1 hr. (1-0)
One hour weekly purely for problem solving. **Code C.** As needed

PHY 206 Recitation in Physics II. 1 hr. (1-0)
One hour weekly purely for problem solving. **Code C.** As needed

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.** As needed

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.** As needed

PHY 216 Recitation in Physics with CAL I. 1 hr. (1-0)
One hour weekly purely for problem solving. **Code C.** As needed

PHY 217 Recitation in Physics with CAL II. 1 hr. (1-0)
One hour weekly purely for problem solving. **Code C.** As needed

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 Sommerfeld, and the new quantum physics of Schroedinger, Heisenberg, Dirac, and Pauli. Laboratory experiments 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.** As needed

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.** As needed

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 significances of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significances of and express informed judgements about selected contemporary social and political issues. **Code C.** As needed

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 significances of, and express informed judgements about selected contemporary social and political issues. **Code C.** As needed

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, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems. **Code A.** Spring and Summer

POL 211 American National Government. 3 hrs. (3-0)
This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system. **Code A.** Fall and Spring

POL 220 State and Local Government. 3 hrs. (3-0)
This course is a study of the forms of organization, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S., and function as more informed participants of state and local political systems. **Code B.** Spring

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 governmental systems of the world. **Code B.** As needed

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 relations. Upon completion, students should be able to identify and discuss relevant terms and concepts, and identify, analyze, evaluate, and discuss the primary factors influencing the international relations of selected states. **Code B.** As needed

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 define, analyze, and explain major tenets of selected ideologies. **Code B.** As needed

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 knowledge and experience students gain through learning activities such as guided reading, internships, and programs combining personal experience with related intensive study. Upon completion, students should be able to prepare papers, presentations, or other projects on approved topics related to their individual experiences. **Code C.** As needed

POLYSOMNOGRAPHY TECHNOLOGY (PSG)

PSG 110 Introduction to Polysomnography. 3 hrs.
This course provides an introduction and orientation to a health career in the field of polysomnography, including terminology, specific duties, roles of the sleep technologist, credentialing and licensure requirements, work setting/conditions, career ladder opportunities, HIPAA, patient confidentiality, professional behavior, professional practice, patient interaction, documentation, charting, patient flow process and patient assessment items, and safety issues. An overview of standards of practice of clinical polysomnography with emphasis on technique, instrumentation, terminology of polysomnographic practices, and recording/monitoring techniques utilized will be presented. Upon completion, the student will have a basic understanding of the polysomnographic field of practice. **Code C.** As needed

PSG 111 Polysomnographic Technology I. 4 hrs.
This course is designed to provide entry-level students with both didactic and laboratory training in polysomnographic technology. It presents medical terminology, history of sleep medicine, instrumentation setup and calibration, recording and monitoring techniques, scoring/reporting, basic electrical concepts, and technical and digital specifications. Upon completion, the student will have an understanding of the appropriate types of diagnostic instruments necessary for quality polysomnographic assessment. Lab sessions will provide practical experience in the skills required of an entry-level polysomnographic technologist. **Code C.** As needed

PSG 112 Polysomnographic Technology II. 3 hrs.
This course provides training in more advanced aspects of polysomnographic technology. Students become familiar with the skills and knowledge needed to obtain and evaluate high quality sleep recordings. It covers all the aspects of sleep scoring and event recognition, recording and monitoring techniques, documentation, professional issues, therapeutic interventions, and patient-technologist interactions related to

polysomnographic technology.
Code C. As needed

PSG 113 Polysomnographic Technology III. 5 hrs.
This course studies the etiology and treatment of the sleep/wake cycle and related disorders in the context of the interrelationships of various systems. Topics include overview of anatomy and physiology, respiratory function, cardiac function, neurologic function, sleep scoring and event recognition as it relates to sleep. Upon completion, the student will be able to understand the basic function of these bodily systems in their relation to the sleep/wake cycle. **Code C.** As needed

PSG 114 Polysomnographic Technology IV. 3 hrs.
This course provides an introduction to the diagnostic categories of the sleep/wake disorders. It also provides an in depth look at the guidelines for polysomnographic procedures. Topics include PAP titration guidelines, oxygen administration guidelines, MSLT/MWT guidelines, hypersomnias, insomnias, parasomnias, seizure disorders, circadian rhythm disorders and an introduction to the pharmacological interventions available to treat the various sleep disorders. Upon completion, the student will be able to recognize the manifestations of sleep disorders, and classify and state the appropriate treatment for those disorders. **Code C.** As needed

