2023-2024

CATALOG

WALLACE STATE
HANCEVILLE • ONEONTA

256.352.8000 | 1.866.350.9772 | www.wallecestate.edu

ONE DOOR.

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Accreditation

ACCREDITATION: *Wallace State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Wallace State Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Wallace State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).*

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) - The program in nursing is approved by the Alabama Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia, 30326, (404) 975-5000, www.ACENursing.org

Advanced Automotive 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 (ACBSP)

Child Development - The Child Development Associate in Applied Science at Wallace State Community College is accredited by the Commission on Early Childhood Higher Education Programs of the National Association for the Education of Young Children, 1401 H Street NW, Suite 600, Washington, DC 20005. (800) 424-2460 ext. 8001

Culinary Arts - American Culinary Federation Education Foundation

Dental Assisting/Dental Hygiene - American Dental Association

Diagnostic Imaging - Joint Review Committee on Education In Radiologic Technology www.JRCERT.org

Diagnostic Medical Sonography - Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org), 9355 – 113 St. North, #7709, Seminole, FL 33775 (727) 210-2340. Upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

Diesel Technology - National Automotive Technicians Education Foundation

Engineering Technology - American Design Drafting Association

Emergency Medical Services - Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org), 9355 - 113 St. North, #7709, Seminole, FL 33775 (727) 210-2340. Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (COAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088, (214) 703-8445 (www.coaemsp.org)

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 – The Wallace State Community College- Hanceville Medical Assistant Certificate Program is accredited by Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org), 9355 – 113 St. North, #7709, Seminole, FL 33775 (727) 210-2340. Upon the recommendation of Medical Assisting Education Review Board (MAERB).

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 – Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational

Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone c/o AOTA is (301) 652-AOTA; Web address is www.acoteonline.org

Paralegal - Approved by the American Bar Association (ABA)

Physical Therapist Assistant - Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Ste 100, Alexandria, Virginia 22305-3085; telephone: (703) 706-3245; email:accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 256-352-8332 or email alina.adams@wallacestate.edu.

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

Practical Nursing (LPN) - The program in nursing is approved by the Alabama Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia, 30326, (404) 975-5000, www.ACENursing.org

Respiratory Therapy - Commission on Accreditation for Respiratory Care

Welding - AWS/American Welding Society Accredited Testing Facility, National Coalition of Certifications Training Center, Lincoln Electric Educational Partner School, CWI/Certified Welding Inspectors, AWS/ American Welding Society Welding Educators

Disclaimer

The statements set forth in the catalog are for informational purposes only and should not be construed as the basis of a contract between a student and WSCC. Although the provisions of the catalog will ordinarily be applied as stated, WSCC reserves the right to change any provision listed in this catalog (including but not limited to academic requirements for graduation) without actual notice to individual students. Please check the website (www.wallacestate.edu) for the latest edition of the catalog. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Office of Admissions and/or the Office of the Vice President for Students. It is important that each student be aware of his or her individual responsibility to keep apprised of current graduation requirements for the student's respective degree program.

WSCC Telephone Directory

Toll Free 866.350.WSCC (9722)

Main Number 256.352.8000

Wallace State-Oneonta 205.625.4020

ADA /Director of Special Populations 256.352.8052

Admissions/Student Records 256.352.8238

Adult Education 256.352.8078

Advising Center 256.352.8040

Agribusiness 256.352.8035

Alumni Association 256.352.8071

Aviation/Flight Technology 256.737.3040

Bookstore 256.352.8100

Burrow Center for the Fine and Performing Arts 256.352.8277

Burrow Museum 256.352.8457

Business Office 256.352.8253

Cafe 256.352.7468

Cashier's Office 256.352.8141

Career Services 256.352.8461

Chief Financial Officer 256.352.7820

Communications and Marketing 256.352.8118

Dean of Academic Affairs 256.352.8220

Dean of Applied Technologies 256.352.8394

Dental Clinic 256.352.8300

Director of Extended-Day Programs 256.352.8116

Educational Talent Search/TRIO 256.352.8230

Financial Aid 256.352.8182

Future Foundation 256.352.7808

GED Testing 256.352.8078

IT Help Desk 256.352.7879

Library 256.352.8260

Lion Central 256.352.8238

Music 256.352.8277

Nursing 256.352.8199

Placement Testing 256.352.8248

Police 256.735.9975 or 256.352.8440

President's Office 256.352.8130

Recruiting/Student Activities 256.352.8209

Salon & Spa Management 256.352.8197 or 256.352.8216

Shipping & Receiving 256.352.8251

Student Housing 256.352.8156

Student Support Services/TRIO 256.352.8073

Tutorial Lab 256.352.7821

Vice President for Advancement & Innovation 256.352.8144

Vice President for Learning & Dean of Health Sciences 256.352.8302

Vice President for Students 256.352.8340

Wellness Center 256.352.8346

Academic Calendar

Fall 2023

Faculty Return – Registration *	Tuesday, August 15, 2023
Faculty Return – Faculty Duty Day	Wednesday, August 16, 2023
Convocation (Local Professional Development)	Thursday, August 17, 2023
All Classes Begin	Friday, August 18, 2023
Holiday, Labor Day (College Closed)	Monday, September 4, 2023
Local Professional Development (No Classes)	Wednesday, November 8, 2023
Holiday, Veterans Day (College Closed)	Friday, November 10, 2023
Statewide Professional Development (No Classes)	Monday and Tuesday, November 20 and 21, 2023
Faculty Duty Day (No Classes)	Wednesday, November 22, 2023
Thanksgiving Holidays (College Closed)	Thursday and Friday, November 23 and 24, 2023
Exams *	Tuesday – Monday, December 12 – 18, 2023
Faculty Duty Day (No Classes)	Tuesday, December 19, 2023
College Closes at End of Day for Christmas Break	Wednesday, December 20, 2023

*** Duty Day for Faculty**

Spring 2024

College Reopens for All Personnel (Faculty * and Staff) Registration	Tuesday, January 2, 2024
Faculty Duty Days	Wednesday – Friday, January 3 – 5, 2024
All Classes Begin	Monday, January 8, 2024
Holiday, MLK/Lee (College Closed)	Monday, January 15, 2024
Local Professional Development (No Classes)	Tuesday, March 12, 2024
Spring Break (No Classes)	Monday – Friday, March 25 – 29, 2024
Exams *	Wednesday – Tuesday, May 1 – 7, 2024
Faculty Duty Days	Wednesday and Thursday, May 8 and 9, 2024
Graduation *	Friday, May 10, 2024

*** Duty Day for Faculty**

Summer 2024

Registration *	Monday, May 20, 2024
Faculty Duty Day	Tuesday, May 21, 2024
All Classes Begin	Wednesday, May 22, 2024
Holiday, Memorial Day (College Closed)	Monday, May 27, 2024
College Closed	Wednesday, June 19, 2024
Holiday, Independence Day (College Closed)	Thursday, July 4, 2024
Exams *	Friday – Thursday, July 26 – August 1, 2024
Faculty Duty Days	Friday and Monday, August 2 and 5, 2024

*** Duty Day for Faculty**

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

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GENERAL INFORMATION

History

Since opening its doors in 1966, Wallace State has served hundreds of thousands of students, and more than 25,000 have been awarded degrees or diplomas. From fewer than 30 students in Wallace State's very first graduating class in 1967 to the most recent graduating class of more than 1,800, Wallace State has improved the quality of lives of hundreds of thousands of students.

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. The Alabama Community College System Board of Trustees appointed Dr. Ben Johnson as director in 1965. Classes began on August 1, 1966 with 10 instructors, 11 programs, and 59 students.

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.

Wallace State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools 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 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. An era of transformation, innovation and expansion, and a focus on excellence have been the hallmarks of 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. President Karolewics' student success agenda – Start Early, Start Right, Finish, and Succeed – has made Wallace State among the nation's top colleges for student outcomes. 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's physical campus and online presence have continued to grow with demand. The College expanded its commitment to the community with the 2010 opening of a center for fine and performing arts named for generous benefactors Ottis and Evelyn Burrow. This facility, which features The Evelyn Burrow Museum, a museum of fine and decorative arts, is the locus for cultural arts events of all kinds, bringing talented authors, artists, filmmakers and musicians to campus and giving students and community members the opportunity to celebrate many facets of arts and culture and to present and enjoy creative works.

The addition of a school of Nursing and Center for Science in 2014, a space designed for cross-disciplinary learning, includes a national model hospital simulation center. This facility also includes a large conference 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 an increasing array of online offerings. A new Wallace State location in Oneonta, and a new instructional site in Winston County allow the College to offer higher education to previously underserved populations. The Fast Track Academy, Fast Track for Industry, the Fine and Performing Arts Academy have enhanced offerings to high school students on campus, while the dual enrollment student population continues to multiply.

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. In recent years, the College has been rated the first choice among community colleges by high school seniors taking the ACT, ranked among the Top Three in the South for Workforce Development, repeatedly designated by the Aspen Institute as one of the top 150 community colleges in America according to student outcomes, and selected for a number of prestigious initiatives, including the American Association of Community College's Pathways

Project and the American Association of Colleges and Universities Roadmap Project. In 2016, Wallace State was named a Center of Excellence in Nursing Education by the National League of Nursing, one of only two colleges and universities in Alabama to earn that distinction. Wallace State has also been nationally ranked among the "Top 100 Community Colleges," among the "Top 50 Associate Degrees: Health Professions and Related Clinical Sciences" by Community College Week, and among the "Fastest Growing Community Colleges" in the U.S. Wallace State was designated an Achieving the Dream Leader College in 2017, for its intense efforts to continually improve student success. It is one of just 180 All-Steinway Schools in the world.

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

Today, Wallace State is among the largest colleges 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, and a credit and non-credit semester enrollment of approximately 6,500 students. The College is 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

OUR MISSION

Wallace State Community College is committed to learning that transforms lives and communities.

OUR COMMITMENTS

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

OUR 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

OUR 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.

Academic Freedom Statement

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

In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing discipline related subjects. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence. At no time shall the principle of academic freedom prevent the institution from taking proper efforts to assure the best possible instruction for all students in accordance with the mission and objectives of the institution.

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 approval of the appropriate college dean and president.
2. In the classroom, the instructor has full freedom to discuss subjectmatter. 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, behavior, and use of social media including but not limited to Facebook, Twitter, Instagram. 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, marital status, national origin, disability, sexual orientation, gender, age, or any other protected class as defined by federal and state law, 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 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:

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 contendere) 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.

Title IX Sexual Harassment Complaint Procedures

A. INTRODUCTION

Wallace State Community College is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the college and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on college premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to

address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. To support and assist students, the College provides a range of resources that include a trained counselor.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to a resolution of their complaint, to have the college conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the college community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Wallace State Community College does not tolerate or condone retaliation. Individuals wishing to report sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Kristen J. Holmes

Vice President for Students/Title IX Coordinator for Students

801 Main Street

Hanceville, Alabama 35077

Phone: 256-352-8340

Email: kristen.holmes@wallacestate.edu

and/or

Lisa J. German

Vice President for Learning/Title IX Coordinator for Employees

801 Main Street

Hanceville, Alabama 35077

Phone: 256-352-8306

Email: lisa.german@wallacestate.edu

and/or

Assistant Secretary

U.S. Department of Education

Office for Civil Rights

Lyndon Baines Johnson Department of Education Building

400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: 800-421-3481

Fax: 202-453-6012; TDD: 800-877-8339

Email: ocr@ed.gov

Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website at https://www.wallacestate.edu/about-wscc/title-ix under the Title IX webpage.

POLICY

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

B. DEFINITIONS RELATING TO SEXUAL HARASSMENT

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

Actual knowledge: The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures of behalf of the College shall be deemed actual knowledge on the part of the College.

Complainant: is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a

Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

Respondent: is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint: is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

Consent: "Consent" must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Sexual Misconduct: Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

Harassment: The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

Definitions of Sexually Based Offenses

Sexual abuse in the first degree:

a. A person commits the crime of sexual abuse in the first degree if:
    1. He subjects another person to sexual contact by forcible compulsion; or
    2. He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.
b. Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

Sexual abuse in the second degree:

a. A person commits the crime of sexual abuse in the second degree if:
    1. He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
    2. He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.
b. Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

Rape in the first degree:

a. A person commits the crime of rape in the first degree if:
    1. He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or

2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
3. He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

b. Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

Rape in the second degree:

a. A person commits the crime of rape in the second degree if:
   1. Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
   2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

b. Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

Sodomy in the first degree:

a. A person commits the crime of sodomy in the first degree if:
   1. He engages in deviate sexual intercourse with another person by forcible compulsion; or
   2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
   3. He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

b. Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

Sodomy in the second degree:

a. A person commits the crime of sodomy in the second degree if:
   1. He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
   2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

b. Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

Dating Violence:

Means violence committed by a person –

a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
b. Where the existence of such a relationship will be determined based on a consideration of the following factors:
   - The length of the relationship,
   - The type of relationship,
   - The frequency of interaction between the persons involved in the relationship (34 U.S.C.12291(a) (10).

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

Stalking:

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any

third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

Sexual assault:

Means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6)(A)(v).

Victims Option to Report

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from Crisis Services of North Alabama or any other victim service agency of their choosing.

Formal Complaint Process

A. INITIAL STEPS

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator [https://www.wallacestate.edu/about-wscc/title-ix]. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

B. REPORTING A COMPLAINT

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

C. SUPPORTIVE MEASURES

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

D. STANDARD OF EVIDENCE FOR DETERMINING RESPONSIBILITY

For the purposes of College Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole shows that the fact sought to be proved is more probable than not.

E. FORMAL COMPLAINT PROCESS

A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant's desire not to file a formal complaint, the Title IX Coordinator may sign the complaint. The complaint must include the following:

- the date of the original complaint,
- names of Complainant and Respondent,
- facts and description of the complaint, and
- the request to investigate complaint.

A Complainant must be participating in or attempting to participate in a College sponsored program or activity at the time the complaint is filed.

F. DIMISSAL OF FORMAL COMPLAINT

The College may dismiss a formal complaint or allegations therein if:

- the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the formal complaint or allegations therein,
- the Respondent is no longer enrolled or employed by the school, or
- specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- the allegations do not meet the definitions of sexual harassment
- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a College sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

G. NOTICE OF ALLEGATIONS

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the Complainant and Respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX investigator of the pending investigation and provide a copy of the formal complaint.

H. ADVISORS

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College.

Only an advisor may conduct cross-examination during the live hearing.

Neither party may dismiss a College appointed advisor.

I. INVESTIGATION PROCEDURE

The Title IX investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX investigator will have received Title IX investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX investigator will notify the Complaint and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days or receipt of the formal complaint. The Title IX investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview.

Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

The Title IX investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Creditability determinations may not be based on a person's status as a complainant, respondent or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Prior to the completion of the investigative report, the Title IX investigator will submit all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the Complainant, Respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator.

Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the Complainant, Respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the Complainant, Respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

J. LIVE HEARING PROCEDURE

Upon receipt of the final investigative report, the Hearing Officer will convene a Decision Maker panel and schedule a live hearing. The panel will consist of three (3) individuals selected by the Hearing Officer who have completed Decision Maker training during the current academic year. The Hearing Officer will designate one of the Decision Makers as Primary Decision Maker. Hearing Officer will notify the Complainant, Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, witnesses named in the final report, and the Decision Makers of the live hearing date within five (5) business days of receipt of the final investigative report. The live hearing date must provide the Complainant, Respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence.

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or video tape 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.

Upon request, the Complainant and Respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Making Panel, are able to see and hear the party or witness answering questions in real-time.

The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors.

If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

- Opening statement by Hearing Officer
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Officer
- Review of potential hearing outcomes and sanctions by Hearing Officer
- Complainant Testimony
- Cross-examination of Complainant by Respondent advisor
- Testimony of Witnesses of Complainant
- Cross-examination of Complainant Witnesses by Respondent advisor
- Respondent Testimony
- Cross-examination of Respondent by Complainant advisor
- Witnesses of Respondent Testimonies
- Cross-examination of Respondent Witnesses by Complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Officer
- Closing statement by Hearing Officer
- Dismissal of parties
- Decision Maker deliberations

At the hearing, the Hearing Officer shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Officer concludes opening statements, the Complainant shall have the opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to Complainant testimony, the Respondent advisor may conduct cross-examination. The Decision Makers may question the Complainant after the cross-examination.

The Complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Respondent advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint. Subsequent to Respondent testimony, the Complainant advisor may conduct cross-examination. The Decision Makers may question the Respondent after the cross-examination.

The Respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Complainant advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness.

During cross-examination, the advisor will pose each question orally to the Primary Decision Maker. The Primary Decision Maker will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Primary Decision Maker chair determines that the question is not relevant, the Primary Decision Maker will explain the rationale for dismissing the question. Rape shield protection is provided for Complainants which deems irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Officer shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

The Decision Makers will deliberate to determine if the Respondent is deemed responsible and submit a written hearing report which contains:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the

parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the College's code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- the College's procedures and permissible bases for the complainant and respondent to appeal.

The Primary Decision Maker will submit the hearing report to the Hearing Officer within ten (10) business days of the live hearing.

The Hearing Officer will submit the hearing report simultaneously to the Title IX Coordinator, Complainant, Respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

K. APPEAL PROCEDURE

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Wallace State Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Decision Maker Panel. The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Decision Maker Panel, but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with President requesting that the President review the decision of the Decision Maker Panel. The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10th) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- ensure the decision-maker(s) for the appeal complies with the standards set for in 34 C.F.R. § 160.45(b)(iii);
- give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- issue a written decision describing the result of the appeal and the rationale for the result; and
- provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstance or as may be otherwise agreed by the parties.

If the Respondent is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

Informal Resolution. The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may

facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

1. provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. obtains the parties' voluntary, written consent to the informal resolution process; and
3. does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

L. RETALIATION PROHIBITED.

Neither the College nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated in any manner an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Range of Possible Sanctions – On final determination of responsibility the following sanctions may be imposed against a respondent:

For Students:

1. 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.
2. 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.
3. Disciplinary expulsion: This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College.
4. A no trespass may be issued for individuals who have been accused and or found in violation of sexual harassment.

For Employees:

In addition to any criminal or civil actions which may be pending or in process, the College reserves the right to pursue separate disciplinary action against perpetrators of sexual assault. Persons found responsible for sexual assault should expect disciplinary actions up to and including permanent expulsion or termination from the College.

For Individuals other than employees or student:

A no trespass may be issued for individuals who have been accused and or found in violation of sexual harassment.

At any time in the grievance process the College may impose a temporary delay or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Makers and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal

resolution process may be found on the College's website at https://www.wallacestate.edu/about-wscc/title-ix.

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 Community 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.

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
   a. 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 System Policy.

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, Instagram, 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.

Expressive Activities Policy and Procedure

I. Statements

In accordance with ACT 2019-396 of the Alabama Legislature and Policy 224.01 of the Alabama Community College Board of Trustees, Wallace State Community College holds the following:

A primary function of the Wallace State Community College is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and to fulfill that function, the College will strive to ensure the fullest degree possible of intellectual freedom and free expression. It is not the proper role of the College to shield individuals from speech protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive. Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature. Wallace State Community College supports free association and shall not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization. Student organizations must have followed the steps to become an officially recognized club or organization in order to have this benefit.

The College shall strive to remain neutral, as an institution, on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the College, and the College will not require students, faculty, or staff to publicly express a given view of a public controversy.

The College will prohibit all forms of harassment as defined in Act 2019-396, which includes expression so severe, pervasive, and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the College.

II. Speech and Expression in Outdoor Areas

For purposes of this policy, the Campus Community includes the College's students, administrators, faculty, and staff, as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty and staff.

Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of College property with general access during regular hours of College operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, including any lawful verbal, written or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.

Outdoor areas where expressive activities are not allowed include areas of restricted access as identified by the College. They include but are not limited to areas adjacent to classrooms or places of residence; athletic facilities; areas being used as outdoor classrooms or educational training; or areas where access is restricted due to operational or safety protocols, such as energy or maintenance control areas. For example, areas that are available include the grassy area between Bailey Building and the Student Center, the grassy area between Bailey Building and Bevill Building, the grassy area adjacent to Culinary Arts Building, etc.

Except for Section II.H. below, this policy does not apply to expressive activities that take place in indoor areas of College property including, but not limited to, classrooms or classroom buildings; interior hallways and breezeways; administrative buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by Wallace State policies related to academic freedom, facilities use, and other applicable policies and protocols, subject to the requirement that Wallace State must be open to any speaker whom the institution's student organizations, faculty or staff have invited. These areas may be used for official events sponsored by the College or for non- college use under Board of Trustees Policies 500.01 and 507.01. An Event Request must be submitted through the appropriate channels to secure the use of buildings, classrooms, etc. This form must be submitted at least (5) business days before the event.

Members of the Campus Community who engage in expressive activities in permitted outdoor areas may do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on College property, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities.

Conduct that may materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities may include:

a. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
b. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
c. Violations of a state, federal or local law, regulation, or ordinance;
d. Threats to passersby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
e. Following, badgering, or forcibly detaining individuals;
f. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;
g. Damage to property, including buildings, benches, sidewalks, fixtures, grass, shrubs, trees, flowers, or other landscaping;
h. Use of sound amplification, including bullhorns, except within reasonable limits that will not disrupt normal College operations;
i. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;
j. Engaging in expressive activities in prohibited or restricted areas as defined in Sections II.B. and II.C. above;
k. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or
l. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.

Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with the College and the functions of an educational institution.

The College may employ police and security officers and use other security measures to ensure the safety of all participants, the Campus Community, and the public. Nothing in the policy shall prohibit the institution from charging a fee for security for events, provided that such fees may not be calculated or otherwise based on the content of the protected expressive or the anticipated reaction to the protected expressive activity.

Additional fees for the use of campus facilities, such as for the use of IT resources or cleanup costs, are not prohibited under this Policy, as long as such fees are not based on the content of the expressive activity.

To promote a safe and effective event, individuals or groups from the Campus Community planning to engage in expressive activity that they anticipate will require the assistance of Campus Police should provide sufficient notice to the President or his/her designee, and to the Chief of Police or appropriate campus law enforcement personnel, in advance of the event. Such arrangements enable a College to ensure the event takes place in a safe and constructive manner. Organizers for events of this nature are required to submit an Event Request at least (5) business days before the actual event.

A. Individuals or groups who engage in expressive activity in outdoor areas on College property are subject to College policies relating to the use and operation of College and campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespass. The possession or use of clubs, bats, weapons, open flames, or other material objects on campus property during such events is prohibited.
B. Wallace State shall not permit members of the Campus Community to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive activity. Any act of reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action. Disciplinary sanctions for members of the Campus Community under the jurisdiction of the College who violate this subsection shall be handled through existing processes provided for under law and Wallace State Community College policy.
C. Nothing in this policy shall be construed to prevent Wallace State from regulating and restricting expressive activity that is not protected by the United States Constitution, the Constitution of Alabama of 1901, or state law, including, but not limited to, any of the following:
    1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.
    2. Expressions that a court has deemed unprotected defamation.
    3. Harassment.
    4. True threats, which are defined as statements meant by the speaker to communicate a

serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.
5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
6. An action that unlawfully disrupts the function or security of the institution.
7. Any constitutional time, place, and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.

Complaints or questions regarding the application of this policy should be addressed by use of the ordinary complaint process at the College for students, faculty, and staff (see Student Handbook and Employee Handbook).

III. Commercial Activity on Campus

Individuals, organizations and groups, both internal and external to the College, may not conduct commercial transactions or engage in commercial speech on College property unless authorized pursuant to Board of Trustees Policy 515.01 and approved in accordance with the College's policy regarding solicitation on campus.

Commercial speech means speech in which the speaker is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. Fundraising, including political fundraising, is considered solicitation and is therefore deemed commercial speech under this policy.

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

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, Re-Evaluation of Transfer Credit, and Transient Letters.

E-mail for New Student Documents:

newstudent@wallacestate.edu

Documents that can be submitted via email: Residency Statements, Proof of Identification, and Transient Letters.

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 256.352.8236/ 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 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 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. Placement into mathematics and English courses will be based upon specified prerequisite requirements, which may include a student's ACT scores, high school grade point average in conjunction with final grades in designated high school courses, and ACCUPLACER placement assessment scores. Placement scores and the high school GPA are valid for five years. If older than five years, the student must take the ACCUPLACER assessment. Academic advisors will assist students with determining the appropriate placement into mathematics and English courses.
5. Students who have taken the ACCUPLACER test within the last five years may also be exempted from academic assessment by providing official copies of the scores to the Admissions Office. Initial ACCUPLACER test is free and retest is $10.
6. If all required high school and college transcripts have not been received by the admissions office prior to issuance of first semester grades, the grades will be reported on the transcript. The student shall not be allowed to enroll for a second semester unless all required transcripts have been received and processed by the admissions office prior to registration for the second semester.

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, certification of in-state residency, and official high school and college transcripts.

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

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.

NOTE: *Certain programs may be exempt with special conditions.*

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. Students who have completed an Associate degree or higher from a regionally accredited institution are required to submit only the transcript from the institution granting the degree *(unless receiving financial aid).**
4. Students who wish to have credit transferred from another institution must submit official transcripts from each transfer institution for evaluation.
5. Students with less than an Associate degree must submit official transcripts from all previously attended colleges and either a High School transcript with graduation date or completion of GED. *(see General Admissions Procedures)*
6. Students applying to programs with a separate admission process should contact a Program Advisor for transcript requirements.

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 from each college will be evaluated for transfer credit. Student copies will not be utilized for evaluation of official transfer credit. Credit will not be evaluated for transfer credit that appears on another college's transcripts.
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 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 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 complete the Transient Request form and submit it to newstudent@wallacestate.edu. Students must be in good academic standing. Students who owe a balance to the college will not be issued a Transient letter.
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.

Questions regarding this academic assessment may be directed to Lion Central.

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 10, 11, or 12; has the required grade point average; and has written approval of the Principal and Superintendent.

All Dual Enrollment students must complete an application for admission 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, and 5 for specific information.

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 www.wallacestate.edu/deoptions or email dual2degree@wallacestate.edu.

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 at registrar@wallacestate.edu.

Wallace State Community College accepts international students who have an 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 credits from foreign colleges or universities to be considered for transfer, the college transcripts must 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 (https://www.wallacestate.edu/ecoa), books and supplies, living expenses, housing and miscellaneous expenses. A bank statement or bank letter dated within 6 months must be attached.
7. Payment verification 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 credits from foreign colleges or universities to be considered for transfer, the college transcripts must 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 (https://www.wallacestate.edu/ecoa), books and supplies, living expenses, housing and miscellaneous expenses. A bank statement or bank letter dated within 6 months must be attached.
7. Payment verification 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. **All documents must be received before a decision will be made regarding acceptance.**

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, Social Security Card, and the I-797 documentation verifying approval.

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 will utilize a student's prior college-level coursework, ACT scores, high school grade point average in conjunction with final grades in designated high school courses, and ACCUPLACER placement assessment scores to determine eligibility for placement into mathematics and English courses. Placement scores and the high school GPA are valid for five years. If older than five years, the student must take the ACCUPLACER assessment. Academic advisors will assist students with determining the appropriate placement into mathematic and English courses. There is no initial ACCUPLACER assessment fee, but a $10.00 fee is charged for retests.

Change of Program and Name

A student may change his/her name by completing the Update Information form. The form can be located on the website under the Admissions tab or at Lion Central in the Bailey Center. Students must present a legal document that reflects the requested name change (e.g., driver's license, marriage certificate, Social Security card).

Students requesting a program change must complete the Change of Program form located on the website under the Admissions tab or at Lion Central in the Bailey Center. Change of major/program request 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 focuses on four success modules: Academic Success, Classroom Success, Personal Success and Workplace Success. Students are exempt from Freshman Seminar if 12 or more hours are successfully transferred from a previous college, or if a student enrolled in Wallace State classes prior to Fall 2004. All students, regardless of division, 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.

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. Current students may print an unofficial copy of their WSCC transcript from their myWallaceState account.
3. Former students, not currently enrolled, may access the Transcript Order Form on the Wallace State Website under the Admissions tab, to request an official transcript.
4. Official transcript requests are processed as they are received. **REQUESTS SHOULD BE MADE AT LEAST TWO WEEKS BEFORE THE TRANSCRIPTS ARE NEEDED.**
5. The College reserves the right not to release a transcript if the student has outstanding financial obligations or pending disciplinary action with the College.
6. 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.
7. Transcript Request Forms can be found under the Admissions Tab at www.wallacestate.edu. and on the students myWallace State portal, under Student Services.
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 & Fee Schedule

Effective Fall 2023

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

Credit Hours	Tuition	Reserve Fee	Building Fee	Facility Fee	Tech Fee	Enhancement Fee	Total Tuition & Fees
1	$127.00	$1.00	$10.00	$9.00	$9.00	$10.00	$166.00
2	$254.00	$2.00	$20.00	$18.00	$18.00	$20.00	$332.00
3	$381.00	$3.00	$30.00	$27.00	$27.00	$30.00	$498.00
4	$508.00	$4.00	$40.00	$36.00	$36.00	$40.00	$664.00
5	$635.00	$5.00	$50.00	$45.00	$45.00	$50.00	$830.00
6	$762.00	$6.00	$60.00	$54.00	$54.00	$60.00	$996.00
7	$889.00	$7.00	$70.00	$63.00	$63.00	$70.00	$1,162.00
8	$1,016.00	$8.00	$80.00	$72.00	$72.00	$80.00	$1,328.00
9	$1,143.00	$9.00	$90.00	$81.00	$81.00	$90.00	$1,494.00
10	$1,270.00	$10.00	$100.00	$90.00	$90.00	$100.00	$1,660.00
11	$1,397.00	$11.00	$110.00	$99.00	$99.00	$110.00	$1,826.00
12	$1,524.00	$12.00	$120.00	$108.00	$108.00	$120.00	$1,992.00
13	$1,651.00	$13.00	$130.00	$117.00	$117.00	$130.00	$2,158.00
14	$1,778.00	$14.00	$140.00	$126.00	$126.00	$140.00	$2,324.00
15	$1,905.00	$15.00	$150.00	$135.00	$135.00	$150.00	$2,490.00
16	$2,032.00	$16.00	$160.00	$144.00	$144.00	$160.00	$2,656.00
17	$2,159.00	$17.00	$170.00	$153.00	$153.00	$170.00	$2,822.00
18	$2,286.00	$18.00	$180.00	$162.00	$162.00	$180.00	$2,988.00
19	$2,413.00	$19.00	$190.00	$171.00	$171.00	$190.00	$3,154.00
20	$2,540.00	$20.00	$200.00	$180.00	$180.00	$200.00	$3,320.00
21	$2,667.00	$21.00	$210.00	$189.00	$189.00	$210.00	$3,486.00
22	$2,794.00	$22.00	$220.00	$198.00	$198.00	$220.00	$3,652.00
23	$2,921.00	$23.00	$230.00	$207.00	$207.00	$230.00	$3,818.00
24	$3,048.00	$24.00	$240.00	$216.00	$216.00	$240.00	$3,984.00

(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 available online by January 31. Paper Forms are only mailed to your home address if you did not switch to paperless 1098-T.

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. Book purchases are NOT tax-deductible and will NOT be reflected on your 1098T.
3. Foreign students will be required to provide a W-9S in order to receive a 1098T.

Schedule of Special Charges (Non-Refundable)

Accident Insurance (per semester) (Accident insurance is not charged for all students, only some Health, EMS and technical programs.)	$7.00
Malpractice Insurance (fall and spring only)	
Health Programs	$7.50
EMS	$32.50
Charge for Returned Checks	$30.00
Graduation Fee	$20.00
Replacement ID Badge	$10.00
Diploma Cover Fee	$10.00
Diploma Mailing Fee	$5.00
Flight Fee (per flight hour)	$140.00-$600.00
Replacement Hang-Tag	$5.00
Parking Fines	$20.00-$50.00
Drug Testing (All Health Science students per semester)	$22.50
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.*

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 Fall & Spring Summer

Women's Dormitory $1,400.00/Semester $1,075.00

Men's Dormitory $1,400.00/Semester $1,075.00

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 café, 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	$850.00 /$500.00
Plan B-Breakfast, Lunch, Dinner	$1,050.00/ $600.00

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 Wallace State Community College, 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:

- A Veteran using educational assistance under either chapter 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 Alabama while attending a school located in Alabama (regardless of his/her formal State of resident) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. §3319 who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- 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 release as described above and must be using educational benefits under either chapter 30 or chapter 33, or title 38, United State Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b) (9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The Policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C 3679 as amended.
- Anyone using the Alabama G.I. Dependent Scholarship, who, while attending, is living outside the state of Alabama.

Complaint Policy for Students Receiving VA Education Benefits

Any complaint against the school should be routed through VA G.I. Bill Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

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 Insurance fees are non-refundable unless the class is canceled by the College.*

An administrative fee of 5% of tuition and other institutional charges 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 processed from the Business Office weekly. Students may sign up for Direct Deposit on their MyWallaceState account.

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 Program
6. Federal Direct Parent Plus Loans
7. Veterans' Educational Benefits
    - Montgomery G.I. Bill - Chapter 30
    - Veteran Readiness and EmploymentVA - Chapter 31 VR&E
    - VEAP - Chapter 32
    - Post 9-11 G.I. Bill - Chapter 33
    - Survivors' and Dependents' Educational Assistance - DEA - Chapter 35 DEA
    - Marine Gunnery Sergeant John David Fry Scholarship
    - Selected Reserve and National Guard - Chapter 1606
    - DANTES Educational Benefits for Testing Services
8. Alabama G.I. Dependents' Scholarship
9. Alabama National Guard Educational Assistance Program (ANGEAP)
10. Alabama Vocational Rehabilitation
11. Workforce Innovation and Opportunity Act (WIOA)
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. Presidential Service
I. GED Scholarship
J. Miscellaneous (Scholars Bowl, Miss Wallace State, Bryant-Jordan Program, etc.)
K. Wallace State Ambassador

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.studentaid.gov .
2. Demonstrate financial need.
3. Have a standard high school diploma or GED. Effective Fall 2016, Ability to Benefit (ATB) students may be eligible to receive Pell Grant, Direct Loans, Federal Work Study and SEOG. Students must meet ATB criteria established by the U. S. Department of Education for Eligible Career Pathways Programs (ECPP) in order to be eligible for aid.
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 at their school e-mail provided by the school. 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 MyWallaceState account a link is placed beside the requirement for any verification items required. Students are required to follow the link to set up a Dynamic Forms user ID and password using their Wallace State E-mail so they can submit the information electronically. The student can complete the form at their convenience by clicking the link beside the requirement and completing the form or attaching the requested documents. Each requirement is specific for Dependent or Independent students from the information submitted on FAFSA. A text box beside the link gives more information about the requirement. For example if the student was required to submit a tax return transcript, the link beside the requirement would be to the www.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 complete.
5. Once students submit their documentation it is marked P for pending. Students can see this on their account in real time with a date beside the status. P

= Pending, S= Satisfied, F= Correction Pending, I = Incomplete/need more information and W= Waived. 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 and reviewed. 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 offer.
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 Authorization that a student should 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 (https://www.wallacestate.edu/ecoa) be paid or have financial aid in place before the first day of class each term. Payment deadlines 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 a "P" 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) a request for additional documentation 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 student's 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) 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.
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.
- Packaged students are notified by e-mail that their award offer 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 offer 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 October 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). The tax year is specified on the FAFSA Form.
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 2023. 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. There is also an option to have the Tax Return Transcript mailed to the student.
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.student aid.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. 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: PHM, PSG.

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. Students that register for courses in subsequent terms, after regular drop/add ends, may not be eligible to receive additional financial aid coverage if they have previously registered for the term. This includes Pell Grant and Direct Loans. Please check with the Financial Aid Office before adding these late courses.

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)

Federal Direct Loans

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 offer 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. When their refund check is generated, their account will state "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.

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 60 - 64 credits. Students are allowed 150% or 96 attempted credits to complete the program successfully. If the student does not complete his/her program in the allotted time frame the 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 the programs of the student if the student has changed programs 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, they become ineligible for FSA funds unless they are placed on financial aid warning or PLAN (after a successful appeal), as explained below.

Satisfactory Progress Definitions

- **PASS** (PASS) - Student is in good SAP standing to receive financial aid.
- **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.

- **GPAPCE** - 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.
- **PACE**- 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.
- **ERROR** - 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.
- **FAIL - P** - 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.
- **WRNALL** - 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.
- **WRNPCE** - 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.
- **CLSMAX** – Students is close to the Max Time Notice
- **PLAN**-R – Student was approved on SAP appeal is pending review after term grades have posted.
- **MTHMX** – Student will be unable to comply with MAX timeframe component with hours attempted before graduation in their program.

Appeals, Financial Aid Probation and Academic Plans

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 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.

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. 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 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.

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

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.

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 Subsidized Direct Loan Eligibility 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 Unsubsidized

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. 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 origination 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.

NOTE: *Wallace State Community College will not certify a Direct Loan for a Dual Enrollment, Fast Track or any high school student. Those students are not eligible for Alternative Loans at Wallace State Community College.*

Federal Subsidized Direct Loan

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

Federal Unsubsidized Direct Loan

Eligible students can receive the Federal Unsubsidized Direct Loan regardless of family income if within federal budget guidelines 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 financial need and exhibit academic promise.

Alabama Student Assistance Program (ASAP)

This program is a State 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."

Veterans' Educational Benefits

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

Veterans' Educational Assistance Programs

a. Montgomery G.I. Bill® - (Chapter 30) - Active duty Educational Assistance Program Chapter 30 of Title 38 U.S. Code. Benefit pays the student at home.

b. Veteran Readiness and Employment (VR&E) - (Chapter 31) - (Formerly known as Vocational Rehabilitation and Employment) This program provides services to help with job training, employment accommodations, resume development, and job seeking skills coaching.

c. Survivors' and Dependents' Educational Assistance - (Chapter 35 of Title 38, U.S. Code). This program provides education and training opportunities to eligible dependents and survivors of certain Veterans.

d. Montgomery GI Bill® Selected Reserve (MGIB-SR) - (Chapter 1606) - Educational Assistance for members of the Selected Reserves and National Guard.

e. Post 9-11 GI Bill® Education Benefits - Chapter 33 – If you've served on active duty after September 10, 2001, you may qualify for the Post-9/11 GI Bill.

Veterans' Payments and Responsibilities

NOTE: *WSCC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.*

For specific questions not covered in this section please consult the VA Certifying Official on campus.

a. Selection of a program: In consultation with a Success Advisor, 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. Transcripts: All transcripts from all prior colleges must be received and evaluated in the Admissions Office prior to a Veteran being certified for VA Education Benefits.

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

e. 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.

f. 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.

g. 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.

h. 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 (https://www.wallacestate.edu/ecoa). WSCC cannot waive tuition and fees in anticipation of the arrival of advance funds.

Alabama G.I 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 G.I. does not pay for transitional courses or the books associated with transitional courses. A FAFSA must be completed each year to be eligible for this scholarship. This scholarship will only pay after all other grants and scholarship have been exhausted for applicants approved for the program after July 31, 2017. Must meet SAP policy.

*Does NOT pay facility renewal fee, building fee, enhancement fee or transitional courses.

Alabama National Guard Educational Assistance Program (ANGEAP)

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:

1. Be at least 17 years of age.
2. Be an Alabama resident.
3. Be an active member in good standing with the Alabama National Guard.
4. Be a member of a federally recognized unit of the Alabama National Guard.
5. Have completed basic training and advanced individual training.
6. 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.
7. Be making satisfactory academic progress.
8. Not have received a bachelor's degree or its equivalent.
9. Not be an applicant for benefits available through the Alabama Student Grant program.
10. Not be eligible for federal veterans' educational benefits.
11. Not be receiving other federal educational benefits during the term when ANGEAP payments are received.
12. Applied for FAFSA.
13. Meet SAP.

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.

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 Alabama Department of Rehabilitation Services at 1-800-441-7607.

Workforce Innovation and Opportunity Act (WIOA)

Workforce Innovation and Opportunity 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 in your county. Orientation to these services is conducted on a monthly basis and students may contact the Career Center to obtain the orientation schedule.

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 in your county.

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.

Scholarships

Wallace State Community College offers a variety of scholarships. The appropriate scholarship committee reviews all complete scholarship applications. Scholarship applicants must complete the 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 institutional scholarships. Private scholarships are not subject to these rules. Recipients of athletic scholarships must be U.S. citizens. Scholarship applications must be completed online at wallacestate.edu/financial-aid/wscc-scholarships.

a. Presidential Scholarships are available to students based on a combination of the ACT composite score, the cumulative grade point average, and a mission statement. ACT score plus grade point average must equal 30 (e.g., ACT 27 + GPA 3.0 = 30.) Proof of ACT score and GPA will be obtained by our scholarship committee from the high school counselor (if the student is still in high school) or via WSCC transcripts/records. The mission statement should be no more than 300 words and should be based on what the student hopes to accomplish as a result of receiving a scholarship. Incomplete applications will be discarded. The deadline is February 15th.

b. Academic Excellence Scholarships are available to students majoring in an academic field of study at WSCC. They are based on the ACT composite score, cumulative grade point average, and a mission statement. ACT score plus grade point average must equal 27 (e.g., ACT 24 + GPA 3.0 = 27.) Proof of ACT score and GPA will be obtained by our scholarship committee from the high school counselor (if the student is still in high school) or via WSCC transcripts/records. The mission statement should be no more than 300 words and should be based on what the student hopes to accomplish as a result of receiving a scholarship. Incomplete applications will be discarded. The deadline is February 15th.

c. Leadership Scholarships are available to students, in any major, who portray leadership skills. They are based on a combination of the ACT composite score, the cumulative grade point average, a list of 10 activities which document outstanding leadership and community service, and a mission statement. ACT score plus grade point average must equal 24 (e.g., ACT 21 + GPA 3.0 = 24.) Proof of ACT score and GPA will be obtained by our

scholarship committee from the high school counselor (if the student is still in high school) or via WSCC transcripts/records. The mission statement should be no more than 300 words and should be based on what the student hopes to accomplish as a result of receiving a scholarship. Incomplete applications will be discarded. The deadline is February 15th.

d. Allied Health Scholarships are available to students majoring in health care programs at WSCC. They are based on the ACT composite score, cumulative GPA (must be 3.0 or higher), and documentation of outstanding leadership, community service and volunteer work in a health-related field as well as a mission statement. The mission statement should be no more than 300 words and should be based on what the student hopes to accomplish as a result of receiving a scholarship. If the chosen health program requires a minimum ACT score, the student's ACT score must be equal to or exceed the required minimum score. All Allied Health Scholarship recipients must meet the admissions criteria for the chosen field of study. Scholarships will be voided if the student is not formally accepted into their chosen health program. Proof of ACT score and GPA will be obtained by our scholarship committee from the high school counselor (if the student is still in high school) or via WSCC transcripts/records. Incomplete applications will be discarded. The deadline is February 15th.

e. Career/Technical Scholarships are available to students majoring in a technical field of study at WSCC. These scholarships are based on technical achievement. The student will be required to include a mission statement with their scholarship application. The mission statement should be no more than 300 words and should be based on what the student hopes to accomplish as a result of receiving a scholarship. If awarded a scholarship, the student must take 75% of their classes in their major field of study. Additional academic classes may be taken toward an A.A.S degree in the technical field. Incomplete applications will be discarded. The deadline is February 15th.

f. Future Foundation Scholarships - The Future Foundation awards more than $300,000 annually in scholarships. There are over 150 scholarships available for future Wallace State students and for those currently enrolled at Wallace. Scholarship funds can be combined with institutional scholarships, federal student aid, and outside scholarship awards. Students must be accepted to Wallace State and have a WSCC email address to apply. Applications are completed through the Future Foundation application process which is open online every Spring.

g. 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.

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

i. 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 but only up to a maximum of 82 credit hours. 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.

j. 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 one class up to 4 credit hours, one-time scholarship award.

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 Scholarships – 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. Cost of Attendance is also reduced for students enrolled in 1-5 credit hours removing Housing, Food and Miscellaneous according to U. S. Department of Education guidelines. 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	$2,004
Books and Supplies	$1,000
Housing	$4,070
Food	$2,700
Transportation	$3,400
Miscellaneous	$960
Total	$14,134
Resident Off Campus	**2 Semesters Full-time**
Tuition and Fees	$4,008
Books and Supplies	$2,000
Housing	$8,140
Food	$5,400
Transportation	$6,800
Miscellaneous	$1,920
Total	$28,268
Resident Off Campus	**3 Semesters Full-time**
Tuition and Fees	$6,012
Books and Supplies	$3,000
Housing	$10,168
Food	$6,570
Transportation	$8,160
Miscellaneous	$2,496
Total	$36,4068
Resident With Parent	**1 Semester Full-time**
Tuition and Fees	$2,004
Books and Supplies	$1,000
Transportation	$3,400
Miscellaneous	$960
Food	$1,650
Total	$9,014
Resident With Parent	**2 Semesters Full-time**
Tuition and Fees	$4,008
Books and Supplies	$2,000
Transportation	$6,800
Miscellaneous	$1,920
Food	$3,300
Total	$18,028
Resident With Parent	**3 Semesters Full-time**
Tuition and Fees	$6,012
Books and Supplies	$3,000
Transportation	$8,160
Miscellaneous	$2,496
Food	$4,015
Total	$23,683
Resident On Campus	**1 Semester Full-time**
Tuition and Fees	$2,004
Books and Supplies	$1,000
Food	$2,700
Transportation	$3,400
Miscellaneous	$960
Housing	$1,700
Resident Off Campus	**1 Semester Full-time**
Total	$11,7648
Resident On Campus	**2 Semesters Full-time**
Tuition and Fees	$4,008
Books and Supplies	$2,000
Food	$5,400
Transportation	$6,800
Miscellaneous	$1,920
Housing	$3,400
Total	$23,528
Resident On Campus	**3 Semesters Full-time**
Tuition and Fees	$6,012
Books and Supplies	$3,000
Food	$6,570
Transportation	$8,160
Miscellaneous	$2,496
Housing	$5,100
Total	$31,338
Non-Resident Off Campus	**1 Semester Full-time**
Tuition and Fees	$3,516
Books and Supplies	$1,000
Housing	$4,070
Food	$2,700
Transportation	$3,400
Miscellaneous	$960
Total	$15,598
Non-Resident Off Campus	**2 Semesters Full-time**
Tuition and Fees	$7,032
Books and Supplies	$2,000
Housing	$8,140
Food	$5,400
Transportation	$6,800
Miscellaneous	$1,920
Total	$31,292
Non-Resident Off Campus	**3 Semesters Full-time**
Tuition and Fees	$10,548
Books and Supplies	$3,000
Room Allowance	$10,168
Meals	$6,570
Transportation	$8,160
Miscellaneous	$2,496
Total	$40,942
Non-Resident With Parent	**1 Semester Full-time**
Tuition and Fees	$3,516
Books and Supplies	$1,000
Transportation	$3,400
Miscellaneous	$960
Food	$1,650
Total	$10,526
Non-Resident With Parent	**2 Semesters Full-time**
Tuition and Fees	$7,032
Books and Supplies	$2,000
Transportation	$6,800
Miscellaneous	$1,920
Food	$3,300
Total	$21,052
Resident With Parent	**3 Semesters Full-time**
Tuition and Fees	$10,548
Books and Supplies	$3,000
Transportation	$8,160
Miscellaneous	$2,496

Resident Off Campus	**1 Semester Full-time**
Foods	$4,015
Total	$28,219
Non-Resident On Campus	**1 Semester Full-time**
Tuition and Fees	$3,615
Books and Supplies	$1,000
Food	$2,700
Transportation	$3,400
Miscellaneous	$960
Housing	$1,700
Total	$13,276
Non-Resident On Campus	**2 Semesters Full-time**
Tuition and Fees	$7,032
Books and Supplies	$2,000
Food	$5,400
Transportation	$6,800
Miscellaneous	$1,920
Housing	$3,400
Total	$26,552
Non-Resident On Campus	**3 Semesters Full-time**
Tuition and Fees	$10,548
Books and Supplies	$3,000
Foods	$6,570
Transportation	$8,160
Miscellaneous	$2,496
Housing	$5,100
Total	$35,874

ACADEMIC REGULATIONS

Degree Requirements

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

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.