PSG 115 PSG Clinical Practice I. 5 hrs.
This course provides clinical training in the basics of polysomnographic technology. It familiarizes students with instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to polysomnographic technology. It provides patient contact in a sleep lab and presents opportunity to observe, perform (under supervision) and evaluate sleep studies. **Code C.** As needed

PSG 116 PSG Clinical Practice II. 5 hrs.
In this course students will participate in directed practice in an affiliated health care facility and/or sleep center. The 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.** As needed

PSYCHOLOGY (PSY)

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Summer

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.** Spring, Summer, Fall

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.** Fall

READING (RDG)

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. Spring, Summer, Fall

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.** Spring, Summer, Fall

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 finance, real estate law, and the mechanics of listing and closing the sale. It is designed to assist those preparing for the real estate salesman's licensing examination in Alabama. **Code C.** Spring

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. Online Fall and Spring. **Code A.** Spring, Summer, Fall

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**. Online Fall Semester

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.** Online Spring Semester

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**. Course only offered on demand for academic credit or continuing education.

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**. Course only offered on demand for academic credit or continuing education.

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.** Course only offered on demand for academic credit or continuing education.

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.** Course only offered on demand for academic credit or continuing education.

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.** Course only offered on demand for academic credit or continuing education.

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.** Course only offered on demand for academic credit or continuing education.

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.** Course only offered on demand for academic credit or continuing education.

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Course only offered on demand for academic credit or continuing education.

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.** Course only offered on demand for academic credit or continuing education.

RESPIRATORY THERAPIST (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.** Fall

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.** Fall

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 respiratory care equipment and concepts of applied physics, chemistry, and mathematics. **Code C.** Fall

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.** Fall

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.** Fall

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.** Spring

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.** Spring

RPT 222 Fundamentals of Respiratory Care II. 4 hrs. (2-2)
PREREQUISITE: RPT 212.
This course continues to present the fundamental scientific basis for selected respiratory care procedures. Experimental laboratory is required and areas of emphasis include: therapeutic techniques utilized in bronchial hygiene, hyperinflation therapy, mechanical ventilation of the adult, manual resuscitation equipment, the equipment utilized in bedside assessment, and mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive abilities and psychomotor skills required to perform the procedures presented. **Code C.** Spring

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 appropriate psychomotor skills and cognitive abilities for the fundamental concepts of acid/base balance and regulation of homeostasis by the respiratory and renal systems. **Code C.** Spring

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.** Fall

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.** Summer

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.** Spring

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.** Fall

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.** Summer

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.** Spring

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.** Spring

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.** Spring

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.** Spring

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.** Fall

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.** Summer

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.** As needed

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.** As needed

SALON AND SPA MANAGEMENT (SAL)

SAL 133 Salon Management Technology. 3 hrs. (1-6)
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**. Spring, Summer, Fall beginning in 2015

SAL 201 Entrepreneurship for Salon/Spa. 3 hrs. (3-0)
This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up the legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a custom base. **Code C.** Spring, Summer, Fall beginning in 2015

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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** Spring

SPEECH (SPH)

SPC 103 Oral Communication Skills. 2 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 inter-personal communication skills, apply basic principles of group discussion, develop a businesslike personality, and effectively present themselves before co-workers and the public. **Code C.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Fall

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.** Spring, Fall

THR 114 Theater Workshop II. 1-2 hrs. (V)
PREREQUISITE: THR 113
This course is a continuation of THR 113. **Code B.** Spring, Fall

THR 115 Theater Workshop III. 2 hrs. (2-0)
PREREQUISITE: THR 114
This course is a continuation of THR 114. **Code B.** Spring, Fall

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.** Spring, Summer, Fall

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.** As needed

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.** Fall

THR 132 Acting Techniques II. 3 hrs. (3-0)
PREREQUISITE: THR 131
This course is a continuation of THR 131. **Code C.** Spring

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.** As needed

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.** Spring, Fall

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.** Spring, Fall

THR 213 Theater Workshop IV. 1-2 hrs. (V)
PREREQUISITE: THR 115
This course is a continuation of THR 113-114-115. **Code C.**

Spring, Fall

THR 214 Theater Workshop V. 2 hrs. (2-0)
PREREQUISITE: THR 213
This course is a continuation of THR 113-114-115. **Code C.** As needed

THR 215 Theater Workshop VI. 1-2 hrs. (V)
PREREQUISITE: THR 214
This course is a continuation of THR 113-114-115. **Code C.** As needed

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.** As needed

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.** As needed

THR 241 Voice and Speech for the Performer. 3 hrs. (3-0)
PREREQUISITE: None.
This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warm-up, dialect reduction, articulation, class performance and written exams. **Code B.** Spring

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.** As needed

THR 252 Theater for Children II. 3 hrs. (3-0)
PREREQUISITE: THR 251
This course is a continuation of THR 251. **Code C.** As needed

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.** As needed

THERAPEUTIC MASSAGE (MSG)

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.** Fall

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.** Fall

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.** Fall

MSG 105 Therapeutic Massage Supervised Clinical I. 2 hrs. (0-6)
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.** Fall

MSG 108 Foundations of Therapeutic Massage. (1-2) hrs.
Prerequisite: As determined by college.
The purpose of this course is for students to comprehend foundational information related to the profession of therapeutic 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. Included in this course are opportunities for students to apply professional behaviors associated with massage therapy in a simulated environment. Fall

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.** Spring

MSG 201 Therapeutic Massage for Special Populations. 2 hrs. (3-0)
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.** Spring

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.** Spring

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.** Spring

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.** Spring

MSG 205 Therapeutic Massage Supervised Clinical II. 2 hrs. (3-0)
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.** Spring

MSG 206 Licensure 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 therapist. Upon completion, the student should be able to pass a comprehensive exam on information covered in the therapeutic massage program. **Code C.** Spring

TRANSPORTATION MANAGEMENT (TRT)

TRT 101 History of Transportation. 3 hrs. (3-0)

This course is a study of the United States transportation system. Topics include transportation financial and regulatory structures, transportation history, its role in society, and its economic, social, and political significance. Upon course completion, students should understand the role and the significance of the U.S. transportation system. Fall

TRT 102 Regulation of Transportation. 3 hrs. (3-0)

This course is a study of transportation regulation, promotions, management problems, and policy issues. Emphasis is on regulatory agencies and their effects on the transportation system. Upon course completion, students should understand the implications of a regulated transportation system versus a deregulated system. Fall

TRT 103 Industrial Traffic Management. 3 hrs. (3-0)

This course is a study of the major functions and knowledge needed to organize and operate an industrial traffic department. Topics include management of the distribution function including mode, carrier selection, and development of rates. Upon course completion, students should be able to apply traffic management principles to operations of an industrial traffic department. Spring

TRT 104 Transportation and Distribution Logistics. 3 hrs. (3-0)

This is a study of the management of resources and their utilization during all phases of the life cycle of a product. Topics include transportation, distribution and warehousing inter-relations with production, inventories, and marketing. Upon course completion, students should be able to identify and resolve problems related to storing and distribution products. Spring

TRT 190 Traffic and Transportation Workshop. 3 hrs. (3-0)

This workshop includes presentations of current topics of interest to those employed or desiring to be employed in the traffic and transportation industry. Upon course completion, students should be able to apply current technology and practices relevant to the transportation industry. As needed

TRT 210 Tracking Systems. 3 hrs. (3-0)

This course is a study of tracking systems in the traffic and transportation industry. Emphasis is on the operational characteristics of various tracking systems. Upon course completion, students should be able to identify the advantages and disadvantages of different tracking systems. Spring

TRT 213 Freight Loss and Damage Claims. 3 hrs. (3-0)

This course is a study of the law, regulations, rulings and procedures for handling freight loss and damage claims. Topics include transportation contracts, common carrier's liability, measure of damages, and procedures for filing claims. Upon course completion, students should be able to determine freight losses, minimize liability risks for losses and complete appropriate claim procedures. Summer

TRT 214 Import/Export Transportation Management. 3 hrs. (3-0)

This course is an introduction to the modes of import/export transportation. Topics include the different kinds of carriers, rates, regulations, freight forwarders, customs brokers, and trends of import/export trade that affect transportation. Upon course completion, students should be able to select the most appropriate modes of transportation for various products and should understand the implications of trends and regulations on the import/export business. Summer

TRT 218 Transportation of Hazardous Materials. 3 hrs. (3-0)

This course is an introduction to transporting hazardous materials. Topics include the classifying, packaging, labeling, marking regulations, and handling of hazardous materials in transportation. Upon course completion, students should be able to implement procedures for transporting various hazardous materials. Summer

TRT 220 Directed Studies in Traffic and Transportation. 3 hrs. (3-0)

This course is designed for independent study in specific areas of the traffic and transportation industry. The project is chosen by the student in consultation with a faculty member and is carried out under faculty supervision. Summer

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.** Offered once every 3rd or 4th term within VCM program degree cycle.

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. As needed

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.** Offered once every 3rd or 4th term within VCM program degree cycle.