1. Successfully complete the general education and other required courses as specified in the program of study.
2. Earn a minimum 2.0 cumulative grade point average.
3. Pass all courses in the major area of study with a grade of "C" or better.
4. 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.
5. Receive approval of the division dean.
6. Fulfill all financial obligations to the College.
7. Complete formal application for graduation by the specified deadline and submit to the Lion Central desk.

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. Earn a minimum 2.0 cumulative grade point average.
5. Complete a graduation 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 need to apply 1 semester before the semester in which they expect to complete all certificate or degree requirements.

a. Graduation Applications may be picked up at Lion Central, 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 degree plan for respective major.
c. Students must then submit the Graduation Application packet to Lion Central/Admissions 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. A Graduation Specialist verifies holds or financial obligations and forwards to appropriate Dean'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 copy of their degree works to the application before submitting to the Lion Central/Admissions Office.
c. Any applicable fees must be paid when application is turned into Lion Central/Admissions.
d. If holds exist on student accounts, they must be cleared to process the graduation application.
e. Students are responsible for ordering their Cap and Gown.
f. Students will be notified via email when diplomas are available for mailing or pick up.

g. Students must complete all degree requirements prior to the issuance of any diploma/degree.

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. Once the registration period has ended, written permission by the instructor is required to register for a class.

Change of Schedule

After a student's registration is completed, he/she may change the 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 or complete a readmission application.

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 he/she is 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 he/she withdraws. 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 must 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 (https://www.wallacestate.edu/ecoa) 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 Grades

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 by the end 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 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 quality points**

30 quality points ÷ 15 hours attempted = 2.0 GPA

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 the 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 appropriate Dean. The faculty member shall also have the right to appeal a decision of the Chairperson to the Vice President for Students. Appeal information must be submitted in writing along with the Grade Appeal Form to the respective Dean. Material submitted 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 Dean in reviewing the grade appeal. The Dean shall review the appeal, schedule a meeting with the student if needed, and the Instructor and render a written report within fourteen calendar days after the receipt of all of the appeal information. The Dean 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 Dean 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 Dean 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 Dean, to render final rulings on grade appeals. Therefore, the decision of the Dean will be final and not subject to further appeal.

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

Repeating a Course for Credit (Course Forgiveness)

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

When a course is repeated more than once, all grades for the course—excluding the first grade—will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled. Students are responsible for reviewing their transcripts at the end of each semester. Request for Course Forgiveness should be brought to the attention of the College Registrar the Course Forgiveness form and emailing your request to registrar@wallacestate.edu.

Academic Bankruptcy

A student may request Academic Bankruptcy by completing the "Request for Academic Bankruptcy" form in the Admissions office, under the following conditions:

1. Submit the completed "Request for Academic Bankruptcy" form to the Admissions/Registrar's office..
2. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
3. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
4. None of the coursework taken during a semester for which academic bankruptcy is declared including hours completed satisfactorily, will be used to fulfill degree requirements.
5. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
6. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.

7. When a student received a declaration of academic bankruptcy, a permanent notation of “ACADEMIC BANKRUPTCY” will be reflected on the transcript for each semester affected.
8. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

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 forty (40) 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.
4. Evaluation will be conducted at the time of receiving scores and will not be evaluated at a later time.

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.

Composition and Literature

CLEP Exams	Minimum Score	Equivalent Courses	Credits
American Literature	50	ENG 251 & ENG 252	6
College Comp Modular without Essay	50	ENG 101	3
College Comp	50	ENG 101 & ENG 102	6
English Literature	50	ENG 261 & ENG 262	6

Science and Mathematics

CLEP Exams	Minimum Score	Equivalent Courses	Credits
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*

CLEP Exams	Minimum Score	Equivalent Courses	Credits
German Language, Level 1	50	GRN 101 & GRN 102	8
Spanish Language, Level 1	50	SPA 101 & SPA 102	8
Spanish with Writing, Level 1	50	SPA 101	6
Spanish with Writing, Level 2	65	SPA 101	12

History and Social Sciences

CLEP Exams	Minimum Score	Equivalent Courses	Credits
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 and 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

CLEP Exams	Minimum Score	Equivalent Courses	Credits
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 an "S" grade upon payment of tuition and fees (https://www.wallacestate.edu/ecoa) 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 Prior Learning Coordinator.
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 Dean.
3. Students on probation may take no more than 12 hours.
4. 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.

The Student Resource Center (SRC) is a one-stop center for career and academic supportive resources. It includes the WSCC Tutorial Lab, Job Placement and Student Support Services/TRiO. The WSCC Tutorial Lab provides tutoring and supplemental instruction in academic subjects to all students enrolled at WSCC. In addition, the lab utilizes UpSwing as a 24/7 online tutoring platform that is free to any student enrolled at WSCC.

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.

President's List

The President's List recognizes students who were enrolled for a minimum of twelve semester hours (excluding developmental 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 developmental 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, cyberbullying 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. Improper use of products for purposes of altering mood or state of being. This includes the misuse of legal products such as inhalants.
6. Participation in any form of gambling.
7. Unauthorized access of College facilities, including dorms.
8. Unauthorized possession of a key to College facilities.
9. Unauthorized interference with the use of or access to a College facility.
10. Any form of littering, including, but not limited to, tobacco products such as cigarette butts.
11. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or College sponsored functions.
12. Being present during any violation of College policy or the Student Code of Conduct in such a way as to condone or encourage that violation. Students who anticipate or observe a violation are expected, if possible, to report any potential violation before it occurs or to report details of the violation after it occurs.
13. Violation of any College policy or regulation as published or referred to in the College Catalog/ Student Handbook or by campus signage, including, but not limited to, those governing the time, place, and manner of public expression; the registration of student organizations; the use of computers; copyright laws; and use or parking of motor vehicles on the campus.
14. Acts of animal cruelty or abuse, as well as failure to report such acts that occur on the College Campus.
15. Violation of any federal, state, or local law or ordinance.

Possible 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, receiving stolen property 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 a Complaint Against a Student

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

1. The Vice President for Students will make a preliminary investigation within seven days (excluding weekends, holidays, and school breaks) by consulting all parties involved, including the accused, to see whether the charges may be disposed of informally without the initiation of disciplinary proceedings.
2. The Vice President for Students will determine whether the alleged misconduct warrants disciplinary proceedings. The student(s) will receive a copy of the complaint.
3. The Vice President for Students will keep on file a copy of the complaint plus his/her investigation report for use by the Student Conduct Committee if warranted.
4. The Vice President for Students will render a decision or refer to the Disciplinary Review Committee. Students will receive notification in writing with decision rendered by the Vice President for Students or decision to refer to Student Conduct Committee.
5. If a complaint is referred to the Student Conduct Committee, the Vice President for Students will set a time for the hearing and notify all parties involved (within seven to ten days from the receipt of the complaint) if warranted.

The Student Conduct 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 Student Conduct Committee.
2. The Student Conduct 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 Student Conduct Committee are as follows:
    a. To hear complaints and evidence concerning alleged student misconduct and disciplinary action to be taken in cases appealed by students and referred to the Committee by the Vice President for Students.
    b. To review and make recommendations to the Vice President for Students on student disciplinary policies and procedures.

1. The Student Conduct Committee shall consist of two (2) students, six (6) faculty or staff members, and the Vice President for Students, who is chairperson.
2. The two student members shall be chosen for one-year terms by the advisor of the Student Government Association.
3. The six faculty/staff members who are appointed by the College President will serve one-year terms on the Student Conduct Committee. The Vice President for Students shall cast a vote only when necessary to break a tie. Any Student Conduct 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 Student Conduct Committee meet without a quorum of its members present.
4. The student Conduct 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 Student Conduct Committee based its decision and the decision that was reached.

Procedure for Conduct of the Hearing

Any student whose case is referred to the Student Conduct 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, they may allow an extension of time based on the individual circumstances of the case.

Disciplinary Procedures

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

Alleged violations of College regulations must be filed in writing with the Vice President for Students in order to initiate a disciplinary review. Any student, faculty member, or staff member may register a complaint with the Vice President for Students. The Vice President for Students 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 Student Conduct Committee for a hearing.

Upon communicating his/her decision to the student, the Vice President for Students will also explain the student's right to appeal the case to the Student Conduct 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 for Students within seventy-two hours. The Vice President for Students will then have 48 hours to refer the case to the Student Conduct 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 for Students, who will notify the student.

Hearing Procedure

In the event that the Vice President for Students or President's Designee 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.

Disciplinary Action

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

1. **Disciplinary Reprimand:** This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.
2. **Disciplinary Probation:** This is designated to encourage and require a student to cease and desist from violating college regulations. Students on probation are notified in writing that any further misbehavior on their part will lead to more severe action. Disciplinary Probation will be for the remainder of the existing semester and possibly for all of the following semesters of attendance.
3. **Disciplinary Suspension**: This excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period of time, the student must make formal reapplication for admission.
4. **Class Suspension:** A student may be suspended from attending one or more specified courses for improper behavior. Class suspensions can be for the remainder of the term, and the student can be assigned a letter grade of "F" for each course from which he/she is suspended.
5. **Area Suspension:** A student may be suspended from a specified college area for improper or disruptive behavior. Suspensions generally will be for a period of time not to exceed the remainder of the term.
6. **Disciplinary Expulsion:** This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are guilty of chronic misbehavior or a major breach of conduct. The College reserves the right, but has no duty, to lift the prohibition against re-enrollment upon its consideration of a written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.
7. **Payment of Damages:** Payment will be assessed against a given student or students for the amount necessary to repair damage caused by student's or students' behavior.

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

Academic Misconduct

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

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

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

This grievance procedure is not intended to be used by a student with a complaint about a strictly academic matter such as grades, work assignments, quality of instruction, fairness of examinations, etc. Any student of WSCC who wishes to make a complaint about a strictly academic matter shall do so by virtue of the grade appeal procedure. A complaint by a student relating to a disability shall be reported to the College Special Populations Coordinator. Other types of complaints shall be reported to the Vice President for Students. If the complaint is about a specific occurrence, the complaint must be made within 10 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 sexual harassment, sexual assault, dating violence, or stalking, please consult the Title IX policy and procedure manual. If the matter at issue involves an allegation of physical abuse or racial, 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 10 working days of the filing of the complaint to the Vice President for Students, Division Dean, and Title IX Officer describing both the complaint and how it was resolved, or how it will be resolved through a "plan of resolution."

Grievance Process

If a student's complaint cannot be resolved in the manner described above, such an unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate college official or representative in the manner described above and who is not informed of a satisfactory resolution or plan of resolution of the complaint within fourteen business days after the complaint's submission shall have the right to file, within the following ten business days, with the Vice President for Students a written statement detailing the grievance. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Vice President for Students 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 Vice President for Students. 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 Vice President for Students and Title IX 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 Vice President for Students or President's Designee, 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 Vice President for Students or President's Designee 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 Vice President for Students or President's Designee for the grievance record. If the Vice President for Students or President's Designee 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 Vice President for Students or President's Designee report, the Grievant and Respondent(s) shall have three business days to notify the Vice President for Students or President's Designee 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 Vice President for Students or President's Designee 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 Vice President for Students or President's Designee 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 Vice President for Students or President's Designee 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 seven working days following the hearing, there shall be a written report given to the Vice President forStudents or President's Designee (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 Vice President for Students or President's Designee 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 Vice President for Students or President's Designee 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 findings;

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 Quick Links section on the Campus Police 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 who drive on the WSCC campus, to register their motor vehicles. Vehicles must be registered through Lion Central, located in the Bailey Center and possess a current campus identification hang tag. They will receive vehicle identification which must be displayed while on campus.

2. **Motor Vehicle Repair**

Students may have their personal motor vehicles repaired in the following College departments: Advanced Automotive Technology, Auto Body, or Diesel. To insure that students in Advanced Automotive 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.**

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. All police or other law enforcement visitors to see individual students must be joined by either a WSCC Police Officer, the Vice President for Students, the Night Coordinator or other designee while meeting with students on campus.
2. 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.
3. Visitors for the purpose of serving papers on a student will be verified as legitimate and papers as authentic before meeting with students.
4. Students will be contacted at location specified by law enforcement visitor and asked to speak with the visitor in the Campus Police Department, the Vice President for Students' office, or the Auxiliary Director's office.
5. 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.
6. Guests, such as children, personal friends, or family members of faculty/staff members or students, should have a specific purpose for prolonged visitation on campus and be limited in time and location to not interfere with college/departmental operations. Guests are not permitted in classrooms during class time unless approved in advance.

UNSUPERVISED STUDENTS AND VISITORS

Unless supervised, students (including work studies) and visitors will not be allowed to be in campus buildings after regular operating hours. EXCEPTIONS include: 1) If campus is closed during normal hours by order of the President, students who need shelter or to wait on transportation to exit campus will be allowed to wait in a specified building; 2) Prior authorization for a pre-determined location and event via WSCC Events Office is obtained; 3) Prior authorization from the WSCC President's Office or the Vice President for Students' Office is obtained; and 4) Campus housing will follow housing policies on occupying dorms. Violators will be subject to College disciplinary action and additionally may be charged with trespassing via WSCC Campus Police.

Restroom/Locker Room Policy

Restrooms and locker rooms are designated separately for men and women unless otherwise posted. Locations of family or unisex restrooms can be obtained through the office of the Vice President for Students. 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 Vice President for Students.

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. The first card is free but replacement cards are $10. ID cards can be issued to new students beginning on the 1st day of each semester. The LION card or clinical card for the Health Sciences is required to check out library material (books, laptops, etc.).

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.

Service and Support Animal Policy

Service and Support Animal Policies

Wallace State Community College is committed to assuring equal access for students with disabilities as well as guests that may visit campus. The College complies with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act Amendments Act (ADAAA) and the Fair Housing Act. The policies and requirements are designed to allow equal access while addressing health and safety concerns. The "owner" hereafter refers to a student with disability that the animal is accommodating on campus, whether it be service or support animal.

Service Animals

A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. (There is an exception that allows miniature horses). Service animals (including puppies and trainees) may be identified to the faculty, staff, and community by a harness, service animal vest, and/or other identifying gear noting that it is a service animal. If there are concerns about legitimacy of the service animal, faculty or staff may ask two permissible questions:

1. Is the service animal required because of a disability?

2. What task(s) is your service animal trained to perform?

The work or task a service animal has been trained to perform must be directly related to the person's disability. Service animals are allowed in all areas where the general public is allowed. The service animal must be under the control of the person with a disability at all times. The individual may do this on his or her own or with the assistance of family, friends, volunteers, or service providers. The owner is responsible for the well-being and hygiene of his/her service animal. The owner is also responsible for the removal of animal waste and maintaining clean conditions for the service animal. The service animal must be harnessed, leashed, or tethered unless the services or task(s) provided would be impeded; in that case, the person may use signals or voice commands to maintain control of the service animal.

Allergies and/or fear of service animals are not acceptable reasons for excluding a service animal; however, it is appropriate to cooperate with others who may have allergies or other conflicting disabilities. Individuals with conflicting disabilities may be asked to provide proper documentation of the disability to determine a reasonable solution for both individuals with disabilities.

Support Animals

A support animal (often referred to as emotional support animal) is not trained to do work or perform certain task(s) and is used for therapeutic emotional support for a person with a disability. The Fair Housing Act allows for the accommodation of support animals in public housing, (i.e. dorm rooms). These animals are not necessarily allowed in places the general public is allowed; hence, support animals may be excluded from classrooms or common areas of dorms unless provided as an accommodation by the ADA Office. Additionally, it cannot be an animal that poses a health or safety threat to other individuals.

Student requesting to have a support animal residing in the dorms must register the animal with the ADA Office and provide information from a licensed health care professional regarding the student's disability; the disability-related need for the animal as it relates to the prescribed treatment plan; the provider's professional relationship with that student, involving the provision of health care or disability-related services; and the type of animal(s) for which the reasonable accommodation is sought. Any student requesting the presence of an emotional support animal in a dorm room must make the request no later than 30 days before rooms are assigned before each semester. All documentation will be reviewed by the ADA Office, the Dean of Students, and the Auxiliary Director.

Once a determination is made, the student will be notified and will coordinate a plan with the Auxiliary Director for proper care and control of the animal. The student must complete an "Application to Utilize Service or Support Animal in Campus Housing" and sign a form

acknowledging that he/she has read, understands, and agrees to the policies and procedures established by Wallace State Community College for maintaining an animal in the dorm. If the student does not comply with the policies and procedures, the College has the right to remove the animal from campus housing at the student's expense.

Policies and Procedures for Utilizing a Service or Support Animal in Campus Housing

Students must adhere to the following policies and procedures to maintain an animal in campus housing. Failure to follow the policies and procedures will result in the animal being removed from campus property.

1. The owner is responsible for the behavior of the animal at all times. The animal shall be harnessed, leashed, or otherwise controlled when transported outside the dorm room where it is housed.

2. In shared living spaces, the animal should be in an appropriate container/kennel if the owner is not in the room with the animal.

3. The owner is responsible for following rules pertaining to the animal. Service animals may travel freely with the student throughout campus except where restrictions may apply due to health and safety reasons. Support animals are not allowed in common areas and/or other public areas while on campus unless granted as a reasonable accommodation by the ADA Office.

4. The owner is responsible for the cost of care necessary for the animal's well-being, including but not limited to veterinary care. The arrangements and responsibilities for the care of the animal are the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.

5. The owner may not leave the animal for an unreasonable length of time. The animal cannot be left alone overnight or weekends. If the student leaves overnight or during campus breaks, the animal (regardless of species) cannot stay in the room.

6. The owner is responsible for removing the animal's waste. Waste must be disposed of in a sealed bag in the designated trash area outside of the dormitory. If the animal voids on the floor or carpet anywhere inside campus housing, the student is responsible for cleaning promptly as well as notifying the housing office for the area to be properly disinfected. The student must pay all costs associated with such clean up. All animals must be housebroken and/or have an approved waste management plan. The College reserves the right to withdraw approval of a waste management plan for health, safety, or environmental reasons. Such care shall be at the expense of the owner.

7. The animal must be immunized against diseases common to that type of animal. Animals, where appropriate, must have current vaccination against rabies and wear a rabies vaccination tag. Animals residing in campus housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. Also, service animals and support animals must be treated regularly for fleas and ticks. The College has the authority to direct that the animal receives veterinary attention.

8. The owner is responsible for paying for any damage to campus property, including but not limited to the replacement of furniture, carpet, windows, wall coverings, etc. In addition, the owner is responsible for any pest control that may be needed due to the animal's hygiene, including but not limited to fleas, ticks, or other insects, parasites, or vermin. The owner will pay for expenses at the time of repair or pest control and/or move out. The College has the right to bill the student's account for repairs or pest control; failure to pay will result in the student's account having a hold placed on it.

9. Roommate assignments may be changed if necessary.

10. The owner is responsible for notifying the Auxiliary Office in writing if the animal is no longer needed.

Guidelines for Requesting Service or Support Animals in Campus Housing

Please complete these steps before bringing, except in extreme circumstances, a service or support animal to campus housing. The process must be completed at least 30 days before the beginning of the semester that the student intends for the animal to accompany him/her in the dorm.

1. Students requesting to have a service or support animal residing in the dorms must register the animal with the ADA Office. Proper documentation must be submitted and approved. Merely providing documentation does not register a student with the ADA Office. Students must complete an ADA application, provide documentation, and meet the Director before accommodations are approved. Please refer to the

College Catalog or the ADA Student Handbook for more detailed information about how to register and receive accommodations on campus.

2. Once the student has registered with the ADA Office, the student must complete an "Application to Utilize Service or Support Animal in Campus Housing." Veterinarian documentation must be attached to the application stating that the animal has been immunized against diseases common to that type of animal and that the animal does not pose any obvious threat to other campus residents living in a group environment. Obtaining this documentation will be at the expense of the student.

3. The student will also receive a list of policies and procedures for an animal to live in campus housing. The student must sign a form acknowledging that he/she has read, understands, and agrees with the policies and procedures established by Wallace State Community College for maintaining an animal in the dorm and the consequences for noncompliance with such policies and procedures.

4. The ADA Office, Auxiliary Office, and Vice-President of Students will evaluate the application. The Auxiliary Department will notify the student of the application's status, or if additional information is needed.

5. Please be aware that if the animal is removed from campus, it will not be allowed to return to campus without the approval of the Vice-President of Students. Any cost for the removal of the animal will be charged to the student's account.

Access the Application to Utilize Service or Support Animal in Campus Housing application at https://www.wallacestate.edu/non-discrimination/ada-forms, or contact Director of Special Populations at 256.352.8052.

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 that any of the above listed information not to be published on said 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, which may be used for college marketing or related purposes.

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

Challenging the Contents of the Record

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

The request for such a hearing should identify the item or items in the file that are to be challenged and state the grounds for the challenge, i.e. inaccuracy, misleading nature, or inappropriateness. The Vice President for Students, 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 for Students and the appropriate records official shall issue a written decision within ten days of the conclusion of the hearing whether 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.

STUDENT HANDBOOK

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 textbooks, educational materials, electronics, supplies, apparel and other WSCC items, which are available in the store and/or online.

Bookstore hours are published in the current class schedule.

For online orders and more information, visit https://wallacestate.bncollege.com.

Textbook Refund Policy

TEXTBOOKS

- A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt.
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes.
- No refunds on unwrapped loose-leaf books or shrink-wrapped titles which do not have the wrapping intact.
- No refunds on Digital Content once accessed.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.

GENERAL READING BOOKS, NOOK® DEVICES, SOFTWARE, AUDIO, VIDEO & SMALL ELECTRONICS

- A full refund will be given in your original form of payment if merchandise is returned within 14 days of purchase with original receipt in original packaging.
- Opened software, audio books, DVDs, CDs, music, and small electronics may not be returned. They can be exchanged for the same item if defective.
- Merchandise must be in original condition.
- No refunds or exchanges without original receipt.

ALL OTHER MERCHANDISE

- A full refund will be given in your original form of payment with original receipt.
- Without a receipt, a store credit will be issued at the current selling price.
- Cash back on merchandise credits or gift cards will not exceed $1.
- No refunds on gift cards, prepaid cards, phone cards, newspapers, or magazines.

Book Buyback

- Bring your textbooks back to the bookstore at the end of the term to get up to 50% cash back. Finals week is the best time to get the most cash back, so sell early!
- Books must include all original materials (CDs, workbooks, etc.) and a valid school ID is required at the time of buyback. Buyback is limited to one copy of a title per customer. Please check with the bookstore for more details.

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 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 also have jurisdiction for the campus. The deputies are dispatched through the sheriff's office if needed.

Telephone Numbers:

Emergency 911 DIAL "911"

Campus Switchboard 256.352.8000

Campus Police Department 256.352.8080 or 256.735.9975

(Located in The AVC Building across from the baseball field, this office is not manned at all times but a campus police officer is always on duty.)

Campus Crime Statistics

Campus Security Policies

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 and an annual fire safety report. The 2021 Campus Safety and Security Report and Fire Safety Report is available under the Campus Police section in the Quick Links tab on the web page at www.wallacestate.edu. Also, the daily crime report can be viewed upon request in the Chief of Police Office.

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.

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 or unless otherwise displayed - $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. Research educational, career, and job information.
2. View information on jobs in demand.
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 on career selections.

Job Placement

Apprenticeships, internships and cooperative education provide students the opportunities to integrate classroom learning with practical work experience in a technical, business, or professional setting. Some opportunities are paid, while others are not.

These opportunities are 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. The College monitors the student's work activities to make sure that the experience is valuable to the student's educational progress and career goals.

For some experiences, such as co-op programs, students will register for Cooperative Education Program (Co-op) credit. The student's performance will be monitored 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.

For more information contact Jamie Blackmon at 256.352.8461

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. EducationalTalent 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

1. All students must provide proper documentation to the ADA Office. It cannot be just an IEP. It should include diagnostic information used to create the IEP. See "Documentation Guidelines."

2. Students need to complete an ADA application. Go to http:kea.accessiblelearning.com/WallaceState/. Click on "New Student" to begin the application.

3. Students must make an appointment with the ADA Director to discuss accommodations that may be utilized. Students will sign the paperwork needed to complete the initial process.

4. Student must complete an "Accommodation Request Form" that gives the Director permission to send accommodation letters. This must be done every semester.

5. Students notify their instructors that they will need to use their accommodations. Students may contact the instructor in person or via email, but students are required to make the first step at the higher education level.

Students who are seeking accommodations and services on the basis of a disability are required to submit documentation to verify their eligibility for services. All students must provide proper documentation to the ADA Office. It cannot be just an IEP. It should include diagnostic information used to create the IEP. Typically, a licensed psychologist, physician, or other appropriate professional provides the evaluation, diagnosis, and recommended accommodations in a detailed report. The Director of Special Populations is responsible for determining the nature of an individual's disability. The Director of Special Populations maintains the right to reject documentation that does not verify a student's disability or delineate reasonable accommodations.

Documentation accepted by the Director of Special Populations 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

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 Director of Special Populations 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 Director of Special Populations' accommodation letter concerning a 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 requests an accommodation letter to be sent within a few days of an assignment or exam, the instructor may not be able to provide the optimal accommodation requested. It is highly suggested that students have accommodation letters sent by the first day of class each semester.

Responsibility of the Student Each Semester

Once students have completed the process to establish accommodations, they will need to complete the following each semester:

1. Students must complete an "Accommodation Request Form" from the ADA Office each semester. Students may come by the ADA Office to complete the form or email the completed request form to adaoffice@wallacestate.edu.

2. Letters will be emailed to each instructor the student has listed on the "Accommodation Request Form." Letters include only accommodations that were approved by the student and the Director in the initial meeting.

3. Students notify their instructors that they will need to use their accommodations. You may contact the instructor in person or via email, but students are required to make the first initial step at the higher

education level. Any accommodations needed for testing needs to be decided at that point. Students who wish to take exams in the ADA Office need to read the "Guidelines for Proctored Test in the ADA Office." A testing form must be completed so the student can be placed on the testing calendar.

4. Students report any concerns about accommodations to the Director of Special Populations 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.

Conflict Resolution

Questions and concerns regarding accommodations and services for students who have a disability should be directed initially to the Director of Special Populations.

At the beginning of each semester, students should have an accommodation letter sent to the instructor of each class that accommodations will be needed. Students and instructors will discuss the requested accommodations. This can be in-person or via email. If an agreement cannot be reached, the student should consult with the Division Chair. If an agreement is still not obtained, the student should contact the ADA Office to begin the steps in the conflict resolution process.

1. The Director of Special Populations meets with the Department Chair. If an agreement is not reached with the student, he or she may submit an appeal, in writing, to the Vice President for Students within three (3) working days of the decision of the Department Chair.

2. The Vice President for Students will review the student's information, may conduct further investigation as needed, and will issue a written decision to the student within five (5) working days of receipt of the appeal. If the student disagrees with the decision, the student may submit an appeal, in writing, to the President.

Food Services

Wally's Grill, located in the Garland E. Gudger Student Center, is open Monday-Thursday from 7:30 am until 5:30 pm. The menu features sandwiches, soups, salads, hamburgers, hot dogs and chicken fingers, among other items.

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 Pathways plans, needs, and goals with their instructors, their faculty advisors, and the Advising Center staff.

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

Mental Health Counseling and Heads Up

Counseling Services

Wallace State has a full-time counselor on campus available to all students free of charge. Students who need someone to talk with confidentially or need mental health support are encouraged to make an appointment. The counselor can be reached at counselor@wallacestate.edu or 256.352.7423.

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 cooperation with Cullman Mental Health. The Heads Up prevention may be reached at 256.352.8021.

Healthcare 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 Vice President for Students, 256.352.8233; or Admissions Office 256.352.8238 during the day; or the Administrator of Extended-Day Programs 256.352.8116 during evening classes; or 256.352.8000.

Minor Injury/Illness

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

In the case of any illness or injury, the instructor or responsible attending personnel should complete the Health Care Report. One copy should be given to the ill or injured individual and the second copy must be forwarded to the Secretary of the Nursing Department. All technical division and selected health division students are required to purchase accident insurance through WSCC. 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, EBooks, periodicals, microfilm, CDs, and DVDs. Books, CDs, and DVDs are checked out for two weeks. Periodicals are for use in the Library only.

The Library is open Mondays - Thursdays from 7:30 a.m. to 9:00 p.m., Fridays from 7:30 a.m. to 2:00 p.m., and Saturdays from 8:00 a.m. to 4:00 p.m.

The Wallace State Library provides access to the Internet through computers located on the 2nd floor of the Library. These computers give students access to information on the World Wide Web, various library-owned databases, and the Alabama Virtual Library. A genealogical research area is located on the first floor with computers, printers, and copiers.

Checking Out Library Materials

A student Wallace State Lion card is required to check out library materials. Non-student patrons may purchase a Community Patron card for an annual fee of $25. Alumni or members of the Alumni Association can purchase a patron card for $5. The Community and Alumni library cards can only be used to check out books, CDs, and DVDs. Student Wallace State Lion cardholders may check out all materials available in the Library and laptops.

Laptop Check Out

Only enrolled Wallace State students are allowed to check out laptops. A paper copy of the student's current schedule, a Wallace State Lion Card, and knowledge of the student's Wallace State email address and password are required. To keep the laptop while you are enrolled at Wallace State, a student must bring a copy of their upcoming schedule and a valid Wallace State Lion card or Wallace State Clinical card to renew the laptop. Laptops must be renewed or returned at the end of each semester.

Overdue Books

Books, CDs, and DVDs are checked out for two weeks and may be renewed by bringing the item into the Library along with a valid Wallace State Lion card. Fines are charged on overdue items at the rate of twenty-five cents daily. Fines must be paid, and items checked out must be returned before registration in each new semester.

Lost Item

Any lost item should be reported to the circulation desk as soon as possible. The person who has checked out the item will be responsible for the cost of replacing it. Fines will be levied on the item at the overdue rate until the day the Library is notified of the loss of the book. A $25 processing fee will be added for each lost item. Campus police must be informed within five days if a laptop is stolen or lost.

Classification of Books, CDs, DVDs, Periodicals, and Microfilm

All materials in the Library are cataloged and placed on the shelf according to the Library of Congress System. The following are the categories used by the Library of Congress:

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

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

Periodicals

The Library encourages students to take advantage of their access to the large periodical databases available through the Alabama Virtual Library (AVL) and library-owned databases. 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 hours are 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 restrooms can be obtained through the office of the Vice President for Students. 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. The first card is free but replacement cards are $10. ID cards can be issued to new students beginning on the 1st day of each semester. The LION card or clinical card for the Health Sciences is required to check out library material (books, laptops, etc.).

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

Engagement in college life through clubs and organizations has 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 extra-curricular experiences not otherwise provided in the regular academic curriculum. College-sponsored activities are considered important complements to educational programs by encouraging the student to become personally involved in both self- and group-directed events which are meaningful and enriching to the education of the 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.

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 Vice President for Students and include the following items:

1. A complete statement of the goals and purpose(s) of the organization and how those goals relate to the mission of the college.
2. A name and potential initial membership list for the organization.
3. The name(s) of WSCC faculty/staff who will serve as advisor(s).
4. The organization will submit a formal constitution and by-laws to the Vice President for Students by the end of the first year of organization.
5. Goals, objectives and plan should be included with the application.

The form (petition) will be reviewed by the Vice President for Students. 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 Vice President for Students. After review of the report, the Vice President for Students will recommend to the President the continuation or discontinuation of the organization. If accepted for continuation by the President, the organization will be granted an official charter for continued operation on the WSCC campus.

Social fraternities and sororities are prohibited by Alabama Community College System Board of Trustees policy number 806.01.

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. Sponsor: Dakota Nichols, 256.352.8047

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 for Students 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 requested on College committees.
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 called meeting or regular meeting.
    3. The name of the presiding officer.
    4. The name of the secretary, who records the minutes of the meeting
    5. All main motions (whether adopted or rejected); withdrawn motions are not included.
    6. The names of persons making proposals.
    7. Points of order or appeals, whether sustained or rejected.
C. To serve on special committees as requested.
D. To attend all regular meetings.
E. To assist and cooperate with the president of the SGA as requested.
F. To observe and follow the letter of the SGA constitution.

Article XII: Meetings

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

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

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

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

Article XIII: Absenteeism

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

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

A. Any senator/officer absent from two consecutive meetings without an excuse or three meetings in one semester without an excuse shall be subject to removal from the SGA.
B. Appeals of expulsion will be acted upon in the following order:
    1. Student Senate
    2. SGA Advisor(s)
    3. Vice President for Students

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

A. If and when placed on academic probation.
B. If and when on disciplinary probation following violations of student code set forth by the office of the Vice President for Students.
C. For excessive absences as outlined in Article XIII, Section 2.
D. Misappropriation of SGA funds.
E. Failure to abide by the SGA constitution.

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

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

Any person desiring to appeal this hearing must appeal as outlined in Article IV, Section 2. Should removal from office be finalized, the person shall lose all titles, offices, and other rewards for the office or position from which he/she has been removed. Sponsor: Dakota Nichols, 256.352.8047

Other Clubs and Organizations

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 Vice President for Students 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: Contact 256.352.8340 for information.

CAMPUS MINISTRIES

Campus Ministries is an organization composed of Wallace State students of all denominations and faiths. The purpose of the organization is to provide fellowship and promote better moral, spiritual, and religious values. Campus Ministries is located in the Student Center. Sponsor: Christy Hicks, 256.352.8280

CHEERLEADERS

The Wallace State Cheerleading Program is of top quality. As a nationally-ranked squad, the cheerleaders promote school spirit, student activities, and assist with

campus and community events as ambassadors. Listed below are general information and requirements for qualifying for the squad.

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

Contact 256.352.8340 for information.

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

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: Sabrina Flanigan, 256.352.8197

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

CULINARY PRIDE CLUB

The Culinary Pride Club is open to any individual majoring in the Culinary Arts at Wallace State. The objective of this club is to promote learning, professional growth, adherence to the Culinary Code of the American Culinary Federation and networking through community service outreach to Wallace State and the local community. Sponsor: Aaron Nichols, 256.352.7852

DANCE CLUB

Dance Club, also known as Delta Chi XI, is a nationally recognized dance honor society open to all Wallace State students who are enrolled in dance classes and who have a cumulative GPA of 3.0 or above. This mission of the club is to inspire, nurture, challenge, and empower students interested in dance through on campus activities and community outreach. Sponsor: Brooke Desnoës, 256.352.8153

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: Angela Green, 256.352.8422

ESPORTS

Gaming has become an integral part of many people's lives and a great way to meet and bond with all different kinds of people. Being the first esports club in the Alabama Community College System, our esports club is here to bring back the roots of gaming for the sole purposes of entertainment, fun, and socializing without being too time demanding. The goal of the esports club/

organization at Wallace Sate Community College is to allow students that are in the gaming community a place to flex their competitive edge in various esports titles. Whether you're a new player or seasoned veteran, this student organization is where you'll find all esports titles that are supported, as well as the various communities that support them. Sponsor: Todd Abbott, 256.352.8258

INTERNATIONAL CLUB

International Club, also known as i-Club, includes both international and domestic students who socialize and learn about one another's cultures through meetings, events and activities. A source of support and friendships, the I-Club also serves as a way to orient international students to campus. It may also be of interest to students who are interested in international travel and majoring in a global studies related field. Sponsor: Kristen Holmes, 256.352.8118

INTERCOLLEGIATE ATHLETICS

Wallace State Community College is a member of both the National Junior College Athletic Association and the Alabama Community College Conference. The College is presently developing a comprehensive program of intercollegiate athletics, which includes men's and women's basketball, men's and women's golf, softball, baseball, men's and women's tennis, cross country 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. Contact 256.352.8340 for information.

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, 256.352.8287

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 distinguished life by honorable service to humankind. 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. Contact Kathy Sides, 256.352.8126

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: Ashley Lancaster, 256.352.8305

LAMBDA NU

The Alabama Alpha Chapter of Lambda Nu is a national honor society for the radiologic and imaging sciences. The purpose of the organization is to foster academic scholarship at the highest academic levels, promote research and investigation in the radiologic and imaging sciences, and recognize exemplary scholarship. 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: Rita Nicholas, 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: Thea Hall, 256.352.8279

LION LEADER AMBASSADOR PROGRAM

The Wallace State Lion Leader Program is compromised of outstanding students desiring leadership development. The Lion Leaders represent the College in many capabilities at both on- and off-campus events and activities. This position is one of high-esteem and a source of self-enrichment as these students strive to be role models within the College and community. A scholarship is provided and students are required to complete a minimum of 20 hours of volunteer service each semester. Sponsors: Brooke Quick, 256.352.8340 and Stacey Sivley, 256.352.8241

MANE ISSUE, THE

WSCC's student news, "The Mane Issue", provides students the opportunity to participate in all facets of a news production. "The Mane Issue", published approximately monthly, contains news about Wallace State events and topics of interest to students. News involves writing, photography and videography. All students are invited to participate. Sponsors: Kristen Holmes, 256.352.8118 and Russell Moore, 256.352.8443

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 Lorie Strane, 256.352.8322

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 have never 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. Contact Amber Robinson, 256.352.8074 or Brooke Quick, 256.352.8340

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 Davis, 256.352.8164, and Melissa Arnold, 256.352.8138

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. Philosophy and function of the profession.
2. Basic truths and principles, which underlie the role of music in human life.
3. Importance of contacts with leaders in the profession.
4. The music industry's role in support of music education.
5. Knowledge and practices of the music educator.

Contact: Ricky Burks, 256.352.8287

NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS, THE

The NSLS is the nation's largest leadership honor society. Students are selected by their college for membership based on either academic standing or leadership potential. Candidacy is a nationally recognized achievement of honorable distinction. With 702 chapters, the NSLS currently has 1,208,448 members nationwide.

In addition to honorable distinction, the NSLS provides a step-by-step program for members to build their leadership skills through participation at their campus or online. Upon completion of the program, members receive their leadership certificate and take their place among the top student leaders at their campus and across the country. Members are able to list their affiliation on all statements of personal accomplishment, including their resume.

Membership provides access to benefits including scholarships and awards, exclusive on-campus events, employer recruitment through an online job bank, and

discounts on computers, textbooks, grad school prep courses, insurance and much more. Contact 256.352.8340 for information.

NEXTGEN – WALLACE STATE ONEONTA

The purpose of the club shall be to serve students who come from first generation families, especially those from among Latino/a and Spanish-speaking families. The purpose is to increase peer-to-peer support among these students while celebrating diversity and unique culture. Sponsor: Seth Terrell, 205.762.0630.

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.

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

RELAY FOR LIFE

Wallace State Relay For Life is a service group raising funds for the American Cancer Society and participating in the annual Relay For Life of Cullman County event. The group is open to all Wallace State students, faculty, staff, alumni and friends. Sponsor: Gail Crutchfield, 256.352.8064

ROTARACT

This is a service organization for young professionals ages 18-30. Rotaract members will demonstrate the desire for leadership and building a strong work ethic with integrity. Rotaract members participate in giving back to their community by embracing the idea: service before self. Rotaract promotes the characteristics of responsible citizenship and effective leadership. Rotaract members are charged with the task of interacting with their communities businesses, government and civic leaders, networking with other young professionals, and addressing community service needs. Rotaract is a social club, a service organization and a friendship building outlet, students from all disciplines are encouraged to join. Sponsor: Terri McGriff-Waldrop 256.352.8072

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. Sponsor: Christine O'Leary, 256.352.8112

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 in the organization 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

Sponsor: Haley Nix, 256.352.8054

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: Stephanie Eisner, 256.352.8019

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

WSCC 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 103 of the Student Center. Wallace State Ambassadors must maintain a 2.0 GPA. Contact 256.352.8340 for information.

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

WSCC 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: Susan Beck, Stacey Brunner and Karen Johnson; call 256.352.8339

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. Sponsor: Amber Robinson, 256.352.8074

Visit www.wallacestate.edu/student-life to learn more.

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 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.

Area I: Written Composition I & II	6 Credit Hours
Area II: Humanities and Fine Arts	12 Credit Hours
Area III: Natural Science and Mathematics	11 Credit Hours
Area IV: History, Social, and Behavioral Science	12 Credit Hours
Area V: Occupational/Career Electives	19-23 Credit Hours

Maximum Program Semester Credit Hours	64 Credit Hours
Semester Credit Hour Range by Award	60-64 Credit Hours

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.

Area I: Written Composition I & II	6 Credit Hours
Area II: Humanities and Fine Arts	12 Credit Hours
Area III: Natural Science and Mathematics	11 Credit Hours
Area IV: History, Social, and Behavioral Science	12 Credit Hours
Area V: Occupational/Career Electives	19-23 Credit Hours
Maximum Program Semester Credit Hours	64 Credit Hours
Semester Credit Hour Range by Award	60-64 Credit Hours

SHORT-TERM CERTIFICATE IN GENERAL STUDIES

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	6 Credit Hours
Area II: Humanities and Fine Arts	3-9 Credit Hours
Area III: Natural Science and Mathematics	6-8 Credit Hours
Area IV: History, Social, and Behavioral Science	6-9 Credit Hours
Area V: Occupational/Career Electives	1-3 Credit Hours
Maximum Program Semester Credit Hours	29 Credit Hours

DISTANCE LEARNING

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

Associate in Applied Science Degrees (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.

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

Prescribed: A course or course combination that promotes effective written and oral communication skills.

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

In addition to Literature, disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.

Area III: Natural Science, Mathematics, and Computer Science
6 - 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: A minimum of 3 hours in Mathematics required.

Students enrolled as majors in health-related disciplines (except for EMS, OTA, MLT 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 Sciences
3 - 6 Credit Hours

In addition to History, the Social and Behavioral Sciences include, but are not limited to Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

**Area V: Minimum General Education Requirements*
15 - 29 Credit Hours**

Area V courses are 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

Semester Credit Hour Range by Award: 60 - 76

Course Classification

Written Composition
ENG English 101 and 102
Humanities and Fine Arts
Humanities
HUM Humanities
IDS Interdisciplinary Studies
PHL Philosophy
REL Religion
Fine Arts
MUL Music Ensemble
MUP Music Performance
MUS Music
THR Theater
ART Art

DNC Dance Appreciation
Literature
ENG American, English, and World Literature
Natural Science and Mathematics
Natural Science
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 15 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.

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	6 - 11 Credit Hours
Area IV: History, Social, and Behavioral Sciences	3 - 6 Credit Hours
Area V: Maximum General Education Core Technical Concentration, and Electives	31 - 61 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 - 6 Credit Hours
Area II: Humanities and Fine Arts	0 - 6 Credit Hours
Area III: Natural Science and Mathematics	3 - 7 Credit Hours
Area IV: History, Social, and Behavioral Sciences	0 Credit Hours
Area V: Health Concentration	11 - 54 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	9 - 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 may be 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 Vice President for Students. Appeal information must be submitted on the proper form (available from the Dean of Health Sciences). Again copies of any documentation supporting the applicant's claim shall be included. Once the Vice President for Students has completed the review of the admission decision, a written report describing his or her findings and conclusion will be provided to the applicant, the Dean of Health Sciences, and the Program Director. The decision of the Vice President for Students will be final and not subject to further appeal.

Immunizations

The administration and faculty of WSCC are committed to the health and welfare of students enrolled in allied health and nursing programs. Therefore, various

immunization and medical requirements may be required prior to enrollment in a program/course (see individual program for more information).

Insurance

Specific courses may require students to carry accident and malpractice insurance, which is available through the College. All health science programs require students to carry health insurance. A student will not be able to be placed in a clinical setting without valid proof of health insurance.

Travel

Students are required to travel to clinical sites, which may entail two (2) hours or more of driving. Housing, travel, parking, and meal expenses while at 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 immediately disclose this incident to their respective program director. Failure to disclose can result in program dismissal and college disciplinary action.

Students with a positive background check will be denied assignment to a clinical facility. Background checks which could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Students who are unable to resolve a positive

background check will be dismissed from the health care program. Positive findings on background checks can have licensure implications upon graduation from a health program. Full guidelines on background screening are available from the college website.

Appeal of Program Dismissal Based on Background Screening, Drug Testing Results, or Other Circumstances

Decisions on program dismissal are made in compliance with the published policies. Every effort is made to make sure that decisions are fair and based on the information provided in the report.

If a student has a valid reason to believe that an error has occurred, the student must make an initial contact within seven days of notification of the program dismissal decision. Thereafter, each subsequent appeal, if any, must occur within a seven-calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing, the right to appeal will be waived.

The student shall begin by stating orally and in writing to the program director that the decision for program dismissal was made in error or is unfair and include the justification for the appeal. If the student and the program director cannot successfully resolve the concern, the student may then contact the Dean of Health Sciences. The student must appeal to the Dean by submitting the appropriate form (available from the program director) stating his/her concern with the dismissal decision and describing the prior discussion with the program director. Copies of documentation supporting the student's claim shall be provided with the form. The Dean will review the student's issue. The Dean shall have the authority to call in the program director or ask for the assistance of other WSCC faculty and staff or seek the opinion of an expert in the area under review.

If the student's concern cannot be successfully resolved at this level, the student shall be given the opportunity to take the appeal to the Vice President for Students. Appeal information must be submitted on the proper form (available from the Dean of Health Sciences.) Again copies of any documentation supporting the student's claim shall be included. Once the Vice President for Students has completed the review of the dismissal decision, a written report describing his or her findings and conclusion will be provided to the student, the Dean of Health Sciences, and the Program Director. The decision of the Vice President for Students will be final and not subject to further appeal.

Essential Functions

Health Science programs require specific essential mental and physical functions, which must be possessed to be successful students. **In general**, all health programs require:

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.

After their initial physical, a student who has a change in their health status due to serious illness, injury, surgery, childbirth, hospitalization, or other major health issue, must obtain a physician's release and a newly completed Essential Functions form before they will be allowed to participate in clinicals.

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, or 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 Health Linkage Program at WSCC (256.352.8306) or the Linkage Coordinator at respective linkage institutions. Colleges currently linked with WSCC:

Colleges	Linkage Coordinator
Bevill State Community College	Reitha Cabiness 1411 Indiana Ave. Jasper, AL 35501 1.800.648.3271
Calhoun Community College	Dr. Ellie Meyer P. O. Box 2216 Decatur, AL 35609 256.260.2441
Coastal Alabama Community College	Khori Fields 1900 Highway 31 S Bay Minette, AL 36507 251-580-2257
Central Alabama Community College	Dr. Jennifer Steele 34091 US Highway 280 Childersburg, AL 35044 256-378-4900
Enterprise State College	Amy Phillips P.O. Box 1300 Enterprise, AL 36331 334.347.2623, ext. 2267
Faulkner State Community College	Jean Graham 1900 Highway 31 South Bay Minette, AL 36507 1.800.231.3752
Gadsden State Community College	Amanda Martin 1001 George Wallace Drive Gadsden, AL 35902 256.549.8257
Lawson State Community College	Dr. Sherika Derico 3060 Wilson Road Birmingham, AL 35221 205.929.6437
Northeast Alabama State College	Roger Wooten P.O. Box 159 Rainsville, AL 35986 256.638.4418 Ext. 355
Northwest-Shoals Community College	Rose Jones P.O. Box 2545 Muscle Shoals, AL 35662 256.331.5313
Shelton State Community College	Kevil Tice 9500 Old Greenbriar Road Tuscaloosa, AL 35404 205.391.2443

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.

The objective of the Career/Technical Division is to provide educational programs that meet local and regional workforce needs and expectations. Through careful alignment of curriculum with career focused competencies the college prepares students for high achievement as capable technicians, qualified craftsmen, and skilled labor.

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 program instructor **one semester** before the expected date of graduation.
6. Fulfill all financial obligations to the College.
7. 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.)*

Students 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 & II	3 - 6 Credit Hours
Area II: Humanities/Fine Arts	3 - 6 Credit Hours
Area III: Natural Science and Mathematics	6 - 11 Credit Hours
Area IV: History, Social, and Behavioral Science	3 - 6 Credit Hours
Total General Education Requirements	15 - 29 Credit Hours
Area V: Technical Core, Technical Concentration and Electives	31 - 61 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	3 - 6 Credit Hours
Area II: Humanities/Fine Arts	0 - 6 Credit Hours
Area III: Natural Science and Mathematics	3 - 7 Credit Hours
Area IV: History, Social, and Behavioral Science	0 Credit Hours
Total General Education Requirements	16 - 19 Credit Hours
Area V: Technical Concentration	11 - 54 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 Science	0 Credit Hours
Area V: Technical Concentration	9 - 29 Credit Hours
Maximum Program Semester Credit Hours	29 Credit Hours
Semester Credit Hour Range by Award	9 - 29 Credit Hours

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. Pathways is designed to streamline the path to completion, improve success, and reduce wasted time spent changing majors. Students are encouraged to contact advisors to learn more.

LIBERAL ARTS/GENERAL STUDIES PROGRAMS

Art/Graphic Art & Design
Business Administration
Business Education & Office Administration
Business Management & Supervision
Criminal Justice
Dance
Forensic Psychology
General Studies/Liberal Arts
Global Studies
Music Education
Paralegal
Pre-Education
Religious Studies

APPLIED TECHNOLOGIES PROGRAMS

Advanced Automotive Technology
Agriculture Production/Horticulture
Aviation/Flight Technology
Construction Management
Culinary Arts
Diesel Technology
HVAC & Refrigeration
Machine Tool Technology
Mechatronics, Electronics & Robotics
Salon and Spa Management
Welding

HEALTH SCIENCE PROGRAMS

Child Development
Dental Assisting
Dental Hygiene
Diagnostic Imaging
Diagnostic Medical Sonography
Emergency Medical Services
Health Information Technology
Medical Assistant
Medical Laboratory Technician
Nursing
Occupational Therapy Assistant
Physical Therapist Assistant
Polysomnography Technologist (Sleep Study)
Respiratory Therapy
Sports Medicine

STEM PROGRAMS

Computer Science
Engineering Technology
Geospatial Technology
Mathematics

Poultry Science (2+2)
Pre-Engineering
Sciences

All Academic, Health, and Technical programs except the flight labs are taught at the main campus. Flight courses are taught at Cullman Airport. Some academic, machining, mechatronics, nursing, and welding courses are taught at Wallace State's Oneonta site.

For more information about our graduation rates, the median debt of students who completed a program, and other important information, please visit our website at http://www.wallacestate.edu and click on the desired program.

A.A.S. PROGRAM

Associate in Applied Science Degrees (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.

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

Prescribed: A course or course combination that promotes effective written and oral communication skills.

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

In addition to Literature, disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.

Area III: Natural Science, Mathematics, and Computer Science
6 - 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: A minimum of 3 hours in Mathematics required.

Students enrolled as majors in health-related disciplines (except for EMS, OTA, MLT 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 Sciences
3 - 6 Credit Hours

In addition to History, the Social and Behavioral Sciences include, but are not limited to Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

Area V: Minimum General Education Requirements*
15 - 29 Credit Hours

Area V courses are 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

Semester Credit Hour Range by Award: 60 - 76

Course Classification

Written Composition
ENG English 101 and 102
Humanities and Fine Arts
Humanities
HUM Humanities
IDS Interdisciplinary Studies
PHL Philosophy
REL Religion
Fine Arts
MUL Music Ensemble
MUP Music Performance
MUS Music
THR Theater
ART Art

DNC Dance Appreciation
Literature
ENG American, English, and World Literature
Natural Science and Mathematics
Natural Science
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

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 15 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.

ADVANCED AUTOMOTIVE TECHNOLOGY

Mr. Adam Frazar, Chairperson

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Associate in Applied Science Degree (4 semesters)

Certificates (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

Advanced Automotive 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 27 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).

Individuals 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 technology.

The Bureau of Labor Statistics reported in May 2021 that the median annual wage of automotive service technicians was $46,880. Technicians with higher levels of training and education can earn higher wages.

NOTE: *The Advanced Automotive 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.***

Advanced Automotive Technology

AAS ADVANCED AUTOMOTIVE TECHNOLOGY – Guided Pathway/Map

1st Semester

Item #	Title	Credits
AUM 101	Fundamentals of Automotive Technology	3
AUM 121	Braking Systems	3
AUM 122	Steering and Suspension	3
AUM 130	Drive Train and Axles	3
AUM 224	Manual Transmission and Transaxle	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
AUM 112	Electrical Fundamentals	3
AUM 124	Automotive Engines	3
AUM 162	Electrical and Electronic Systems	3
AUM 220	Advanced Automotive Engines	3
AUM 230	Automatic Transmission and Transaxle	3
MTH 103	Introduction to Technical Mathematics	3
	Sub-Total Credits	18

3rd Semester

Item #	Title	Credits
AUM 133	Motor Vehicle Air Conditioning	3
AUM 239	Engine Performance	3
AUM 244	Engine Performance and Diagnostics	3
AUM 246	Automotive Emissions	3
ENG 101	English Composition I	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
AUM 212	Advanced Electrical and Electronic Systems	3
AUM 250	Hybrid & Electric Vehicle	3
HIS 201	United States History I	3
IDS 102	Ethics	3
PHS 111	Physical Science	4
	Sub-Total Credits	16
	Total credits:	**65**

Advanced Automotive Technology - Automotive Service Technology

AUTOMOTIVE SERVICE TECHNOLOGY CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
AUM 101	Fundamentals of Automotive Technology	3
AUM 121	Braking Systems	3
AUM 122	Steering and Suspension	3
AUM 130	Drive Train and Axles	3
AUM 224	Manual Transmission and Transaxle	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
AUM 112	Electrical Fundamentals	3
AUM 124	Automotive Engines	3
AUM 162	Electrical and Electronic Systems	3
AUM 220	Advanced Automotive Engines	3
AUM 230	Automatic Transmission and Transaxle	3
MTH 103	Introduction to Technical Mathematics	3
	Sub-Total Credits	18

3rd Semester

Item #	Title	Credits
AUM 133	Motor Vehicle Air Conditioning	3
AUM 239	Engine Performance	3
AUM 244	Engine Performance and Diagnostics	3
AUM 246	Automotive Emissions	3
ENG 101	English Composition I	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
AUM 212	Advanced Electrical and Electronic Systems	3
AUM 250	Hybrid & Electric Vehicle	3
	Sub-Total Credits	6
	Total credits:	**55**

Advanced Automotive Technology - Under Car/Chassis Specialist

OPTION I - UNDER CAR/CHASSIS SPECIALIST SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
AUM 101	Fundamentals of Automotive Technology	3
AUM 121	Braking Systems	3
AUM 122	Steering and Suspension	3
AUM 130	Drive Train and Axles	3
AUM 224	Manual Transmission and Transaxle	3
	Sub-Total Credits	15

2nd Semester

Item #	Title	Credits
AUM 112	Electrical Fundamentals	3
AUM 162	Electrical and Electronic Systems	3
AUM 230	Automatic Transmission and Transaxle	3
	Sub-Total Credits	9
	Total credits:	**24**

Advanced Automotive Technology - Under Hood/ Drivability Specialist

OPTION II - UNDER HOOD/DRIVABILITY SPECIALIST SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
AUM 101	Fundamentals of Automotive Technology	3
AUM 112	Electrical Fundamentals	3
AUM 124	Automotive Engines	3
AUM 162	Electrical and Electronic Systems	3
AUM 220	Advanced Automotive Engines	3
	Sub-Total Credits	15

2nd Semester

Item #	Title	Credits
AUM 133	Motor Vehicle Air Conditioning	3
AUM 239	Engine Performance	3
AUM 244	Engine Performance and Diagnostics	3
AUM 246	Automotive Emissions	3
	Sub-Total Credits	12
	Total credits:	**27**

Advanced Automotive Technology - Electrical Vehicle Specialist in Automotive

OPTION III - ELECTRICAL VEHICLE SPECIALIST IN AUTOMOTIVE SHORT-TERM CERTIFICATE - Guided Pathway/ Map

Item #	Title	Credits
AUM 112	Electrical Fundamentals	3
AUM 162	Electrical and Electronic Systems	3
AUM 212	Advanced Electrical and Electronic Systems	3
AUM 250	Hybrid & Electric Vehicle	3
	Total credits:	**12**

AGRICULTURE

Mr. Jason Bynum, Instructor

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Associate in Applied Science Degree (4 semesters)

Certificates (4 semesters)

Short-Term Certificates (1-2 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

WSCC offers an associate's degree and many certificates in the agriculture/horticulture program. The program is designed with curriculum to prepare students for various jobs in the green industry. Students will learn skills in landscaping, nursery operations, greenhouse operations, plant propagation, floriculture, turf maintenance, hydroponics/aquaponics and equipment repair and maintenance.

Admission Requirements

Students must meet all the general admission requirements of WSCC and have a high school diploma or GED.

Program Expectations

Instruction covers beekeeping (introductory), floriculture, plant identification, landscape design, landscape maintenance, greenhouse crop production, greenhouse management, turf maintenance, propagation methods, soils, fertilizers and other specialty training for timed crops. In addition to this, training courses are taught toward obtaining state professional service licenses. This training includes the SLP (Setting of Landscape Plants), OTPS (Ornamental Turf and Pest Supervisor) and ALCLP (Alabama Certified Landscape Professional exam). Other certificates are available within the program such as forklift certification, NC3 secateurs and loppers certification and OSHA 10 for agriculture.

Career Path

This program is designed to equip students with skills to qualify for a variety of jobs in the green industry. These may include, but are not limited to, landscape crew leader, greenhouse manager, greenhouse grower, landscape technician, nursery grower, garden center manager, landscape designer, floriculture manager, green industry entrepreneur, turf manager, nursery manager, landscape consultant and business owner.

Careers in agriculture/horticulture can appeal to a wide range of individuals. If you have a specific interest in machinery, landscape design, plants, the environment, technology or marketing, this may be the career choice for you.

Agriculture/Horticulture - General Technology Agribusiness

AAS GENERAL TECHNOLOGY AGRIBUSINESS – Guided Pathway/Map

1st Semester

Item #	Title	Credits
HOC 110	Introduction to Horticulture	3
HOC 115	Soils & Fertilizers	3
HOC 130	Nursery Production	3
HOC 135	Ornamental Plant Identification and Culture	3
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
HOC 211	Greenhouse Crop Production	3
HOC 120	Plant Propagation	3
HOC 210	Greenhouse Management	3
HOC 140	Pest Management	3
HOC 134	Introduction to Floriculture	3
MTH 100	Intermediate College Algebra	3
	Sub-Total Credits	18

3rd Semester

Item #	Title	Credits
HOC 125	Turf Management	3
HOC 111	Horticultural Business Management	3
AGP 152	Agricultural Equipment Repair and Maintenance	3
HOC 230	Vegetable and Orchard Crops	3
BIO 103	Principles of Biology I	4
PSY 200	General Psychology	3
	Sub-Total Credits	19

4th Semester

Item #	Title	Credits
HOC 212	Landscape Maintenance	3
HOC 136	Residential Landscape Design	3
HOC 151	Irrigation Systems	3
HOC 218	Landscape Construction	3
IDS 102	Ethics	3
	Sub-Total Credits	15
	Total credits:	**68**

Agriculture/Horticulture

AGRICULTURE CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
HOC 110	Introduction to Horticulture	3
HOC 115	Soils & Fertilizers	3
HOC 130	Nursery Production	3
HOC 135	Ornamental Plant Identification and Culture	3
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
HOC 211	Greenhouse Crop Production	3
HOC 120	Plant Propagation	3
HOC 210	Greenhouse Management	3
HOC 140	Pest Management	3
MTH 100	Intermediate College Algebra	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
HOC 125	Turf Management	3
HOC 111	Horticultural Business Management	3
AGP 152	Agricultural Equipment Repair and Maintenance	3
HOC 230	Vegetable and Orchard Crops	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
HOC 212	Landscape Maintenance	3
HOC 136	Residential Landscape Design	3
HOC 151	Irrigation Systems	3
HOC 218	Landscape Construction	3
	Sub-Total Credits	12
	Total credits:	**55**

Agriculture/Horticulture - Nursery Technician

OPTION I - NURSERY TECHNICIAN SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
HOC 110	Introduction to Horticulture	3
HOC 115	Soils & Fertilizers	3
HOC 130	Nursery Production	3
HOC 135	Ornamental Plant Identification and Culture	3
	Total credits:	**12**

Agriculture/Horticulture - Greenhouse Technician

OPTION II - GREENHOUSE TECHNICIAN SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
HOC 211	Greenhouse Crop Production	3
HOC 120	Plant Propagation	3
HOC 210	Greenhouse Management	3
HOC 140	Pest Management	3
HOC 134	Introduction to Floriculture	3
	Total credits:	**15**

Agriculture/Horticulture - Turf Technician

OPTION III - TURF TECHNICIAN SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
HOC 125	Turf Management	3
HOC 111	Horticultural Business Management	3
AGP 152	Agricultural Equipment Repair and Maintenance	3
HOC 230	Vegetable and Orchard Crops	3
	Total credits:	**12**

Agriculture/Horticulture - Landscape Technician

OPTION IV - LANDSCAPE TECHNICIAN SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
HOC 212	Landscape Maintenance	3
HOC 136	Residential Landscape Design	3
HOC 151	Irrigation Systems	3
HOC 218	Landscape Construction	3
	Total credits:	**12**

Agriculture/Horticulture - Poultry Science 2+2 Option

Dr. Melanie Glasscock, Advisor

256.352.8211

melanie.glasscock@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).

General Studies 2+2 Poultry Science Production

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 113	Precalculus Trigonometry	3
CHM 111	College Chemistry I	4
AGP 130	Poultry Production	4
	Sub-Total Credits	15

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
HIS 101	Western Civilization I	3
CHM 112	College Chemistry II	4
ART 100	Art Appreciation	3
BIO 103	Principles of Biology I	4
	Sub-Total Credits	17

3rd Semester

Item #	Title	Credits
ENG 251	American Literature I	3
MTH 265	Elementary Statistics	3
MUS 101	Music Appreciation	3
CHM 221	Organic Chemistry I	4
BUS 241	Principles of Accounting I	3
	Sub-Total Credits	16

4th Semester

Item #	Title	Credits
PHL 206	Ethics and Society	3
HIS 102	Western Civilization II	3
ECO 232	Principles of Microeconomics	3
PSY 200	General Psychology	3
SPH 106	Fundamentals of Oral Communication	3
	Sub-Total Credits	15
	Total Credits	63

General Studies 2+2 Poultry Science Pre-Vet

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 125	Calculus I	4
CHM 111	College Chemistry I	4
AGP 130	Poultry Production	4
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
HIS 101	Western Civilization I	3
CHM 112	College Chemistry II	4
ART 100	Art Appreciation	3
BIO 103	Principles of Biology I	4
	Sub-Total Credits	17

3rd Semester

Item #	Title	Credits
ENG 251	American Literature I	3
ECO 232	Principles of Microeconomics	3
CHM 221	Organic Chemistry I	4
BIO 104	Principles of Biology II	4
MUS 101	Music Appreciation	3
	Sub-Total Credits	17

4th Semester

Item #	Title	Credits
PHL 206	Ethics and Society	3
HIS 102	Western Civilization II	3
CHM 222	Organic Chemistry II	4
PSY 200	General Psychology	3
SPH 106	Fundamentals of Oral Communication	3
	Sub-Total Credits	16
	Total Credits	65

BUSINESS EDUCATION & OFFICE ADMINISTRATION

Ms. Kathy Sides, Department Chair

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Associate in Applied Science Degree (4-5 semesters)

Short-Term Certificates (1-3 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 2021, the median wage and salary annual earnings of bookkeeping, accounting, and auditing clerks were $45,140 to $61,980. Median annual earnings of executive secretaries and administrative assistants were $38,620 to $98,280 in May 2021. (Source: U.S. Department of Labor Bureau of Labor Statistics)

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

Business Education & Office Administration - Accounting

OPTION I – AAS ACCOUNTING – Guided Pathway/Map

PHL 206, POL 211, may be substituted per Business advisor's approval.

1st Semester

OAD 103: OAD 101 Beginning Keyboarding is required for students with speed of less than 40 wpm. Proficiency Test Available.

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
BUS 150	Business Math	3
CIS 146	Computer Applications	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3
OAD 125	Word Processing	3
OAD 136	Advanced Financial Record Keeping	3
OAD 244	Database Concepts	3
BUS 241	Principles of Accounting I	3
	Sub-Total Credits	18

3rd Semester

Item #	Title	Credits
OAD 243	Spreadsheet Applications	3
BUS 242	Principles of Accounting II	3
PHL 206	Ethics and Society	3
BUS 263	The Legal and Social Environment of Business	3
BUS 276	Human Resource Management	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
BUS 248	Managerial Accounting	3
CIS 197	Advanced Commercial Software Applications	3
OAD 137	Computer Financial Recordkeeping	3
OAD 218	Office Procedures	3
BUS 215	Business Communication	3
POL 211	American National Government	3
	Sub-Total Credits	18
	Total credits:	***67***

Business Education & Office Administration - Administrative Assistant

OPTION II - AAS ADMINISTRATIVE ASSISTANT – Guided Pathway/Map

1st Semester

OAD 103: OAD 101 Beginning Keyboarding is required for students with speed of less than 40 wpm. Proficiency Test Available.

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
BUS 150	Business Math	3
OAD 125	Word Processing	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3
OAD 247	Special Projects	3
BUS 215	Business Communication	3
OAD 137	Computer Financial Recordkeeping	3
OAD 218	Office Procedures	3
	Sub-Total Credits	18

3rd Semester

PHL 206, POL 211, may be substituted per Business advisor's approval.

Item #	Title	Credits
OAD 243	Spreadsheet Applications	3
BUS 241	Principles of Accounting I	3
CIS 203	Introduction to the Information Highway	3
OAD 136	Advanced Financial Record Keeping	3
OAD 126	Advanced Word Processing	3
OAD 246	Office Graphics and Presentations	3
	Sub-Total Credits	18

4th Semester

Item #	Title	Credits
CIS 146	Computer Applications	3
PHL 206	Ethics and Society	3
OAD 244	Database Concepts	3
POL 211	American National Government	3
BUS 276	Human Resource Management	3
	Sub-Total Credits	15
	Total credits:	**67**

Business Education & Office Administration - Medical Administrative Assistant

OPTION III - AAS MEDICAL ADMINISTRATIVE ASSISTANT – Guided Pathway/Map

1st Semester

OAD 103: OAD 101 Beginning Keyboarding is required for students with speed of less than 40 wpm. Proficiency Test Available.

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
BUS 150	Business Math	3
OAD 125	Word Processing	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3
CIS 146	Computer Applications	3
OAD 126	Advanced Word Processing	3
OAD 246	Office Graphics and Presentations	3
BUS 241	Principles of Accounting I	3
	Sub-Total Credits	18

3rd Semester

PHL 206, POL 211, may be substituted per Business advisor's approval.

Item #	Title	Credits
POL 211	American National Government	3
OAD 214	Medical Office Procedures	3
PHL 206	Ethics and Society	3
HIT 110	Medical Terminology	3
BUS 276	Human Resource Management	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
OAD 243	Spreadsheet Applications	3
CIS 203	Introduction to the Information Highway	3
OAD 137	Computer Financial Recordkeeping	3
OAD 244	Database Concepts	3
OAD 218	Office Procedures	3
BUS 215	Business Communication	3
	Sub-Total Credits	18
	Total credits:	**67**

Business Education & Office Administration - Software Applications

OPTION I - SOFTWARE APPLICATIONS SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
BUS 150	Business Math	3
OAD 125	Word Processing	3
	Sub-Total Credits	6

2nd Semester

Item #	Title	Credits
OAD 243	Spreadsheet Applications	3
OAD 244	Database Concepts	3
CIS 203	Introduction to the Information Highway	3
	Sub-Total Credits	9

3rd Semester

Item #	Title	Credits
OAD 126	Advanced Word Processing	3
OAD 246	Office Graphics and Presentations	3
OAD 247	Special Projects	3
	Sub-Total Credits	9
	Total credits:	**24**

Business Education & Office Administration - General Office Assistant

OPTION II - GENERAL OFFICE ASSISTANT SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
BUS 150	Business Math	3
OAD 125	Word Processing	3
OAD 138	Records/Information Management	3
	Sub-Total Credits	9

2nd Semester

Item #	Title	Credits
OAD 103	Intermediate Keyboarding	3
OAD 243	Spreadsheet Applications	3
	Sub-Total Credits	6

3rd Semester

Item #	Title	Credits
OAD 126	Advanced Word Processing	3
OAD 246	Office Graphics and Presentations	3
	Sub-Total Credits	6
	Total credits:	**21**

Business Education & Office Administration - Accounting Applications

OPTION III - ACCOUNTING APPLICATIONS SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
OAD 138	Records/Information Management	3
BUS 241	Principles of Accounting I	3
BUS 150	Business Math	3
	Sub-Total Credits	9

2nd Semester

Item #	Title	Credits
OAD 137	Computer Financial Recordkeeping	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
	Sub-Total Credits	9

3rd Semester

Item #	Title	Credits
OAD 243	Spreadsheet Applications	3
OAD 136	Advanced Financial Record Keeping	3
	Sub-Total Credits	6
	Total credits:	**24**

Business Education & Office Administration - Medical Office Assistant

OPTION IV - MEDICAL OFFICE ASSISTANT SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

OAD 103: OAD 101 Beginning Keyboarding is required for students with speed of less than 40 wpm. Proficiency Test Available.

Item #	Title	Credits
OAD 125	Word Processing	3
OAD 214	Medical Office Procedures	3
BUS 150	Business Math	3
OAD 103	Intermediate Keyboarding	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
OAD 126	Advanced Word Processing	3
OAD 246	Office Graphics and Presentations	3
	Sub-Total Credits	6

3rd Semester

Item #	Title	Credits
HIT 110	Medical Terminology	3
OAD 243	Spreadsheet Applications	3
	Sub-Total Credits	6
	Total credits:	**24**

Business Education & Office Administration - Human Resource Applications

OPTION V - HUMAN RESOURCE APPLICATIONS SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
BUS 150	Business Math	3
BUS 241	Principles of Accounting I	3
BUS 276	Human Resource Management	3
	Sub-Total Credits	9

2nd Semester

Item #	Title	Credits
OAD 218	Office Procedures	3
OAD 138	Records/Information Management	3
BUS 215	Business Communication	3
	Sub-Total Credits	9
	Total credits:	**18**

BUSINESS MANAGEMENT & SUPERVISION

Ms. Amanda Tillman, Advisor

256.352.8174

amanda.tillman@wallacestate.edu

Associate in Applied Science Degree (4-5 semesters)

Short-Term Certificates (1 -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 address 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 2022 were $61,040 to $180,390 for sales managers.

Excellent employment opportunities for construction managers are expected 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 2022 were $101,480. 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 $64,100 to $127,980 in May 2022. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Business Management & Supervision - Banking and Finance

OPTION I - AAS BANKING AND FINANCE - Guided Pathway/Map

BIO 103 and PHL 206 may be substituted with advisor approval.

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
BFN 100	Principles of Banking	2
BFN 101	Law and Banking: Principles	2
CIS 146	Computer Applications	3
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
BUS 285	Principles of Marketing	3
BFN 102	Law and Banking: Applications	2
BIO 103	Principles of Biology I	4
BUS 241	Principles of Accounting I	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
ECO 231	Principles of Macroeconomics	3
BUS 242	Principles of Accounting II	3
PHL 206	Ethics and Society	3
BUS 263	The Legal and Social Environment of Business	3
ETP 266	Entrepreneurial Finance	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
ECO 232	Principles of Microeconomics	3
BUS 215	Business Communication	3
BFN 280	Real Estate Finance	2
BFN 205	Money and Banking	3
BUS 275	Principles of Management	3
CIS 113	Spreadsheet Software Applications	3
	Sub-Total Credits	17
	Total credits:	**61**

Business Management & Supervision - Business Management

OPTION II – AAS BUSINESS MANAGEMENT – Guided Pathway/Map

POL 211 and PHL 206 may be substituted with advisor approval.

1st Semester

Item #	Title	Credits
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	Computer Applications	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
BUS 285	Principles of Marketing	3
ECO 231	Principles of Macroeconomics	3
BUS 242	Principles of Accounting II	3
BUS 275	Principles of Management	3
	Sub-Total Credits	15

3rd Semester

CIS 113 is a prerequisite to OAD 247.

Item #	Title	Credits
CIS 113	Spreadsheet Software Applications	3
ECO 232	Principles of Microeconomics	3
POL 211	American National Government	3
BUS 248	Managerial Accounting	3
	BUS elective	3-4
BUS 276	Human Resource Management	3
	Sub-Total Credits	18-19

Semester 4

Item #	Title	Credits
PHL 206	Ethics and Society	3
OAD 247	Special Projects	3
BUS 263	The Legal and Social Environment of Business	3
ETP 266	Entrepreneurial Finance	3
BUS 298	Directed Studies	3
BUS 215	Business Communication	3
	Sub-Total Credits	18
	Total credits:	**67-68**

Business Management & Supervision - Entrepreneurship

OPTION III – AAS ENTREPRENEURSHIP – Guided Pathway/Map

1st Semester

Item #	Title	Credits
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	Computer Applications	3
	Sub-Total Credits	16

2nd Semester

POL 211 and PHL 206 may be substituted with advisor approval

Item #	Title	Credits
ENG 102	English Composition II	3
POL 211	American National Government	3
PHL 206	Ethics and Society	3
ECO 231	Principles of Macroeconomics	3
BUS 242	Principles of Accounting II	3
BUS 285	Principles of Marketing	3
	Sub-Total Credits	18

3rd Semester

Item #	Title	Credits
ECO 232	Principles of Microeconomics	3
BUS 248	Managerial Accounting	3
BUS 263	The Legal and Social Environment of Business	3
BUS 276	Human Resource Management	3
ETP 265	Entrepreneurial Marketing	3
ETP 279	Small Business Management	3
	Sub-Total Credits	18

4th Semester

ETP 266 to be taken during student's second year of business courses. Completion of courses in accounting and marketing suggested.

ETP 268 to be taken in Spring semester before graduation. Comprehensive class based on all course work.

Item #	Title	Credits
BUS 275	Principles of Management	3
ETP 266	Entrepreneurial Finance	3
ETP 267	Innovation And Creativity	3
ETP 268	Business Planning	3
CIS 113	Spreadsheet Software Applications	3
	Sub-Total Credits	15
	Total credits:	**67**

Business Management & Supervision - Financial Management

OPTION IV – AAS FINANCIAL MANAGEMENT – Guided Pathway/Map

1st Semester

Item #	Title	Credits
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	Computer Applications	3
	Sub-Total Credits	16

2nd Semester

CIS 113 is a prerequisite to OAD 247.

Item #	Title	Credits
OAD 137	Computer Financial Recordkeeping	3
CIS 113	Spreadsheet Software Applications	3
RLS 101	Real Estate Principles	4
BUS 242	Principles of Accounting II	3
BUS 275	Principles of Management	3
BUS 285	Principles of Marketing	3
	Sub-Total Credits	19

3rd Semester

ETP 266 is taken during student's second year of business courses.

Completion of courses in accounting and marketing required.

Item #	Title	Credits
ETP 266	Entrepreneurial Finance	3
ECO 232	Principles of Microeconomics	3
BUS 248	Managerial Accounting	3
BUS 271	Business Statistics I	3
BUS 263	The Legal and Social Environment of Business	3
	Sub-Total Credits	15

4th Semester

POL 211 and PHL 206 may be substituted per Business advisor's approval.

Item #	Title	Credits
OAD 247	Special Projects	3
ENG 102	English Composition II	3
POL 211	American National Government	3
BUS 276	Human Resource Management	3
ECO 231	Principles of Macroeconomics	3
PHL 206	Ethics and Society	3
	Sub-Total Credits	18
	Total credits:	**68**

Business Management & Supervision - Logistics Management

OPTION V – AAS LOGISTICS MANAGEMENT – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
BUS 100	Introduction to Business	3
MTH 116	Mathematical Applications	3
POL 211	American National Government	3
LGT101	Transportation & Distribution Logistics	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
CIS 146	Computer Applications	3
LGT127	Logistics and Regulatory Compliance	3
LGT108	Introduction to Logistics	3
LGT110	Warehouse Operations I	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
CIS 113	Spreadsheet Software Applications	3
ECO 231	Principles of Macroeconomics	3
BUS 275	Principles of Management	3
LGT132	Physical Distribution Systems	3
LGT290	Co-Op	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
PHL 206	Ethics and Society	3
BUS 241	Principles of Accounting I	3
ECO 232	Principles of Microeconomics	3
LGT112	Warehouse Operations Applications	3
LGT125	Foundational Knowledge of Supply Chain Logistics	4
	Sub-Total Credits	16
	Total credits:	**62**

Business Management & Supervision - Office Management

OPTION VI – AAS OFFICE MANAGEMENT – Guided Pathway/Map

1st Semester

Item #	Title	Credits
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	Computer Applications	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
OAD 137	Computer Financial Recordkeeping	3
ECO 231	Principles of Macroeconomics	3
BUS 242	Principles of Accounting II	3
BUS 275	Principles of Management	3
	Sub-Total Credits	15

3rd Semester

CIS 113 is a prerequisite to OAD 247.

POL 211 may be substituted per Business advisor's approval.

Item #	Title	Credits
CIS 113	Spreadsheet Software Applications	3
ECO 232	Principles of Microeconomics	3
BUS 248	Managerial Accounting	3
POL 211	American National Government	3
BUS 150	Business Math	3
BUS 276	Human Resource Management	3
	Sub-Total Credits	18

4th Semester

PHL 206 may be substituted per Business advisor's approval.

Item #	Title	Credits
PHL 206	Ethics and Society	3
OAD 218	Office Procedures	3
OAD 247	Special Projects	3
BUS 263	The Legal and Social Environment of Business	3
BUS 285	Principles of Marketing	3
BUS 215	Business Communication	3
	Sub-Total Credits	18
	Total credits:	**67**

Business Management & Supervision - Banking and Finance

OPTION I - BANKING AND FINANCE SHORT-TERM CERTIFICATE - Guided Pathway/Map

1st Semester

Item #	Title	Credits
BFN 100	Principles of Banking	2
BFN 101	Law and Banking: Principles	2
	Sub-Total Credits	4

2nd Semester

Item #	Title	Credits
BFN 102	Law and Banking: Applications	2
ETP 266	Entrepreneurial Finance	3
	Sub-Total Credits	5

Semester 3

Item #	Title	Credits
BFN 280	Real Estate Finance	2
BFN 205	Money and Banking	3
BUS 275	Principles of Management	3
	Sub-Total Credits	8
	Total credits:	**17**

Business Management & Supervision - Business Supervision

OPTIONII - BUSINESS SUPERVISION SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
	Sub-Total Credits	6

2nd Semester

Item #	Title	Credits
BUS 285	Principles of Marketing	3
BUS 242	Principles of Accounting II	3
	Sub-Total Credits	6

3rd Semester

Item #	Title	Credits
BUS 248	Managerial Accounting	3
BUS 276	Human Resource Management	3
	Sub-Total Credits	6

4th Semester

Item #	Title	Credits
ETP 266	Entrepreneurial Finance	3
BUS 215	Business Communication	3
	Sub-Total Credits	6
	Total credits:	**24**

Business Management & Supervision - Entrepreneurship Applications

OPTION III - ENTREPRENEURSHIP APPLICATIONS SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 276	Human Resource Management	3
ETP 265	Entrepreneurial Marketing	3
ETP 279	Small Business Management	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
ETP 266	Entrepreneurial Finance	3
ETP 267	Innovation And Creativity	3
ETP 268	Business Planning	3
	Sub-Total Credits	9
	Total credits:	**21**

Business Management & Supervision - Financial Applications

OPTION IV - FIANCIAL APPLICATIONS SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
	Sub-Total Credits	6

2nd Semester

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
	Sub-Total Credits	3

3rd Semester

ETP 266 to be taken student's second year of business courses.

Completion of accounting and marketing required.

Item #	Title	Credits
ETP 266	Entrepreneurial Finance	3
ECO 232	Principles of Microeconomics	3
BUS 248	Managerial Accounting	3
BUS 271	Business Statistics I	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
ECO 231	Principles of Macroeconomics	3
BUS 272	Business Statistics II	3
	Sub-Total Credits	6
	Total credits:	**27**

Business Management & Supervision - Human Resource Management

OPTION V - HUMAN RESOURCE MANAGEMENT SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
CIS 146	Computer Applications	3
	Sub-Total Credits	9

2nd Semester

Item #	Title	Credits
BUS 275	Principles of Management	3
	Sub-Total Credits	3

3rd semester

Item #	Title	Credits
BUS 263	The Legal and Social Environment of Business	3
	Sub-Total Credits	3

4th Semester

Item #	Title	Credits
BUS 276	Human Resource Management	3
	Sub-Total Credits	3
	Total credits:	**18**

Business Management & Supervision - Logistics Management

OPTION VI - LOGISTICS MANAGEMENT SHORT-TERM CERTIFICATE - Guided Pathway/Map

1st Semester

Item #	Title	Credits
LGT101	Transportation & Distribution Logistics	3
	Sub-Total Credits	3

2nd Semester

Item #	Title	Credits
LGT127	Logistics and Regulatory Compliance	3
LGT108	Introduction to Logistics	3
LGT110	Warehouse Operations I	3
	Sub-Total Credits	9

3rd Semester

Item #	Title	Credits
LGT112	Warehouse Operations Applications	3
LGT125	Foundational Knowledge of Supply Chain Logistics	4
	Sub-Total Credits	7

4th Semester

Item #	Title	Credits
LGT132	Physical Distribution Systems	3
LGT290	Co-Op	3
	Sub-Total Credits	6
	Total credits:	**25**

Business Management & Supervision - Office Supervision

OPTION VII - OFFICE SUPERVISION SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
BUS 100	Introduction to Business	3
CIS 146	Computer Applications	3
BUS 263	The Legal and Social Environment of Business	3
	Sub-Total Credits	9

2nd Semester

Item #	Title	Credits
OAD 218	Office Procedures	3
BUS 215	Business Communication	3
	Sub-Total Credits	6

3rd Semester

Item #	Title	Credits
BUS 275	Principles of Management	3
BUS 276	Human Resource Management	3
	Sub-Total Credits	6
	Total credits:	**21**

CHILD DEVELOPMENT

Dr. Marcie Robinson, Program Director

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Associate in Applied Science Degree (4 semesters)

Certificate (3 semesters)

Short-Term Certificate (1 semester)

At a Glance

Completion of the Child Development Program provides students with specialized education and 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.

Teachers of young children play a vital role in their development. 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. Preschool teachers use a variety of teaching strategies and materials to teach basic skills and introduce concepts to children in all areas. Teacher assistants provide instructional 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).

Child Development courses are offered in only an online format. Students may enroll in most of the child development (CHD) courses without being admitted into the program.

Program Description

The Child Development Associate in Applied Science Degree is designed to prepare students for employment in preschool programs. Graduates may be employed as teacher assistants in public kindergartens and as teachers or director in private and preschool program. 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.

The Child Development Certificate program offers the student background knowledge of all stages of child growth and development; training and practical experience in conducing all types of learning activities with children; knowledge and application of techniques in positive guidance and discipline, health, safety, and first aid practices, and basic knowledge of the state minimum standards for day care centers and homes.

The Child Development Short-Term Certificate fulfills basic objectives to provide care to children in one of four areas: Infant/Toddler, Preschool/Family Child Care, Child Development, and Early Childhood Education. Courses to earn at least one of the short-term certificates are offered each semester. Students who earn a minimum of nine hours in child development are qualified to obtain teaching positions as assistants in Head Start and First Class Pre-K classrooms or many other early care programs.

Students can fulfill the 120 hours of professional early childhood education training for 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.

The Child Development Associate in Applied Science at Wallace State Community College is accredited by the Commission on Early Childhood Higher Education Programs of the National Association for the Education of Young Children, 1313 L Street NW, Suite 500, Washington, DC 20005. (800) 424-2460 ext. 8001.

Admission Requirements

1. Submit a WSCC college application and meet all the general admission requirements of the college. Student must be in good standing with the college. Students must have completed all placement assessments as required by Admissions.

Child Development (AAS) Degree option:

1. Submit a WSCC college application and meet all the general admission requirements of the college. Student must be in good standing with the college. Students must have completed all placement assessments as required by Admissions.
2. Submit a CHD program application. The CHD program online application is located on program's website at www.wallacestate.edu. Online application instructions are under the Application to Program tab. All applicants are required to upload all required documentation for consideration. Applications will be accepted August 1st through November 1st for Spring semester admission. Applications received after November 1st will be considered on a space available basis.
3. Possess a minimum cumulative GPA of 2.0 on a 4.0 scale on all previous high school and college work attempted.
4. Students may apply to the program before completion of the general education courses. It is preferred that students have completed a minimum of three CHD courses with a grade of C or better to apply.
5. Schedule an interview with the Child Development program director prior to the semester you with to enroll.

Selection and Notification - Degree option

1. The Child Development Program admits annually for the spring semester.
2. Program applications will be reviewed for completion of program admission requirements. Written notification of program acceptance status will be sent to each applicant via information supplied on the program application.
3. A student who fails to respond may forfeit his/her place in the class.

Upon Admission - Degree Option

Upon acceptance into Child Development, the student must submit a completed background check through the college or provide a copy of a cleared background check from the State of Alabama or Department of Human Resources dated within one year. Students are also required to sign and submit copies of college policies from the Child Development program handbook.

Admission to the Child Development program shall be conditional depending upon the student's ability to submit a cleared background check and signed signature pages from the handbook. Failure to submit all required clinical documentation before the program established deadline will result in program dismissal.

Program Expectations

Students enrolled in child development courses are required to participate in observations and field experiences to complete activities and assignments with young children for some coursework. Students are expected to be able to fulfill these assignments at the student's 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 a webcam and Internet access and have the necessary skills to complete coursework utilizing word processing and accessing Internet files or websites. CHD 215 requires admission and acceptance into the CHD program. Students may enroll in all other CHD courses without first being admitted into the program.

Child Development program faculty may require all online quizzes or exams to be completed using a webcam and designated browser as described in course syllabi. Any request for credit for CHD courses must be for courses completed within the last five years with a grade of at least a "C" or above. Not all CHD courses are eligible for transferred credit. Contact program director for details.

Progression

Systematic progression through the program will ensure timely completion of 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.

By following the suggested course schedule students will be able to complete the program within five semesters.

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 for more than one semester, the student will be dismissed from the program and must apply for readmission. A student will be dismissed from the program if he/she makes a "D" or "F" in a CHD course. 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 development competency in guiding the experience of preschool children. Graduates may be employed as teacher assistants or aides in public school systems, Head Start or Alabama's First Class Pre-K and as teachers or directors in other private and preschool 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 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 the Alabama Transfers transfer guide for the latest information.

The Child Development Certificate is designed as a step between the short-term certificates and the Associate in Applied Science degree in Child Development. Students who earn a certificate in child development are qualified to work as assistants in many early care and education programs including the First Class Pre-K and Head Start classrooms and in many other early care and education programs.

The Child Development Short-Term 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 car center and homes.

Employment of preschool teachers is projected to grow 18 percent from 2020 to 2030, much faster than 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 $35,330 in May of 2022. 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, Preschool Teachers, visited Nov. 6th, 2023).

** For apprenticeship information see General Studies with Concentration in Child Development Apprenticeship pathway. **

Child Development

AAS CHILD DEVELOPMENT – Guided Pathway/Map

1st Semester

HUM 101, MTH 116, SPH 106, and BIO 103 may be substituted per advisor's approval.

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
HUM 101	Introduction to Humanities I	3
MTH 116	Mathematical Applications	3
SPH 106	Fundamentals of Oral Communication	3
BIO 103	Principles of Biology I	4
	Sub-Total Credits	17

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
PSY 200	General Psychology	3
CHD 100	Introduction of Early Care and Education of Children	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 206	Children's Health and Safety	3
	Sub-Total Credits	15

3rd Semester

ENG 261 and CIS 146 may be substituted per advisor's approval.

Item #	Title	Credits
ENG 261	English Literature I	3
CIS 146	Computer Applications	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
CHD 209	Infant and Toddler Education Programs	3
	Sub-Total Credits	15

4th Semester

CHD 215 requires entry into the CHD Program.

Item #	Title	Credits
CHD 201	Child Growth and Development Principles	3
CHD 205	Program Planning for Educating Young Children	3
CHD 208	Administration of Child Development Programs	3
CHD 210	Educating Children with Exceptional Needs	3
CHD 215	Supervised Practical Experience in Child Development	3
	Sub-Total Credits	15
	Total credits:	**62**

Child Development

CHILD DEVELOPMENT CERTIFICATE – Guided Pathway/Map

Fall Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CHD 203	Children's Literature and Language Development	3
CHD 206	Children's Health and Safety	3
CHD 209	Infant and Toddler Education Programs	3
	Sub-Total Credits	13

Spring Semester

MTH 116 may be substituted per advisor's approval.

Item #	Title	Credits
MTH 116	Mathematical Applications	3
CHD 201	Child Growth and Development Principles	3
CHD 205	Program Planning for Educating Young Children	3
CHD 210	Educating Children with Exceptional Needs	3
	Sub-Total Credits	12

Fall or Summer Semester

BIO 103 and HUM 101 may be substituted per advisor's approval.

Item #	Title	Credits
BIO 103	Principles of Biology I	4
HUM 101	Introduction to Humanities I	3
CHD 100	Introduction of Early Care and Education of Children	3
CHD 204	Methods and Materials for Teaching Children	3
	Sub-Total Credits	13
	Total credits:	**38**

Child Development - Infant/Toddler

The following courses meet the requirements for 120 clock hours of professional educational training for the CDA. The CDA is awarded by the Council for Professional Recognition and is not awarded by Wallace State. If you are considering the CDA, please check the Council's website at http://www.cdacouncil.org for additional requirements and information.

OPTION I - INFANT/TODDLER SHORT-TERM CERTIFICATE – Guided Pathway/Map

Fall or Summer Semester

Item #	Title	Credits
CHD 100	Introduction of Early Care and Education of Children	3
CHD 206	Children's Health and Safety	3
CHD 209	Infant and Toddler Education Programs	3
	Sub-Total Credits	9
	Total credits:	**9**

Child Development - Preschool/ Family Child Care

The following courses meet the requirements for 120 clock hours of professional educational training for the CDA. The CDA is awarded by the Council for Professional Recognition and is not awarded by Wallace State. If you are considering the CDA, please check the Council's website at http://www.cdacouncil.org for additional requirements and information.

OPTION II - PRESCHOOL/FAMILY CHILD CARE SHORT-TERM CERTIFICATE – Guided Pathway/Map

Fall or Summer Semester

Item #	Title	Credits
CHD 100	Introduction of Early Care and Education of Children	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 206	Children's Health and Safety	3
	Sub-Total Credits	9
	Total credits:	**9**

Child Development - Early Childhood Education

OPTION III - EARLY CHILDHOOD EDUCATION SHORT-TERM CERTIFICATE – Guided Pathway/Map

Fall or Summer Semester

Item #	Title	Credits
CHD 206	Children's Health and Safety	3
CHD 209	Infant and Toddler Education Programs	3
	One of CHD 203, CHD 204, or CHD 205	3
	Sub-Total Credits	9
	Total credits:	**9**

Child Development

OPTION IV - CHILD DEVELOPMENT SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
CHD 201	Child Growth and Development Principles	3
CHD 205	Program Planning for Educating Young Children	3
CHD 210	Educating Children with Exceptional Needs	3
	Total credits:	**9**

COMPUTER SCIENCE

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Associate in Applied Science Degree (5 semesters)

Short-Term Certificates (1 semester)

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 cybercrime. 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.

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 support specialists was $57,910 in May 2021. 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 specialists is projected to grow 6 percent from 2021-2031, as fast as 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).

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.