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.** Offered once every 3rd or 4th term within VCM program degree cycle.

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.** Offered once every 3rd or 4th term within VCM program degree cycle.

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.** Offered once every 3rd or 4th term within VCM program degree cycle.

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.** Offered once every 3rd or 4th term within VCM program degree cycle.

VCM 281 Digital Design 3hrs. (2-2)
PREREQUISITE: As required by program.
This course focuses on products for digital media. Emphasis is on creativity, and an understanding of software and production. Upon course completion, students should be able to apply creative design and production skills to finished projects. Code B. Offered once every 3rd or 4th term within VCM program degree cycle.

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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**. Spring, Summer, Fall

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.** Spring, Summer, Fall

WELDING (WDT)

WDT 108 Shielded Metal Arc Fillet/OFC. 3 hrs. (2-2)
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.** Spring, Summer, Fall

WDT 109 Shielded Metal Arc Fillet/PAC/CAC. 3 hrs. (2-2)
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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

WDT 115 GTAW Carbon Pipe. 3 hrs. (1-4)
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.** Spring, Summer, Fall

WDT 116 GTAW Stainless Pipe. 3 hrs. (1-4)
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.** Spring, Summer, Fall

WDT 119 Gas Metal Arc Fillet/Flux Cored Arc Welding. 3 hrs. (2-2)
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**. Spring, Summer, Fall

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.** Spring, Summer, Fall

WDT 122 Shielded Metal Arc Welding Fillet/OFC Lab. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 123 Shielded Metal Arc Welding Fillet/PAC/CAC Lab. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 125 Shielded Metal Arc Welding Groove Lab. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 155 GTAW Carbon Pipe Lab. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 156 GTAW Stainless Pipe Lab. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 157 Consumable Welding Processes. 3 hrs. (1-4)
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.** Spring, Summer, Fall

WDT 158 Consumable Welding Processes Lab. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 160 Robotics Lab I. 3 hrs. (1-4)
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.** Spring, Summer, Fall

WDT 166 FCAW. 3 hrs. (2-2)
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.** Spring, Summer, Fall

WDT 167 FCAW Lab. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 180 Special Topics. 3 hrs. (1-4)
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.** Spring, Summer, Fall

WDT 181 Special Topics Lab. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 182 Special Topics. 3 hrs. (1-4)
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.** Spring, Summer, Fall

WDT 183 Special Topics. 2 hrs. (1-2)
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.** Spring, Summer, Fall

WDT 184 Special Topics. 1 hr. (0-2)
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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code. **Code C**. Spring, Summer, Fall

WDT 218 Certification. 3 hrs. (1-4)
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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

WDT 221 Pipefitting and Fabrication. 3 hrs. (1-4)
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.** Spring, Summer, Fall

WDT 223 Blueprint Reading for Fabrication. 3 hrs. (1-4)
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.** Spring, Summer, Fall

WDT 228 Gas Tungsten Arc Welding. 3 hrs. (2-2)
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.** Spring, Summer, Fall

WDT 229 Boiler Tube. 3 hrs. (1-4)
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.** Spring, Summer, Fall

WDT 230 Orbital Gas Tungsten Art Welding. 3 hrs. (1-4)
PREREQUISITE: As required by college.
This course provides student with skills needed to perform orbital gas tungsten arc pipe 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. **Code C.** Spring, Summer, Fall

WDT 240 Orbital Gas Tungsten Arc Welding Lab. 3 hrs. (0-6)
PREREQUISITE: As required by college.
This course is designed to provide the student with the practices and procedures of welding carbon pipe using the orbital gas tungsten arc welding process (GTAW). Emphasis is placed on welding pipe using the orbital GTAW process in the 2G, 5G and 6G positions to code requirements. **Code C.** Spring, Summer, Fall

WDT 250 Pipe Preparation for Orbital Welding Lab. 3 hrs. (0-6)
PREREQUISITE: As required by college.
This course provides practical application of the concepts and principles of machining conventional and narrow groove pipe end bevels using hydraulic and pneumatic equipment for precision orbital welding applications. **Code C.** Spring, Summer, Fall

WDT 257 SMAW Carbon Pipe Lab. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 258 Certification Lab. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 268 Gas Tungsten Arc Lab. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 269 Boiler Tube Lab. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 280 Special Topics. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 281 Special Topics in Welding Technology. 3 hrs. (0-6)
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.** Spring, Summer, Fall

WDT 282 Special Topics. 3 hrs. (0-6)
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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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.** Spring, Summer, Fall

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