Computer Science - Programming

OPTION I - AAS PROGRAMMING – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
CIS 134	IT Fundamentals	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 149	Introduction to Computers	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
CIS 211	Principles of Information Assurance	3
CIS 199	Network Communications	3
CIS 251	C++ Programming	3
ENG 102	English Composition II	3
MTH 112	Precalculus Algebra	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
CIS 146	Computer Applications	3
CIS 171	Linux I	3
CIS 202	Python Programming	3
PSY 200	General Psychology	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
CIS 157	Introduction to App Development with Swift	3
CIS 255	JAVA Programming	3
CIS 263	Computer Maintenance	3
CIS 222	Database Management Systems	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
CIS 294	Special Topics	3
IDS 102	Ethics	3
CIS 281	System Analysis and Design	3
CIS 205	Control Language and Utilities Applications	3
	Sub-Total Credits	12
	Total credits:	***67***

Computer Science - Cybersecurity and Networking Technology

OPTION II - AAS CYBERSECURITY AND NETWORKING TECHNOLOGY - Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
CIS 134	IT Fundamentals	3
CIS 199	Network Communications	3
CIS 149	Introduction to Computers	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
CIS 202	Python Programming	3
CIS 270	Cisco CCNA I	3
CIS 245	Cyber Defense	3
CIS 171	Linux I	3
MTH 112	Precalculus Algebra	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
CIS 214	Pen Testing	3
CIS 271	Cisco CCNA II	3
CIS 211	Principles of Information Assurance	3
CIS 267	Enterprise Virtualization	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
CIS 280	Network Security	3
CIS 281	System Analysis and Design	3
ENG 102	English Composition II	3
PSY 200	General Psychology	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
CIS 294	Special Topics	3
IDS 102	Ethics	3
CIS 146	Computer Applications	3
CIS 263	Computer Maintenance	3
	Sub-Total Credits	12
	Total credits:	***67***

Computer Science - Artificial Intelligence

OPTION III - AAS ARTIFICIAL INTELLIGENCE - Guided Pathways/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
CIS 134	IT Fundamentals	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 149	Introduction to Computers	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
CIS 211	Principles of Information Assurance	3
CIS 199	Network Communications	3
CIS 238	Cloud Computing: Infrastructure and Services	3
ENG 102	English Composition II	3
MTH 112	Precalculus Algebra	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
CIS 146	Computer Applications	3
CIS 267	Enterprise Virtualization	3
IDS 102	Ethics	3
PSY 200	General Psychology	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
CIS 248	Introduction to IOT (Internet of Things)	3
CIS 251	C++ Programming	3
CIS 294	Special Topics	3
CIS 222	Database Management Systems	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
CIS 205	Control Language and Utilities Applications	3
CIS 202	Python Programming	3
CIS 171	Linux I	3
CIS 281	System Analysis and Design	3
	Sub-Total Credits	12
	Total credits:	***67***

Computer Science - Cloud Computing

OPTION IV - AAS CLOUD COMPUTING - Guided Pathways/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
CIS 134	IT Fundamentals	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 149	Introduction to Computers	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
CIS 211	Principles of Information Assurance	3
CIS 238	Cloud Computing: Infrastructure and Services	3
CIS 199	Network Communications	3
ENG 102	English Composition II	3
MTH 112	Precalculus Algebra	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
CIS 146	Computer Applications	3
CIS 267	Enterprise Virtualization	3
CIS 171	Linux I	3
PSY 200	General Psychology	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
CIS 248	Introduction to IOT (Internet of Things)	3
CIS 280	Network Security	3
IDS 102	Ethics	3
CIS 222	Database Management Systems	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
CIS 294	Special Topics	3
CIS 202	Python Programming	3
CIS 245	Cyber Defense	3
CIS 281	System Analysis and Design	3
	Sub-Total Credits	12
	Total credits:	***67***

Computer Science - Data Analytics

OPTION V - AAS DATA ANALYTICS - Guided Pathways/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
CIS 134	IT Fundamentals	3
CIS 149	Introduction to Computers	3
CIS 199	Network Communications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
CIS 211	Principles of Information Assurance	3
CIS 205	Control Language and Utilities Applications	3
CIS 150	Introduction to Computer Logic and Programming	3
ENG 102	English Composition II	3
MTH 112	Precalculus Algebra	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
CIS 146	Computer Applications	3
CIS 171	Linux I	3
IDS 102	Ethics	3
PSY 200	General Psychology	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
MTH 120	Calculus and Its Applications	3
BUS 271	Business Statistics I	3
ECO 231	Principles of Macroeconomics	3
CIS 222	Database Management Systems	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
CIS 294	Special Topics	3
CIS 202	Python Programming	3
BUS 272	Business Statistics II	3
CIS 281	System Analysis and Design	3
	Sub-Total Credits	12
	Total credits:	***67***

Computer Science – Systems Engineering Technology (SET)

OPTION VI - AAS SYSTEMS ENGINEERING TECHNOLOGY - Guided Pathways/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
CIS 134	IT Fundamentals	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 222	Database Management Systems	3
ENG 101	English Composition I	3
SYS 101	Introduction to Systems Engineering	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
CIS 199	Network Communications	3
CIS 251	C++ Programming	3
MTH 100	Intermediate College Algebra	3
SYS 221	Database Management for Systems Engineering	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
CIS 202	Python Programming	3
CIS 211	Principles of Information Assurance	3
BUS 271	Business Statistics I	3
SYS 231	Systems Modeling I	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
CIS 280	Network Security	3
CIS 255	JAVA Programming	3
MTH 112	Precalculus Algebra	3
SPH 106	Fundamentals of Oral Communication	3
SYS 232	Systems Modeling II	3
	Sub-Total Credits	15

5th Semester

IDS 102: *May be substituted per advisor's approval

Item #	Title	Credits
ECO 231	Principles of Macroeconomics	3
IDS 102	Ethics	3
SYS 233	Systems Modeling III	3
SYS 241	Dynamic Data Visualization Applications	3
	Sub-Total Credits	12
	Total credits:	**67**

Computer Science - Programming

OPTION I - PROGRAMMING SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
CIS 202	Python Programming	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 255	JAVA Programming	3
CIS 251	C++ Programming	3
	Total credits:	**12**

Computer Science – Information Technology

OPTION II - INFORMATION TECHNOLOGY SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
CIS 134	IT Fundamentals	3
CIS 199	Network Communications	3
CIS 211	Principles of Information Assurance	3
CIS 149	Introduction to Computers	3
	Total credits:	**12**

Computer Science – Network Technician

OPTION III - NETWORK TECHNICIAN SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
CIS 202	Python Programming	3
CIS 270	Cisco CCNA I	3
CIS 271	Cisco CCNA II	3
CIS 267	Enterprise Virtualization	3
	Total credits:	**12**

Computer Science – Cyber Technician

OPTION IV - CYBER TECHNICIAN SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
CIS 214	Pen Testing	3
CIS 245	Cyber Defense	3
CIS 280	Network Security	3
CIS 211	Principles of Information Assurance	3
	Total credits:	**12**

Computer Science - Artificial Intelligence Programming

OPTION V - ARTIFICAL INTELLIGENCE PROGRAMMING SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
CIS 150	Introduction to Computer Logic and Programming	3
CIS 202	Python Programming	3
CIS 251	C++ Programming	3
CIS 205	Control Language and Utilities Applications	3
	Total credits:	**12**

Computer Science - Cloud Computing

OPTION VI - CLOUD COMPUTING SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
CIS 238	Cloud Computing: Infrastructure and Services	3
CIS 248	Introduction to IOT (Internet of Things)	3
CIS 267	Enterprise Virtualization	3
	Total credits:	**9**

Computer Science - Data Analytics

OPTION VII - DATA ANALYTICS SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
MTH 120	Calculus and Its Applications	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
CIS 205	Control Language and Utilities Applications	3
	Total credits:	**12**

Computer Science - Systems Engineering

OPTION IX - SYSTEMS ENGINEERING SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
SYS 101	Introduction to Systems Engineering	3
SYS 221	Database Management for Systems Engineering	3
SYS 231	Systems Modeling I	3
SYS 232	Systems Modeling II	3
SYS 233	Systems Modeling III	3
SYS 241	Dynamic Data Visualization Applications	3
	Sub-Total Credits	18
	Total credits:	**18**

Computer Science- Electric Vehicle in Cybersecurity

OPTION VIII - ELECTRIC VEHICLE IN CYBERSECURITY SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
CIS 134	IT Fundamentals	3
CIS 199	Network Communications	3
CIS 245	Cyber Defense	3
CIS 280	Network Security	3
	Sub-Total Credits	12
	Total credits:	**12**

CRIMINAL JUSTICE

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Associate in Applied Science Degree (5 semesters)

Associate in Science Degree - See General Studies

Short-Term Certificate (1-2 semesters)

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.

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 officers, game wardens, corrections officers or probation officers. 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. In 2016 jobseekers who have gone on to earn a four-year degree in a forensic science will enjoy better opportunities than those with a two-year degree.

Annual earnings for police officers $44,370-62,878, Corrections Officers $44,370-62,878, Forensic Science Technicians $55,040-85,390, Forensic Scientists $51,027-91,400. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Criminal Justice - Forensic Investigation

OPTION I – AAS FORENSIC INVESTIGATION – Guided Pathway/Map

1st Semester

Item #	Title	Credits
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
	Sub-Total Credits	13

2nd Semester

Item #	Title	Credits
CRJ 178	Narcotics/Dangerous Drugs	3
CRJ 236	Advanced Criminalistics	3
MTH 116	Mathematical Applications	3
CIS 146	Computer Applications	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
CRJ 147	Constitutional Law	3
CRJ 238	Crime Scene Investigation	3
CRJ 226	Fingerprint Science	3
CRJ 227	Homicide Investigation	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CRJ 220	Criminal Investigation	3
CRJ 100	Introduction to Criminal Justice	3
	CRJ 280 or CRJ 116	3
	Sub-Total Credits	13

5th Semester

Item #	Title	Credits
CRJ 140	Criminal Law and Procedure	3
CRJ 177/SOC 217	Criminal and Deviant Behavior	3
PHL 206	Ethics and Society	3
PSY 200	General Psychology	3
	Sub-Total Credits	12
	Total credits:	**62**

Criminal Justice - Law Enforcement

OPTION II – AAS LAW ENFORCEMENT – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CRJ 100	Introduction to Criminal Justice	3
CRJ 110	Introduction to Law Enforcement	3
CRJ 220	Criminal Investigation	3
	Sub-Total Credits	13

2nd Semester

Item #	Title	Credits
CRJ 140	Criminal Law and Procedure	3
CRJ 177/SOC 217	Criminal and Deviant Behavior	3
CRJ 116	Police Patrol	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
CRJ 147	Constitutional Law	3
CRJ 238	Crime Scene Investigation	3
CRJ 227	Homicide Investigation	3
CRJ 226	Fingerprint Science	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CRJ 230	Criminalistics	3
PSY 200	General Psychology	3
ART 100	Art Appreciation	3
	Sub-Total Credits	13

5th Semester

Item #	Title	Credits
CRJ 178	Narcotics/Dangerous Drugs	3
CRJ 239	Issues in Law Enforcement	3
PHL 206	Ethics and Society	3
CIS 146	Computer Applications	3
	Sub-Total Credits	12
	Total credits:	**62**

Criminal Justice - Corrections

OPTION III - AAS CORRECTIONS – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CRJ 100	Introduction to Criminal Justice	3
IDS 102	Ethics	3
CRJ 150	Introduction to Corrections	3
	Sub-Total Credits	13

2nd Semester

Item #	Title	Credits
CRJ 156	Correctional Institutions	3
CRJ 178	Narcotics/Dangerous Drugs	3
CRJ 157	Community Based Corrections	3
MTH 116	Mathematical Applications	3
CRJ 177/SOC 217	Criminal and Deviant Behavior	3
CRJ 259	Issues in Corrections	3
	Sub-Total Credits	18

3rd Semester

Item #	Title	Credits
CRJ 238	Crime Scene Investigation	3
CRJ 147	Constitutional Law	3
CRJ 227	Homicide Investigation	3
ART 100	Art Appreciation	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
CRJ 280	Internship in Criminal Justice	3
CRJ 256	Correctional Rehabilitation	3
CRJ 212	Correctional Counseling Techniques	3
PSY 200	General Psychology	3
GLY 101	Introduction to Geology I	4
CIS 146	Computer Applications	3
	Sub-Total Credits	19
	Total credits:	**62**

Criminal Justice - Law Enforcement

OPTION I - LAW ENFORCEMENT SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
CRJ 100	Introduction to Criminal Justice	3
CRJ 110	Introduction to Law Enforcement	3
CRJ 220	Criminal Investigation	3
CRJ 178	Narcotics/Dangerous Drugs	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
CRJ 177/SOC 217	Criminal and Deviant Behavior	3
CRJ 116	Police Patrol	3
CRJ 147	Constitutional Law	3
CRJ 227	Homicide Investigation	3
	Sub-Total Credits	12
	Total credits:	**24**

Criminal Justice - Corrections

OPTION II - CORRECTIONS SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
CRJ 150	Introduction to Corrections	3
CRJ 156	Correctional Institutions	3
CRJ 157	Community Based Corrections	3
	Sub-Total Credits	9

2nd Semester

Item #	Title	Credits
CRJ 259	Issues in Corrections	3
CRJ 256	Correctional Rehabilitation	3
CRJ 212	Correctional Counseling Techniques	3
	Sub-Total Credits	9
	Total credits:	**18**

Criminal Justice - Crime Scene Technician

OPTION III - CRIME SCENE TECHNICIAN SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
CRJ 237	Forensic Photography	3
CRJ 238	Crime Scene Investigation	3
CRJ 226	Fingerprint Science	3
	Total credits:	**9**

Criminal Justice - Private Security

OPTION IV - PRIVATE SECURITY SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
CRJ 160	Introduction to Security	3
CRJ 166	Private and Retail Security	3
CRJ 167	Industrial Security	3
	Sub-Total Credits	9
	Total credits:	**9**

CULINARY ARTS

Aaron Nichols, Chairperson

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Associate in Applied Science Degree (5 semesters)

Certificate (3 semesters)

Short-Term Certificate (2 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-Term Certificate in Culinary Arts (2 semesters) and an Advanced Certificate in the Culinary Arts (3 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 kitchen skills and food 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 2024.

Employment growth will be spurred by increases in population, household income, and leisure time that will allow people to dine out and take vacations more often. Median hourly earnings of chefs and head cooks were $27.17 in 2022. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Culinary Arts

OPTION I - AAS CULINARY ARTS – Guided Pathway/Map

1st Semester

Item #	Title	Credits
CUA 271	Management of Food and Beverage Service	2
CUA 112	Sanitation, Safety, and Food Service	2
CUA 125	Food Preparation	5
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	Sub-Total Credits	13

2nd Semester

Item #	Title	Credits
CUA 115	Advanced Food Preparation	3
CUA 204	Foundations of Baking	3
CUA 122	Fundamentals of Quantity Cooking	3
BIO 103	Principles of Biology I	4
	Sub-Total Credits	13

3rd Semester

Item #	Title	Credits
CUA 102	Catering	3
CUA 203	Stocks and Sauces	3
CUA 205	Intro to Garde Manger	3
CUA 101	Orientation to the Hospitality Profession	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
CUA 111	Foundations in Nutrition	3
CUA 215	Regional Cuisines of the Americas	3
CUA 262	Restaurant Management and Supervision	3
ART 100	Art Appreciation	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
CUA 206	Advanced Garde Manger	2
CUA 201	Meat Preparation and Processing	3
CUA 213	Food Purchasing and Cost Control	3
PSY 200	General Psychology	3
	Sub-Total Credits	11
	Total credits:	**64**

Culinary Arts - Culinary/Nutrition Science Management

OPTION II - AAS CULINARY/NUTRITION SCIENCE MANAGEMENT - Guided Pathways/Map

1st Semester

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 112	Sanitation, Safety, and Food Service	2
CUA 125	Food Preparation	5
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
CUA 115	Advanced Food Preparation	3
CUA 122	Fundamentals of Quantity Cooking	3
HMM 105	Principles of Hospitality Management	3
HED 224	Personal and Community Health	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
CIS 146	Computer Applications	3
CUA 201	Meat Preparation and Processing	3
CUA 163	Foundation of Healthy Cooking Techniques	2
CUA 205	Intro to Garde Manger	3
CUA 213	Food Purchasing and Cost Control	3
	Sub-Total Credits	14

4th Semester

Item #	Title	Credits
CUA 111	Foundations in Nutrition	3
CUA 123	Applied Quantity Cooking	3
CUA 173	Culinary Arts Apprenticeship	3
MTH 116	Mathematical Applications	3
ART 100	Art Appreciation	3
	Sub-Total Credits	15

5th Semester

Item #	Title	Credits
PSY 200	General Psychology	3
HMM 120	Beverage Operations	3
CUA 204	Foundations of Baking	3
BIO 103	Principles of Biology I	4
	Sub-Total Credits	13
	Total credits:	**68**

Culinary Arts - Hotel and Restaurant Management

OPTION III - AAS HOTEL AND RESTAURANT MANAGEMENT - Guided Pathway/Map

1st Semester

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 112	Sanitation, Safety, and Food Service	2
CUA 125	Food Preparation	5
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
CUA 115	Advanced Food Preparation	3
CUA 122	Fundamentals of Quantity Cooking	3
MTH 116	Mathematical Applications	3
BIO 103	Principles of Biology I	4
	Sub-Total Credits	13

3rd Semester

Item #	Title	Credits
CIS 146	Computer Applications	3
CUA 163	Foundation of Healthy Cooking Techniques	2
BUS 263	The Legal and Social Environment of Business	3
PSY 200	General Psychology	3
CUA 213	Food Purchasing and Cost Control	3
	Sub-Total Credits	14

4th Semester

Item #	Title	Credits
CUA 111	Foundations in Nutrition	3
HMM 241	Restaurant Service Management I	3
HMM 240	Hospitality Managerial Accounting	3
HMM 251	Front Office Management	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
SPH 106	Fundamentals of Oral Communication	3
HMM 120	Beverage Operations	3
CUA 262	Restaurant Management and Supervision	3
ART 100	Art Appreciation	3
	Sub-Total Credits	12
	Total credits:	**65**

Culinary Arts - Advanced Culinary Arts

OPTION I - ADVANCED CULINARY ARTS CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
CUA 112	Sanitation, Safety, and Food Service	2
CUA 125	Food Preparation	5
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	Sub-Total Credits	11

2nd Semester

Item #	Title	Credits
CUA 115	Advanced Food Preparation	3
CUA 204	Foundations of Baking	3
CUA 203	Stocks and Sauces	3
CUA 122	Fundamentals of Quantity Cooking	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
CUA 262	Restaurant Management and Supervision	3
CUA 205	Intro to Garde Manger	3
CUA 101	Orientation to the Hospitality Profession	3
MTH 116	Mathematical Applications	3
CUA 215	Regional Cuisines of the Americas	3
	Sub-Total Credits	15
	Total credits:	**38**

Culinary Arts - Culinary/Nutrition Science Management

OPTION II - CULINARY/NUTRITION SCIENCE MANAGEMENT CERTIFICATE -Guided Pathway/Map

1st Semester

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 112	Sanitation, Safety, and Food Service	2
CUA 125	Food Preparation	5
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
CUA 115	Advanced Food Preparation	3
CUA 122	Fundamentals of Quantity Cooking	3
HMM 105	Principles of Hospitality Management	3
HED 224	Personal and Community Health	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
CUA 201	Meat Preparation and Processing	3
CUA 163	Foundation of Healthy Cooking Techniques	2
CUA 205	Intro to Garde Manger	3
CUA 213	Food Purchasing and Cost Control	3
	Sub-Total Credits	11

4th Semester

Item #	Title	Credits
CUA 111	Foundations in Nutrition	3
CUA 123	Applied Quantity Cooking	3
CUA 173	Culinary Arts Apprenticeship	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
HMM 120	Beverage Operations	3
CUA 204	Foundations of Baking	3
	Sub-Total Credits	6
	Total credits:	**55**

Culinary Arts - Hotel and Restaurant Management

OPTION III - HOTEL AND RESTAURANT MANAGEMENT CERTIFICATE - Guided Pathway/Map

1st Semester

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 112	Sanitation, Safety, and Food Service	2
CUA 125	Food Preparation	5
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
CUA 115	Advanced Food Preparation	3
CUA 122	Fundamentals of Quantity Cooking	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	9

3rd Semester

Item #	Title	Credits
CUA 163	Foundation of Healthy Cooking Techniques	2
BUS 263	The Legal and Social Environment of Business	3
CUA 213	Food Purchasing and Cost Control	3
	Sub-Total Credits	8

4th Semester

Item #	Title	Credits
CUA 111	Foundations in Nutrition	3
HMM 241	Restaurant Service Management I	3
HMM 240	Hospitality Managerial Accounting	3
HMM 251	Front Office Management	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
HMM 120	Beverage Operations	3
CUA 262	Restaurant Management and Supervision	3
	Sub-Total Credits	6
	Total credits:	**49**

Culinary Arts

OPTION I - CULINARY ARTS SHORT-TERM CERTIFICATE – Guided Pathway/ Map

1st Semester

Item #	Title	Credits
CUA 112	Sanitation, Safety, and Food Service	2
CUA 125	Food Preparation	5
CUA 115	Advanced Food Preparation	3
CUA 204	Foundations of Baking	3
	Sub-Total Credits	13

2nd Semester

Item #	Title	Credits
CUA 203	Stocks and Sauces	3
CUA 122	Fundamentals of Quantity Cooking	3
CUA 205	Intro to Garde Manger	3
CUA 101	Orientation to the Hospitality Profession	3
	Sub-Total Credits	12
	Total credits:	**25**

Culinary Arts - Culinary/Nutrition Management Level 1

OPTION II - CULINARY/NUTRITION MANAGEMENT LEVEL 1 SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 112	Sanitation, Safety, and Food Service	2
CUA 125	Food Preparation	5
	Total credits:	**10**

Culinary Arts - Culinary/Nutrition Management Level 2

OPTION III - CULINARY/NUTRITION MANAGEMENT LEVEL 2 SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
CUA 115	Advanced Food Preparation	3
CUA 122	Fundamentals of Quantity Cooking	3
HMM 105	Principles of Hospitality Management	3
HED 224	Personal and Community Health	3
	Total credits:	**12**

Culinary Arts - Culinary/Nutrition Management Level 3

OPTION IV - CULINARY/NUTRITION MANAGEMENT LEVEL 3 SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
CUA 201	Meat Preparation and Processing	3
CUA 163	Foundation of Healthy Cooking Techniques	2
CUA 205	Intro to Garde Manger	3
CUA 213	Food Purchasing and Cost Control	3
	Total credits:	**11**

Culinary Arts - Culinary/Nutrition Management Level 4

OPTION V - CULINARY/NUTRITION MANAGEMENT LEVEL 4 SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
CUA 111	Foundations in Nutrition	3
CUA 123	Applied Quantity Cooking	3
CUA 173	Culinary Arts Apprenticeship	3
	Total credits:	**9**

Culinary Arts - Hotel and Restaurant Management Level 1

OPTION VI - HOTEL AND RESTAURANT MANAGEMENT LEVEL I SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 112	Sanitation, Safety, and Food Service	2
CUA 125	Food Preparation	5
	Total credits:	**10**

Culinary Arts - Hotel and Restaurant Management Level 2

OPTION VII - HOTEL AND RESTAURANT MANAGEMENT LEVEL 2 SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
CUA 115	Advanced Food Preparation	3
CUA 122	Fundamentals of Quantity Cooking	3
CUA 163	Foundation of Healthy Cooking Techniques	2
CUA 213	Food Purchasing and Cost Control	3
	Total credits:	**11**

Culinary Arts - Hotel and Restaurant Management Level 3

OPTION VIII - HOTEL AND RESTAURANT MANAGEMENT LEVEL 3 SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
CUA 111	Foundations in Nutrition	3
HMM 240	Hospitality Managerial Accounting	3
HMM 241	Restaurant Service Management I	3
HMM 251	Front Office Management	3
	Total credits:	**12**

DENTAL ASSISTING

Dr. Sharon Alley, 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 of the program are qualified to take the Certified Dental Assistant (CDA) Examination administered by the Dental Assisting National Board. Students may elect to complete the certificate program in three semesters or the Associate Degree program in four semesters.

Admission Requirements

NOTE: It is the responsibility of each applicant to ensure that all classes from other institutions have been transferred and to ensure that their application is complete. Admission to the Dental Assisting Program is competitive, and the number of students is limited. Meeting the minimum requirements does not guarantee acceptance.

1. Unconditional admission to the college – College application must be submitted by the program application deadline of June 1.
2. Student must be in good standing with the college.
3. Receipt of complete program applications accepted between March 1 and June 1 for Fall entry. Applications received after the deadline will be considered on a space available basis.
4. The online application is located at www.wallacestate.edu. Online application instructions are under the *Program Application* tab. Upon completion of the online application, all applicants are required to submit a General Education Worksheet with all necessary documentation attached. The General Education Worksheet, along with full instructions, can be found in Online Application Instructions.
5. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be attached to the program application General Education Worksheet.
6. Student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu-see Physical Form Essential Functions.
7. 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).

8. A minimum of 16 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be uploaded to online application. ACT scores are available on Degree Works reports, transcripts including High School, and through ACT.org. If ordering your score report, please use Code 0083 and allow 4-6 weeks for processing. Wallace will receive your score from ACT and add it on your myWallace account. To use scores available on ACT.org you will need to print to PDF, we do not accept screenshots. We will accept ACT Superscores from ACT, but not manually calculated ACT Superscores. Higher scores will receive more points in the application process. Scan the document to PDF format and save the file as: *your FULL NAME ACT.pdf*, you will upload the document to your online application.

9. Be eligible for ENG 101 according to college requirements. Please refer to General Admission section of catalog or check with your advisor.
10. 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 program acceptance status will be sent to each applicant via information supplied on the program application.
4. Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link 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
5. Candidates are ranked for admission as outlined on the application instructions and general education worksheet. In the event of a tie of ranking score, in order to fill all available seats, the following criteria will be used as the tiebreaker to determine student acceptance into the program: completion of all program general education courses, cumulative GPA, ACT Math subset score, and date application was received.
6. Students accepted must attend a mandatory orientation session. Failure to do so could result in forfeiture of their place in the class.
7. 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. 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 Dental Assisting Program, the student must submit:

3. A recent certification (current within one year) of good health from physician, verifying that the student is in good physical and mental health and is able to perform the duties and activities required of Dental Hygienist.

4. Mantoux TB skin test results and complete immunization documentation must be included on the form.

5. Evidence of having received the second of three Hepatitis B vaccinations or completion of the series.

6. Provide proof of health insurance coverage.

7. Provide proof of BLS CPR certification. Online CPR classes will not be accepted.

Admission to the Dental Assisting 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 preclinical or clinical sessions 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

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 readmission. 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 2019-2029-projection period. Median hourly earnings of dental assistants were $41,180 or $19.80 per hour in May 2020, with the lowest 10 percent earning less than $28,940 and the highest 10 percent earning more than $58,390. (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.

***If planning to apply for Dental Hygiene, MTH 100 is recommended instead of MTH 116.**

NOTE: *The Guided Pathways Curricular Maps contain all the elements required for degree/certificate completion. However, courses may be offered or taken in other semesters so long as general academic courses are met. Additional options for elective courses are available. Please see DegreeWorks for allowable substitutions. Courses may be available days, nights, hybrid, and online. Sample maps for part-time attendance may also be available. Please see an advisor.*

Dental Assisting

AAS DENTAL ASSISTING – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
DAT 100	Introduction to Dental Assisting	2
DAT 101	Pre-Clinical Procedures I	3
DAT 102	Dental Materials	3
DAT 103	Dental Anatomy and Physiology	3
DAT 104	Basic Sciences for Dental Assisting	2
ENG 101	English Composition I	3
	Sub-Total Credits	17

2nd Semester

Item #	Title	Credits
DAT 111	Clinical Practice I	5
DAT 112	Dental Radiology	3
DAT 113	Dental Health Education	2
DAT 116	Pre-Clinical Procedures II	3
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
	Sub-Total Credits	19

3rd Semester

Item #	Title	Credits
DAT 114	Dental Office Administration	4
DAT 122	Clinical Practice II	4
DAT 141	Directed Studies in Dental Assisting	3
SPH 106	Fundamentals of Oral Communication	3
	Sub-Total Credits	14

4th Semester

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CIS 146	Computer Applications	3
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	10
	Total credits:	**60**

Dental Assisting

DENTAL ASSISTING CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
DAT 100	Introduction to Dental Assisting	2
DAT 101	Pre-Clinical Procedures I	3
DAT 102	Dental Materials	3
DAT 103	Dental Anatomy and Physiology	3
DAT 104	Basic Sciences for Dental Assisting	2
ENG 101	English Composition I	3
	Sub-Total Credits	17

2nd Semester

Item #	Title	Credits
DAT 111	Clinical Practice I	5
DAT 112	Dental Radiology	3
DAT 113	Dental Health Education	2
DAT 116	Pre-Clinical Procedures II	3
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
	Sub-Total Credits	19

3rd Semester

Item #	Title	Credits
DAT 114	Dental Office Administration	4
DAT 122	Clinical Practice II	4
DAT 141	Directed Studies in Dental Assisting	3
SPH 106	Fundamentals of Oral Communication	3
	Sub-Total Credits	14
	Total credits:	**50**

DENTAL HYGIENE

Dr. Sharon Alley, Program Director

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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.

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 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 of the program are eligible to apply to take the National Board Dental Hygiene Examination (NBDHE®) and dental hygiene clinical licensure examinations.

Admission Requirements

NOTE: It is the responsibility of each applicant to ensure that all classes from other institutions have been transferred and to ensure that their application is complete. Admission to the Dental Hygiene Program is competitive, and the number of students is limited. Meeting the minimum requirements does not guarantee acceptance.

1. Unconditional admission to the college – College application must be submitted by the program application deadline of June 1.
2. Student must be in good standing with the college.
3. Meet all general admission requirements of WSCC.
4. Receipt of complete program applications accepted between March 1 and June 1 for Fall entry. Applications received after the deadline will be considered on a space available basis.
5. The online application is located at www.wallacestate.edu. Online application instructions are under the Program Application tab. Upon completion of the online application, all applicants are required to submit a General Education Worksheet with all necessary documentation attached. The General Education Worksheet, along with full instructions, can be found in Online Application Instructions.
6. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be attached to the program application General Education Worksheet.
7. 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).
8. Student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu-see Physical Form Essential Functions.
9. A minimum of 18 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be uploaded to online application. ACT scores are available on Degree Works reports, transcripts including High School, and through ACT.org. If ordering your score report, please use Code 0083 and allow 4-6 weeks for processing. Wallace will receive your score from ACT and add it on your myWallace account. To use scores available on ACT.org you will need to print to PDF, we do not accept screenshots. We will accept ACT Superscores from ACT, but not manually calculated ACT Superscores. Higher scores will receive more points in the application process. Scan the document to PDF format and save the file as: *your FULL NAME ACT.pdf*, you will upload the document to your online application.
10. Attain a minimum GPA of 2.5 or greater on a 4.0 scale with a grade of "C" or better on all required general education requirements

NOTE: It is the responsibility of each applicant to ensure that all classes from other institutions have been transferred and to ensure that their application is complete. Admission to the Dental Hygiene 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.

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. General academic required courses must be completed prior to time of application to the program.
3. The selection process involves the applicant's GPA of required general education requirements 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 bonus point(s) according to their dental assisting GPA. Applicants who have taken general education courses (in addition to the required general academic courses) for the program will receive bonus point(s) according to the number of general education courses completed at the time of application.
5. Candidates are ranked for admission as outlined on the application instructions and general education worksheet. In the event of a tie of ranking score, in order to fill all available seats, the following criteria will be used as the tiebreaker to determine student acceptance into the program: completion of all program general education courses, cumulative GPA, ACT Math subset score, and date application was received.
6. Program applications will be reviewed for completion of program admission requirements. Written notification of program acceptance status will be sent to each applicant via information supplied on the program application.
7. Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link 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
8. 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. 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 Dental Hygiene Program, the student must submit:
    1. A recent certification (current within one year) of good health from physician, verifying that the student is in good physical and mental health and is able to perform the duties and activities required of Dental Hygienist.
    2. Mantoux TB skin test results and complete immunization documentation must be included on the form.
    3. Evidence of having received the second of three Hepatitis B vaccinations or completion of the series.
    4. Provide proof of health insurance coverage.
    5. Provide proof of BLS CPR certification. Online CPR classes will not be accepted.

Admission to the Dental Hygiene 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 preclinical or clinical sessions 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 Dental Hygiene 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 Dental Hygiene program must meet the following criteria:

1. Progress through all Dental Hygiene courses in the sequence specified by the program faculty.
2. Maintain a minimum grade of 75% or higher in major required courses. Students must attain a "C" in general and major required courses. Failure to do so will result in dismissal from the program.
3. Maintain the ability to meet the Essential Functions.
4. Successfully complete the program within 24 months from the initial semester of DHY courses.
5. Maintain Current CPR at the health care provider level.
6. Abide by the policies, procedures, and rules of behavior of the college and the Dental Hygiene program.
7. Abide by the policies, procedures, and rules of behavior of the clinical agencies.
8. Submit completed medical forms by required deadlines.
9. 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).

10. A student who withdraws or is dismissed from the program may re-apply for admission one time only.
11. Due to the complex and progressive nature of the material presented in the dental hygiene program, any student who is dismissed or withdraws from the program must repeat all courses of the program regardless of the grades obtained.
12. Students are required to pass the Dental Hygiene Exit Exam in DHY 220. Failure to pass the exit exam will result in a failing grade for DHY 220, regardless of other grades or competencies achieved.

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

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 projected to grow 6 percent from 2019 to 2029, faster than the average for all occupations. The demand for dental services will increase as the population ages and as research continues to link oral health to overall health. It is also in the top ten highest paying careers with an Associate's degree. The national average salary for dental hygienists is $76,220. The average salary in the state of Alabama is $48,090. In the area of Huntsville and Birmingham, the average salary is $49,785. (Statistics from the 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.

NOTE: *The Guided Pathways Curricular Maps contain all the elements required for degree/certificate completion. However, courses may be offered or taken in other semesters so long as general academic courses are met. Additional options for elective courses are available. Please see DegreeWorks for allowable substitutions. Courses may be available days, nights, hybrid, and online. Sample maps for part-time attendance may also be available. Please see an advisor.*

Dental Hygiene

AAS DENTAL HYGIENE – Guided Pathway/Map

General Education Requirements

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
BIO 201	Human Anatomy and Physiology I	4
BIO 220	General Microbiology	4
ORI 110	Freshman Seminar	1
	Sub-Total Credits	12

1st Semester

Item #	Title	Credits
DHY 110	Dental Hygiene Theory I	2
DHY 112	Pre-Clinical Dental Hygiene	3
DHY 114	Dental Radiology	3
DHY 116	Dental Anatomy, Histology & Embryology	2
DHY 118	Anatomy, Embryology & Histology of the Head and Neck	2
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
DHY 120	Dental Materials	2
DHY 122	Clinical Dental Hygiene I	3
DHY 124	Dental Hygiene Theory II	2
DHY 126	Periodontology	2
DHY 128	Pharmacology / Medical Emergencies	2
ENG 101	English Composition I	3
	Sub-Total Credits	14

3rd Semester

Item #	Title	Credits
DHY 130	Biological Chemistry and Applied Nutrition	1
DHY 132	Clinical Dental Hygiene II	2
DHY 134	Dental Hygiene Theory III	1
DHY 216	Dental Research	1
PSY 200	General Psychology	3
CHM 104	Introduction to Chemistry I	4
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
DHY 210	General and Oral Pathology	2
DHY 212	Clinical Dental Hygiene III	4
DHY 214	Dental Hygiene Theory IV	1
DHY 217	Community Dental Health	1
SOC 200	Introduction to Sociology	3
	Sub-Total Credits	11

5th Semester

Item #	Title	Credits
DHY 218	Clinical Dental Hygiene IV	4
DHY 220	Dental Hygiene Theory V	1
HUM 101	Introduction to Humanities I	3
SPH 106	Fundamentals of Oral Communication	3
	Sub-Total Credits	11
	Total credits:	**76**

DIAGNOSTIC IMAGING

Mr. James Malone, M.H.Sc., RT(R) (CT), Program Director

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Associate in Applied Science Degree (6 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 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 consistent with 3:00 p.m. – 11:00 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

1. Unconditional admission to the college – College application must be submitted by the program application deadline of June 1.
2. Student must be in good standing with the college.
3. Meet all general admission requirements of WSCC.
4. Receipt of complete program applications accepted between March 1 and June 1 for Fall entry. Applications received after the deadline will be considered on a space available basis.

5. The RAD program online application is located on program's webpage at www.wallacestate.edu. Online application instructions are under the Application to Program tab. All applicants are required to upload all necessary documentation for consideration.
6. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded.
7. A minimum of 19 ACT composite score (National, Residual, or Superscore) is required for admission consideration. Proof of score must be uploaded.
8. Student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu - see Physical Form Essential Functions.
9. 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).
10. 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-Diagnostic Imaging courses only.

NOTE: *It is the responsibility of each applicant to ensure that all classes from other institutions have been transferred and to ensure 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 is no longer eligible to take the exam. The individual must reapply to the Diagnostic Imaging program, and, if accepted, complete the entire program.

Selection and Notification

1. The DI program admits a beginning class annually fall semester only.
2. ALL courses must be complete prior to the application deadline of June 1. The only exception is BIO 202; it must be completed during the summer semester prior to admission to the program. Those that have it completed by the application deadline will receive one point added to their ranking score.
3. Candidates are ranked for admission on the basis of ACT scores, weighted GPA of pre-DI courses (GPA x 9) and completion of admission requirements. In the event of a tie of ranking score, in order to fill all available seats, the following criteria will be used as the tiebreaker to determine student acceptance into the program: completion of all classes, cumulative GPA, ACT Math subset score, and date application was received.
4. Program applications will be reviewed for completion of program admission requirements. Written notification of program acceptance status will be sent to each applicant via information supplied on the program application.
5. Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link 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 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. Students may visit www.arrt.org to see a complete list of required competencies.

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:
    1. 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.
    2. Mantoux TB skin test results and complete immunization documentation must be included on the form.
    3. Evidence of having received the second of three Hepatitis B vaccinations or completion of the series.
    4. Provide proof of health insurance coverage.
    5. Provide proof of CPR certification. Online CPR classes will not be accepted.

Admission to the Diagnostic Imaging program shall be provisional depending upon the student's ability to pass an initial drug screen and background check. Students may be subjected to random drug testing during the length of the program. Students are required to carry liability, accident, and medical insurance for the duration of program enrollment. Students cannot begin clinical rotations until copies of the health certificate, Hepatitis immunization status, CPR certification and health insurance card are on file. Liability and accident insurance are available through the college. Students should provide copies of the above documents at the mandatory orientation.

Progression

Uninterrupted progression through the Diagnostic Imaging program is required. Any student whose progression is interrupted must reapply for readmission. If progression is interrupted for any reason, the student may only be readmitted one time. Any changes in the curriculum or admission procedures will be applicable upon the student's readmission. Students selected to the Diagnostic Imaging program must meet the following criteria:

1. Progress through all Diagnostic Imaging courses in the sequence specified by the program faculty.
2. Maintain a minimum grade of 75% or higher in major required courses. Failure to do so will result in dismissal from the program.
3. Maintain a 2.5 cumulative GPA in all coursework.
4. Maintain the ability to meet the Essential Functions.
5. Successfully complete the program within 26 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.

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.

Transfer Policy

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 26 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. Students who do not progress through another radiography program due to grades or disciplinary action are not eligible for transfer. In this situation, a student must apply to the program, and if accepted, must repeat all previous courses.
7. All students transferring into the program must prove competency in all previous coursework as prescribed by the program. If a student cannot prove

competency, the request for admission will be denied and the student must apply to the program, and if accepted, must repeat all previous courses.
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 2022 survey by the American Society of Radiologic Technologists showed the annual salaries averaged about $55,106 for entry-level radiographers. With experience, additional education or supervisory responsibilities, salaries can range from $56,000 - $109,000 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.

Diagnostic Imaging

Option I - AAS DIAGNOSTIC IMAGING: Traditional – Guided Pathway/Map

BIO 103 is a WSCC pre-requisite requirement to BIO 201.

1st Semester - General Education Requirements

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
BIO 201	Human Anatomy and Physiology I	4
	Sub-Total Credits	11

2nd Semester - General Education Requirements

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
PSY 200	General Psychology	3
IDS 102	Ethics	3
	Sub-Total Credits	10

NOTE: The final four semesters of the program must be completed in the sequence shown.

3rd Semester

Item #	Title	Credits
RAD 111	Introduction to Radiography	2
RAD 112	Radiography Procedures I	4
RAD 113	Patient Care	2
RAD 114	Clinical Education I	2
RAD 125	Imaging Equipment	3
	Sub-Total Credits	13

4th Semester

Item #	Title	Credits
RAD 122	Radiographic Procedures II	4
RAD 124	Clinical Education II	5
RAD 135	Exposure Principles	3
RAD 136	Radiation Protection and Biology	2
	Sub-Total Credits	14

5th Semester

Item #	Title	Credits
RAD 204	Clinical Education III	8
RAD 212	Image Evaluation and Pathology	2
	Sub-Total Credits	10

6th Semester

Item #	Title	Credits
RAD 214	Clinical Education IV	8
RAD 227	Review Seminar	2
	Sub-Total Credits	10
	Total credits:	**68**

Radiation Therapy

Radiation Therapy program prepares individuals to administer prescribed courses of radiation treatment, manage patients undergoing radiation therapy, and maintain pertinent records. Includes instruction in

applied anatomy and physiology, oncologic pathology, radiation biology, radiation oncology procedures and techniques, radiation dosimetry, tumor localization, treatment planning, patient communication and management, data collection, record-keeping, and applicable standards and regulations.

Option II- AAS DIAGNOSTIC IMAGING: Radiation Therapy – Guided Pathway/ Map

BIO 103 is a WSCC pre-requisite requirement to BIO 201.

1st Semester - General Education Requirements

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
BIO 201	Human Anatomy and Physiology I	4
	Sub-Total Credits	11

2nd Semester - General Academic Requirements

Item #	Title	Credits
PSY 200	General Psychology	3
BIO 202	Human Anatomy and Physiology II	4
MTH 112	Precalculus Algebra	3
IDS 102	Ethics	3
	Sub-Total Credits	13

NOTE: The final three semesters of the program must be completed in the sequence shown.

3rd Semester

Item #	Title	Credits
RAD 113	Patient Care	2
RAD 114	Clinical Education I	2
RAD 120	Introduction to Radiation Therapy	2
RAD 125	Imaging Equipment	3
RAD 141	Radiobiology	2
RAD 234	Pathophysiology and Sectional Anatomy	2
	Sub-Total Credits	13

4th Semester

Item #	Title	Credits
RAD 124	Clinical Education II	5
RAD 230	Radiation Therapy Physics	3
RAD 232	Principles and Practice I	3
RAD 236	Treatment Planning	2
RAD 242	Principles and Practice II	3
	Sub-Total Credits	16

5th Semester

Item #	Title	Credits
RAD 204	Clinical Education III	8
RAD 245	Radiation Therapy Review Seminar	2
	Sub-Total Credits	10
	Total credits:	**63**

DIAGNOSTIC MEDICAL SONOGRAPHY

Ms. April Sutherland, Program Director

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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 sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the following concentrations: Abdominal Sonography - Extended, Adult Cardiac Sonography, Obstetrics and Gynecology Sonography, and Vascular Sonography.

Purpose and Goal of Cardiovascular Option: To prepare competent entry-level cardiac and vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Associate in Applied Science degree awarded at program completion is a five-semester (depending on the pathway), 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/CCI prior to graduation from the program. By successfully completing the certification exams, you will be awarded the credential RDMS, RT(S), RDCS, RVT, RCS, and/or RVS.

Admission Requirements

1. Unconditional admission to the college – College application must be submitted by the program application deadline of June 1.
2. Students must be in good standing with the college.
3. Receipt of complete program applications accepted between March 1 and June 1 for fall entry. Applications received after the deadline will be considered on a space-available basis.
4. The online application is located at www.wallacestate.edu. 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. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be attached to the program application Verification Sheet and submitted by the deadline of June 1.
6. Students must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu-see Physical Form Essential Functions.
7. A minimum of **19** ACT composite score (National, Residual, or Superscore) is required for admission consideration. Proof of score must be submitted with the application Verification Sheet.
8. Documented evidence of a minimum of four (4) hours of observation in an ultrasound department with a **registered sonographer.**
9. Proof of active/current AHA Approved CPR certification for **Healthcare Providers** (or BLS) must also be provided with the application (cognitive hands-on – Online CPR courses not accepted).
10. 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, physics) must have been completed within **seven** years of the date of expected entry into the DMS program.
11. Candidates must be able to meet all Technical Standards required of the program. Those Standards are as follows:
    1. Lift more than 50 pounds routinely
    2. Push and pull routinely
    3. Bend and stoop routinely
    4. Have full use of both hands, wrists, and shoulders
    5. Distinguish audible sounds
    6. Adequately view sonograms, including color distinctions
    7. Work standing on their feet 80% of the time
    8. Interact compassionately and effectively with the sick or injured
    9. Assist patients on and off examining tables
    10. Communicate effectively with patients and other healthcare professionals
    11. 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. All courses must be completed prior to application deadline of June 1. The only exception is the physics and BIO 202 courses. They can be completed in the summer prior to admission to the program. Those that have it completed by the application deadline will receive 0.5 points for each added to their ranking score.
3. Applicants that are registered sonographers and applying for reentry, will receive 2 points added to their ranking score.
4. Candidates are ranked for admission on the basis of 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 50 slots the following tiebreaker will be used in this order to determine acceptance into the program: Completion of classes, GPA, ACT Composite, ACT Math, ACT Science Reasoning.
5. Program applications will be reviewed for completion of program admission requirements. Written notification of program acceptance status will be sent to each applicant via information supplied on the program application.
6. Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link 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 cardiovascular, abdominal, superficial structures, obstetrical and gynecologic sonograms).

Upon Admission

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" (**or BLS).
3. Accident and liability insurance, available through the College, is required. This will be covered through your fees.
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. This is NOT provided through the school.

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

Before or upon completion of the program, sonography students should take registries and become registered sonographers. Many sonographers opt to advance their career horizons by seeking expertise in 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. National median annual earnings of Diagnostic Medical Sonographers were $73,133 according to the SDMS Sonographer Salary & Benefits Survey (2018). 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 Alabama Transfers guide for the latest information.

**If the student has a radiographic physics, PHY 112, or other physics course that has been taken within 7 years of admission, this may cover the physics requirement for entry into the program pending program director approval. The radiography physics (RAD 125) is available only in the spring semester for presonography students.

Diagnostic Medical Sonography - Abdominal/Vascular

OPTION I - AAS DIAGNOSTIC MEDICAL SONOGRAPHY: ABDOMINAL/ VASCULAR – Guided Pathway/Map

General Education Requirements

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ART 100	Art Appreciation	3
MTH 100	Intermediate College Algebra	3
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
PHY 115	Technical Physics	4
PSY 200	General Psychology	3
	Sub-Total Credits	25

1st Semester

Item #	Title	Credits
DMS 202	Foundations of Sonography	3
DMS 205	Abdominal Sonography	4
DMS 216	Sonographic Principles & Instrumentation I	3
DMS 229	Sonography Preceptorship I	2
DMS 261	Vascular Sonography Techniques	3
	Sub-Total Credits	15

2nd Semester

Item #	Title	Credits
DMS 207	Abdominal Pathology	3
DMS 217	Sonographic Principles & Instrumentation II	2
DMS 230	Sonography Preceptorship II	3
DMS 234	Sonography Lab II	1
DMS 263	Pathology of Vascular Systems	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
DMS 225	Superficial Sonography	1
DMS 231	Sonography Preceptorship III	4
DMS 235	Sonography Lab III	1
DMS 240	Sonography Seminar I	2
	Sub-Total Credits	8

4th Semester

Item #	Title	Credits
DMS 232	Sonography Preceptorship IV	5
DMS 241	Sonography Seminar II	3
DMS 245	Sonography Case Presentation	1
DMS 250	Introduction to Advanced Sonography	3
	Sub-Total Credits	12
	Total credits:	**72**

Diagnostic Medical Sonography - Cardiovascular

OPTION II - AAS DIAGNOSTIC MEDICAL SONOGRAPHY: CARDIOVASCULAR – Guided Pathway/ Map

General Education Requirements

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ART 100	Art Appreciation	3
MTH 100	Intermediate College Algebra	3
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
PHY 115	Technical Physics	4
PSY 200	General Psychology	3
	Sub-Total Credits	25

1st Semester

Item #	Title	Credits
DMS 202	Foundations of Sonography	3
DMS 216	Sonographic Principles & Instrumentation I	3
DMS 229	Sonography Preceptorship I	2
DMS 233	Sonography Lab I	1
DMS 271	Echocardiographic Technology	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
DMS 217	Sonographic Principles & Instrumentation II	2
DMS 230	Sonography Preceptorship II	3
DMS 234	Sonography Lab II	1
DMS 261	Vascular Sonography Techniques	3
DMS 273	Pathology of the Cardiovascular System	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
DMS 231	Sonography Preceptorship III	4
DMS 235	Sonography Lab III	1
DMS 240	Sonography Seminar I	2
DMS 263	Pathology of Vascular Systems	3
	Sub-Total Credits	10

4th Semester

Item #	Title	Credits
DMS 232	Sonography Preceptorship IV	5
DMS 241	Sonography Seminar II	3
DMS 245	Sonography Case Presentation	1
DMS 275	Advanced Echocardiographic Modalities	3
	Sub-Total Credits	12
	Total credits:	**71**

Diagnostic Medical Sonography - Obstetrics & Gynecology

OPTION III - AAS DIAGNOSTIC MEDICAL SONOGRAPHY: OBSTETRICS & GYNECOLOGY Sonography – Guided Pathway Map

General Education Requirements

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ART 100	Art Appreciation	3
MTH 100	Intermediate College Algebra	3
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
PHY 115	Technical Physics	4
PSY 200	General Psychology	3
	Sub-Total Credits	25

1st Semester

Item #	Title	Credits
DMS 202	Foundations of Sonography	3
DMS 206	Gynecologic Sonography	4
DMS 216	Sonographic Principles & Instrumentation I	3
DMS 220	Obstetrical Sonography I	3
DMS 229	Sonography Preceptorship I	2
	Sub-Total Credits	15

2nd Semester

Item #	Title	Credits
DMS 217	Sonographic Principles & Instrumentation II	2
DMS 221	Obstetrical Sonography II	3
DMS 223	Breast Sonography	3
DMS 230	Sonography Preceptorship II	3
DMS 240	Sonography Seminar I	2
	Sub-Total Credits	13

3rd Semester

Item #	Title	Credits
DMS 222	Advanced Fetal Sonography	4
DMS 231	Sonography Preceptorship III	4
DMS 241	Sonography Seminar II	3
DMS 245	Sonography Case Presentation	1
	Sub-Total Credits	12
	Total credits:	**65**

DIESEL TECHNOLOGY

Mr. Wyatt Swann, Chairperson

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Associate in Applied Science Degree (4-5 Semesters)

Certificate (4 Semesters)

Short-Term Certificates (1 Semester)

At a Glance

Diesel service technicians, 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 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 an Associate in Applied Science, a Certificate and several Short-Term Certificates in Diesel Technology and provides CDL training and testing for those interested in a career in diesel technician or truck driver. This program is designed to provide the knowledge and skills needed to be employed in the diesel industry. It consists of classroom theory, computer lab applications, and the hands-on lab application of technician processes. Most recently the diesel technology program incorporated a new component called Diesel by Distance which provides students with a more flexible schedule and a virtual reality headset to practice certain tasks before coming to the lab.

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

WSCC diesel technology student will be required to meet industry standard for employment.

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 $25.49 in 2021, with an annual salary of $53,020. Median hourly earnings of heavy truck and tractor-trailer drivers were $22.66 in 2020, with an annual salary of $47,130. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Diesel Technology

AAS DIESEL TECHNOLOGY – Guided Pathway/Map

1st Semester

Item #	Title	Credits
DEM 123	Pneumatics and Hydraulics	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
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
DEM 104	Basic Engines	3
DEM 124	Electronic Engine Systems	3
DEM 126	Advanced Engine Analysis	3
DEM 127	Fuel Systems	3
DEM 139	Diesel Emissions and After-treatment Systems	3
ENG 101	English Composition I	3
	Sub-Total Credits	18

3rd Semester

Item #	Title	Credits
IDS 102	Ethics	3
DEM 154	Vehicle Maintenance & Safe Operating Practices	3
DEM 156	CDL License Test Preparation	3
DEM 137	Heating, Air Conditioning/ Refrigeration Systems	3
DEM 234	Diesel Electronic Systems (Cab/ Chassis)	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	18

4th Semester

Item #	Title	Credits
DEM 125	Heavy Vehicle Drive Trains	3
DEM 118	Industrial and Agricultural Equipment	3
BIO 103	Principles of Biology I	4
HIS 101	Western Civilization I	3
	Sub-Total Credits	13
	Total credits:	**65**

Diesel Technology

DIESEL TECHNOLOGY CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
DEM 105	Preventive Maintenance	3
DEM 122	Heavy Vehicle Brakes	3
DEM 123	Pneumatics and Hydraulics	3
DEM 130	Electrical/Electronic Fundamentals	3
DEM 135	Heavy Vehicle Steering and Suspension	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
DEM 104	Basic Engines	3
DEM 124	Electronic Engine Systems	3
DEM 126	Advanced Engine Analysis	3
DEM 127	Fuel Systems	3
DEM 139	Diesel Emissions and After-treatment Systems	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
DEM 154	Vehicle Maintenance & Safe Operating Practices	3
DEM 156	CDL License Test Preparation	3
DEM 137	Heating, Air Conditioning/ Refrigeration Systems	3
DEM 234	Diesel Electronic Systems (Cab/ Chassis)	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
ENG 101	English Composition I	3
MTH 116	Mathematical Applications	3
DEM 118	Industrial and Agricultural Equipment	3
DEM 125	Heavy Vehicle Drive Trains	3
	Sub-Total Credits	12
	Total credits:	**55**

Diesel Technology - Preventative Maintenance Specialist

OPTION I – PREVENTATIVE MAINTENANCE SPECIALIST SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
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
	Total credits:	**12**

Diesel Technology - Diesel Engine Specialist

OPTION II – DIESEL ENGINE SPECIALIST SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
DEM 104	Basic Engines	3
DEM 124	Electronic Engine Systems	3
DEM 126	Advanced Engine Analysis	3
DEM 127	Fuel Systems	3
	Total credits:	**12**

Diesel Technology - Electrical Vehicle Specialist in Diesel

OPTION III - ELECTRICAL VEHICLE SPECIALIST IN DIESEL SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
DEM 105	Preventive Maintenance	3
DEM 125	Heavy Vehicle Drive Trains	3
DEM 130	Electrical/Electronic Fundamentals	3
DEM 234	Diesel Electronic Systems (Cab/Chassis)	3
	Total credits:	**12**

Diesel Technology - Commercial Transportation Specialist

OPTION IV - COMMERCIAL TRANSPORTATION SPECIALIST SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
DEM 105	Preventive Maintenance	3
DEM 154	Vehicle Maintenance & Safe Operating Practices	3
DEM 156	CDL License Test Preparation	3
	Total credits:	**9**

Diesel Technology - Transportation Trailer Technology

OPTION V – TRANSPORTATION TRAILER TECHNOLOGY SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
DEM 113	Trailer Maintenance and Inspection	3
DEM 121	Trailer Air Brakes and Suspension	3
DEM 136	Trailer Electrical System	3
DEM 175	Trailer Structure Repair	3
	Total credits:	**12**

EMERGENCY MEDICAL SERVICES

Mr. Greg Lawrence, EMS Program Director

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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 firefighters. Working conditions tend to be indoors and out, in all types of weather. EMS professionals are required to do considerable kneeling, bending, and heavy lifting. The specific responsibilities of EMS professionals depend upon their level of qualification and training.

Program Description

The purpose of the Emergency Medical Services Program is to prepare 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 students with options to earn a short-term certificate in EMT, or Advanced EMT, a certificate in Paramedic or the Associate in Applied Science Degree in EMS. Students who complete all required general education and 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 WSCC Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org), 9355 - 113 St. North, #7709, Seminole, FL 33775 (727) 210-2340. Upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (COAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088, (214) 703-8445 (www.coaemsp.org). Students are eligible to make an application to the National Registry of EMTs 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 with a grade of 75 or better, 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)

ASSOCIATE IN APPLIED SCIENCE DEGREE w/ ADVANCED OPTION
(5 semesters)

APPLICANTS MUST:

1. Unconditional admission to the college – College applications must be submitted by the program application deadline.
2. Students must be in good standing with the college.
3. Submit the complete online health division program application with all uploaded required attachments by the published application deadline. Applications received after the deadline will be considered on a space-available basis.
4. The EMS program online application is located on the program's webpage at www.wallacestate.edu. Online application instructions are under the *Application to Program* tab. All applicants are required to upload all necessary documentation for consideration.
5. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded.
6. Students must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu-see Physical Form Essential Functions and EMS Handbook.
7. A minimum of **17** ACT composite score (National, Residual, or Superscore) is required for admission consideration. Proof of score must be uploaded.
8. Be eligible to enroll in ENG 101 according to ACCUPLACER or ACT English scores or have completed ENG 101 with a grade of 75 or better. Students placed into remedial coursework are not eligible for program entry.
9. Be eligible to enroll in MTH 100 according to ACCUPLACER or ACT Math scores or have completed MTH 100 with a grade of 75 or better. Students placed into remedial coursework are not eligible for program entry.
10. Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance. Proof of active/current CPR certification for healthcare providers will be required. (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).
11. If already completed Advanced EMT course work, the student must possess a current Alabama Advanced EMT License (supply copy with program application). Active Status.
12. Schedule an appointment with the Program Director.
13. To receive college credit for non-credit EMT, the student must provide the following documentation:
    1. Copy of current unencumbered Alabama EMS provider license
    2. Documentation of up-to-date National Registry Certification at the requested level

3. Proof of six (6) months of recent in-field experience as an EMT as documented by the employer (volunteer service accepted with appropriate documentation)
4. Copy of current CPR certification at the Healthcare Provider level

NOTE: *Completing all program entry requirements does not guarantee program admittance.*

EMT Certificate (1 semester)

APPLICANTS MUST:

1. Unconditional admission to the college – College applications must be submitted by the program application deadline.
2. Students must be in good standing with the college.
3. Submit the complete online health division program application with all uploaded required attachments by the published application deadline. Applications received after the deadline will be considered on a space-available basis.
4. The program online application is located on the program's webpage at www.wallacestate.edu. Online application instructions are under the *Application to Program* tab. All applicants are required to upload all necessary documentation for consideration.
5. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded.
6. Students must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu - see Physical Form Essential Functions and EMS Handbook.
7. Be eligible to enroll in ENG 101 according to ACCUPLACER, or ACT English scores or have completed ENG 101 with a grade of 75 or better.
8. Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance. Proof of active/current CPR certification for healthcare providers will be required. (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).
9. Schedule an appointment with the Program Director.

NOTE: *Completing all program entry requirements does not guarantee program admittance.*

Advanced EMT Certificate (1 semester)

APPLICANTS MUST:

1. Unconditional admission to the college – College applications must be submitted by the program application deadline.
2. Students must be in good standing with the college.
3. Submit the complete online health division program application with all uploaded required attachments by the published application deadline. Applications received after the deadline will be considered on a space-available basis.
4. The program online application is located on the program's webpage at www.wallacestate.edu. Online application instructions are under the *Application to Program* tab. All applicants are required to upload all necessary documentation for consideration.
5. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded.
6. Students must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu - see Physical Form Essential Functions and EMS Handbook.
7. Be eligible to enroll in ENG 101 according to ACCUPLACER, or ACT English scores or have completed ENG 101 with a grade of 75 or better.
8. Be eligible to enroll in MTH 100 according to ACCUPLACER, or ACT Math scores or have completed MTH 100 or a higher Math with a grade of 75 or better.
9. Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance. Proof of active/current CPR certification for healthcare providers will be required. (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).
10. Have completed an approved Emergency Medical Technician course and possess current NREMT certification and Alabama EMT license - Active Status.
11. Schedule an appointment with the Program Director.

- Students currently enrolled in an EMT class may receive conditional admission dependent on successful course completion.

NOTE: *Completing all program entry requirements does not guarantee program admittance.*

Paramedic Certificate (3 semesters)

APPLICANTS MUST:

1. Unconditional admission to the college – College application must be submitted by the program application deadline of June 1.
2. Students must be in good standing with the college.
3. Submit the complete online health division program application with all uploaded required attachments by the published application deadline. Applications received after the deadline will be considered on a space-available basis.
4. The program online application is located on the program's webpage at www.wallacestate.edu. Online application instructions are under the *Application to Program* tab. All applicants are required to upload all necessary documentation for consideration.
5. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded.
6. Students must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu-see Physical Form Essential Functions and EMS Handbook.
7. A minimum of **17** ACT composite score (National, Residual, or Superscore) is required for admission consideration. Proof of score must be uploaded to the online application.
8. Possess a current Alabama EMT or Advanced EMT License (supply copy with program application) - Active Status.
9. Be eligible to enroll in ENG 101 according to ACCUPLACER, or ACT English scores or have completed ENG 101 with a grade of 75 or better. Students placed into remedial coursework are not eligible for program entry.
10. Be eligible to enroll in MTH 100 according to ACCUPLACER, or ACT Math scores or have completed MTH 100 or higher with a grade of 75 or better. Students placed into remedial coursework are not eligible for program entry.
11. Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance. Proof of active/current CPR certification for healthcare providers will be required. (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).
12. Schedule an appointment with the EMS program director.

NOTE: *Completing all program entry requirements does not guarantee program admittance.*

Selection and Notification

1. Program applications will be reviewed for completion of program admission requirements. Written notification of program acceptance status will be sent to each applicant via the information supplied on the program application.
2. Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link 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 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 are preferred.
2. Present evidence of current health/hospitalization accident insurance.
3. Provide signed consent to drug testing. The policy can be found on the college's website: (www.wallacestate.edu/drugs/index.html).
4. Emergency Service students are required to undergo Background Screening according to Health Science Division policy. **A positive result from the drug screen or background check may result in immediate dismissal from the EMS program.**

Progression

A student enrolled in the Program must:

1. Maintain a grade of 75% or better in core courses and a Satisfactory rating in cognitive psychomotor and affective domains. Failure to do so will result in dismissal from the program.
2. Carry liability and accident insurance while enrolled in the program.
3. Submit annual completed physical examination forms, including required vaccinations or titers, certifying that the student is in good health, is able

to meet the requirements for clinical performance, and is in compliance with the Essential Functions for an EMT as defined 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 the 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 from the 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 AAS in EMS degree, the student must meet graduation requirements within five 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/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 the 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 update 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. The median annual wage for EMTs was $36,930 and paramedics was $46,770 in May 2021. 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 $23,620, and the highest 10 percent earned more than $74,200. (Source: U.S. Department of Labor Bureau of Labor Statistics)

*** Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance.

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.*

Emergency Medical Services - AAS Degree

NOTES: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.

Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance.

Orientation/Freshman Seminar (ORI 110) is a required class at WSCC for all entering freshmen. Students who are transferring in at least 12 credit hours are exempt from this requirement

AAS EMERGENCY MEDICAL SERVICE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
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
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
BIO 201	Human Anatomy and Physiology I	4
ENG 101	English Composition I	3
	Sub-Total Credits	18

4th Semester

Item #	Title	Credits
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
BIO 202	Human Anatomy and Physiology II	4
PSY 200	General Psychology	3
	Sub-Total Credits	17
	Total credits:	**63**

Emergency Medical Services w/ Advanced - AAS Degree

NOTES: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.

Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance.

Orientation/Freshman Seminar (ORI 110) is a required class at WSCC for all entering freshmen. Students who are transferring in at least 12 credit hours are exempt from this requirement

AAS EMERGENCY MEDICAL SERVICE w/Advanced– Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
	Sub-Total Credits	9

3rd Semester

Item #	Title	Credits
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
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	16

4th Semester

Item #	Title	Credits
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
BIO 201	Human Anatomy and Physiology I	4
ENG 101	English Composition I	3
	Sub-Total Credits	18

5th Semester

Item #	Title	Credits
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
BIO 202	Human Anatomy and Physiology II	4
PSY 200	General Psychology	3
	Sub-Total Credits	17
	Total credits:	**72**

Emergency Medical Services - Paramedic

NOTES: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.

Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance.

Orientation/Freshman Seminar (ORI 110) is a required class at WSCC for all entering freshmen. Students who are transferring in at least 12 credit hours are exempt from this requirement.

PARAMEDIC CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
ORI 110	Freshman Seminar	1
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
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
	Sub-Total Credits	13

3rd Semester

Item #	Title	Credits
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
BIO 201	Human Anatomy and Physiology I	4
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
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
HUM 101	Introduction to Humanities I	3
ENG 101	English Composition I	3
	Sub-Total Credits	16
	Total credits:	**56**

Emergency Medical Services - EMT Advanced

Advanced EMT Certificate (1 Semester)

APPLICANTS MUST:

1. Unconditional admission to the college – College application must be submitted by the program application deadline of June 1st.

2. Student must be in good standing with the college.

3. Receipt of complete program applications accepted between March 1 and June 1 for Fall entry. Applications received after the deadline will be considered on a space available basis.

4. The program online application is located on program's webpage at www.wallacestate.edu. Online application instructions are under the Application to Program tab. All applicants are required to upload all necessary documentation for consideration.

5. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded.

6. Student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu - see Physical Form Essential Functions and EMS Handbook.

7. Be eligible to enroll in ENG 101 according to ACCUPLACER, or ACT English scores or have completed ENG 101 with a grade of 75 or better.

8. Be eligible to enroll in MTH 100 according to ACCUPLACER, or ACT English scores or have completed MTH 100 or higher with a grade of 75 or better.

9. Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance. Proof of active/current CPR certification for health-care providers will be required. (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).

10. Have completed an approved Emergency Medical Technician course and possess current NREMT certification and Alabama EMT license - Active Status.

11. Schedule an appointment with the Program Director.

Students currently enrolled in an EMT class may receive conditional admission dependent on successful course completion.

NOTES: Completing all program entry requirements does not guarantee program admittance.

Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance.

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.

Option I — Advanced EMT SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
	Total credits:	**9**

Emergency Medical Services - Basic EMT

NOTES: 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.

Orientation/Freshman Seminar (ORI 110) is a required class at WSCC for all entering freshmen. Students who are transferring in at least 12 credit hours are exempt from this requirement.

Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance.

EMT SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
	Total credits:	**11**

ENGINEERING TECHNOLOGY

Mr. Todd Hardman, Chairperson

256.352.8146

todd.hardman@wallacestate.edu

Associate in Applied Science Degree (4-5 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 AAS Degree offerings in Engineering Technology, Advanced Engineering Technology, Construction Management Technology, or Digital Fabrication. Short-Term Certificates are offered in Architectural Engineering Technology, Mechanical Engineering Technology, Civil Engineering Technology, Advanced Design, 3D Graphic Science, Additive Manufacturing, Basic AutoCAD, Construction Science, and Construction Basics.

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 between $51,090 and $58,830 in 2021. Similar numbers of mechanical technicians earned more than $57,850, and electrical and electronics technicians more than $63,460. (Source: U.S. Department of Labor Bureau of Labor Statistics).

Engineering Technology

OPTION I – AAS ENGINEERING TECHNOLOGY – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ADM 102	Computer-Aided Design	3
EGR 100	Engineering Orientation	1
EGR 125	Modern Graphics for Engineers	3
ENT 212	CAD for Electronics	3
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
ADM 101	Precision Measurement	3
CDT 205	Fundamentals of Surveying	3
CMT 114	10 Hour OSHA Construction Safety	1
ENT 128	Advanced Computer-Aided Drafting	3
MTH 100	Intermediate College Algebra	3
	Sub-Total Credits	13

3rd Semester

Item #	Title	Credits
ADM 108	Intro to 3D Modeling	3
ENT 127	Mechanical Drawing	3
ENT 215	Architectural Drawing	3
MDT 100	Engineering Blueprints	3
MTH 112	Precalculus Algebra	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
ADM 208	Intermediate 3D Modeling	3
ADM 261	Reverse Engineering	3
CDT 221	Structural Drafting for Technicians	3
HIS 201	United States History I	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
AET 245	Advanced Design	3
ENT 217	Machine Design	3
IDS 102	Ethics	3
MDT 261	HVAC and Pipe Systems Drafting	3
	Sub-Total Credits	12
	Total credits:	**66**

Advanced Engineering Technology (UAH Transfer)

OPTION II – AAS ADVANCED ENGINEERING TECHNOLOGY – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ADM 102	Computer-Aided Design	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
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 113	Precalculus Trigonometry	3
ADM 101	Precision Measurement	3
ADM 108	Intro to 3D Modeling	3
CMT 114	10 Hour OSHA Construction Safety	1
ADM 160	Additive Mfg. Productions Techniques	3
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
ENT 127	Mechanical Drawing	3
MTH 125	Calculus I	4
HIS 201	United States History I	3
ENG 251	American Literature I	3
MDT 100	Engineering Blueprints	3
	Sub-Total Credits	16

4th Semester

Item #	Title	Credits
ADM 208	Intermediate 3D Modeling	3
ADM 261	Reverse Engineering	3
HIS 202	United States History II	3
ENT 217	Machine Design	3
IDS 102	Ethics	3
	Sub-Total Credits	15
	Total credits:	**61**

Engineering Technology - Construction Management Technology

OPTION III – AAS CONSTRUCTION MANAGEMENT TECHNOLOGY – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ADM 102	Computer-Aided Design	3
CMT 175	Electrical and Plumbing Systems	3
MTH 100	Intermediate College Algebra	3
CMT 101	Materials and Methods	3
AET 290	Building Information Modeling (BIM)	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
MTH 112	Precalculus Algebra	3
CDT 205	Fundamentals of Surveying	3
BUC 133	Building Codes	3
EGR 125	Modern Graphics for Engineers	3
CMT 156	Contracting and Construction Law	3
ADM 114	Design Innovation	3
	Sub-Total Credits	18

3rd Semester

Item #	Title	Credits
HIS 201	United States History I	3
CMT 114	10 Hour OSHA Construction Safety	1
CMT 102	Construction Blueprint Reading	3
AET 221	Energy Design of Buildings	3
BUC 142	Construction Estimating	3
	Sub-Total Credits	13

4th Semester

Item #	Title	Credits
BUC 150	Homebuilders License Exam Review	3
CMT 205	Construction Management	3
CMT 220	Sustainable Project Delivery	3
IDS 102	Ethics	3
ENG 101	English Composition I	3
	Sub-Total Credits	15
	Total credits:	**62**

Engineering Technology - Digital Fabrication

OPTION IV - AAS DIGITAL FABRICATION - Guided Pathway/Map

1st Semester

Item #	Title	Credits
ADM 102	Computer-Aided Design	3
ADM 130	Introduction to Materials and Finishes	3
EGR 100	Engineering Orientation	1
ADM 108	Intro to 3D Modeling	3
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
ADM 160	Additive Mfg. Productions Techniques	3
ADM 216	3D Graphics and Animation	3
ADM 101	Precision Measurement	3
MTH 100	Intermediate College Algebra	3
CMT 114	10 Hour OSHA Construction Safety	1
	Sub-Total Credits	13

3rd Semester

Item #	Title	Credits
ENT 127	Mechanical Drawing	3
ADM 155	Manufacturing Projects	3
MTH 112	Precalculus Algebra	3
MDT 100	Engineering Blueprints	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
ADM 277	Industrial Energy Sources & Sustainability	3
ADM 261	Reverse Engineering	3
HIS 201	United States History I	3
ENT 216	Industrial Drawings	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
AET 245	Advanced Design	3
ENT 217	Machine Design	3
IDS 102	Ethics	3
ADM 157	Materials Properties	3
	Sub-Total Credits	12
	Total credits:	**63**

Engineering Technology - Civil Engineering

OPTION I – CIVIL ENGINEERING SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ADM 102	Computer-Aided Design	3
ADM 108	Intro to 3D Modeling	3
CDT 205	Fundamentals of Surveying	3
CDT 221	Structural Drafting for Technicians	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
AET 245	Advanced Design	3
CDT 223	Civil Engineering Drafting	3
CMT 114	10 Hour OSHA Construction Safety	1
ENT 128	Advanced Computer-Aided Drafting	3
MDT 100	Engineering Blueprints	3
	Sub-Total Credits	13
	Total credits:	**25**

Engineering Technology - Mechanical Engineering

OPTION II – MECHANICAL ENGINEERING SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 102	Computer-Aided Design	3
ADM 108	Intro to 3D Modeling	3
ADM 208	Intermediate 3D Modeling	3
ADM 261	Reverse Engineering	3
	Sub-Total Credits	15

2nd Semester

Item #	Title	Credits
AET 245	Advanced Design	3
ENT 127	Mechanical Drawing	3
ENT 128	Advanced Computer-Aided Drafting	3
ENT 217	Machine Design	3
	Sub-Total Credits	12
	Total credits:	**27**

Engineering Technology - Architectural Engineering

OPTION III – ARCHITECTURAL ENGINEERING SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ADM 102	Computer-Aided Design	3
AET 221	Energy Design of Buildings	3
AET 290	Building Information Modeling (BIM)	3
ENT 215	Architectural Drawing	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
AET 200	Advanced Architectural CAD	3
AET 245	Advanced Design	3
BUC 133	Building Codes	3
CMT 102	Construction Blueprint Reading	3
CMT 114	10 Hour OSHA Construction Safety	1
	Sub-Total Credits	13
	Total credits:	**25**

Engineering Technology - Advanced Design

OPTION IV – ADVANCED DESIGN SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ADM 102	Computer-Aided Design	3
ADM 108	Intro to 3D Modeling	3
	Sub-Total Credits	6

2nd Semester

Item #	Title	Credits
ADM 208	Intermediate 3D Modeling	3
ADM 261	Reverse Engineering	3
AET 245	Advanced Design	3
	Sub-Total Credits	9
	Total credits:	**15**

Engineering Technology - 3D Graphic Science

OPTION V – 3D GRAPHIC SCIENCE SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ADM 108	Intro to 3D Modeling	3
AET 290	Building Information Modeling (BIM)	3
	Sub-Total Credits	6

2nd Semester

Item #	Title	Credits
ADM 208	Intermediate 3D Modeling	3
AET 245	Advanced Design	3
	Sub-Total Credits	6
	Total credits:	**12**

Engineering Technology - Basic AutoCAD

OPTION VI – BASIC AUTOCAD SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
ADM 102	Computer-Aided Design	3
EGR 125	Modern Graphics for Engineers	3
ENT 212	CAD for Electronics	3
	Total credits:	**9**

Engineering Technology - Additive Manufacturing

OPTION VII - ADDITIVE MANUFACTURING SHORT-TERM CERTIFICATE - Guided Pathway/Map

1st Semester

Item #	Title	Credits
ADM 102	Computer-Aided Design	3
ADM 101	Precision Measurement	3
ADM 108	Intro to 3D Modeling	3
MDT 100	Engineering Blueprints	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
ADM 261	Reverse Engineering	3
ADM 160	Additive Mfg. Productions Techniques	3
ADM 114	Design Innovation	3
	Sub-Total Credits	9
	Total credits:	**21**

Engineering Technology - Construction Science

OPTION VIII - CONSTRUCTION SCIENCE SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
CMT 175	Electrical and Plumbing Systems	3
CMT 101	Materials and Methods	3
AET 290	Building Information Modeling (BIM)	3
	Total credits:	**9**

Engineering Technology - Construction Basics

OPTION IX - CONSTRUCTION BASICS SHORT-TERM CERTIFICATE - Guided Pathway/Map

1st Semester

Item #	Title	Credits
CMT 101	Materials and Methods	3
AET 290	Building Information Modeling (BIM)	3
CDT 205	Fundamentals of Surveying	3
CMT 156	Contracting and Construction Law	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
CMT 102	Construction Blueprint Reading	3
CMT 205	Construction Management	3
CMT 220	Sustainable Project Delivery	3
	Sub-Total Credits	9
	Total credits:	**21**

FLIGHT TECHNOLOGY

Ms. Meg Smith, Secretary

256.737.3040

megan.smith@wallacstate.edu

Associate in Applied Science (6 semesters)

Short-Term Certificates (1-2 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 Flight Technology 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. The FLT program classes are taught at the Vinemont Airport.

Upon successful completion of the program, students will receive an Associate in Applied Science Degree. Interested students should contact the Flight Technology 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 Flight Technology Program 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 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. The flight program has additional admissions requirements that must be met.

The Flight Technology Program admits spring, summer, and fall semesters. Enrollment and course registration must be approved by flight and is limited dependent on space and instructor availability.

Attendance

The Federal Aviation Administration regulates class attendance for the flight 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 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 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 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-term 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 Technology 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 Technology 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

Work for prolonged periods amidst:

1. Changes in altitudes
2. Changes in temperature
3. Changes in air pressure
4. Extreme noise
5. Electrical equipment
6. Gas and Fumes
7. Moving objects and vehicles
8. Slippery or uneven surfaces
9. 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 2042 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 $203,010 in 2021. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. (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.

Flight Technology - Commercial Airplane

Option I – AAS COMMERCIAL AIRPLANE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
FLT 111	Private Ground School	3
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
MTH 100	Intermediate College Algebra	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
FLT 241	Instrument Ground	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
ENG 101	English Composition I	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
FLT 136	Professional Pilot Airplane Lab 7 (inst)	3
FLT 138	Professional Pilot Airplane Lab 8 (inst)	3
CIS 146	Computer Applications	3
	Sub-Total Credits	9

4th Semester

Item #	Title	Credits
FLT 121	Commercial Ground School	3
FLT 240	Professional Pilot Airplane Lab 9 (cmml)	3
FLT 242	Professional Pilot Airplane Lab 10 (cmml)	3
ENG 102	English Composition II	3
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	15

5th Semester

Item #	Title	Credits
FLT 252	Professional Pilot Airplane Lab 11 (cmml)	3
FLT 254	Professional Pilot Airplane Lab 12 (cmml)	3
SPH 106	Fundamentals of Oral Communication	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	12

6th Semester

Item #	Title	Credits
FLT 256	Professional Pilot Airplane Lab 13 (cmml)	3
	FLT 258 or FLT 272	3
PSY 200	General Psychology	3
	Sub-Total Credits	9
	Total credits:	**76**

Flight Technology - Commercial Helicopter

Option II – AAS COMMERCIAL HELICOPTER – Guided Pathway/Map

1st Semester

Item #	Title	Credits
FLT 111	Private Ground School	3
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
MTH 100	Intermediate College Algebra	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
FLT 241	Instrument Ground	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
ENG 101	English Composition I	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
FLT 215	Professional Pilot Helicopter Lab 7 (cmml)	3
FLT 216	Professional Pilot Helicopter Lab 8 (cmml)	3
CIS 146	Computer Applications	3
	Sub-Total Credits	9

4th Semester

Item #	Title	Credits
FLT 121	Commercial Ground School	3
FLT 217	Professional Pilot Helicopter Lab 9 (cmml)	3
FLT 218	Professional Pilot Helicopter Lab 10 (cmml)	3
ENG 102	English Composition II	3
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	15

5th Semester

Item #	Title	Credits
FLT 219	Professional Pilot Helicopter Lab 11 (cmml)	3
FLT 220	Professional Pilot Helicopter Lab 12 (cmml)	3
FLT 221	Professional Pilot Helicopter Lab 13 (cmml)	3
SPH 106	Fundamentals of Oral Communication	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	15

6th Semester

Item #	Title	Credits
FLT 222	Professional Pilot Helicopter Lab 14 (cmml)	3
PSY 200	General Psychology	3
	Sub-Total Credits	6
	Total credits:	**76**

Flight Technology - CFI Airplane

Option III – AAS CFI AIRPLANE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
FLT 241	Instrument Ground	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
MTH 100	Intermediate College Algebra	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
FLT 121	Commercial Ground School	3
FLT 138	Professional Pilot Airplane Lab 8 (inst)	3
FLT 240	Professional Pilot Airplane Lab 9 (cmml)	3
ENG 101	English Composition I	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
FLT 242	Professional Pilot Airplane Lab 10 (cmml)	3
FLT 252	Professional Pilot Airplane Lab 11 (cmml)	3
CIS 146	Computer Applications	3
	Sub-Total Credits	9

4th Semester

Item #	Title	Credits
FLT 111	Private Ground School	3
FLT 254	Professional Pilot Airplane Lab 12 (cmml)	3
FLT 256	Professional Pilot Airplane Lab 13 (cmml)	3
ENG 102	English Composition II	3
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	15

5th Semester

Item #	Title	Credits
FLT 258	Professional Pilot Airplane Lab 14 (cmml)	3
FLT 261	Fundamentals of Instruction Ground	3
FLT 262	Instructor Methods of Oral Presentation	3
SPH 106	Fundamentals of Oral Communication	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	15

6th Semester

Item #	Title	Credits
FLT 264	Flight Instructor Ground	3
	FLT 281 or FLT 282	3
PSY 200	General Psychology	3
	Sub-Total Credits	9
	Total credits:	**76**

Flight Technology - CFI Helicopter

Option IV – AAS CFI HELICOPTER – Guided Pathway/Map

1st Semester

Item #	Title	Credits
FLT 241	Instrument Ground	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
MTH 100	Intermediate College Algebra	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
FLT 121	Commercial Ground School	3
FLT 219	Professional Pilot Helicopter Lab 11 (cmml)	3
FLT 220	Professional Pilot Helicopter Lab 12 (cmml)	3
ENG 101	English Composition I	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
FLT 221	Professional Pilot Helicopter Lab 13 (cmml)	3
FLT 222	Professional Pilot Helicopter Lab 14 (cmml)	3
CIS 146	Computer Applications	3
	Sub-Total Credits	9

4th Semester

Item #	Title	Credits
FLT 111	Private Ground School	3
FLT 232	Professional Pilot Helicopter Lab 15 (Instrument)	3
FLT 234	Professional Pilot Helicopter Lab 16 (Instrument)	3
ENG 102	English Composition II	3
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	15

5th Semester

Item #	Title	Credits
FLT 236	Professional Pilot Helicopter Lab 17 (Instrument)	3
FLT 261	Fundamentals of Instruction Ground	3
FLT 262	Instructor Methods of Oral Presentation	3
SPH 106	Fundamentals of Oral Communication	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	15

6th Semester

Item #	Title	Credits
FLT 264	Flight Instructor Ground	3
	FLT 281 or FLT 282	3
PSY 200	General Psychology	3
	Sub-Total Credits	9
	Total credits:	**76**

Flight Technology - Private Pilot Airplane

Option I - PRIVATE PILOT AIRPLANE SHORT-TERM CERTIFICATE– Guided Pathway/Map

Item #	Title	Credits
FLT 111	Private Ground School	3
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
	Total credits:	**15**

Flight Technology - Instrument Pilot Airplane Rating

Option II - INSTRUMENT PILOT AIRPLANE RATING SHORT-TERM CERTIFICATE– Guided Pathway/Map

Item #	Title	Credits
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 (inst)	3
FLT 241	Instrument Ground	3
	Total credits:	**15**

Flight Technology - Commercial Pilot Airplane

Option III - COMMERCIAL PILOT AIRPLANE SHORT-TERM CERTIFICATE– Guided Pathway/Map

1st Semester

Item #	Title	Credits
FLT 121	Commercial Ground School	3
FLT 240	Professional Pilot Airplane Lab 9 (cmml)	3
FLT 242	Professional Pilot Airplane Lab 10 (cmml)	3
FLT 252	Professional Pilot Airplane Lab 11 (cmml)	3
FLT 254	Professional Pilot Airplane Lab 12 (cmml)	3
	Sub-Total Credits	15

2nd Semester

Item #	Title	Credits
FLT 256	Professional Pilot Airplane Lab 13 (cmml)	3
	FLT 258 or FLT 272	3
	Sub-Total Credits	6
	Total credits:	**21**

Flight Technology - Private Pilot Helicopter

Option IV - PRIVATE PILOT HELICOPTER SHORT-TERM CERTIFICATE– Guided Pathway/Map

Item #	Title	Credits
FLT 111	Private Ground School	3
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
	Total credits:	**15**

Flight Technology - Commercial Pilot Helicopter

Option V - COMMERCIAL PILOT HELICOPTER SHORT-TERM CERTIFICATE– Guided Pathway/Map

Item #	Title	Credits
FLT 121	Commercial Ground School	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
	Total credits:	**18**

Flight Technology - Certified Flight Instructor

Option VI - CERTIFIED FLIGHT INSTRUCTOR SHORT-TERM CERTIFICATE– Guided Pathway/Map

Item #	Title	Credits
FLT 261	Fundamentals of Instruction Ground	3
FLT 262	Instructor Methods of Oral Presentation	3
FLT 264	Flight Instructor Ground	3
	FLT 281 or FLT 282	3
	Total credits:	**12**

Flight Technology - Instrument Pilot Helicopter Rating

Option VII - INSTRUMENT PILOT HELICOPTER RATING SHORT-TERM CERTIFICATE– Guided Pathway/Map

Item #	Title	Credits
FLT 241	Instrument Ground	3
FLT 232	Professional Pilot Helicopter Lab 15 (Instrument)	3
FLT 234	Professional Pilot Helicopter Lab 16 (Instrument)	3
FLT 236	Professional Pilot Helicopter Lab 17 (Instrument)	3
	Total credits:	**12**

GENERAL STUDIES

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. This 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 Alabama Transfers 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 as well as meeting with the designated advisor.

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; however, students should always meet with advisors to ensure satisfactory completion of requirements and check their DegreeWorks.

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, Dance Appreciation, 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. In some instances, Elementary Statistics will be accepted. Please seek advisor approval.

* 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).

AS GENERAL STUDIES TRANSFER OPTION – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
HIS 201	United States History I	3
MUS 101	Music Appreciation	3
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
HIS 202	United States History II	3
ENG 102	English Composition II	3
BIO 103	Principles of Biology I	4
MTH 112	Precalculus Algebra	3
PSY 200	General Psychology	3
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
BIO 104	Principles of Biology II	4
ENG 251	American Literature I	3
ECO 231	Principles of Macroeconomics	3
HED 224	Personal and Community Health	3
SPH 106	Fundamentals of Oral Communication	3
	Sub-Total Credits	16

4th Semester

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 252	American Literature II	3
GLY 101	Introduction to Geology I	4
SOC 200	Introduction to Sociology	3
	Sub-Total Credits	13
	Total credits:	**61**

General Education 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 22-29 hours of general education requirements and check his/her DegreeWorks.

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 EDUCATION SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ENG 101	English Composition I	3
HIS 201	United States History I	3
MTH 112	Precalculus Algebra	3
MUS 101	Music Appreciation	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	13

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
BIO 103	Principles of Biology I	4
PSY 200	General Psychology	3
HIS 202	United States History II	3
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	16
	Total credits:	**29**

Business Administration

(AS General Studies with Concentration in Business Administration)

(Transfer Option)

Ms. Amanda Tillman, Advisor

256.352.8174

amanda.tillman@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.

Alabama Transfers 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 website can be accessed online at http://alabamatransfers.com

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

PSY 200, HIS 201, BIO 103, ENG 261, PHL 206, PHS 211, MUS 101, and ENG 262 may be substituted per Business advisor's approval.

AS BUSINESS ADMINISTRATION – Guided Pathway/Map

1st Semester

Item #	Title	Credits
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	Computer Applications	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
HIS 201	United States History I	3
BIO 103	Principles of Biology I	4
ECO 231	Principles of Macroeconomics	3
BUS 242	Principles of Accounting II	3
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
ENG 261	English Literature I	3
PHL 206	Ethics and Society	3
PHS 211	Physical Science I	4
ECO 232	Principles of Microeconomics	3
BUS 271	Business Statistics I	3
	Sub-Total Credits	16

4th Semester

Item #	Title	Credits
MUS 101	Music Appreciation	3
ENG 262	English Literature II	3
	MTH 120 or BUS Elective	3
BUS 263	The Legal and Social Environment of Business	3
BUS 272	Business Statistics II	3
	Sub-Total Credits	15
	Total credits:	**63**

Child Development Apprenticeship

(AS General Studies with Concentration in Child Development Apprenticeship)

(Transfer Option)

Dr. Marcie Robinson, Program Director

(256) 352-8383

marcie.robinson@wallacestate.edu

This pathway is designed for those who are already apprentices. Please contact the Program Director for more information. The Early Childhood Education, Preschool/Family Child-Care, and Infant/Toddler Short-Term Certificates are embedded in this Apprenticeship program. See those curricula under the Child Development AAS Degree.

AS CHILD DEVELOPMENT APPRENTICESHIP - Guided Pathway/ Map

1st Semester

CIS 146 and ART 100 may be substituted per advisor's approval.

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
PSY 200	General Psychology	3
CIS 146	Computer Applications	3
CHD 100	Introduction of Early Care and Education of Children	3
ART 100	Art Appreciation	3
	Sub-Total Credits	16

2nd Semester

ENG 251 and MTH 110 may be substituted per advisor's approval.

Item #	Title	Credits
PSY 210	Human Growth and Development	3
SPH 106	Fundamentals of Oral Communication	3
ENG 102	English Composition II	3
MTH 110	Finite Mathematics	3
ENG 251	American Literature I	3
CHD 211	Child Development Seminar	1
	Sub-Total Credits	16

3rd Semester

BIO 103 and HIS 201 may be substituted per advisor's approval.

Item #	Title	Credits
CHD 209	Infant and Toddler Education Programs	3
CHD 206	Children's Health and Safety	3
CHD 204	Methods and Materials for Teaching Children	3
BIO 103	Principles of Biology I	4
HIS 201	United States History I	3
	Sub-Total Credits	16

4th Semester

ENG 252, BIO 104, and HUM 101 may be substituted per advisor's approval.

Item #	Title	Credits
ENG 252	American Literature II	3
BIO 104	Principles of Biology II	4
HUM 101	Introduction to Humanities I	3
HIS 202	United States History II	3
	Sub-Total Credits	13
	Total credits:	**61**

Corrections

(AS General Studies with Concentration in Corrections)

(Transfer Option)

AS CORRECTIONS – Guided Pathway/ Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CRJ 150	Introduction to Corrections	3
GLY 101	Introduction to Geology I	4
SOC 200	Introduction to Sociology	3
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
CRJ 156	Correctional Institutions	3
ENG 102	English Composition II	3
MTH 112	Precalculus Algebra	3
PHL 206	Ethics and Society	3
CRJ 157	Community Based Corrections	3
PSY 200	General Psychology	3
	Sub-Total Credits	18

3rd Semester

Item #	Title	Credits
GLY 102	Introduction to Geology II	4
CRJ 280	Internship in Criminal Justice	3
ENG 251	American Literature I	3
HIS 201	United States History I	3
CRJ 212	Correctional Counseling Techniques	3
	Sub-Total Credits	16

4th Semester

Item #	Title	Credits
ENG 252	American Literature II	3
CRJ 259	Issues in Corrections	3
HIS 202	United States History II	3
MUS 101	Music Appreciation	3
CRJ 256	Correctional Rehabilitation	3
	Sub-Total Credits	15
	Total credits:	**63**

Criminal Justice

(AS General Studies with Concentration in Criminal Justice)

(Transfer Option)

Dr. Thea Hall, Department Chair

256.352.8279

thea.hall@wallacestate.edu

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.

NOTE: *You must attend summer at least once in the two years. This can be the summer before the first fall, the summer between the 1st and 2nd year, or summer after the last semester.*

AS CRIMINAL JUSTICE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
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
CRJ 110	Introduction to Law Enforcement	3
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
CRJ 140	Criminal Law and Procedure	3
ENG 102	English Composition II	3
MTH 112	Precalculus Algebra	3
PHL 206	Ethics and Society	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
CRJ 147	Constitutional Law	3
CRJ 238	Crime Scene Investigation	3
	CRJ 226 or CRJ 280	3
PSY 200	General Psychology	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
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
	Sub-Total Credits	13

5th Semester

Item #	Title	Credits
ENG 252	American Literature II	3
SOC 200	Introduction to Sociology	3
HIS 202	United States History II	3
MUS 101	Music Appreciation	3
	Sub-Total Credits	12
	Total credits:	**63**

Cybersecurity

(AS General Studies with Concentration in Cybersecurity)

(Transfer Option)

Mr. Terry Ayers, Department Chair

256.352.8104

terry.ayers@wallacestate.edu

Associate in Science Degree (4 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 cybercrime. 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..

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.

AS CYBERSECURITY – Guided Pathway/ Map

Semester 1

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ART 100	Art Appreciation	3
ENG 101	English Composition I	3
HIS 101	Western Civilization I	3
PSY 200	General Psychology	3
MTH 112	Precalculus Algebra	3
	Sub-Total Credits	16

Semester 2

Item #	Title	Credits
CIS 251	C++ Programming	3
ENG 102	English Composition II	3
HIS 102	Western Civilization II	3
MTH 113	Precalculus Trigonometry	3
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	15

Semester 3

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CIS 211	Principles of Information Assurance	3
ENG 251	American Literature I	3
MTH 125	Calculus I	4
	Sub-Total Credits	14

Semester 4

Item #	Title	Credits
BIO 104	Principles of Biology II	4
ECO 231	Principles of Macroeconomics	3
CIS 245	Cyber Defense	3
IDS 102	Ethics	3
MTH 126	Calculus II	4
	Sub-Total Credits	17
	Total credits:	**62**

Dance Education

(AS General Studies with Concentration in Dance Education)

(Transfer Option)

Brooke Desnoës, Instructor

256.352.8153

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At a Glance

The AS General Studies in Dance offers two options of concentration in Dance Education and Dance Performance. Both programs are designed for students who wish to prepare for a career in dance as a dance practitioner, instructor, scholar or artist. The goal of these programs is to produce technically strong and artistically expressive dancers who are sought after for their professionalism and ability to easily adapt to the broad range of styles demanded of today's dance professionals. This training provides a solid foundation in classical ballet, modern, jazz dance, choreography, and/or dance pedagogy. These programs develop skills needed to pursue industry career options or further education at a four-year college or university program

Dance Education training helps students increase their knowledge of innovative teaching methods and strategies while establishing the best practices relative to dance pedagogy. Students will build bridges between theory and in studio teaching techniques while focusing on young dancers, pre-professional dancers, and recreational dancers. This program prepares students to teach in private schools and studios, recreation and civic associations or for transfer to a university, where they may earn a bachelor's degree, state certification to dance in public elementary and secondary schools or continue to an advanced degree and teach on the college or university level.

The Dance Performance program is designed for the student who wishes to prepare for a career in dance with options in professional performance, choreography, dance therapy, dance administration or dance research. Persons considering careers in dance performance should have strong dance technique, versatility, creativity, and for those performing poses poise and good stage presence. Quality performance requires constant study and practice; self-discipline is vital. Performers must achieve a level of performing excellence. Dancers who perform with regional and national companies and for those working on tour must have physical stamina to endure frequent travel and an irregular performance schedule.

Admission Requirements

Students must have a high school diploma, GED, or be a dual enrollment student and meet all the general admission requirements of WSCC.

NOTE: *All dance students receiving Performing Arts Scholarships are required to participate in The Allegro Dance Theater the WSCC dance company and maintain a GPA of 2.5 or higher*

AS DANCE EDUCATION – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
PSY 200	General Psychology	3
DNC 143	Ballet Technique I	3
DNC 191	Pointe Technique I	1
DNC 281	Dance Pedagogy I	2
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
SOC 200	Introduction to Sociology	3
DNC 101	Dance Appreciation	3
DNC 234	Choreography I	2
DNC 282	Pedagogy II	3
DNC 161	Dance Workshop II	1
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 251	American Literature I	3
HIS 201	United States History I	3
HUM 101	Introduction to Humanities I	3
DNC 192	Pointe Technique II	1
DNC 151	Elementary Jazz I	2
DNC 162	Dance Workshop III	1
	Sub-Total Credits	17

4th Semester

Item #	Title	Credits
BIO 104	Principles of Biology II	4
HIS 202	United States History II	3
HUM 102	Introduction to Humanities II	3
DNC 144	Ballet Technique II	3
DNC 283	Dance Pedagogy Internship	2
DNC 260	Dance Workshop IV	1
	Sub-Total Credits	16
	Total credits:	**64**

Dance Performance

(AS General Studies with Concentration in Dance Performance)

(Transfer Option)

AS DANCE PERFORMANCE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
PSY 200	General Psychology	3
DNC 143	Ballet Technique I	3
DNC 151	Elementary Jazz I	2
DNC 160	Dance Workshop I	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
SOC 200	Introduction to Sociology	3
DNC 101	Dance Appreciation	3
DNC 111	Elementary Modern Dance I	2
DNC 234	Choreography I	2
DNC 161	Dance Workshop II	1
	Sub-Total Credits	14

3rd Semester

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 251	American Literature I	3
HIS 201	United States History I	3
HUM 101	Introduction to Humanities I	3
DNC 144	Ballet Technique II	3
DNC 191	Pointe Technique I	1
DNC 162	Dance Workshop III	1
	Sub-Total Credits	18

4th Semester

Item #	Title	Credits
BIO 104	Principles of Biology II	4
HIS 202	United States History II	3
HUM 102	Introduction to Humanities II	3
DNC 243	Ballet Technique III	3
DNC 235	Choreography II	2
DNC 260	Dance Workshop IV	1
	Sub-Total Credits	16
	Total credits:	**64**

Dance - Ballet Pedagogy

OPTION I – BALLET PEDAGOGY SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
DNC 143	Ballet Technique I	3
DNC 191	Pointe Technique I	1
DNC 281	Dance Pedagogy I	2
DNC 234	Choreography I	2
	Sub-Total Credits	8

2nd Semester

Item #	Title	Credits
DNC 282	Pedagogy II	3
DNC 192	Pointe Technique II	1
DNC 144	Ballet Technique II	3
DNC 283	Dance Pedagogy Internship	2
DNC 260	Dance Workshop IV	1
	Sub-Total Credits	10
	Total credits:	**18**

Dance - Choreography

OPTION II – CHOREOGRAPHY SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
DNC 143	Ballet Technique I	3
DNC 151	Elementary Jazz I	2
DNC 111	Elementary Modern Dance I	2
DNC 234	Choreography I	2
DNC 161	Dance Workshop II	1
	Sub-Total Credits	10

2nd Semester

Item #	Title	Credits
DNC 144	Ballet Technique II	3
DNC 243	Ballet Technique III	3
DNC 235	Choreography II	2
DNC 260	Dance Workshop IV	1
	Sub-Total Credits	9
	Total credits:	**19**

Early Childhood Education

(AS General Studies with Concentration in Early Childhood Education)

(Transfer Option)

Dr. Marcie Robinson, Program Director

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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 Alabama Transfers guide for more information. Check with the senior institution to which you plan to transfer. The Early Childhood Education Short-Term Certificate is embedded in this A.S. Degree.

At a Glance

The 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 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.

** 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.*

AS EARLY CHILDHOOD EDUCATION - Guided Pathway/Map

1st Semester

HUM 101, MTH 116 and ART 100 may be substituted per advisor's approval.

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
PSY 200	General Psychology	3
HUM 101	Introduction to Humanities I	3
MTH 116	Mathematical Applications	3
ART 100	Art Appreciation	3
	Sub-Total Credits	16

2nd Semester

ENG 251 may be substituted per advisor's approval.

Item #	Title	Credits
PSY 210	Human Growth and Development	3
SPH 106	Fundamentals of Oral Communication	3
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3
ENG 251	American Literature I	3
	Sub-Total Credits	15

3rd Semester

HIS 201 may be substitued per advisor's approval.

Item #	Title	Credits
CHD 209	Infant and Toddler Education Programs	3
CHD 206	Children's Health and Safety	3
CHD 204	Methods and Materials for Teaching Children	3
BIO 103	Principles of Biology I	4
HIS 201	United States History I	3
	Sub-Total Credits	16

4th Semester

IDS 102, HIS 202, and GLY 101 may be substituted per advisor's approval.

Item #	Title	Credits
MTH 110	Finite Mathematics	3
BIO 104	Principles of Biology II	4
IDS 102	Ethics	3
HIS 202	United States History II	3
GLY 101	Introduction to Geology I	4
	Sub-Total Credits	17
	Total credits:	**64**

Forensic Psychology

(AS General Studies with Concentration in Forensic Psychology)

(Transfer Option)

Dr. Rebecca Reeves, Department Chair

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At a Glance

The focus of this degree is an examination of the interaction between the disciplines of psychology and the criminal justice system. This degree explores how human behavior is directly related to the legal process. The Forensic Psychology degree is designed for students who wish to pursue a four-year degree in forensic psychology or related fields such as victim advocate, court liaison, crime analyst, forensic case manager, probation officer, psychological assistant and/or investigative researcher. Associate level positions are as follows: Classification officer, corrections, victim services shelter assistant, child advocacy center, and entry level counseling positions at mental health facilities.

According to the U.S. Bureau of Labor Statistics, employment of forensic psychologists is expected to grow 19% through 2024, which is much faster than average. This growth will add 32,500 psychologists to the workforce. Alabama is the 5th highest paying state in the nation, with an average salary $85,400 ($41.08 hourly). According to the U.S. Department of Labor, Alabama forensic psychologist salaries are ranked as follows: entry level $28,600, mid-career $92,400 and experienced $109,200.

General Education Core courses and professional core courses are taken at WSCC and then transferred to a four-year institution. As students' progress though the curriculum, contact must be made with the four-year institution to ensure that guidelines are met before transfer.

Alabama Transfers will provide specific transfer information to specific majors at each state-funded four-year institution. Once a student chooses a major and a place of transfer, individualized guide and contract can be created. The Alabama Transfers website can be accessed from the Wallace State homepage.

AS FORENSIC PSYCHOLOGY - Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CRJ/PSY 222	Introduction to Forensic Psychology	3
PSY 200	General Psychology	3
BIO 103	Principles of Biology I	4
SOC 200	Introduction to Sociology	3
	Sub-Total Credits	17

2nd Semester

Item #	Title	Credits
CRJ 177/SOC 217	Criminal and Deviant Behavior	3
ENG 102	English Composition II	3
CRJ 238	Crime Scene Investigation	3
MTH 112	Precalculus Algebra	3
PHL 206	Ethics and Society	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
PSY 280	Brain, Mind, and Behavior	3
PSY 207	Psychology of Adjustment	3
CRJ/SOC 208	Introduction to Criminology	3
ENG 251	American Literature I	3
HIS 201	United States History I	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
ENG 252	American Literature II	3
SOC 210	Social Problems	3
PSY 208	Contemporary Issues in Psychology	3
BIO 104	Principles of Biology II	4
MUS 101	Music Appreciation	3
	Sub-Total Credits	16
	Total credits:	**63**

Forensic Psychology

FORENSIC PSYCHOLOGY SHORT-TERM CERTIFICATE - Guided Pathway/ Map

1st Semester

Item #	Title	Credits
CRJ/SOC 208	Introduction to Criminology	3
PSY 280	Brain, Mind, and Behavior	3
CRJ/PSY 222	Introduction to Forensic Psychology	3
	Sub-Total Credits	9

2nd Semester

Item #	Title	Credits
PSY 207	Psychology of Adjustment	3
PSY 208	Contemporary Issues in Psychology	3
SOC 210	Social Problems	3
	Sub-Total Credits	9
	Total credits:	**18**

Global Studies

(AS General Studies with Concentration in Global Studies)

(Transfer Option)

Dr. Andrew Ball, Instructor/Advisor

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At a Glance

This curriculum provides for the study of international issues within a multidisciplinary framework designed to produce global competencies for citizens of the world in the 21st century, with a curriculum that includes the history, economics, politics, language and cultures of diverse societies. The global studies concentration will meet the academic interests of students pursuing bachelor's degrees and beyond in a range of fields in which a global perspective is beneficial, including but not limited to international studies, foreign language, political science, law, international business, etc. on the way to eventual careers in the global marketplace, with government agencies, non-governmental organizations, and non-profits.

Admission Requirements

Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

*Non-native English speakers, students who have previously completed two years of foreign language in high school, or who can otherwise demonstrate foreign language proficiency, should discuss alternative coursework with an advisor.

**May be substituted per advisor's approval

***World Literature I is currently offered in summer only. Other literatures may be substituted if World Literature is not available.

AS GLOBAL STUDIES – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ART 100	Art Appreciation	3
SPA 101	Introductory Spanish I	4
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
GLY 101	Introduction to Geology I	4
GEO 100	World Regional Geography	3
PHL 106	Introduction to Philosophy	3
SPA 102	Introductory Spanish II	4
	Sub-Total Credits	17

3rd Semester

Item #	Title	Credits
GEO 101	Principles of Physical Geography I	4
ENG 271	World Literature I	3
ECO 231	Principles of Macroeconomics	3
HIS 121	World History I	3
SOC 200	Introduction to Sociology	3
	Sub-Total Credits	16

4th Semester

Item #	Title	Credits
HIS 122	World History II	3
REL 100	History of World Religions	3
HUM 101	Introduction to Humanities I	3
POL 230	Comparative Government	3
ECO 232	Principles of Microeconomics	3
	Sub-Total Credits	15
	Total credits:	**62**

Information Technology

(AS General Studies with Concentration in Information Technology)

(Transfer Option)

AS INFORMATION TECHNOLOGY – Guided Pathway/Map

Semester 1

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ART 100	Art Appreciation	3
ENG 101	English Composition I	3
HIS 101	Western Civilization I	3
MTH 112	Precalculus Algebra	3
	Sub-Total Credits	13

Semester 2

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 102	English Composition II	3
HIS 102	Western Civilization II	3
MTH 120	Calculus and Its Applications	3
	Sub-Total Credits	13

Semester 3

Item #	Title	Credits
BIO 104	Principles of Biology II	4
ECO 231	Principles of Macroeconomics	3
IDS 102	Ethics	3
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	13

Semester 4

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 271	Business Statistics I	3
CIS 146	Computer Applications	3
ENG 251	American Literature I	3
	Sub-Total Credits	12

Semester 5

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
ECO 232	Principles of Microeconomics	3
BUS 263	The Legal and Social Environment of Business	3
BUS 272	Business Statistics II	3
	Sub-Total Credits	12
	Total credits:	**63**

Logistics and Supply Chain Management

(AS General Studies with Concentration in Logistics and Supply Chain Management)

(Transfer Option)

Ms. Amanda Tillman

256.352.8174

amanda.tillman@wallacestate.edu

At a Glance

The Logistics and Supply Chain Management Option is designed for students who wish to pursue a four-year

degree in a business related area such as Logistics and Supply Chain Management or Transportation Management.

General Education Core courses and Professional Core courses are taken at WSCC and then transfer to a four-year institution. As student's progress through the curriculum, contact must be made with the four-year (senior) institution to ensure that guidelines are met for transfer.

Alabama Transfers 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 website can be accessed online at http://alabamatransfers.com

Note: Students must check with their senior institution to determine which courses they require for all courses. MUS101, IDS102, HIS201, HIS202, BIO104, BIO103, ENG261, PHL206, may be substituted per Business advisor's approval.

AS LOGISTICS AND SUPPLY CHAIN MANAGEMENT - Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
MUS 101	Music Appreciation	3
BIO 103	Principles of Biology I	4
CIS 146	Computer Applications	3
	Sub-Total Credits	17

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
BUS 241	Principles of Accounting I	3
IDS 102	Ethics	3
BIO 104	Principles of Biology II	4
HIS 201	United States History I	3
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
ECO 231	Principles of Macroeconomics	3
HIS 202	United States History II	3
ENG 261	English Literature I	3
BUS 242	Principles of Accounting II	3
BUS 271	Business Statistics I	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
ECO 232	Principles of Microeconomics	3
BUS 215	Business Communication	3
PHL 206	Ethics and Society	3
BUS 272	Business Statistics II	3
BUS 263	The Legal and Social Environment of Business	3
	Sub-Total Credits	15
	Total credits:	**63**

Manufacturing Management

(AS General Studies with Concentration in Manufacturing Management)

(Transfer Option)

Ms. Kathy Sides, Department Chair

256.352.8126

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At a Glance

The Manufacturing Management option is designed for students who wish to pursue a four-year degree in a business-related area such as Manufacturing Management or

General Education Core courses and Professional Core courses are taken at WSCC and then transfer 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.

Alabama Transfers 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 website can be accessed online at http://alabamatransfers.com

. NOTE: Students must check with their senior institution to determine which courses they require for all courses. ART 100, IDS 102, GEO 101, HIS 201, HIS 202, BIO 103, ENG 251, PHL 206, PHS 111, may be substituted per Business advisor's approval.

AS MANUFACTURING MANAGEMENT-Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ART 100	Art Appreciation	3
PHS 111	Physical Science	4
CIS 146	Computer Applications	3
	Sub-Total Credits	17

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
BUS 241	Principles of Accounting I	3
IDS 102	Ethics	3
GEO 101	Principles of Physical Geography I	4
HIS 201	United States History I	3
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
ECO 231	Principles of Macroeconomics	3
HIS 202	United States History II	3
ENG 251	American Literature I	3
BUS 242	Principles of Accounting II	3
BUS 271	Business Statistics I	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
ECO 232	Principles of Microeconomics	3
BUS 275	Principles of Management	3
PHL 206	Ethics and Society	3
BUS 272	Business Statistics II	3
BUS 263	The Legal and Social Environment of Business	3
	Sub-Total Credits	15
	Total credits:	**63**

Music Education

(AS General Studies with Concentration in Music Education)

(Transfer Option)

Mr. Ricky Burks, Department Chair

256.352.8287

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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.

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.*

*Must complete sequence HIS 101/102, or HIS 201/202

**May be substituted per advisor's approval

AS MUSIC EDUCATION – Guided Pathway/Map

1st Semester

Item #	Title	Credits
MUS 115	Fundamentals of Music	3
MUL 101	Class Piano I	1
	Sub-Total Credits	4

2nd Semester

Item #	Title	Credits
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 Lab I	1
	MUP 101-284 Applied Lesson on Major Instrument	1
	MUL 101-297 Performing Ensemble	1
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
SOC 200	Introduction to Sociology	3
MUS 101	Music Appreciation	3
MUS 112	Music Theory II	3
MUS 114	Music Theory Lab II	1
	MUP 101-284 Applied Lesson on Major Instrument	1
	MUL 101-297 Performing Ensemble	1
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
ENG 251	American Literature I	3
HIS 201	United States 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 Lab III	1
	MUP 101-284 Applied Lesson on Major Instrument	1
	MUL 101-297 Performing Ensemble	1
	Sub-Total Credits	19

5th Semester

Item #	Title	Credits
HIS 202	United States History II	3
ENG 252	American Literature II	3
BIO 104	Principles of Biology II	4
MUS 212	Music Theory IV	3
MUS 214	Music Theory Lab IV	1
	MUP 101-284 Applied Lesson on Major Instrument	1
	MUL 101-297 Performing Ensemble	1
	Sub-Total Credits	16
	Total Credits (with MUS 115 & MUL 101)	70
	Total Credits (without MUS 115 & MUL 101)	66

Pre-Education

(AS General Studies with Concentration in Pre-Education)

(Transfer Option)

Ms. Jennifer McRea, Academic Advisor

256.352.8477

jennifer.mcrea@wallacestate.edu

At a Glance

The Pre-Education focus is designed for students who wish to prepare for a career in Education. Interested students should discuss their educational and career goals with an advisor as early as possible before entering coursework to ensure proper course selection. Each school has unique classes and offerings that must be met. Students must follow standard admission procedures of the College.

Program Description

The Pre-Education curriculum is recommended for students wishing to pursue a four-year degree in education-related areas of teaching. Each student must assume responsibility for knowing the academic requirements for the degree being pursued at the respective transfer institution.

Admission Requirements

Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

Please see the Education Advisor to complete your individual program of study before you register for classes.

AS PRE-EDUCATION – Guided Pathway/ Map

1st Semester

Item #	Title	Credits
ENG 101	English Composition I	3
PSY 200	General Psychology	3
MTH 112	Precalculus Algebra	3
HIS 201	United States History I	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	13

2nd Semester

Item #	Title	Credits
PSY 210	Human Growth and Development	3
ENG 102	English Composition II	3
MTH 110	Finite Mathematics	3
HIS 202	United States History II	3
BIO 103	Principles of Biology I	4
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
ENG 251	American Literature I	3
BIO 104	Principles of Biology II	4
MUS 101	Music Appreciation	3
SPH 106	Fundamentals of Oral Communication	3
	Sub-Total Credits	16

4th Semester

Item #	Title	Credits
IDS 102	Ethics	3
PHS 111	Physical Science	4
MTH 116	Mathematical Applications	3
ENG 252	American Literature II	3
SOC 200	Introduction to Sociology	3
	Sub-Total Credits	16
	Total credits:	**61**

Pre-Engineering

(AS General Studies with Concentration in Pre-Engineering)

(Transfer Option)

Ms. Renee Quick, Math Instructor

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renee.quick@wallacestate.edu

At a Glance

The Pre-Engineering focus 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.

Program Description

Students will increase their knowledge of math and science, so 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.

AS PRE-ENGINEERING – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 125	Calculus I	4
HIS 201	United States History I	3
MUS 101	Music Appreciation	3
CIS 251	C++ Programming	3
	Sub-Total Credits	17

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 126	Calculus II	4
HIS 202	United States History II	3
PHL 206	Ethics and Society	3
PSY 200	General Psychology	3
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
ENG 251	American Literature I	3
CHM 111	College Chemistry I	4
PHY 213	General Physics with CAL I	4
MTH 227	Calculus III	4
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
ENG 252	American Literature II	3
SOC 200	Introduction to Sociology	3
CHM 112	College Chemistry II	4
PHY 214	General Physics with CAL II	4
	Sub-Total Credits	14
	Total credits:	***62***

Pre-Nursing

(AS General Studies with Concentration in Pre-Nursing)

(Transfer Option)

At a Glance

The Pre-Nursing focus is designed for students who wish to prepare for a career in Nursing. Interested students should discuss their educational and career goals with a nursing advisor as early as possible before entering coursework to ensure proper course selection. Students must follow standard admission procedures of the College, and must apply and be accepted to the Nursing program before beginning a Nursing or other Health Science Program at Wallace State or a transfer institution.

Program Description

Students will increase their knowledge of math and science so they have a basic yet broad knowledge base to complement their nursing and health science studies upon admission to a nursing degree program. Students will be well-prepared upon completion of the pre-nursing pathway to further their studies in an ADN or BSN program.

Admission Requirements

Students must have a high school diploma or GED and meet all the general admission requirements of WSCC. Please see an advisor to complete your individual program of study before you register for classes.

AS PRE-NURSING - Guided Pathway/ Map

1st Semester

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
PSY 200	General Psychology	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
ENG 102	English Composition II	3
PSY 210	Human Growth and Development	3
SPH 106	Fundamentals of Oral Communication	3
PHL 206	Ethics and Society	3
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
BIO 220	General Microbiology	4
ENG 251	American Literature I	3
CHM 104	Introduction to Chemistry I	4
SOC 200	Introduction to Sociology	3
HIS 121	World History I	3
	Sub-Total Credits	17

4th Semester

Item #	Title	Credits
BIO 103	Principles of Biology I	4
HIS 122	World History II	3
MTH 265	Elementary Statistics	3
MUS 101	Music Appreciation	3
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	16
	Total credits:	**63**

Programming

(AS General Studies with Concentration in Programming)

(Transfer Option)

Mr. Terry Ayers, Department Chair

256.352.8104

terry.ayers@wallacestate.edu

At a Glance

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.

AS PROGRAMMING – Guided Pathway/ Map

Semester 1

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ART 100	Art Appreciation	3
ENG 101	English Composition I	3
HIS 101	Western Civilization I	3
MTH 112	Precalculus Algebra	3
	Sub-Total Credits	13

Semester 2

Item #	Title	Credits
ECO 231	Principles of Macroeconomics	3
ENG 102	English Composition II	3
HIS 102	Western Civilization II	3
MTH 113	Precalculus Trigonometry	3
	Sub-Total Credits	12

Semester 3

Item #	Title	Credits
CHM 111	College Chemistry I	4
MTH 125	Calculus I	4
BIO 103	Principles of Biology I	4
	Sub-Total Credits	12

Semester 4

Item #	Title	Credits
IDS 102	Ethics	3
ENG 251	American Literature I	3
PSY 200	General Psychology	3
MTH 126	Calculus II	4
	Sub-Total Credits	13

Semester 5

Item #	Title	Credits
CIS 251	C++ Programming	3
HUM 101	Introduction to Humanities I	3
BIO 104	Principles of Biology II	4
MTH 227	Calculus III	4
	Sub-Total Credits	14
	Total credits:	**64**

Religious Studies

(AS General Studies with Concentration in Religious Studies)

(Transfer Option)

Dr. Andrew Ball

Instructor/Advisor

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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.

AS RELIGIOUS STUDIES – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
HUM 101	Introduction to Humanities I	3
HIS 101	Western Civilization I	3
REL 100	History of World Religions	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
SPH 106	Fundamentals of Oral Communication	3
HIS 102	Western Civilization II	3
PHL 106	Introduction to Philosophy	3
REL 119	Interpreting the Bible	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
ENG 251	American Literature I	3
MUS 101	Music Appreciation	3
GLY 101	Introduction to Geology I	4
PHL 206	Ethics and Society	3
REL 151	Survey of the Old Testament	3
	Sub-Total Credits	16

4th Semester

Item #	Title	Credits
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
GLY 102	Introduction to Geology II	4
REL 152	Survey of the New Testament	3
REL 206	History of American Christianity	3
	Sub-Total Credits	16
	Total credits:	**63**

Religious Studies

RELIGIOUS STUDIES SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
REL 100	History of World Religions	3
REL 119	Interpreting the Bible	3
REL 151	Survey of the Old Testament	3
REL 152	Survey of the New Testament	3
REL 206	History of American Christianity	3
	Total credits:	**15**

Sports Medicine

(AS General Studies with Concentration in Sports Medicine)

(Transfer Option)

Mr. Paul Bailey, Athletic Director, Instructor

256.352.8359

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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 focus 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.

AS SPORTS MEDICINE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MUS 101	Music Appreciation	3
BIO 103	Principles of Biology I	4
SOC 200	Introduction to Sociology	3
HED 224	Personal and Community Health	3
	Sub-Total Credits	17

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
BIO 104	Principles of Biology II	4
MTH 112	Precalculus Algebra	3
HIS 201	United States History I	3
HED 231	First Aid	3
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
ENG 251	American Literature I	3
HUM 101	Introduction to Humanities I	3
PSY 200	General Psychology	3
HED 232	Care and Prevention of Athletic Injuries	3
PED 100	Fundamentals of Fitness	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
ENG 252	American Literature II	3
PED 200	Foundations of Physical Education	3
BIO 201	Human Anatomy and Physiology I	4
PED 295	Practicum in Physical Education	3
PSY 210	Human Growth and Development	3
	Sub-Total Credits	16
	Total credits:	**64**

GEOSPATIAL TECHNOLOGY

Mr. Terry Ayers, Department Chair

256.352.8104

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Associate in Applied Science Degree (4 semesters)

Short-Term Certificate (1-2 semesters)

At a Glance

A variety of jobs are available that emphasize the utilization geographic information systems (GIS) processes and technologies. These include positions as a GIS specialist, GIS analyst, GIS technician or cartographer. GIS specialists build and maintain GIS databases. They use GIS software to integrate and manipulate data from spreadsheets, aerial or satellite images, map coordinates, metadata and images. They also analyze GIS data to identify spatial relationships; perform geospatial modeling or spatial analysis; and create maps for environmental and educational purposes. Specialists with a solid computer science background are involved in launching and supporting online and mobile maps.

GIS analysts perform analytical evaluation of data within GIS databases. These databases, created to help with mapping and surveying techniques, are used in a wide variety of industries around the world. GIS analysts analyze the information in the database according to certain criteria, help design databases, support departments that use GIS reports, and integrate GIS with other technology.

GIS technicians generate criteria-specific maps and customized GIS applications. They read and interpret maps, manipulate and evaluate digital land data, and manage data entered into a GIS database. GIS technicians collect and digitize analog data**,** create simple maps, and maintain GIS data. These positions are generally understood to be entry-level positions.

Program Description

A degree in Geographic Information Systems prepares students for employment in various work environments such as city and county planning, public utilities and resource agencies, engineering and survey departments, and transportation. GIS uses hardware, software, and data to analyze and display information. Our students learn how to analyze data to solve spatial problems in business, government, environmental studies, and geological studies and present the information for interpretation. GIS specialties include remote sensing, geospatial intelligence, and image analysis.

Geospatial Technology

AAS GEOSPATIAL TECHNOLOGY – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
GEO 225	Maps and Map Interpretation	3
GIS 101	Introduction to Geographic Information Systems Technology	2
GEO 101	Principles of Physical Geography I	4
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
IDS 102	Ethics	3
BUS 271	Business Statistics I	3
ENG 102	English Composition II	3
ENT 134	UAS Operations	3
SOC 200	Introduction to Sociology	3
GIS 201	Introduction to Geographic Information Systems	3
	Sub-Total Credits	18

3rd Semester

Item #	Title	Credits
MTH 112	Precalculus Algebra	3
CIS 222	Database Management Systems	3
GIS 202	Cartographic Design for GIS	3
ENT 132	Unmanned Aerial Systems Ground School	3
SPH 106	Fundamentals of Oral Communication	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
BUS 272	Business Statistics II	3
GEO 100	World Regional Geography	3
GIS 221	Advanced Spatial Analysis	4
ENT 133	Unmanned Aerial Systems Remote Sensing Systems	3
BUS 275	Principles of Management	3
	Sub-Total Credits	16
	Total credits:	**65**

Geospatial Technology

COMPUTER SCIENCE – GEOSPATIAL TECHNOLOGY SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
GEO 225	Maps and Map Interpretation	3
GIS 101	Introduction to Geographic Information Systems Technology	2
CIS 222	Database Management Systems	3
BUS 271	Business Statistics I	3
GIS 201	Introduction to Geographic Information Systems	3
GIS 202	Cartographic Design for GIS	3
GIS 221	Advanced Spatial Analysis	4
	Total credits:	**21**

GRAPHIC ART & DESIGN

Mr. Adrian Scott, Instructor/Advisor

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Associate in Applied Science Degree (4 semesters)

Short-Term Certificates (1-2 semesters)

At a Glance

Graphic designers—or graphic artists—plan, analyze, and create visual solutions to communications problems. They decide the most effective way of getting a message across in print, electronic, and film media using a variety of methods such as color, type, illustration, photography, animation, and various print and layout techniques. Graphic designers use a variety of graphics and layout computer software to assist in their designs. Designers creating Web pages or other interactive media designs use computer animation and programming packages. Computer software programs allow ease and flexibility in exploring a greater number of design alternatives. Employers expect new graphic designers to be familiar with computer graphics and design software.

Program Description

Wallace State's Graphic Art & Design program combines artistic talents and high-tech delivery to satisfy an ever-growing "creative economy" and industry demand for employees skilled in "new media" production.

Program Expectations

Upon completion of the Graphic Art & Design program, students will have a firm foundation to start possible careers in graphic and commercial design, desktop publishing, computer animation, gaming design, industrial design, apparel and fashion design, photography, advertising, marketing and promotions, and web page design.

Admission Requirements

Students must have a high school diploma or GED and meet all the general admission requirements of WSCC.

Completion Requirements

The program consists of twenty-five semester hours of general education courses, with the following balance of hours involving both foundation level studio art courses and computer and software based graphic design courses.

Career Path

Employment of graphic designers in computer systems design and related services is projected to grow from 2019 to 2029. The work of graphic designers will continue to be important in the marketing of products throughout the economy. Companies are continuing to increase their digital presence, requiring graphic designers to help create visually appealing and effective layouts of websites. Graphic designers' schedules can vary depending on workload and deadlines. Those who are self-employed may need to adjust their workday to meet with clients in the evenings or on weekends. In addition, they may spend some of their time looking for new projects or competing with other designers for contracts. The median annual wage for graphic designers in the U. S. was $53,380 in May 2020. The lowest 10 percent earned less than $31,720, and the highest 10 percent earned more than $93,440. (Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Graphic Designers, https://www.bls.gov/ooh/arts-and-design/graphic-designers.htm#tab-5)

Graphic Art & Design

AAS–GRAPHIC ART & DESIGN - Guided Pathway/Map

Item #	Title	Credits
ART 221	Computer Graphics I	3
ART 283	Graphic Animation I	3
ORI 110	Freshman Seminar	1
SPH 106	Fundamentals of Oral Communication	3
ART 113	Drawing I	3
ENG 101	English Composition I	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
VCM 145	Introduction to Digital Photography	3
VCM 172	Digital Illustration I	3
ART 121	Two Dimensional Composition I	3
MTH 100	Intermediate College Algebra	3
ENG 102	English Composition II	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
VCM 180	Introduction to Graphic Design	3
VCM 185	Digital Imaging I	3
ART 216	Printmaking I	3
SOC 200	Introduction to Sociology	3
ART 243	Sculpture I	3
GLY 101	Introduction to Geology I	4
	Sub-Total Credits	19

4th Semester

Item #	Title	Credits
VCM 270	Supervised Study in Graphics	3
VCM 289	Portfolio	1
VCM 250	Introduction to Technical Illustration	3
VCM 281	Digital Design	3
CIS 146	Computer Applications	3
ART 203	Art History I	3
	Sub-Total Credits	16
	Total credits:	**66**

Graphic Art & Design

OPTION I - GRAPHIC ART & DESIGN SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ART 221	Computer Graphics I	3
ART 113	Drawing I	3
ART 283	Graphic Animation I	3
ART 216	Printmaking I	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
VCM 180	Introduction to Graphic Design	3
ART 243	Sculpture I	3
VCM 250	Introduction to Technical Illustration	3
ART 244	Sculpture II	3
	Sub-Total Credits	12
	Total credits:	**24**

Graphic Art & Design - 2D & 3D Studio

OPTION II - 2D & 3D STUDIO EMPHASIS SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ART 113	Drawing I	3
ART 216	Printmaking I	3
ART 133	Ceramics I	3
ART 243	Sculpture I	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
ART 244	Sculpture II	3
ART 134	Ceramics II	3
ART 121	Two Dimensional Composition I	3
ART 114	Drawing II	3
	Sub-Total Credits	12
	Total credits:	**24**

Graphic Art & Design - Digital Graphics

OPTION III - DIGITAL GRAPHICS EMPHASIS SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
ART 221	Computer Graphics I	3
VCM 172	Digital Illustration I	3
VCM 180	Introduction to Graphic Design	3
VCM 185	Digital Imaging I	3
	Total credits:	**12**

Graphic Art & Design - 2D Studio Art

OPTION IV - 2D STUDIO ART EMPHASIS SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
ART 113	Drawing I	3
ART 114	Drawing II	3
ART 233	Painting I	3
ART 234	Painting II	3
	Total credits:	**12**

HEALTH INFORMATION TECHNOLOGY

Lori Blubaugh, RHIA, Program Director

256.352.8337

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Associate in Applied Science Degree (5-6 semesters)

At a Glance

HIT (health information technology) professionals do not often see patients, but they know that patient health information is human information, and they are committed to ensuring that patient's health information is complete, accurate, and protected. HI professionals care for patients by caring for their medical data. They are responsible for the quality, integrity, security, and protection of patient health information. So, if your interests include computers, science, healthcare, and data, why not combine these with a career in health information technology?

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: 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 hospitals, clinics, physician offices, insurance companies, or medical research centers. The Health Information Technology degree is the preferred training for medical coding specialists. The medical coding specialists perform a detailed review of medical records to identify diagnoses and operative procedures. Alphanumeric and/or 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 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 the potential for advancement to management positions. This program is offered through online classes with the exception of professional practice experiences and required on-campus lab days.

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 three CAHIIM-accredited programs in the State of Alabama.

Students have the opportunity to spend many hours in a simulation lab or a professional setting to practice skills obtained in the classroom. Students enrolled in professional practice experience (professional) courses are assigned hours consistent with the day shift. Assignment for professional practice experience will be at the discretion of program officials, and students may be required to travel to different locations for the 'hands-on training'.

HIT students earn stackable certificates as they process through the HIT Program. All applicants start with the Health Information Certificate, then move on to the next certification with each semester completed. If the student progresses through the program with no breaks, they will earn their associate degree and three certificates in 6 semesters.

The Health Information Certificate is earned after the completion of 1-2 semesters of HIT courses. This certificate provides entry-level training to students interested in the Healthcare Industry. Students who complete the Health Information Certificate are equipped with knowledge that may be used upon entering any Health Division Program at Wallace State Community College. Employment opportunities include health information clerk, medical office receptionist, hospital departmental receptionist, unit secretary, patient access clerk, patient scheduler, and the release of

information clerk. Courses completed may be used toward the Health Information Technology Associate Degree or related certificates.

The Medical Scribe Certificate is designed as a step between the short certificate and the Associate in Applied Science degree in Health Information Technology. A medical scribe is a health information professional who directly assists the physician with entering patient care documentation into the electronic health system or electronic medical record. The medical scribe must have an excellent understanding of medical terminology and disease processes, including diagnosis and treatment. They also require knowledge of documentation guidelines, basic medical coding guidelines, and release of information, making the health information technology graduate uniquely qualified for the medical scribe position.

Serving as a personal assistant to the physician while care is provided to the patient, the medical scribe may gather information needed for the patient encounter, provide written information to the patient and help with the documentation required for the medical coding process. The Medical Scribe Certificate is completed after two semesters of general education courses and two semesters of program courses.

The Medical Coding Certificate is designed as a step between the short-term certificate and the Associate in Applied Science degree in Health Information Technology. Medical coding specialists perform a detailed review of medical records to identify diagnoses and operative procedures. Alphanumeric and/or 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.

With a balanced emphasis on coding typically done in a physician's office and inpatient and outpatient coding that is done in acute care settings, this comprehensive coding program is completed after two semesters of general education courses and three semesters of program courses. Successful coding certificate graduates will have in-depth coding skills in ICD, CPT, PCS, and reimbursement schemes with special knowledge of DRGs, APCs, and Chargemaster Descriptions.

The American Health Information Management Association has established a national certification program for medical coders. Each new graduate qualifies as a candidate for the AHIMA national examination to become a Certified Coding Associate (CCA). When coupled with extensive, on-the-job experience, the Medical Coding coursework prepares the student to take the AHIMA examination to become a Certified Coding Specialist (CCS) or Certified Coding Specialist-Physician Office (CCS-P) and take American Academy of Professional Coders (AAPC) coding certification exams such as the Certified Professional Coder (CPC) exam.

The HIM profession has evolved from simply creating files, filing loose papers, transcribing reports, and maintaining paper indices to a much broader scope due to the movement of the digital age. This evolution required a change in the HIT curriculum, and this was brought about at Wallace in Fall 2022 by the implementation of the 2018 HIM Curricula Competencies set forth by CAHIIM. Although HIM professionals are still viewed by many as 'the keepers of data' because of the high priority of HIM professionals on security and privacy, HIM professionals can fulfill many different roles in various types of facilities. WSCC is proud to offer two AAS-HIT degree tracks: Data Management and Revenue Cycle Management.

Admission Requirements

1. Unconditional admission to the college – College application must be submitted by the program application deadline of June 1st.
2. The student must be in good standing with the college.
3. Receipt of complete program applications accepted between March 1st and June 1st for Fall entry. Applications received after the deadline will be considered on a space-available basis.
4. The HIT program online application is located on the program's webpage at www.wallacestate.edu. Online application instructions are under the Application to Program tab. All applicants are required to upload all necessary documentation for consideration.
5. Official transcripts from each college attended must be provided to the Admissions Office, and all unofficial transcripts must be uploaded with the program application. Students must include transcripts from ALL colleges attended.
6. The student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu-see Physical Form Essential Functions.

7. A minimum of 17 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be uploaded to online application. ACT scores are available on Degree Works reports, transcripts including High School, and through ACT.org. If ordering your score report, please use Code 0083 and allow 4-6 weeks for processing. Wallace will receive your score from ACT and add it on your myWallace account. To use scores available on ACT.org you will need to print to PDF, we do not accept screenshots. We will accept ACT Superscores from ACT, but not manually calculated ACT Superscores. Higher scores will receive more points in the application process. Scan the document to PDF format and save the file as: *your FULL NAME ACT.pdf*, you will upload the document to your online application.

8. 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.
9. Complete all HIT-required general education courses and HIT 110 (with a grade of "C" or better before June 1) to be considered for HIT program admission in the fall semester. Students who complete required HIT general education classes with at least a grade of "C" between June 2 and September 1 may be considered for program acceptance on a space-available basis.

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. Students can enroll in HIT 110, HIT 115, and HIT 294 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. Candidates are ranked for admission based on ACT scores, weighted GPA (GPA x 9), and completion of admission requirements.
4. Program applications will be reviewed for completion of program admission requirements. Written notification of program acceptance status will be sent to each applicant via information supplied on the program application.
5. Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link 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 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. HIM compliance with medical coding, the release of information, and regulatory requirements.
2. Revenue cycle management, coding documentation, performing coding audits, utilization review.
3. Knowledge of health data structure, content, and standards.
4. Quality management and performance improvement skills.
5. Access, disclosure, privacy, and security of private health information.
6. Data analysis and use, healthcare statistics, registries, auditing procedures.
7. Maintenance and monitoring of data storage systems.
8. Application of leadership concepts and techniques, including management functions.

The HIT program is an Online Program except for the required professional practice experience (clinical): 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 the 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. The HIT program utilizes Blackboard for communication, information, and submission of assignments, so students are expected to have access to a computer with a webcam and internet access.

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 is expected to be completed within two years (or eight semesters) following entry into the program.

Upon Admission

1. Students selected for acceptance must attend the mandatory orientation session. 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, must submit:
    1. Documentation of recent physical exam on the proper program issued form
    2. Mantoux (2-step) TB skin test results.
    3. 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).
    4. Valid CPR certification - only CPR courses designed to certify health care providers are accepted. We only accept American Heart Association BLS/Healthcare Provider Certification.
    5. Copy of current health insurance card (Health insurance coverage is required).
    6. Clear background check and drug screen according to college policy.
    7. Students are required to submit the information during HIT 158 Intro to Clinical Environment utilizing the document management system selected by WSCC. Failure to submit all required clinical documentation before the program established deadline will result in program dismissal.
    8. 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 in the HIT program for 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 the 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 the health information program, students are not eligible to apply for readmission.
5. Students 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 comprehensive proficiency exams during a capstone course of the selected certificate or degree program. If a student does not score at least 70% on this proficiency exam, he/she will fail the capstone course regardless of other course grades. Students who live within 100 miles of campus are required to take the comprehensive proficiency exam on campus with a HIT instructor. A HIT instructor must virtually proctor students who live more than 100 miles from campus. 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 specific 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 professional practice.
4. Over 12 months have elapsed since the student was enrolled in a HIT course.
5. The student has been dismissed from the program.

Transfer Students

Students transferring into the Health Information Technology program must meet all requirements for admission to the program. Only with the 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 where 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:

- Quality Improvement (facilitates quality improvement projects in the facility)
- Revenue Cycle Management
- Release of Information (Coordinator or Privacy Officer)
- Medical Coding (Coder/DRG Specialist)
- Medical Office (Coordinator or Manager)
- Electronic Data Management/ Information Governance
- Compliance and Risk Management
- Data Analyst

Job prospects for graduates are excellent. Health information technicians' employment is expected to grow faster than the average for all occupations through 2026.

Annual earnings for registered health information technicians with 2 years of experience or less are $44,530 - $47,290. (Source: US Salary Survey Report: HIM Professionals in 2019, AHIMA.org)

Health Information Technology - Database Management

Students have the opportunity to spend many hours in a simulation lab or a professional setting to practice skills obtained in the classroom. Students enrolled in professional practice experience (professional) courses are assigned hours consistent with the day shift. Assignment for professional practice experience will be at the discretion of program officials, and students may be required to travel to different locations for the 'hands-on' training.

Data Management is the track of choice for students who have great analytical skills, attention to detail, and a great interest in data. This interest has a very broad range including helping patients learn to access their own healthcare data, helping patients to increase healthcare literacy, mining and analyzing large sets of data to discover industry patterns and information trends, and translating the data into usable information for everyone from providers to insurance carriers to promote and optimize patient care and safety, analyzing data for accuracy to help improve patient care, and, as always, helping to ensure compliance with HIPAA rules and regulations. Students with a data management degree will possess the knowledge and skills to excel in several occupations, including, but not limited to, birth record specialist, certified tumor registrar, HIM technician, HIM analyst, patient scheduler, health data analyst, health information technician, patient information coordinator, quality assurance coordinator, medical scribe, chief privacy officer, data quality analyst, HIM supervisor, HIM manager.

AAS HIT DATABASE MANAGEMENT – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CIS 146	Computer Applications	3
PSY 200	General Psychology	3
BIO 201	Human Anatomy and Physiology I	4
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
IDS 102	Ethics	3
HIT 110	Medical Terminology	3
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	13

3rd Semester

Item #	Title	Credits
HIT 115	Pathophysiology and Pharmacology for HIT	4
HIT 134	HIT Legal and Ethical Issues	3
HIT 154	Health Data Content and Structure	3
HIT 158	Introduction to the Clinical Environment for HIT	1
HIT 294	Current Trends in Health Information	1
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
HIT 131	Classification Skills Laboratory	1
HIT 132	Revenue Cycle Management and Documentation	4
HIT 160	HIT Clinical Practice I	1
HIT 223	Data Management for HIT	3
HIT 230	Medical Coding Systems I	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
HIT 232	Medical Coding Systems II	3
HIT 240	Ambulatory Coding	2
HIT 255	Principles of Supervision in HIT	3
HIT 291	CCS Exam Preparation	1
	Sub-Total Credits	9

6th Semester

Students may choose Revenue Cycle Management Track and/or Data Analysis Track. CIS 117 required for Data Analysis Track only.

Item #	Title	Credits
BUS 271	Business Statistics I	3
CIS 117	Database Management Software Applications	3
HIT 254	Organizational Improvement	3
HIT 292	HIT Exam Review	2
HIT 296	Professional Practices Simulations	2
	Sub-Total Credits	13
	Total credits:	**73**

Health Information Technology - Health Informatics

Health Informatics is the track of choice for students who are interested in health care, are analytical and who are willing to design, evaluate, test, and maintain health care data systems. Health informatics professionals may also be required to create charts, graphs, and presentations to provide information about data-driven trends and results. Health informatics professionals must also be able to communicate and collaborate, as these individuals will interact with people across an organization. Regarding health informatics professionals, AHIMA (American Health Information Management Association) states "These professionals are chiefly responsible for gathering and analyzing patient health details and compiling them for review by clinical care providers. In addition, the health informatics professional can ensure that the correct data is collected and presented in a readable format."

AAS HIT HEALTH INFORMATICS – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CIS 146	Computer Applications	3
HIT 294	Current Trends in Health Information	1
BIO 201	Human Anatomy and Physiology I	4
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
HIT 122	Introduction to Health Informatics	3
HIT 110	Medical Terminology	3
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	13

3rd Semester

Item #	Title	Credits
IDS 102	Ethics	3
PSY 200	General Psychology	3
CIS 134	IT Fundamentals	3
HIT 158	Introduction to the Clinical Environment for HIT	1
	Sub-Total Credits	10

4th Semester

Item #	Title	Credits
CIS 117	Database Management Software Applications	3
HIT 134	HIT Legal and Ethical Issues	3
HIT 162	Professional Practice Informatics	1
HIT 154	Health Data Content and Structure	3
	Sub-Total Credits	10

5th Semester

Item #	Title	Credits
CIS 211	Principles of Information Assurance	3
HIT 223	Data Management for HIT	3
HIT 225	Application of EHR and HI	3
	Sub-Total Credits	9

6th Semester

Item #	Title	Credits
BUS 271	Business Statistics I	3
HIT 250	Clinical & Administrative Health Information	3
HIT 254	Organizational Improvement	3
HIT 298	Informatics Exam Review	1
	Sub-Total Credits	10
	Total credits:	**64**

Health Information Technology - Revenue Cycle Management

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 three CAHIIM-accredited programs in the State of Alabama.

Students have the opportunity to spend many hours in a simulation lab or a professional setting to practice skills obtained in the classroom. Students enrolled in professional practice experience (professional) courses are assigned hours consistent with day shift. Assignment for professional practice experience will be at the discretion of program officials, and students may be required to travel to different locations for the 'hands-on' training.

Revenue cycle management is the choice for students who have a great interest in the financial workings of facilities. Per AHIMA: "Revenue Cycle Management professionals are responsible for the management and oversight of all business, administrative and clinical functions that contribute to patient revenue from point of entry through payment and adjudication. This may include insurance processing, registration, eligibility, claims management, billing, collections, and denials." The revenue cycle process begins when the patient makes an appointment or enters a facility in an emergency. For a facility to maintain operations, it is imperative that all steps in the revenue cycle management process are done completely and accurately to prevent disruption of claims reimbursement. A student with a revenue cycle management degree will possess knowledge and skills to excel in several occupations, including, but not limited to, medical coder (inpatient, outpatient, ER, physician), medical billing specialist, insurance claims auditor, coding auditor, coding supervisor, and coding manager.

AAS HIT REVENUE CYCLE MANAGEMENT – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CIS 146	Computer Applications	3
PSY 200	General Psychology	3
BIO 201	Human Anatomy and Physiology I	4
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
IDS 102	Ethics	3
HIT 110	Medical Terminology	3
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	13

3rd Semester

Item #	Title	Credits
HIT 115	Pathophysiology and Pharmacology for HIT	4
HIT 134	HIT Legal and Ethical Issues	3
HIT 154	Health Data Content and Structure	3
HIT 158	Introduction to the Clinical Environment for HIT	1
HIT 294	Current Trends in Health Information	1
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
HIT 131	Classification Skills Laboratory	1
HIT 132	Revenue Cycle Management and Documentation	4
HIT 160	HIT Clinical Practice I	1
HIT 223	Data Management for HIT	3
HIT 230	Medical Coding Systems I	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
HIT 232	Medical Coding Systems II	3
HIT 240	Ambulatory Coding	2
HIT 255	Principles of Supervision in HIT	3
HIT 291	CCS Exam Preparation	1
	Sub-Total Credits	9

6th Semester

Item #	Title	Credits
BUS 271	Business Statistics I	3
HIT 254	Organizational Improvement	3
HIT 292	HIT Exam Review	2
HIT 296	Professional Practices Simulations	2
	Sub-Total Credits	10
	Total credits:	**70**

Medical Coding

The Medical Coding Certificate is designed as a step between the short-term certificate and the Associate in Applied Science degree in Health Information Technology. Medical coding specialists perform a detailed review of medical records to identify diagnoses and operative procedures. Alphanumeric and/or 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.

With a balanced emphasis on coding typically done in a physician's office and inpatient and outpatient coding that is done in acute care settings, this comprehensive coding program is completed after two semesters of general education courses and three semesters of professional courses. Successful coding certificate graduates will have in-depth coding skills in ICD, CPT, PCS, and reimbursement schemes with special knowledge of DRGs, APCs, and Chargemaster Descriptions.

The American Health Information Management Association has established a national certification program for medical coders. Each new graduate qualifies as a candidate for the AHIMA national examination to become a Certified Coding Associate (CCA). When coupled with extensive, on-the-job experience, the Medical Coding coursework prepares the student to take the AHIMA examination to become a Certified Coding Specialist (CCS) or Certified Coding Specialist-Physician Office (CCS-P) and take American Academy of Professional Coders (AAPC) coding certification exams such as the Certified Professional Coder (CPC) exam.

MEDICAL CODING CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CIS 146	Computer Applications	3
PSY 200	General Psychology	3
BIO 201	Human Anatomy and Physiology I	4
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
IDS 102	Ethics	3
HIT 110	Medical Terminology	3
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	13

3rd Semester

Item #	Title	Credits
HIT 115	Pathophysiology and Pharmacology for HIT	4
HIT 134	HIT Legal and Ethical Issues	3
HIT 154	Health Data Content and Structure	3
HIT 158	Introduction to the Clinical Environment for HIT	1
HIT 294	Current Trends in Health Information	1
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
HIT 131	Classification Skills Laboratory	1
HIT 132	Revenue Cycle Management and Documentation	4
HIT 160	HIT Clinical Practice I	1
HIT 223	Data Management for HIT	3
HIT 230	Medical Coding Systems I	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
HIT 232	Medical Coding Systems II	3
HIT 240	Ambulatory Coding	2
HIT 291	CCS Exam Preparation	1
	Sub-Total Credits	6
	Total credits:	**57**

Medical Scribe

Medical Scribe Certificate is designed as a step between the short certificate and the Associate in Applied Science degree in Health Information Technology. A medical scribe is a health information professional who directly assists the physician with entering patient care documentation into the electronic health system or electronic medical record. The medical scribe must have an excellent understanding of medical terminology and disease processes, including diagnosis and treatment. They also require knowledge of documentation guidelines, basic medical coding guidelines, and release of information, making the health information technology graduate uniquely qualified for the medical scribe position.

Serving as a personal assistant to the physician while care is provided to the patient, the medical scribe may gather information needed for the patient encounter, provide written information to the patient and help with the documentation required for the medical coding process. The medical scribe certificate is completed after two semesters of general education courses and two semesters of program courses.

MEDICAL SCRIBE CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CIS 146	Computer Applications	3
PSY 200	General Psychology	3
BIO 201	Human Anatomy and Physiology I	4
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
IDS 102	Ethics	3
HIT 110	Medical Terminology	3
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	13

3rd Semester

Item #	Title	Credits
HIT 115	Pathophysiology and Pharmacology for HIT	4
HIT 134	HIT Legal and Ethical Issues	3
HIT 154	Health Data Content and Structure	3
HIT 158	Introduction to the Clinical Environment for HIT	1
HIT 294	Current Trends in Health Information	1
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
HIT 131	Classification Skills Laboratory	1
HIT 132	Revenue Cycle Management and Documentation	4
HIT 160	HIT Clinical Practice I	1
HIT 223	Data Management for HIT	3
HIT 230	Medical Coding Systems I	3
	Sub-Total Credits	12
	Total credits:	**51**

Health Informatics

Health Informatics is the track of choice for students who are interested in health care, are analytical and who are willing to design, evaluate, test, and maintain health care data systems. Health informatics professionals may also be required to create charts, graphs, and presentations to provide information about data-driven trends and results. Health informatics professionals must also be able to communicate and collaborate, as these individuals will interact with people across an organization. Regarding health informatics professionals, AHIMA (American Health Information Management Association) states "These professionals are chiefly responsible for gathering and analyzing patient health details and compiling them for review by clinical care providers. In addition, the health informatics professional can ensure that the correct data is collected and presented in a readable format."

HEALTH INFORMATICS SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ENG 101	English Composition I	3
CIS 146	Computer Applications	3
BIO 201	Human Anatomy and Physiology I	4
	Sub-Total Credits	10

2nd Semester

Item #	Title	Credits
HIT 122	Introduction to Health Informatics	3
HIT 110	Medical Terminology	3
HIT 294	Current Trends in Health Information	1
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	11
	Total credits:	**21**

Health Information

The Health Information Short-Term Certificate is earned after the completion of 1-2 semesters of HIT courses. This short certificate provides entry-level training to students interested in the Healthcare Industry. Students who complete the Health Information Short-Term Certificate are equipped with knowledge that may be used upon entering any Health Division Program at Wallace State Community College. Employment opportunities include health information clerk, medical office receptionist, hospital departmental receptionist, unit secretary, patient access clerk, release of information clerk. Courses completed may be used toward the Health Information Technology Associate Degree or related certificates.

HEALTH INFORMATION SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ENG 101	English Composition I	3
BIO 201	Human Anatomy and Physiology I	4
HIT 110	Medical Terminology	3
HIT 294	Current Trends in Health Information	1
	Sub-Total Credits	11

2nd Semester

Item #	Title	Credits
HIT 115	Pathophysiology and Pharmacology for HIT	4
CIS 146	Computer Applications	3
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	11
	Total credits:	**22**

HVAC

Mr. Ryan Iversen, Instructor

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Associate in Applied Science Degree (4 semesters)

Certificate (4 semesters)

Short-Term Certificates (1 semester)

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 affordable, convenient and safe food supplies; it is used in manufacturing, 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 may 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. Median annual earnings of heating, air conditioning, and refrigeration mechanics and installers was $51,390 in 2022. Employment is expected to grow 14 percent from 2014-2024, which is much faster than the average for all occupations (Source: U.S. Department of Labor Bureau of Labor Statistics).

HVAC - General Technology

AAS GENERAL TECHNOLOGY HVAC – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 121	Principles of Electricity for HVACR	3
ACR 123	HVACR Electrical Components	3
MTH 116	Mathematical Applications	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ACR 113	Refrigeration Piping Practices	3
ACR 127	HVACR Electric Motors	3
ACR 132	Residential Air Conditioning	3
ACR 210	Troubleshooting HVACR Systems	3
ENG 101	English Composition I	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 120	Fundamentals of Electric Heating Systems	3
ACR 126	Commercial Heating Systems	3
ACR 135	Mechanical/Gas/Safety Codes	3
IDS 102	Ethics	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
ACR 149	Heat Pump Systems II	3
ACR 209	Commercial Air Conditioning Systems	3
ACR 128	Heat Load Calculations	3
ACR 205	System Sizing and Air Distribution	3
MTH 103	Introduction to Technical Mathematics	3
HIS 121	World History I	3
	Sub-Total Credits	18
	Total credits:	**64**

HVAC

HVAC CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 121	Principles of Electricity for HVACR	3
ACR 123	HVACR Electrical Components	3
MTH 116	Mathematical Applications	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ACR 113	Refrigeration Piping Practices	3
ACR 127	HVACR Electric Motors	3
ACR 132	Residential Air Conditioning	3
ACR 210	Troubleshooting HVACR Systems	3
ENG 101	English Composition I	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 120	Fundamentals of Electric Heating Systems	3
ACR 126	Commercial Heating Systems	3
ACR 135	Mechanical/Gas/Safety Codes	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
ACR 149	Heat Pump Systems II	3
ACR 209	Commercial Air Conditioning Systems	3
ACR 128	Heat Load Calculations	3
ACR 205	System Sizing and Air Distribution	3
	Sub-Total Credits	12
	Total credits:	**55**

HVAC - Refrigerant Technician

OPTION I - REFRIGERANT TECHNICIAN SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 121	Principles of Electricity for HVACR	3
ACR 123	HVACR Electrical Components	3
	Total credits:	**12**

HVAC-Air Conditioning Technician

OPTION II - AIR CONDITIONING TECHNICIAN SHORT-TERM CERTIFICATE - Guided Pathway/Map

1st Semester

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 121	Principles of Electricity for HVACR	3
ACR 123	HVACR Electrical Components	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
ACR 113	Refrigeration Piping Practices	3
ACR 127	HVACR Electric Motors	3
ACR 132	Residential Air Conditioning	3
ACR 210	Troubleshooting HVACR Systems	3
	Sub-Total Credits	12
	Total credits:	**24**

HVAC - Heating Technician

OPTION III - HEATING TECHNICIAN SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 120	Fundamentals of Electric Heating Systems	3
ACR 126	Commercial Heating Systems	3
ACR 135	Mechanical/Gas/Safety Codes	3
	Total credits:	**12**

MACHINE TOOL TECHNOLOGY

Mr. Jonathan Minyard, Chairperson

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Associate in Applied Science (4-5 semesters)

Certificate (4 semesters)

Short-Term Certificate (2-3 semesters)

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 an Associate in Applied Science (AAS), Certificate, and Short-Term Certificates. 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. This program is offered on the Main campus and the Oneonta campus.

Admission Requirement

Students must have a high school diploma or GED and meet the general admission requirements of WSCC.

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 $22.62 in May 2021, with the highest 10 percent earning more than $38.00 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

OPTION I – AAS MACHINE TOOL TECHNOLOGY – Guided Pathway/Map

1st Semester

Item #	Title	Credits
MTT 127	Metrology	3
MTT 121	Basic Print Reading for Machinists	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
MTT 107	Machining Calculations I	3
MTT 134	Lathe Operations I	3
MTT 135	Lathe Operations I Lab	3
MTT 171	Intermediate Blueprint Reading for Machinists	3
IDS 102	Ethics	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
MTT 221	Advanced Blueprint Reading for Machinists	3
MTT 130	Machine Calculations II	3
MTT 149	Introduction to Machine Shop II	3
MTT 150	Introduction to Machine Shop II Lab	3
MTH 103	Introduction to Technical Mathematics	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
MTT 128	Geometric Dimensioning & Tolerancing I	3
MTT 137	Milling I	3
MTT 138	Milling I Lab	3
MTT 142	Advanced Machining Calculations	3
CIS 146	Computer Applications	3
HIS 201	United States History I	3
	Sub-Total Credits	18
	Total credits:	**64**

Machine Tool Technology – CNC

OPTION II – AAS MACHINE TOOL TECHNOLOGY – CNC – Guided Pathway/Map

1st Semester

Item #	Title	Credits
MTT 127	Metrology	3
MTT 121	Basic Print Reading for Machinists	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
MTT 107	Machining Calculations I	3
MTT 134	Lathe Operations I	3
MTT 135	Lathe Operations I Lab	3
MTT 171	Intermediate Blueprint Reading for Machinists	3
IDS 102	Ethics	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
MTT 130	Machine Calculations II	3
MTT 221	Advanced Blueprint Reading for Machinists	3
MTT 149	Introduction to Machine Shop II	3
MTT 150	Introduction to Machine Shop II Lab	3
MTH 103	Introduction to Technical Mathematics	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
CNC 112	Computer Numeric Control Turning	3
CNC 113	Computer Numeric Control Milling	3
CNC 120	Basic Set-up for Computer Numerical Control Machines	3
CNC 214	Electrical Discharge Machine Programming	3
HIS 201	United States History I	3
	Sub-Total Credits	15

5th Semester

Item #	Title	Credits
CNC 220	Intermediate Set-up for Computer Numerical Control Machines	3
CNC 215	Quality Control and Assurance	3
CNC 222	Computer Numerical Control Graphics: Turning	3
CNC 223	Computer Numerical Control Graphics Programming: Milling	3
CIS 146	Computer Applications	3
	Sub-Total Credits	15
	Total credits:	**76**

Machine Tool Technology - Tool & Die Repair

OPTION III - AAS MACHINE TOOL TECHNOLOGY - TOOL & DIE REPAIR - Guided Pathway/Map

1st Semester

Item #	Title	Credits
MTT 127	Metrology	3
MTT 121	Basic Print Reading for Machinists	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
MTT 107	Machining Calculations I	3
MTT 134	Lathe Operations I	3
MTT 135	Lathe Operations I Lab	3
MTT 171	Intermediate Blueprint Reading for Machinists	3
IDS 102	Ethics	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
CNC 156	Jig and Fixture Construction Principles	3
CNC 164	Trim Steel Welding & Grinding	3
CNC 158	Die Fundamentals	3
MTT 221	Advanced Blueprint Reading for Machinists	3
MTH 103	Introduction to Technical Mathematics	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
CNC 153	Pads, Pressures, and Auxiliary Die Components	3
CNC 154	Metallurgy	3
CNC 160	Die Construction and Tryout	3
CNC 161	Die Maintenance and Repair	3
HIS 201	United States History I	3
	Sub-Total Credits	15

5th Semester

Item #	Title	Credits
CNC 162	Precision Grinding	3
CNC 165	Root Cause Analysis in Die Repair	2
CNC 215	Quality Control and Assurance	3
CNC 261	Intermediate Die Maintenance & Repair	4
CIS 146	Computer Applications	3
	Sub-Total Credits	15
	Total credits:	**76**

Machine Tool Technology

MACHINE TOOL TECHNOLOGY CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
MTT 127	Metrology	3
MTT 121	Basic Print Reading for Machinists	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
MTT 107	Machining Calculations I	3
MTT 134	Lathe Operations I	3
MTT 135	Lathe Operations I Lab	3
MTT 171	Intermediate Blueprint Reading for Machinists	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
MTT 221	Advanced Blueprint Reading for Machinists	3
MTT 130	Machine Calculations II	3
MTT 149	Introduction to Machine Shop II	3
MTT 150	Introduction to Machine Shop II Lab	3
MTH 103	Introduction to Technical Mathematics	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
MTT 128	Geometric Dimensioning & Tolerancing I	3
MTT 137	Milling I	3
MTT 138	Milling I Lab	3
MTT 142	Advanced Machining Calculations	3
	Sub-Total Credits	12
	Total credits:	**55**

Machine Tool Technology - Computer Numerical Control

OPTION I - COMPUTER NUMERICAL CONTROL SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
CNC 112	Computer Numeric Control Turning	3
CNC 113	Computer Numeric Control Milling	3
CNC 120	Basic Set-up for Computer Numerical Control Machines	3
CNC 214	Electrical Discharge Machine Programming	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
CNC 220	Intermediate Set-up for Computer Numerical Control Machines	3
CNC 215	Quality Control and Assurance	3
CNC 222	Computer Numerical Control Graphics: Turning	3
CNC 223	Computer Numerical Control Graphics Programming: Milling	3
	Sub-Total Credits	12
	Total credits:	**24**

Machine Tool Technology - Level I Machine Tool Technology

OPTION II - LEVEL I MACHINE TOOL TECHNOLOGY SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
MTT 127	Metrology	3
MTT 121	Basic Print Reading for Machinists	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
MTT 107	Machining Calculations I	3
MTT 134	Lathe Operations I	3
MTT 135	Lathe Operations I Lab	3
MTT 171	Intermediate Blueprint Reading for Machinists	3
	Sub-Total Credits	12
	Total credits:	**24**

Machine Tool Technology - Level II Machine Tool Technology

OPTION III - LEVEL II MACHINE TOOL TECHNOLOGY SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
MTT 221	Advanced Blueprint Reading for Machinists	3
MTT 130	Machine Calculations II	3
MTT 149	Introduction to Machine Shop II	3
MTT 150	Introduction to Machine Shop II Lab	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
MTT 128	Geometric Dimensioning & Tolerancing I	3
MTT 137	Milling I	3
MTT 138	Milling I Lab	3
MTT 142	Advanced Machining Calculations	3
	Sub-Total Credits	12
	Total credits:	**24**

Machine Tool Technology - Tool & Die Repair

OPTION IV - TOOL & DIE REPAIR SHORT-TERM CERTIFICATE - Guided Pathway/Map

1st Semester

Item #	Title	Credits
CNC 153	Pads, Pressures, and Auxiliary Die Components	3
CNC 154	Metallurgy	3
CNC 160	Die Construction and Tryout	3
CNC 161	Die Maintenance and Repair	3
	Sub-Total Credits	12

2nd Semester

Item #	Title	Credits
CNC 162	Precision Grinding	3
CNC 165	Root Cause Analysis in Die Repair	2
CNC 215	Quality Control and Assurance	3
CNC 261	Intermediate Die Maintenance & Repair	4
	Sub-Total Credits	12
	Total credits:	**24**

Machine Tool Technology - CNC Advanced

Item #	Title	Credits
CNC 224	Multi-Axis Turning Programming and Setup	3
CNC 225	Multi-Axis Milling Programming and Setup	3
CNC 226	CNC Automation	3
CNC 227	CNC Additive Manufacturing	3
	Total credits:	**12**

MECHATRONICS, ELECTRONICS & ROBOTICS

Mr. Joe Hendrix, Chairperson

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Associate in Applied Science Degree (5 semesters)

Certificate (5 semesters)

Short-Term Certificates (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: industrial electronic technician, power generation and maintenance or repair technician. From robotics and industrial maintenance technicians to 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. Degrees are 5 semesters. Certificates are offered in the areas of industrial electronics and telecommunications. A.A.S. Degrees are offered in industrial electronics and Mechatronics. This program is offered on Main campus and the Oneonta campus.

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, and engineering technicians, Median annual earnings for individuals in the field in 2020 was $59,800 per year and $28.75 per hour. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Mechatronics, Electronics & Robotics - Electronics Technology Mechatronics

OPTION I - AAS ELECTRONICS TECHNOLOGY MECHATRONICS – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ILT 160	DC Fundamentals	3
ILT 161	AC Fundamentals	3
ILT 199	MSSC Safety Course	3
CIS 146	Computer Applications	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	13

2nd Semester

Item #	Title	Credits
ILT 162	Solid State Fundamentals	3
ILT 163	Digital Fundamentals	3
ILT 164	Circuit Fabrication I	1
ILT 168	Hydraulics/Pneumatics	3
ENG 101	English Composition I	3
	AUT 186 or CIS 199	3
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
ILT 197	Motor Controls I	3
ILT 240	Sensors Technology and Applications	3
ILT 139	Introduction to Robotic Programming	3
ILT 172	MSSC Manufacturing Processes and Production Course	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
HUM 101	Introduction to Humanities I	3
MTH 116	Mathematical Applications	3
ILT 194	Intro. To Programmable Logic Controllers	3
ILT 195	Troubleshooting Techniques I	3
ILT 196	Advanced Programmable Logic Controllers	3
	Sub-Total Credits	15

5th Semester

Item #	Title	Credits
ILT 210	Mechatronics	3
ILT 102	Industrial Automation	3
ILT 218	Industrial Robotics Concepts	3
	MTT 147 or AUT 138	3
HIS 101	Western Civilization I	3
	Sub-Total Credits	15
	Total credits:	**71**

Mechatronics, Electronics & Robotics - Electrical Technology

OPTION II - AAS ELECTRICAL TECHNOLOGY - Guided Pathway/Map

1st Semester

Item #	Title	Credits
ILT 160	DC Fundamentals	3
ILT 161	AC Fundamentals	3
AUT 138	Principles of Industrial Mechanics	3
CIS 146	Computer Applications	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	13

2nd Semester

Item #	Title	Credits
ELT 110	Wiring Methods	3
ILT 166	Motors and Transformers I	3
ILT 168	Hydraulics/Pneumatics	3
MTH 116	Mathematical Applications	3
CIS 199	Network Communications	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
ILT 197	Motor Controls I	3
ILT 231	National Electric Code	3
ELT 114	Residential Wiring Methods	3
ELT 104	Distribution System	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
ILT 240	Sensors Technology and Applications	3
ILT 194	Intro. To Programmable Logic Controllers	3
ILT 117	Principles of Construction Wiring	3
ILT 167	AC/DC Machinery and Controls I	3
ENG 101	English Composition I	3
	Sub-Total Credits	15

5th Semester

Item #	Title	Credits
ILT 181	Special Topics in ILT	3
ELT 132	Commercial/Industrial Wiring II	3
ELT 225	Smart House Wiring	3
HUM 101	Introduction to Humanities I	3
HIS 101	Western Civilization I	3
	Sub-Total Credits	15
	Total credits:	**70**

Mechatronics, Electronics & Robotics - Electronics Technology Mechatronics

OPTION I - ELECTRONICS TECHNOLOGY MECHATRONICS CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ILT 160	DC Fundamentals	3
ILT 161	AC Fundamentals	3
ILT 199	MSSC Safety Course	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	10

2nd Semester

Item #	Title	Credits
ILT 162	Solid State Fundamentals	3
ILT 163	Digital Fundamentals	3
ILT 168	Hydraulics/Pneumatics	3
ENG 101	English Composition I	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
ILT 197	Motor Controls I	3
ILT 240	Sensors Technology and Applications	3
ILT 139	Introduction to Robotic Programming	3
	Sub-Total Credits	9

4th Semester

Item #	Title	Credits
MTH 116	Mathematical Applications	3
ILT 194	Intro. To Programmable Logic Controllers	3
ILT 195	Troubleshooting Techniques I	3
ILT 196	Advanced Programmable Logic Controllers	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
ILT 210	Mechatronics	3
ILT 102	Industrial Automation	3
ILT 218	Industrial Robotics Concepts	3
	Sub-Total Credits	9
	Total credits:	**52**

Mechatronics, Electronics & Robotics - Electrical Technology

OPTION II - ELECTRICAL TECHNOLOGY CERTIFICATE - Guided Pathway/Map

1st Semester

Item #	Title	Credits
ILT 160	DC Fundamentals	3
ILT 161	AC Fundamentals	3
AUT 138	Principles of Industrial Mechanics	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	10

2nd Semester

Item #	Title	Credits
ELT 110	Wiring Methods	3
ILT 166	Motors and Transformers I	3
ILT 168	Hydraulics/Pneumatics	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
ILT 197	Motor Controls I	3
ILT 231	National Electric Code	3
ELT 114	Residential Wiring Methods	3
ELT 104	Distribution System	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
ILT 240	Sensors Technology and Applications	3
ILT 194	Intro. To Programmable Logic Controllers	3
ILT 117	Principles of Construction Wiring	3
ILT 167	AC/DC Machinery and Controls I	3
ENG 101	English Composition I	3
	Sub-Total Credits	15

5th Semester

Item #	Title	Credits
ILT 181	Special Topics in ILT	3
ELT 132	Commercial/Industrial Wiring II	3
ELT 225	Smart House Wiring	3
	Sub-Total Credits	9
	Total credits:	**58**

Mechatronics, Electronics & Robotics - Basic Electronics

OPTION I - BASIC ELECTRONICS SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
ILT 160	DC Fundamentals	3
ILT 161	AC Fundamentals	3
ILT 199	MSSC Safety Course	3
	Total credits:	**9**

Mechatronics, Electronics & Robotics - Intermediate Electronics

OPTION II - INTERMEDIATE ELECTRONICS SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
ILT 162	Solid State Fundamentals	3
ILT 163	Digital Fundamentals	3
ILT 168	Hydraulics/Pneumatics	3
	Total credits:	**9**

Mechatronics, Electronics & Robotics - Advanced Electronics

OPTION III - ADVANCED ELECTRONICS SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
ILT 197	Motor Controls I	3
ILT 240	Sensors Technology and Applications	3
ILT 139	Introduction to Robotic Programming	3
	Total credits:	**9**

Mechatronics, Electronics & Robotics - Fundamentals of Automation and Controls

OPTION IV - FUNDAMENTALS OF AUTOMATION AND CONTROLS SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
ILT 194	Intro. To Programmable Logic Controllers	3
ILT 195	Troubleshooting Techniques I	3
ILT 196	Advanced Programmable Logic Controllers	3
	Total credits:	**9**

Mechatronics, Electronics & Robotics - Fundamentals of Automation and Robotic Integration

OPTION V - FUNDAMENTALS OF AUTOMATION AND ROBOTIC INTEGRATION SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
ILT 210	Mechatronics	3
ILT 102	Industrial Automation	3
ILT 218	Industrial Robotics Concepts	3
	Total credits:	**9**

Mechatronics, Electronics & Robotics - Electricity and Controls Level 1

OPTION VI - ELECTRICITY AND CONTROLS LEVEL 1 SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
AUT 138	Principles of Industrial Mechanics	3
ILT 160	DC Fundamentals	3
ILT 161	AC Fundamentals	3
	Total credits:	**9**

Mechatronics, Electronics & Robotics - Electricity and Controls Level 2

OPTION VII - ELECTRICITY AND CONTROLS LEVEL 2 SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
ELT 110	Wiring Methods	3
ILT 166	Motors and Transformers I	3
ILT 168	Hydraulics/Pneumatics	3
	Total credits:	**9**

Mechatronics, Electronics & Robotics - Wiring Applications Level 1

OPTION VIII - WIRING APPLICATIONS LEVEL 1 SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
ELT 104	Distribution System	3
ELT 114	Residential Wiring Methods	3
ILT 197	Motor Controls I	3
ILT 231	National Electric Code	3
	Total credits:	**12**

Mechatronics, Electronics & Robotics - Wiring Applications Level 2

OPTION IX - WIRING APPLICATIONS LEVEL 2 SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
ILT 117	Principles of Construction Wiring	3
ILT 167	AC/DC Machinery and Controls I	3
ILT 194	Intro. To Programmable Logic Controllers	3
ILT 240	Sensors Technology and Applications	3
	Total credits:	**12**

Mechatronics, Electronics & Robotics - Electric Vehicle Charging Infrastructure Level 1

OPTION X - ELECTRIC VEHICLE CHARGING INFRASTRUCTURE LEVEL 1 SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
ELT 132	Commercial/Industrial Wiring II	3
ELT 225	Smart House Wiring	3
ILT 181	Special Topics in ILT	3
	Total credits:	**9**

Mechatronics, Electronics, & Robotics - FAME

FAME SHORT-TERM CERTIFICATE - Guided Pathway/Map

This option is in addition to the AAS Degree and only available to students accepted into the FAME program.

Item #	Title	Credits
AUT 186	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
MTT 147	Introduction to Machine Shop I	3
ILT 150	FAME Manufacturing Core Exercise I, Safety Culture	1
ILT 152	FAME Manufacturing Core Exercise II	1
ILT 154	FAME Manufacturing Core Exercise III	1
ILT 156	FAME Manufacturing Core Exercise IV	1
ILT 158	FAME Manufacturing Core Exercise V	1
	Total credits:	**11**

MEDICAL ASSISTANT

Ms. Tracie Fuqua, Program Director

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Associate in Applied Science Degree (4 semesters)

Certificate (3 Semesters)

At a Glance

Employment of medical assistants is projected to grow 16 percent from 2021 to 2031, 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 prepares the graduate to work in medical offices, outpatient clinics, and other healthcare facilities. Clinical duties include preparing the patient for routine and specialty examinations, taking patient histories and vital signs, assisting the provider with examinations and treatments, performing routine laboratory procedures and diagnostic tests, preparing, and administering medications as directed by the physician, and performing electrocardiograms.
The associate degree option also includes basic radiography, microscopy and transcription. Assisting with telehealth visits is also included in the curriculum as well as performing first-aid and CPR. Administrative duties including scheduling and receiving patients, data entry, maintaining medical records, performing secretarial skills, handling telephone calls, and writing correspondence. The curriculum also includes serving as a liaison between the provider and other individuals, and assisting with practice finances, medical insurance authorizations and referrals. The Medical Assistant curriculum is an integrated program of study. General education courses and Medical Assistant classes may be taken at the same time.

The Wallace State Community College-Hanceville Medical Assisting Certificate Program is 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, 9355 113 St. North, #7709, Seminole, FL 33775, (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 in addition to other Medical Assistant credentialing examinations. 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 AAMA exam, the individual will be a Certified Medical Assistant CMA (AAMA).

Goals and Objectives

1. To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.
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 **two alternatives for a student's completion of classes**: (**NOTE:** *Actual program completion time may vary).*

1. Three (3) Semester Certificate option: A student will matriculate through the program taking MAT courses and required general education classes required for the certificate option in 3 semesters.
2. Four (4) Semesters, Associate Degree program: Students will complete the Certificate option and then attend an additional semester to complete the other required classes for the Associate Degree.

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 and will also be enrolled as members of Skills USA.

Students should indicate on the program application, the option that they would like to choose to complete their degree.

Admission Requirements

1. Unconditional admission to the college – College application must be submitted by the program

application deadline. The MAT Program admits one time per year in fall (June 1 deadline). Applications are available beginning March 1st.
2. Student must be in good standing with the college.
3. Receipt of complete program applications accepted between March 1 and June 1 for fall entry. Applications received after the deadline will be considered on a space available basis.
4. The MAT program online applications are located on the program's webpage at: https://www.wallacestate.edu/programs/health-division/medical-assistant/matcapplication
5. Online application instructions are under the Application to Program tab. All applicants are required to upload all necessary documentation for consideration.
6. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded.
7. Student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu-see Physical Form Essential Functions.
8. A minimum of 17 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be uploaded.
9. Must possess a minimum 2.0 GPA on a 4.0 scale for attempted general required program courses.

Selection and Notification

1. The Medical Assistant Program admits one time per year in the fall.
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 GPA of general required program courses, 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 program acceptance status will be sent to each applicant via information supplied on the program application.
4. Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link 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
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 (cognitive, psychomotor, and affective) 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 by the designated deadline in order to 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 Basic Life Support (BLS) Provider will be accepted. Online courses are not 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.

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. The median annual wage for medical assistants was $38,270 in 2022. (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 Alabama Transfers guide for the latest information.

Preceptorship

Students of the Medical Assistant Program will not receive payment or compensation in any form, monetary or otherwise, for experiences performed during the preceptorship. Students will be supervised while taking the Medical Assistant Preceptorship course.

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 214 Medical Assisting Pharmacology. A student who "stops out" from the program must return to complete courses within 15 months of stopping out, or will have to re-apply to the program and be accepted in addition to repeating MAT courses in order to stay up to date in the field of study.

Readmission to Program

Students who withdraw or are dismissed from the program must apply for re-admission. Students will be readmitted one time only. If 15 months have elapsed since the students last coursework was completed, MAT courses must be repeated to stay up to date in the field.

Advance Placement Policy

Work experience college credit is not awarded for medical assisting courses. There is no advanced placement in Medical Assisting. Transfer credits are awarded according to Wallace State Community College Transcript Credit Policy as published in the catalog.

NOTE: *All courses with the HIT prefix must be completed at WSCC.*

Medical Assisting

AAS MEDICAL ASSISTING – Guided Pathway/Map

1st Semester

MTH 116 may be substituted per advisor's approval.

Item #	Title	Credits
MAT 123	Medical Business Practices I	2
ORI 110	Freshman Seminar	1
MAT 101 or HIT 110	Medical Terminology	3
MAT 111	Clinical Procedures I for the Medical Assistant	3
MTH 116	Mathematical Applications	3
MAT 205	Clinical Specialties for Medical Assistants	4
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
MAT 128	Medical Law and Ethics for the Medical Assistant	3
MAT 102	Medical Assisting Theory I	3
MAT 103	Medical Assisting Theory II	3
MAT 124	Medical Business Practices II	4
MAT 126	Medical Laboratory Practices	4
MAT 214	Medical Assisting Pharmacology	3
	Sub-Total Credits	20

3rd Semester

Item #	Title	Credits
MAT 230	Medical Assistant Preceptorship	2
ENG 101	English Composition I	3
MAT 217	Microscopy for the Medical Office	2
MAT 219	Radiology for the Medical Assistant	3
MAT 222	Medical Transcription I	2
	Sub-Total Credits	12

4th Semester

ART 100 may be substituted per advisor's approval.

Item #	Title	Credits
BIO 103	Principles of Biology I	4
PSY 200	General Psychology	3
CIS 146	Computer Applications	3
ART 100	Art Appreciation	3
	Sub-Total Credits	13
	Total credits:	**61**

Medical Assisting

MEDICAL ASSISTING CERTIFICATE - Guided Pathway/Map

1st Semester

Item #	Title	Credits
MAT 123	Medical Business Practices I	2
ORI 110	Freshman Seminar	1
MAT 101 or HIT 110	Medical Terminology	3
MAT 111	Clinical Procedures I for the Medical Assistant	3
MTH 116	Mathematical Applications	3
MAT 205	Clinical Specialties for Medical Assistants	4
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
MAT 128	Medical Law and Ethics for the Medical Assistant	3
MAT 102	Medical Assisting Theory I	3
MAT 103	Medical Assisting Theory II	3
MAT 124	Medical Business Practices II	4
MAT 126	Medical Laboratory Practices	4
MAT 214	Medical Assisting Pharmacology	3
	Sub-Total Credits	20

3rd Semester

Item #	Title	Credits
MAT 230	Medical Assistant Preceptorship	2
ENG 101	English Composition I	3
	Sub-Total Credits	5
	Total credits:	**41**

Medical Assisting - Intro to Healthcare

This program option provides an overview of healthcare delivery systems and health science occupations. Professionalism and interpersonal relationships will be covered. Legal and ethical expectations are included. Students who complete this option will have a better understanding of the roles health care providers play by discipline in client care and legal and ethical issues which they may face. In addition, the student will understand positive behaviors and techniques to ensure professionalism and techniques for good communication. Certification in Cardiopulmonary Resuscitation for healthcare providers is included in this option.

INTRO TO HEALTHCARE SHORT-TERM CERTIFICATE - Guided Pathway/Map

1st Semester

Item #	Title	Credits
MAT 110	Introduction to Healthcare	3
EMS 100	Cardiopulmonary Resuscitation I	1
	Sub-Total Credits	4

2nd Semester

Item #	Title	Credits
MAT 122	Basic Concepts of Interpersonal Relationships	3
MAT 128	Medical Law and Ethics for the Medical Assistant	3
	Sub-Total Credits	6
	Total credits:	**10**

Medical Assisting - Foundations of Healthcare

This program option will provide an insight into anatomy of different body systems, and common diseases and disorders which may be experienced by clients. Medical terminology to include all body systems will be included in addition to etiology, signs and symptoms, and treatment modalities of covered diseases and disorders.

FOUNDATIONS OF HEALTHCARE SHORT-TERM CERTIFICATE- Guided Pathway/Map

1st Semester

Item #	Title	Credits
MAT 102	Medical Assisting Theory I	3
MAT 103	Medical Assisting Theory II	3
	Sub-Total Credits	6

2nd Semester

Item #	Title	Credits
	HIT 110 Medical Terminology	3
	Sub-Total Credits	3
	Total credits:	**9**

MEDICAL LABORATORY TECHNICIAN

Mr. Chris Cleghorn, MHA, MLS (ASCP)^{CP} Program Director

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Associate in Applied Science Degree (5 semesters)

Short-Term Certificate (2 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. Through 2031, the U.S. Bureau of Statistics estimates the employment of medical laboratory technicians will grow by 7 percent. The growth is expected due to an aging population, creating a greater need for diagnosing medical conditions.

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 Technician 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.

Medical Laboratory Assistant (MLA) Certificate Program (2 semesters)

In addition to the Associate in Applied Science degree, the program also offers a Medical Laboratory Assistant (MLA) short-term certificate. This option prepares students with the knowledge and skills needed to perform as an MLA. This 12-hour course of study covers the basic principles and techniques used in the medical laboratory with emphasis on terminology; basic laboratory equipment; safety; and specimen collection, processing, and analysis appropriate for employment at the MLA level. Students in both the associate degree and certificate programs will receive relevant clinical experience.

Admission Requirements (MLT)

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 program applications accepted between March 1 and June 1 for Fall entry. Applications received after the deadline will be considered on a space available basis.
4. The MLT program online application is located on program's webpage at www.wallacestate.edu. Online application instructions are under the *Application to Program* tab. All applicants are required to upload all necessary documentation for consideration.

5. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded.
6. Student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu-see Physical Form Essential Functions.
7. A minimum of 18 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be uploaded.
8. Meet all the general admission requirements of WSCC.
9. Applicants must possess a minimum GPA of 2.5 on a 4.0 scale with a grade of "C" or better on all general required education courses. GPA calculated for program selection will be on the general required education courses only.

Admission Requirements (MLA)

1. Unconditional admission to the college – College application must be submitted by the program application deadline.
2. Applicant must have a high school diploma or equivalent.
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 ACCUPLACER scores for reading, writing and math or an ACT composite score.
5. Submit the online health division application with all uploaded required attachments by published deadline.
6. Student must be in good standing with the college.

Applications received after the deadline will be considered on a space available basis.

1. The MLA program online application is located on MLT webpage at www.wallacestate.edu. Online application instructions are under the *Application to Program* tab. All applicants are required to upload all necessary documentation for consideration.
2. Possess current certification as a Basic Life Support Healthcare Provider or enroll in EMS 100 upon program acceptance. Proof of active/current CPR certification for health-care providers will be required.
3. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded.
4. Student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu-see Physical Form Essential Functions.
5. Meet all the general admission requirements of WSCC.

Selection and Notification

1. Candidates are ranked for admission on the basis of ACT scores, required general education GPA 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 sent to each applicant via the information supplied on the program application.
3. Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link 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.

NOTE: *Students seeking to apply to the MLT program must complete the general education requirements 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 in to the program, students will complete the 3rd, 4th, and 5th semester courses.*

Program Expectations

Students admitted into the Medical Laboratory Technician or the Medical Laboratory 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 Community College catalog.

Upon Admission

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:

1. Documentation of Hepatitis B immunization (at least two out of three of the initial series)

2. Documentation of two immunizations or lab data (titer) indicating adequate immunity against Mumps, Measles, Rubella and Varicella
3. Documentation of Tetanus booster, current within 10 years and documentation of one TDAP as an adult
4. Documentation of Flu vaccine (October – March)
5. Negative 2-step TB skin test (Mantoux)

Additionally:

1. MLT and MLA students are required to carry malpractice, accident, and health insurance.
2. Drug testing and background screening is required according to Health Science division policy.
3. Students are required to submit proof of current CPR certification through a health care provider course.
4. 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 and MLA 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 two 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 (2) 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 or MLA program must meet all WSCC and MLT or MLA Program requirements for admission. Only those equivalent general education and MLT or MLA 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 or Medical Laboratory Assistant 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 or MLA classes that have been successfully completed previously. All students transferring into the program must prove competency in all previous coursework as prescribed by the program. If a student cannot prove competency, the request for admission will be denied and the student must apply to the program, and if accepted, must repeat all previous courses. Completion of 25 percent of total required hours for the A.A.S. Degree in MLT must be taken at the institution conferring degree.

Career Path

Graduates of the Medical Laboratory Technician or Medical Laboratory Assistant Program are employed in hospital laboratories, physicians' offices, and other laboratory facilities as Medical Laboratory Technicians (MLT) or Medical Laboratory Assistant (MLA). 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 Master's Degree and also a PhD in Clinical Laboratory Science.

Median annual earnings of Medical Laboratory Technicians was between $57,800 - $75,560 per year in 2022. (Source: U.S. Department of Labor Bureau of Labor Statistics)

Medical Laboratory Technician

AAS MEDICAL LABORATORY TECHNICIAN – Guided Pathway/Map

*BIO 103 is **not** required for MLT students.

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
BIO 201	Human Anatomy and Physiology I	4
MTH 116	Mathematical Applications	3
	Sub-Total Credits	11

2nd Semester

Item #	Title	Credits
PSY 200	General Psychology	3
BIO 202	Human Anatomy and Physiology II	4
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	10

3rd Semester

Item #	Title	Credits
MLT 131	Laboratory Techniques	4
MLT 111	Urinalysis and Body Fluids	4
MLT 121	Hematology	5
MLT 151	Clinical Chemistry	5
	Sub-Total Credits	18

4th Semester

Item #	Title	Credits
MLT 294	Medical Laboratory Practicum – Hematology and Urinalysis	2
MLT 297	Medical Laboratory Practicum – Chemistry and Immunology	2
MLT 191	Clinical Immunohematology	5
MLT 141	MLT Microbiology I	5
MLT 181	Clinical Immunology	2
	Sub-Total Credits	16

5th Semester

Item #	Title	Credits
MLT 142	MLT Microbiology II	3
MLT 295	Medical Laboratory Practicum - Microbiology	2
MLT 296	Medical Laboratory Practicum - Immunohematology	2
MLT 293	MLT Seminar	2
	Sub-Total Credits	9
	Total credits:	**64**

Medical Laboratory Assistant

MEDICAL LABORATORY ASSISTANT SHORT-TERM CERTIFICATE – Guided Pathway/Map

NOTE: *Courses may be taken as a regular term or mini-term depending on the semester in which the student begins. For more information please contact the program director.*

Students enrolled in the MLA Program must attain a minimum grade of “C” or better in all MLA courses. Failure to achieve a grade of “C” or better in a MLA course will result in program dismissal and student will not advance to the clinical portion of the program.

1st Semester

Item #	Title	Credits
MLT 131	Laboratory Techniques	4
	Sub-Total Credits	4

2nd Semester

Item #	Title	Credits
MLT 132	Laboratory Techniques II	5
MLT 286	Clinical Laboratory Practicum for Medical Laboratory Assistant	3
	Sub-Total Credits	8
	Total credits:	**12**

NURSING

Ms. Deborah Hoover, Chair

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Registered Nurse - Associate in Applied Science Degree (5 semesters)

Licensed Practical Nurse - Certificate (3 semesters)

Mobility Program - Associate in Applied Science Degree (3 semesters)

UAB/WSCC Nursing Joint Enrollment Program of Study (9 semesters)

UAB/WSCC Mobility Joint Enrollment Program of Study (9 semesters)

NLN National League for Nursing Center of Excellence in Nursing Education

At a Glance

Overall job opportunities for Licensed Practical Nurses (LPN) and Registered Nurses (RN) are expected to be excellent, but may vary by employment and geographic setting. Employment of LPNs and RNs is expected to grow seven percent from 2019 to 2029 resulting in many new jobs.

Licensed Practical Nurses care for ill, injured, or convalescent persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions under the direction of physicians and registered nurses. LPNs provide basic care such as taking vital signs, administering medication, and performing treatments. Licensing is required. The median annual earnings of LPNs was $48,070 in 2021. (Source: U.S. Bureau of Labor Statistics)

Registered Nurses assess patient health needs, develop and implement nursing care plans. RNs also administer nursing care and emotional support to ill, injured, or convalescent persons in addition to educating patients and the public about various medical conditions. RNs document patients' medical histories and symptoms, assist with diagnostic testing and analyze results. They also administer treatment and medications, as well as advise patients on health maintenance and disease prevention. Licensing is required. The median annual earnings of RNs was $77,600 in 2021. (Source: U.S. Bureau of Labor Statistics)

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 inspire a culture of possibility and 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.

National League for Nursing (NLN) Center of Excellence in Nursing Education

The NLN Center of Excellence in Nursing Education designation is designed for schools of nursing that have achieved a level of excellence in a specific area. WSCC was awarded this designation in 2016 – 2020 and then again in 2020 – 2025 for the area of Creating Environments that Enhance Student Learning and Professional Development.

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 (NUR 114, NUR 115) in the nursing program, students receive their certificate for Practical Nursing and are eligible to apply to take the National Council Licensure Examination – Licensed Practical Nurse (NCLEX-PN). Upon successful completion of the fifth semester (NUR 221) in the nursing program, graduates are eligible to apply to take the National Council Licensure Examination – Registered Nurse (NCLEX-RN).

Wallace State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees.

Contact the Southern Association of Colleges and Schools 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.

The Practical Nursing program at Wallace State Community College located in Hanceville, Alabama, is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia, 30326, (404) 975-5000, www.acenursing.org. The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program is Continuing Accreditation.

The Associate Degree Nursing program at Wallace State Community College located in Hanceville, Alabama, is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia, 30326, (404) 975-5000, www.acenursing.org. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm

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.

Admission Requirements for the Traditional Nursing Program

(Associate Degree Nursing-5 semesters/Practical Nursing Certificate-3 semesters)

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 October 1 for Spring entry. Applications received after the deadline will be considered on a space available basis.
4. The online application instructions are located at www.wallacestate.edu/nursing under the Application 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 in the Application Instructions.
5. A minimum GPA of 2.0 cumulative at current native institution or 2.0 cumulative at institution from which student is transferring is required to be eligible to apply for the nursing program.
6. A minimum GPA of 2.5 is necessary for nursing required academic courses. Official transcripts from all colleges attended must be provided to the Admissions Office and all unofficial transcripts must be attached to the nursing application verification sheet.
7. A minimum GPA of 2.5 cumulative from high school is required for students without prior college courses (GED will be used if applicable).
8. Student must be eligible for Math 100 - Intermediate College Algebra (higher level math accepted) and Biology 201 (A & P I) as determined by college policy during the first semester of the nursing program if not previously completed with a grade of "C" or higher.
9. Student must meet the essential functions and technical standards required for nursing as documented at www.wallacestate.edu/nursing - see Nursing Essential Functions.
10. A minimum 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. Readmission/reinstatement as well as transfer students are considered on a space available basis.

NOTE: It is the responsibility of each applicant to ensure all applicable courses (including grades) from other institutions have been transferred to WSCC and to ensure the program application is complete prior to submission.

Admission Requirements for the Traditional Nursing Program at Oneonta Instructional Site

(Associate Degree Nursing-5 semesters/Practical Nursing Certificate-3 semesters)

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 only.
4. The online application instructions are located at www.wallacestate.edu/nursing under the Application 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 in the Application Instructions.
5. A minimum GPA of 2.0 cumulative at current native institution or 2.0 cumulative at institution from which student is transferring is required to be eligible to apply for the nursing program.
6. A minimum GPA of 2.5 is necessary for nursing required academic courses. Official transcripts from all colleges attended must be provided to the Admissions Office and all unofficial transcripts must be attached to the nursing application verification sheet.
7. A minimum GPA of 2.5 cumulative from high school is required for students without prior college courses (GED will be used if applicable).
8. Student must be eligible for Math 100 - Intermediate College Algebra (higher level math accepted) and Biology 201 (A & P I) as determined by college policy during the first semester of the nursing program if not previously completed with a grade of "C" or higher.
9. Student must meet the essential functions and technical standards required for nursing as documented at www.wallacestate.edu/nursing - see Nursing Essential Functions.
10. A minimum 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. Readmission/reinstatement as well as transfer students are considered on a space available basis.
12. Transportation to the Hanceville campus will be required to complete simulation labs.

NOTE: It is the responsibility of each applicant to ensure all applicable courses (including grades) from other institutions have been transferred to WSCC and to ensure the program application is complete prior to submission.

*Courses are offered NUR 112 Fall semester, NUR 113 Spring semester, NUR 114/115 Summer semester

Selection and Notification

1. The Traditional Nursing Program admits a class each Fall and Spring semester.
2. The Traditional Nursing Program at the Oneonta site only admits a class in the Fall semester.
3. 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 rank-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, completion of nursing recommended information session, valid healthcare license or healthcare certificate or a Bachelor's or higher degree, and minimum 18 ACT composite score.
4. The WSCC-DNE will notify students selected for admission. All students are conditionally accepted pending clearance of background check, drug screen, appropriate academic placement, and documentation of nursing essential functions.
5. All accepted students must attend the required orientation session. Confirmation of intent to enroll must be submitted electronically by the posted deadline to the WSCC-DNE. Failure to attend the required nursing orientation may result in forfeiture of his/her place in the class.
6. All accepted students must submit a clear background check by the school-approved vendor. Any result other than clear will prohibit the student from enrolling.
7. All accepted students must submit to a drug screen by the school approved vendor; date to be assigned by the WSCC-DNE. A result other than clear will result in the student's dismissal from the nursing program.
8. All accepted students must complete the WSCC-DNE physical form as well as provide proof of immunizations/immunity, health insurance and CPR 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. The final determination for eligibility to take 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.

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. Refer to the Nurse Practice Act and the Alabama Administrative Code located on the Alabama Board of Nursing website (https://abn.alabama.gov/).

Program Expectations

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.

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 Concept-based Nursing Curriculum courses may 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 upon clearance of a background check and drug screen, as well as passage of validation testing for math and nursing skills. 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.

Requirements to be Completed After Admission to the Traditional, Mobility, Joint Enrollment Program of Study, or Joint Enrollment Program of Study for Mobility Students

1. Nursing students are required to submit an annual WSCC-DNE physical examination, including proof of Hepatitis B and other vaccination/immunity status which meets clinical agency contract requirements.
2. Proof of active/current CPR certification for healthcare providers will be required. (American Red Cross BLS Healthcare Provider or American Heart Association BLS-Healthcare 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 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 must upload a completed WSCC-DNE physical form to the nursing department's designated electronic immunization tracking company no later than the assigned deadline. Physical exam, immunizations/verified immunity, drug screen, background check and CPR must be current in order to attend clinical.

Nursing Course Delivery Methods

The nursing curriculum has very vigorous requirements; therefore, it is not realistic to plan for full-time employment while enrolled in the program. Traditional and Hybrid are the two delivery systems available for the nursing program.

The traditional course delivery method is available for all nursing courses. This method requires the student attend class, labs, simulations, clinical experiences as well as testing on campus. Additionally, traditional class sessions are recorded and posted to the course management system for review by students at any time.

The hybrid course delivery method requires the student to be self-directed in seeking to master course content

by listening to recorded classes and completing recommended assignments independently. Please note, hybrid also requires the student attend orientation, labs, simulations, clinical experiences as well as testing on campus.

Anticipated Expenses

In addition to regular college tuition, fees, textbooks, and electronic resources there are certain other required expenses. These may include but are not limited to the following: uniforms with required accessories, achievement examinations, transportation/parking/meal expense while at clinical, drug testing, background check expenses, graduation fees, and State Board of Nursing licensure fee. 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), 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 healthcare providers will be required (American Red Cross BLS Healthcare Provider or American Heart Association BLS Healthcare 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.

Progression

In order to progress in the Nursing Program, the student is expected to meet specific requirements:

1. A student must maintain a grade of "C" or better in ALL general education and nursing courses and an "S" (Satisfactory) in the clinical component when appropriate. A minimum grade of 75 constitutes a "C" in nursing courses.
2. A student 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. Student must apply and be accepted for reinstatement.
3. A student may be reinstated to the nursing program one time only. Reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
4. A student must maintain a 2.0 GPA based on nursing required 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, the student may submit a letter to the Admissions Committee for a decision on repeating a course or readmission to the program after receiving a recommendation from the Program Chair.
7. Failure to attain a grade of "C" or better in an academic co-requisite course, as listed in the nursing curriculum, will require the student to step out of the nursing curriculum until the academic course is successfully passed with a "C" or higher. Reinstatement guidelines apply. NOTE: All academic requirements must be complete prior to admission to the UAB/WSCC Joint Enrollment Program of Study or the UAB/WSCC Joint Enrollment Program of Study for Mobility Students.
8. A student must demonstrate competence in pharmacology theory as well as calculating drugs and dosages. Tests will be given to assess the student's competence in calculating drugs and dosages within the nursing program.
9. A student must 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.
10. A student must maintain major medical health insurance for the duration of enrollment in the program.

Reinstatement to Program

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. 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 the 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 benchmark on math validation and/or skills validation.
10. Failure to submit required physical exam and immunization documentation.

NOTE: *Students dismissed from any nursing program for disciplinary reasons and/or unsafe/unsatisfactory client care will not be considered for reinstatement/ readmission to the nursing program.*

NUR 112 Withdrawal or Failure to Progress

Students who have not successfully completed one nursing course, either by withdrawal or failure to progress, in the traditional nursing program are not eligible for the reinstatement process for NUR 112. Students may apply again to the nursing program during the regular admission cycles and will forfeit first-time admission points.

Stepping Out of the Nursing Program

Once a student successfully completes a nursing course, the student can request, in writing, and be granted a "step out" of the nursing program for up to one year. This does not apply to persons who withdraw during a semester or fail to progress in a course. Should the student wish to return to the nursing program within the year, the student would be subject to the reinstatement process which might be limited by the failure to pass the validations or lack of clinical availability.

Deferral for Nursing Program

Students who are admitted to the traditional nursing program and have cleared the drug screen process, may request a deferral in writing until the next admission cycle. Any further delay in admission will require a new application as a regular student. Deferral does not require the student to forfeit first time admission points. (NUR 209 Mobility students who wish to defer will be asked to apply again as a new student since the course is only offered once per year.)

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 under certain conditions:

1. The student must meet current entry requirements.
2. The student must provide a letter of good standing from the previous nursing program chairperson.
3. The student was not dismissed from the previous program for disciplinary reasons or for unsafe/ unsatisfactory client care in the clinical area.

Mobility Program Qualifications

Healthcare professionals who have been awarded an AAS Degree and are currently licensed as an Emergency Medical Services-Paramedic, Diagnostic Imaging (ARRT), Diagnostic Medical Sonographer, Medical Laboratory Technician, Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Therapist or awarded a certificate and licensed as a Practical Nurse in the State of Alabama are eligible to be considered for admission into the nursing mobility program 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 the requirements for admission to the college and to the Mobility program.

Skill sets of the successful mobility applicant include proficiency in health assessment, medication administration including IV therapy and monitoring for therapeutic effects of pharmacologic agents, oxygenation modalities and competent care of clients across the lifespan with alterations in health. The mobility student is also expected to demonstrate proficiency in safety and infection control, basic care and comfort, and psychomotor skills.

Mobility Program Admission Requirements

1. Unconditional admission to the college – College application must be submitted by the mobility program application deadline.
2. Student must be in good standing with the college.
3. Receipt of complete nursing application accepted between March 15 and May 15 for Fall entry only. Applications received after the deadline will be considered on a space available basis.
4. The online application instructions are located at www.wallacestate.edu/nursing under the Application Instructions 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 in the Application Instructions.
5. A minimum GPA of 2.0 cumulative at current native institution or 2.0 cumulative at institution from which student is transferring is required to be eligible to apply for the mobility nursing program.
6. A minimum GPA of 2.5 is necessary for nursing required academic courses. Official transcripts from all colleges attended must be provided to the Admissions Office and all unofficial transcripts must be attached to the nursing application verification sheet.
7. Maintain a grade of "C" or better in ALL general education and nursing courses. A minimum grade of 75 constitutes a "C" in nursing courses.
8. The following general education requirements must have been successfully completed with a "C" or higher prior to application deadline: BIO 201, BIO 202, ENG 101, MTH 100, PSY 210, SPH 106 or SPH 107.
9. Student must meet the essential functions and technical standards required for nursing as documented at www.wallacestate.edu/nursing - see Nursing Essential Functions.
10. A minimum 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. Applicants for the Mobility program must have been awarded an AAS Degree and are currently licensed as an Emergency Medical Services-Paramedic, Diagnostic Imaging (ARRT), Diagnostic Medical Sonographer, Medical Laboratory Technician, Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Therapist or awarded a certificate and licensed as a Practical Nurse in the State of Alabama prior to application.
12. Students will be ineligible to apply for NUR 209 if they have experienced a withdrawal or non-progression in any previous mobility curriculum including, but not limited to NUR 200, NUR 201 or NUR 209. Students will be eligible to apply to the traditional nursing program. Admission is not guaranteed.

NOTE: It is the responsibility of each applicant to ensure all applicable courses (including grades) from other institutions have been transferred to WSCC and to ensure the program application is complete prior to submission.

Selection and Notification

1. The Mobility Nursing Program admits a class each Fall semester.
2. Admission to the Mobility 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 rank-ordered using a point system based on grades achieved in ENG 101, BIO 201, BIO 202 and MTH 100, qualifying health care degree/certificate received at WSCC, completion of nursing recommended information session, grade achieved in BIO 220, and minimum 18 ACT composite score.
3. The WSCC-DNE will notify students selected for admission. All students are conditionally accepted pending clearance of background check, drug screen, appropriate academic placement, and documentation of nursing essential functions.
4. All accepted students must attend the required orientation session. Confirmation of intent to enroll must be submitted electronically by the posted deadline to the WSCC-DNE. Failure to attend the required nursing orientation may 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. Any result other than clear will prohibit the student from enrolling.
6. All accepted students 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 the nursing program.
7. All accepted students must complete the WSCC-DNE physical form as well as provide proof of immunizations/immunity, health insurance and CPR by the published due date.

Nursing students shall comply with legal, moral, and legislative standards which determine acceptable behavior of the registered nurse. The final determination for eligibility to take the 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.

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. Refer to the Nurse Practice Act and the Alabama Administrative Code located on the Alabama Board of Nursing website (https://abn.alabama.gov/).

Program Expectations

Students admitted into the Mobility Program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Progression

In order to progress in the Mobility Nursing Program, the student is expected to meet specific requirements:

1. A student must maintain a grade of "C" or better in ALL nursing courses and an "S" (Satisfactory) in the clinical component when appropriate. A minimum grade of 75 constitutes a "C" in nursing courses.
2. A student with a grade of less than "C" and/or an unsatisfactory clinical evaluation in the mobility course will be ineligible to continue in the Mobility Nursing Program.

NUR 209 Withdrawal or Failure to Progress

Students who have not successfully completed NUR 209, either by withdrawal or failure to progress, do not have a reinstatement option to the accelerated NUR 209 Mobility track. Students may transition to the traditional nursing program to begin the curriculum from the onset in NUR 112. This transition option is also available before the end of drop/add period ends in NUR 209 should the student feel that a traditional program would best serve their learning needs.

Nursing

OPTION I – AAS NURSING – Guided Pathway/Map

1st Semester

*NUR 112 is offered at the Oneonta Instructional Site for Fall semester.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
MTH 100	Intermediate College Algebra	3
ORI 110	Freshman Seminar	1
NUR 112	Fundamental Concepts of Nursing	7
	Sub-Total Credits	15

2nd Semester

*NUR 113 is offered at the Oneonta Instructional Site for Spring semester.

Item #	Title	Credits
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
	Sub-Total Credits	18

3rd Semester

*NUR 114/115 is offered at the Oneonta Instructional Site for Summer semester.

NOTE: *Students will be awarded a Practical Nursing Certificate and are eligible to sit for NCLEX-PN upon completion of the 3rd Semester.*

Item #	Title	Credits
SPH 106	Fundamentals of Oral Communication	3
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
	Sub-Total Credits	13

4th Semester

Item #	Title	Credits
BIO 220	General Microbiology	4
NUR 211	Advanced Nursing Concepts	7
	Sub-Total Credits	11

5th Semester

NOTE: *Students will be awarded an Associate in Applied Science Degree and are eligible to sit for NCLEX-RN upon completion of the 5th semester.*

*BIO 103 prerequisite is **not** required for nursing students.

TOTAL CREDIT HOURS FOR AAS/NUR = 67

Item #	Title	Credits
HUM 101	Introduction to Humanities I	3
NUR 221	Advanced Evidence Based Clinical Reasoning	7
	Sub-Total Credits	10
	Total credits:	**67**

Nursing - Mobility Track

OPTION II – MOBILITY TRACK– Guided Pathway/Map

Program requirements may change without notice. Information about our graduation rates, the median debt of students who completed the program, and other important information can be found on our website http://www.wallacestate.edu/nursing.

Note the following general education requirements:

*BIO 103 is not required for nursing students.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
PSY 210	Human Growth and Development	3
SPH 106	Fundamentals of Oral Communication	3
	Sub-Total Credits	20

1st Semester

Upon successful completion of NUR 209, students will be awarded 15 hours of non-traditional credit.

Item #	Title	Credits
NUR 209	Concepts for Healthcare Transition Students	10
	Sub-Total Credits	10

2nd Semester

Item #	Title	Credits
BIO 220	General Microbiology	4
NUR 211	Advanced Nursing Concepts	7
	Sub-Total Credits	11

3rd Semester

Item #	Title	Credits
HUM 101	Introduction to Humanities I	3
NUR 221	Advanced Evidence Based Clinical Reasoning	7
	Sub-Total Credits	10

Nursing - UAB/WSCC Joint Enrollment Program of Study

Associate in Applied Science Degree (A.A.S.) from Wallace State Community College (WSCC) and concurrent Bachelor of Science in Nursing (B.S.N.) from University of Alabama- Birmingham (UAB)

At a Glance

The UAB/WSCC Nursing Joint Enrollment Program of Study designed for students who wish to complete the Associate Degree in Nursing at Wallace State while simultaneously completing the Bachelor's Degree in Nursing at UAB. Interested students should discuss their educational and career goals with a health advisor as early as possible before entering coursework to ensure proper course selection. Each school and program have unique classes and offerings that must be met prior to acceptance to the Nursing Joint Enrollment Program and/or the Joint Enrollment Program for Mobility Students. Students must follow standard admission procedures of each College.

Program Description

The UAB/WSCC Nursing Joint Enrollment Program of Study curriculum is recommended for students wishing to complete a four-year degree in nursing. Each student

must assume responsibility for knowing the academic requirements for the degree being pursued at each respective institution (WSCC and UAB).

Admission Requirements for the UAB/ WSCC Nursing Joint Enrollment Program

Students must meet all the general admission requirements of WSCC and UAB in addition to entry requirements for the specific Joint Nursing Program.

Please see Pre-Health Advisor to complete your individual program of study before you register for classes.

Applicant must also meet the following admission criteria:

1. Unconditional admission to the college (WSCC and UAB) – College applications must be submitted by the program application deadline.
2. Student must be in good standing with the college (WSCC and UAB).
3. Receipt of complete nursing application accepted between March 15 and May 15 for Fall entry or between July 1 and September 1 for Spring entry. Separate nursing application must be submitted to each college.
4. The online application instructions are located at www.wallacestate.edu/nursing under the Application 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 in the Application Instructions.
5. Complete all required academic courses prior to application deadline.
6. A minimum GPA of 2.5 cumulative at current native institution or 2.5 cumulative at institution from which student is transferring is required to be eligible to apply.
7. A minimum GPA of 2.5 is necessary for nursing required academic courses. Official transcripts from all colleges attended must be provided to the Admissions Office and all unofficial transcripts must be attached to the nursing application verification sheet.
8. Student must meet the essential functions and technical standards required for nursing as documented at www.wallacestate.edu/nursing - see Nursing Essential Functions.
9. A minimum 20 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be submitted with the nursing application verification sheet.

NOTE: It is the responsibility of each applicant to ensure all applicable courses (including grades) from other institutions have been transferred to WSCC and to ensure the program application is complete prior to submission.

Selection and Notification

1. The Joint Enrollment Nursing Program admits a class each Fall and Spring semester. The Joint Enrollment Program of Study for Mobility Students admits a class Fall semester only.
2. Upon meeting all entrance requirements, applicants are ranked-ordered using a point system based on grades achieved in ENG 101, BIO 201, BIO 202 and MTH 110, first time enrollment in a nursing program, completion of nursing recommended information session, valid healthcare certificate or a Bachelor's Degree or a higher degree from an accredited institution, and minimum 20 ACT composite score. In addition to the above listed point criteria, Joint Mobility applicants are awarded points based on grade earned in BIO 220 as well as points if completion of the qualifying degree/certificate is earned at WSCC.
3. The WSCC-DNE will notify students selected for admission. All students are conditionally accepted pending clearance of background check, drug screen, appropriate academic placement, and documentation of nursing essential functions.
4. All accepted students must attend the required orientation session. Confirmation of intent to enroll must be submitted electronically by the posted deadline to the WSCC-DNE. Failure to attend the required nursing orientation may 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. Any result other than clear will prohibit the student from enrolling.
6. All accepted students 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 the nursing program.
7. All accepted students must complete the WSCC-DNE physical form as well as provide proof of immunizations/immunity, health insurance and CPR 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. The final determination for eligibility to take 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.

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. Refer to the Nurse Practice Act and the Alabama Administrative Code located on the Alabama Board of Nursing website (https://abn.alabama.gov/).

Program Expectations

Students admitted into the UAB/WSCC Joint Enrollment Program of Study are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Progression

In order to progress in the Joint Enrollment Nursing Program of Study, the student is expected to meet specific requirements:

1. A student must maintain a grade of "C" or better in ALL nursing courses and an "S" (Satisfactory) in the clinical component when appropriate.
2. A student with a grade of less than "C" and/or an unsatisfactory clinical evaluation in any nursing course will be ineligible to continue in the Joint Enrollment Nursing Program.

NOTE: *MUST be accepted to both WSCC and UAB Nursing programs to continue to 5th Semester*

NOTE: *NUR courses at WSCC are traditional, on-campus format; NRN courses at UAB are online*

OPTION III - AAS NURSING JOINT ENROLLMENT - Guided Pathway/Map

1st Semester

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
ENG 101	English Composition I	3
	MTH 110 or MTH 112	3
PSY 200	General Psychology	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
ENG 102	English Composition II	3
	HUM Elective	3
PSY 210	Human Growth and Development	3
SPH 106	Fundamentals of Oral Communication	3
	Sub-Total Credits	16

3rd Semester

LIT Elective*** Literature (Area II)

HIS Elective***History (Area IV)

Item #	Title	Credits
BIO 220	General Microbiology	4
CHM 104	Introduction to Chemistry I	4
	LIT Elective	3
	HIS Elective	3
	Sub-Total Credits	14

4th Semester

NOTE: *two-course sequence is required in either Literature or History. If LIT course chosen here, must take History, Social and Behavioral Science course below if HIS chosen here, must take Humanities course below.*

HUM Elective or Humanities (Area II) or
Social and Behavioral Science Elective (Area IV)

Total Semester Hours 16

NOTE: *MUST be accepted to both WSCC and UAB Nursing programs to continue to 5th semester.*

NOTE: *NUR courses at WSCC are traditional, on-campus format; NRN courses at UAB are online.*

Item #	Title	Credits
CHM 105	Introduction to Chemistry II	4
	Fine Arts Elective	3
	MTH 265 or BUS 271	3
	LIT or HIS Elective	3
	HUM Elective or SBS Elective	3
	Sub-Total Credits	16

5th Semester

NOTE: *MUST be accepted to both WSCC and UAB Nursing programs to continue to 5th semester.*

NOTE: *NUR courses at WSCC are traditional, on-campus format; NRN courses at UAB are online.*

Item #	Title	Credits
NUR 112	Fundamental Concepts of Nursing	7
NRN 401	Professional Nursing Concepts for RNs	4
NUR 306	Joint Enrollment Success	3
	Sub-Total Credits	14

6th Semester

Item #	Title	Credits
NUR 113	Nursing Concepts I	8
NRN 402	Prof. Leadership Development for RNs	3
NRN 405	Evidence-Based Nursing Practice and Informatics for RNs	4
	Sub-Total Credits	15

7th Semester

Item #	Title	Credits
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
NRN 403	Systems Leadership for RNs	3
	Sub-Total Credits	13

8th Semester

Item #	Title	Credits
NUR 211	Advanced Nursing Concepts	7
NRN 404	Quality and Patient Safety for RNs	3
NRN 407	Transitional Care Coordination Across The Lifespan for RNs	3
	Sub-Total Credits	13

9th Semester

Item #	Title	Credits
NUR 221	Advanced Evidence Based Clinical Reasoning	7
NRN 406	Applied Pathophysiology Across the Lifespan for RNs	3
NRN 408	Population Health for RNs	4
	Sub-Total Credits	14

General Education/Nursing Requirements (Completed at Community College)	60
RN to BSN Credits (Completed at UAB)	30
Associate Degree Program Nursing Credits (Completed at Community College)	39

**The following substitution is allowed: BIO 103 may be substituted for CHM 105

***Students must complete either a 6 hour sequence of Area II Core literature OR Area IV Core history.**

Literature Courses that can be taken for the sequence (WSCC course options):

(Only if ENG 101/102 Completed)

Item #	Title	Credits
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
ENG 271	World Literature I	3
ENG 272	World Literature II	3

History Courses that can be completed for the sequence (WSCC course options):

Item #	Title	Credits
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 121	World History I	3
HIS 122	World History II	3
HIS 201	United States History I	3
HIS 202	United States History II	3

Nursing - UAB/WSCC Joint Enrollment Program of Study for Mobility Students

Associate in Applied Science Degree (A.A.S.) from Wallace State Community College (WSCC) and concurrent Bachelor of Science in Nursing (B.S.N.) from University of Alabama in Birmingham (UAB)

At a Glance

The UAB/WSCC Joint Enrollment Program of Study for Mobility Students is designed for students who wish to complete the Associate Degree in Nursing at Wallace State while simultaneously completing the Bachelor's Degree in Nursing at UAB. Interested students should discuss their educational and career goals with a health advisor as early as possible before entering coursework to ensure proper course selection. Each school and program have unique classes and offerings that must be met prior to acceptance to the Nursing Joint Enrollment Program and/or the Joint Enrollment Program for Mobility Students. Students must follow standard admission procedures of each College.

Program Description

The UAB/WSCC Joint Enrollment Program of Study for Mobility Students' curriculum is recommended for students wishing to complete a four-year degree in nursing. Each student must assume responsibility for knowing the academic requirements for the degree being pursued at each respective institution (WSCC and UAB).

Admission Requirements for the UAB/WSCC Joint Enrollment Program of Study for Mobility Students

Students must meet all the general admission requirements of WSCC and UAB in addition to entry requirements for the UAB/WSCC Joint Enrollment Program of Study for Mobility Students.

The UAB/WSCC Joint Enrollment Program of Study for Mobility Students is offered to students who have been awarded an AAS Degree in Emergency Medical Services-Paramedic, Diagnostic Imaging, Diagnostic Medical Sonographer, Medical Laboratory Technician, Occupational Therapy, Physical Therapist Assistant, Respiratory Therapist or a certificate in Practical Nursing.

Please see a Pre-Health Advisor to complete your individual program of study before you register for classes.

Applicant must also meet the following admission criteria:

1. Unconditional admission to the college (WSCC and UAB) – College applications must be submitted by the program application deadline.
2. Student must be in good standing with the college (WSCC and UAB).
3. Receipt of complete nursing application accepted between March 15 and May 15 for Fall entry. A separate nursing application must be submitted to each college.
4. The online application instructions are located at www.wallacestate.edu/nursing under the Application 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 in the Application Instructions.
5. Complete all required academic courses prior to application deadline.
6. A minimum GPA of 2.5 cumulative at current native institution or 2.5 cumulative at institution from which student is transferring is required to be eligible to apply.
7. A minimum GPA of 2.5 is necessary for nursing required academic courses. Official transcripts from all colleges attended must be provided to the Admissions Office and all unofficial transcripts must be attached to the nursing application Verification Sheet.

8. Student must meet the essential functions and technical standards required for nursing as documented at www.wallacestate.edu/nursing - see Nursing Essential Functions.
9. A minimum 20 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be submitted with the nursing application Verification Sheet.

NOTE: It is the responsibility of each applicant to ensure all applicable courses (including grades) from other institutions have been transferred to WSCC and to ensure the program application is complete prior to submission.

Selection and Notification

1. The Joint Enrollment Nursing Mobility Program admits a class each Fall semester only.
2. Upon meeting all entrance requirements, applicants are ranked-ordered using a point system based on grades achieved in ENG 101, BIO 201, BIO 202 and MTH 110, first time enrollment in a nursing program, completion of nursing recommended information session, valid healthcare certificate or a Bachelor's Degree or a higher degree from an accredited institution, and minimum 20 ACT composite score. In addition to the above listed point criteria, Joint Mobility applicants are awarded points based on grade earned in BIO 220 as well as points if completion of the qualifying degree/certificate is earned at WSCC.
3. The WSCC-DNE will notify students selected for admission. All students are conditionally accepted pending clearance of background check, drug screen, completion of academic coursework, and documentation of nursing essential functions.
4. All accepted students must attend the required orientation session. Confirmation of intent to enroll must be submitted electronically by the posted deadline to the WSCC-DNE. Failure to attend the required nursing orientation may 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. Any result other than clear will prohibit the student from enrolling.
6. All accepted students 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 the nursing program.
7. All accepted students must complete the WSCC-DNE physical form as well as provide proof of immunizations/immunity, health insurance and CPR by the published due date.

Nursing students shall comply with legal, moral, and legislative standards which determine acceptable behavior of the registered nurse. The final determination for eligibility to take the 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.

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. Refer to the Nurse Practice Act and the Alabama Administrative Code located on the Alabama Board of Nursing website (https://abn.alabama.gov/).

Program Expectations

Students admitted into the UAB/WSCC Joint Enrollment Program of Study for Mobility Students are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Progression

In order to progress in the Joint Enrollment Program of Study for Mobility Students, the student is expected to meet specific requirements:

1. A student must maintain a grade of "C" or better in ALL nursing courses and an "S" (Satisfactory) in the clinical component when appropriate.
2. A student with a grade of less than "C" and/or an unsatisfactory clinical evaluation in any nursing course will be ineligible to continue in the Joint Enrollment Nursing Program.

NOTE: *MUST be accepted to both WSCC and UAB Nursing programs to continue to 5th Semester*

NOTE: *NUR courses at WSCC are traditional, on-campus format; NRN courses at UAB are online*

OPTION IV - AAS NURSING JOINT ENROLLMENT MOBILITY - Guided Pathway/Map

1st Semester

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
ENG 101	English Composition I	3
	MTH 110 or MTH 112	3
PSY 200	General Psychology	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
ENG 102	English Composition II	3
	HUM Elective	3
PSY 210	Human Growth and Development	3
SPH 106	Fundamentals of Oral Communication	3
	Sub-Total Credits	16

3rd Semester

LIT Elective*** Literature (Area II)

HIS Elective*** History (Area IV)

Item #	Title	Credits
BIO 220	General Microbiology	4
CHM 104	Introduction to Chemistry I	4
	LIT Elective	3
	HIS Elective	3
	Sub-Total Credits	14

4th Semester

NOTE: *two-course sequence is required in either Literature or History. If LIT course chosen here, must take History, Social and Behavioral Science course below if HIS chosen here, must take Humanities course below.*

HUM Elective or Humanities (Area II) or
Social and Behavioral Science (Area IV)

Total Semester Hours 16

NOTE: *MUST be accepted to both WSCC and UAB Nursing programs to continue to 5th semester.*

NOTE: *NUR courses at WSCC are traditional, on-campus format; NRN courses at UAB are online.*

Item #	Title	Credits
CHM 105	Introduction to Chemistry II	4
	Fine Arts Elective	3
	MTH 265 or BUS 271	3
	LIT or HIS Elective	3
	HUM Elective or SBS Elective	3
	Sub-Total Credits	16

5th Semester

NOTE: *MUST be accepted to both WSCC and UAB Nursing programs to continue to 5th semester.*

NOTE: Upon successful completion of NUR 209, students will be awarded 15 hours of non-traditional credit.

NOTE: *NUR courses at WSCC are traditional, on-campus format; NRN courses at UAB are online.*

Item #	Title	Credits
NUR 209	Concepts for Healthcare Transition Students	10
NUR 490	Joint Enrollment Success	3

6th Semester

Item #	Title	Credits
NUR 211	Advanced Nursing Concepts	7
NRN 401	Professional Nursing Concepts for RNs	4
NRN 402	Prof. Leadership Development for RNs	3

7th Semester

Item #	Title	Credits
NUR 221	Advanced Evidence Based Clinical Reasoning	7
NRN 403	Systems Leadership for RNs	3
NRN 405	Evidence-Based Nursing Practice and Informatics for RNs	4

8th Semester

Item #	Title	Credits
NRN 404	Quality and Patient Safety for RNs	3
NRN 407	Transitional Care Coordination Across The Lifespan for RNs	3

9th Semester

Item #	Title	Credits
NRN 406	Applied Pathophysiology Across the Lifespan for RNs	3
NRN 408	Population Health for RNs	4
	Sub-Total Credits	7

Literature Courses that can be taken for the sequence (WSCC course options)
(Only if ENG 101/102 Completed)

Item #	Title	Credits
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
ENG 271	World Literature I	3
ENG 272	World Literature II	3

History Courses that can be completed for the sequence (WSCC course options):

Item #	Title	Credits
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 121	World History I	3
HIS 122	World History II	3
HIS 201	United States History I	3
HIS 202	United States History II	3

General Education/Nursing Requirements (Completed at Community College)	60
RN to BSN Credits (Completed at UAB)	30
Associate Degree Program Nursing Credits Completed at WSCC +15 credit hours of non-traditional credit award upon completion of NUR 209	
**The following substitution is allowed: BIO 103 may be substituted for CHM 105	39
***Students must complete either a 6-hour sequence of Area II Core literature OR Area IV Core history.	
Total credits:	**129**

OCCUPATIONAL THERAPY ASSISTANT

Ms. Laura Smith, Program Director

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Associate in Applied Science Degree (5 semesters)

At a Glance

Employment of occupational therapy assistants and aides is expected to grow by 40 percent through 2024, 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 that “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. 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 providing occupational therapy services through collaboration 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 hospitals, rehabilitation centers, skilled nursing facilities, schools, home healthcare agencies, outpatient clinics, private practices, and other specialized healthcare 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 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number, c/o AOTA is 301-652-6611. ACOTE's website address is www.acoteonline.org.

Graduates 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. As students typically sit for the National Board for Certification in Occupational Therapy Exam for the OTA after graduation and completion of all program requirements, the WSCC OTA program makes no guarantee that students will successfully complete the exam.

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

1. Unconditional admission to the college – College application must be submitted by the program application deadline.
2. Students must be in good standing with the college.
3. Receipt of complete program applications accepted between March 1 and June 1 for Fall entry. Applications received after the deadline will be considered on a space-available basis.
4. The OTA program online application is located on the program's webpage at www.wallacestate.edu. Online application instructions are under the *Application to Program* tab. All applicants are required to upload all necessary documentation for consideration.
5. Official transcripts from each college attended must be provided to the Admissions Office and unofficial transcripts must be uploaded to the online application.
6. Student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu see - Physical Form Essential Functions.
7. A minimum of 19 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be uploaded to the online application.
8. Meet all the general admission requirements of WSCC.
    1. Complete general education required courses for OTA (1st and 2nd-semester courses) by the program application deadline of June 1st.
9. Attain a minimum GPA of 2.5 or greater on a 4.0 scale with a grade of "C" or better on all general required pre-OTA courses. GPA calculated for program selection will be on the general required pre-OTA courses only.

Students are encouraged to meet with OTA Program Advisor prior to the spring semester (before application) to verify completed and needed coursework, for successful application to the program.

Program application submission, which includes the OTA program application, documentation of observation hours, copies of unofficial transcripts, and appropriate test scores must be submitted to the OTA Program as a complete packet through the online submission according to the instructions above. Incomplete applications will not be accepted for consideration. It is the responsibility of the student to ensure that all application materials are submitted to the appropriate offices by the application deadline.

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 program acceptance status will be sent to each applicant via information supplied on the program application.

4. Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link 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.
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 GPA for general education requirements, 2) ACT composite 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:

1. 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 expected to retain copies of all paperwork submitted to the program.
2. Students are required to submit proof of current CPR certification. Only CPR courses that provide certification for American Heart Association BLS/ health care providers will be accepted. Online CPR courses **WILL NOT** be accepted. Students who are accepted into the program will submit proof of CPR certification at the mandatory OTA program orientation, typically held in July. The specific date will be included with the OTA program acceptance letters.
3. 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.
4. OTA students are required to undergo Background Screening and Drug Testing according to Health Science Division policy.
5. Students must be able to demonstrate the ability to perform WSCC Health Division and OTA Program Essential Functions (see Health Science Programs of Study in WSCC catalog).

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 87 is required each semester by OTA students. Failure to obtain the minimal acceptable score will result in the probation of the OTA student with supplemental counseling by an OTA advisor. If the OTA student is unable to obtain the minimum 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. Students are required to complete two full-time eight-week clinical fieldwork rotations. These are scheduled by the program during the spring and summer semesters. Students are responsible for costs associated with these placements, including any site-specific uniforms, parking, travel, and meals. Students should expect up to a two-hour drive time to and from these sites.

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 an 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 or failure. Students who are accepted for readmission may be 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.
5. Documented ethical, safety, and professionalism concerns on campus and/or clinical fieldwork.
6. Student has been dismissed from a clinical fieldwork site.

Career Path

Occupational Therapy Assistants are employed in hospitals, rehabilitation centers, skilled nursing facilities,

home healthcare agencies, private practices, outpatient clinics, schools, and other specialized healthcare settings. Depending on your employer or the setting in which you work, your tasks may include:

- Aiding growth and development of premature babies
- Adapting and modifying tasks and/or environments to enhance performance of daily living skills
- Maximizing functional independence with occupations of daily life
- Educating families, caregivers, and other individuals on the role of occupational therapy, as well as techniques for maximizing functional performance of occupation
- Improving learning environments for physically or mentally challenged school children
- Adapting home environments for people dealing with the effects of physical, mental, and cognitive conditions
- Assisting an individual or group in regaining the most independence possible in performance of desired activities or occupations
- Working in collaboration with the registered occupational therapist to deliver quality intervention to improve a client's ability to engage in occupations of value
- 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 was $59,200 in May 2019, with the highest 10 percent earning more than $82,210, and the lowest 10 percent earning $46,810. (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 for certain baccalaureate degree programs. Please contact those schools directly for that information. Since January 1, 2007 all students interested in furthering their careers to become occupational therapists are required to obtain a post baccalaureate degree (i.e. professional master's degree or entry-level doctoral degree). By 2027, all graduate-level occupational therapist preparation programs must be transitioned to the entry-level doctoral degree. Please consult Alabama transfers guide for the latest information.

Students seeking to apply to the OTA program must complete the general education requirements 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. OTA courses in semesters 3-5 are offered on the WSCC-Hanceville campus. The OTA program is offered only on a full-time basis.

Students seeking to apply to the OTA program must complete the general education 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. OTA courses in semesters 3-5 are offered on the WSCC-Hanceville campus. The OTA program is offered only on a full-time basis.

AAS OCCUPATIONAL THERAPY ASSISTANT – Guided Pathway/Map

*BIO 103 is **not** required for OTA students.

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
PSY 200	General Psychology	3
MTH 100	Intermediate College Algebra	3
BIO 201	Human Anatomy and Physiology I	4
	Sub-Total Credits	14

2nd Semester

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
PSY 210	Human Growth and Development	3
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	10

3rd Semester

Item #	Title	Credits
OTA 210	Occupational Therapy Fundamentals	3
OTA 211	Practical Anatomy & 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 O.T	3
	Sub-Total Credits	18

4th Semester

Item #	Title	Credits
OTA 215	The Psychiatric Environment and Group Process in O.T	2
OTA 216	The Psychiatric Environment and Group Process in O.T. 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
	Sub-Total Credits	19

5th Semester

Item #	Title	Credits
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
	Sub-Total Credits	13
	Total credits:	**74**

PARALEGAL

Ms. Rita Nicholas

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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.

Start your career as a Paralegal or Legal Assistant. Work in Law Offices, Government, Banking, Business, Industry, and more. Make from $32,160 - $82,500 a year in salary.

Mission Statement

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 Objectives

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.

AAS PARALEGAL – Guided Pathway/ Map

NOTE: *A "C" or higher is required in all major and specialized courses.*

NOTE: *PRL 101 and 102 are prerequisites to all other Paralegal courses and must be taken during the same semester.*

*May be substituted per advisor's approval.

NOTE: Online students must complete a minimum of 9 credit hours through remote synchronous instruction. Synchronous learning means that although you will be learning from a distance, you will virtually attend a class session each week, at the same time as your instructor and classmates. Students can meet this requirement by completing at least 3 paralegal courses through remote synchronous attendance.

**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.

Paralegals may not give legal advice or counsel clients about legal matters.

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 116	Mathematical Applications	3
CIS 146	Computer Applications	3
PRL 101	Introduction to Paralegal Study	3
PRL 102	Basic Legal Research and Writing	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
OAD 125	Word Processing	3
PRL 103	Advanced Legal Research and Writing	3
PRL 210	Real Property Law	3
ECO 231	Principles of Macroeconomics	3
POL 211	American National Government	3
	Sub-Total Credits	18

3rd Semester

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
SPH 106	Fundamentals of Oral Communication	3
PRL 160	Criminal Law and Procedure	3
PRL 230	Domestic Law	3
PRL 262	Civil Law and Procedure	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
BIO 103	Principles of Biology I	4
PHL 206	Ethics and Society	3
BUS 263	The Legal and Social Environment of Business	3
PRL 240	Wills, Trusts, and Estates	3
PRL 291	Internship	3
	Sub-Total Credits	16
	Total credits:	**65**

PHYSICAL THERAPIST ASSISTANT

Ms. Alina Adams, Program Director

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Visit the PTA Program website at http://www.wallacestate.edu/PTA

Associate in Applied Science Degree (5 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 disabilities in patients following injuries or disease. Patients include individuals who have been in accidents or individuals with potentially disabling conditions such as low back pain, arthritis, heart disease, fractures, head injuries, and cerebral palsy.

The 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, manual therapy, massage, electrical stimulation, 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 required general education courses 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 experiences 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), 3030 Potomac Ave., Ste 100, Alexandria, VA 22305-3085; Telephone: 703-706-3245; E-mail: accreditation@apta.org; Website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 256-352-8332 or email alina.adams@wallacestate.edu. Only graduates of CAPTE accredited schools will be eligible to apply 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

Admission to the final year of the PTA Program is 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, GPA for general education requirements, and ACT test scores. Applications will be accepted from March 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.

Applicant Information

1. Unconditional admission to the college required – college application must be submitted prior to the program application deadline.
2. Student must be in good standing with the college.
3. A complete PTA program application must be received between March 1 and June 1 for fall entry. Applications received after the deadline will be considered on a space-available basis.
4. The PTA program online application is located on program's webpage at www.wallacestate.edu - see online application instructions under the *PTA Program Application* tab. All applicants are required to upload all required documentation to be eligible for program admission consideration.
5. Official transcripts from each college attended must be provided to the Admissions Office and a copy of all unofficial transcripts must be uploaded to the online program application.
6. Student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu -see Physical Form Essential Functions on the Health Division page.
7. A minimum of 20 ACT composite score (National, Residual or Superscore) is required for admission consideration. Proof of score must be uploaded to online application. Higher scores will receive more points in the application process.
8. Documentation of a minimum 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. Additional hours will receive more points in the application process. This documentation must be uploaded to the online application.
9. Applicants must possess a minimum of 3.0 or greater grade point average on a 4.0 scale with a "C" or better in all general required courses. GPA points calculated for program selection will be on the general education requirements only. Students who have successfully completed all of the general education requirements will be considered for admission first. Students who have not completed all general education requirements will be considered thereafter only if space is available and provided that submitted documentation reflects that the general education requirements will be successfully completed prior to the program start date.

It is the responsibility of each applicant to ensure that the application submitted is complete and that all required information is submitted to the appropriate offices. Any piece of missing documentation will result in the application submission not being considered. Each time an applicant reapplies to the program the online application must be completed again. Retain copies of every item uploaded, as this information will not be released from submitted applications.

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 see the program application posted online to review the process and visit the PTA Program website for statistics for recently admitted classes.
2. Applicants are ranked on the basis of a formula that weighs the grades in the general education required courses, observation hours and ACT score. All applicants who meet the minimum requirements are considered; however, the higher an applicant's GPA on the general education requirements, observation hours and ACT score, the better his/her chances for admission. Additional points may also be added to the ranking for individuals who have completed PTA 120 or both MSG 104 and MSG 204 at WSCC. (Additional points will only be available for WSCC PTA 120 or WSCC MSG 104/204, not both. If an applicant has completed both, the higher of the two point values will be added.)
3. In the event of a tie for program admission, the applicant with the highest numerical average in PTA 120 (first attempt) will be accepted. If this does not fully resolve the tie, the program will then consider highest GPA points followed by highest ACT

composite score followed by highest ACT reading subscore. Written notification of the outcome will be emailed to each applicant at the email address provided on the application.
4. Program applications will be reviewed for completion of program admission requirements. Written notification of program acceptance status will be sent to each applicant via information supplied on the program application.
5. Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link provided on their letter, by the deadline indicated on the letter. A student who fails to respond by the deadline will forfeit his/her place in the class
6. 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 Programs regulations and expectations as published in the Programs of Study section of the Wallace State College Catalog and on the college website.

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 American Heart Association 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. While in the program, 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 (CPR, 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. 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 for success in college. 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. 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 may recognize the PTA Program year as elective credit. Consult the Alabama Transfers guide for further information. The PTA program is not usually a direct pathway to becoming a physical therapist, although a limited number of programs do exist that link the two. The individual who wishes to become a physical therapist will pursue a 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 PTA education is available through the American Physical Therapy Association website at www.apta.org

The U.S. Department of Labor Occupational Outlook Handbook, anticipates that positions for physical therapist assistants will increase much faster than

average, growing by 24% in 2021-2031 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 $61,180 in May 2021, and the highest 10 percent earned more than $80,170. (Source: U.S. Department of Labor Bureau of Labor Statistics)

NOTES: 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.

Orientation/Freshman Seminar (ORI 110) is a required class at WSCC for all entering freshmen. Students who are transferring in at least 12 credit hours are exempt from this requirement.

BIO 103 Principles of Biology I (or a passing score on the HESI Biology Placement exam) is a requirement for WSCC students. Transfer students, or WSCC students who change their major from another program that does not require this class (for example, pre-nursing, pre-OTA, etc) are exempt from this expectation.

Medical terminology must be a three credit hour course. One or two credit hour courses are insufficient and will not transfer.

PTA 120 Introduction to Kinesiology is not an admission requirement for the PTA Program, but will add additional points to the program application based on the grade achieved. Alternately, additional points are available for MSG 104/204. Courses for additional points must be completed at WSCC. Visit the program website for additional information.

All courses with the PTA or MSG prefix must be completed at WSCC.

AAS PHYSICAL THERAPIST ASSISTANT – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
BIO 201	Human Anatomy and Physiology I	4
PSY 200	General Psychology	3
MTH 100	Intermediate College Algebra	3
HUM 101	Introduction to Humanities I	3
	Sub-Total Credits	17

2nd Semester

Item #	Title	Credits
PSY 210	Human Growth and Development	3
SPH 106	Fundamentals of Oral Communication	3
HIT 110	Medical Terminology	3
BIO 202	Human Anatomy and Physiology II	4
PTA 120	Introduction to Kinesiology	3
	Sub-Total Credits	16

NOTE: The final three semesters of the program must be completed in the sequence shown. Classes are only available as full-time day classes.

3rd Semester-Fall Semester ONLY

Item #	Title	Credits
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
	Sub-Total Credits	17

4th Semester-Spring Semester ONLY

Item #	Title	Credits
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
	Sub-Total Credits	15

5th Semester-Summer Semester ONLY

Item #	Title	Credits
PTA 201	PTA Seminar	2
PTA 268	Clinical Practicum	5
	Sub-Total Credits	7
	Total credits:	**72**

POLYSOMNOGRAPHY TECHNOLOGY

Ms. Lisa Tarvin, Program Director

256.352.8410

lisa.tarvin@wallacestate.edu

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.

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) course of study.

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 (deadline June 1st), 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 only** and they should complete in the following Spring semester. There are no PSG classes during the summer semester.

Classes

The PSG program is a hybrid program that combines online coursework with occasional visits to the campus. The majority of the PSG program is online. You will be required to come to campus occasionally as instructed by the PSG Program Director. An example would be coming to campus to complete your labs for a full week at the start of the fall semester. You may also be required to come to campus for your final exams in each class. There may be other situations where you might be required to come to campus and those times will be communicated to you as far in advance as possible. Your other coursework such as lectures, quizzes and regular exams are completed online.

Clinicals

Students are required to attend clinical rotations weekly. Students will be assigned to area sleep labs that WSCC has acquired student rotation contracts. 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 night shifts per week as scheduled by the clinical coordinator. Scheduled shifts can be any night of the week Monday through Sunday as scheduled by the clinical coordinator. Students cannot select a specific site or nights/days to attend the clinicals these are assigned by the clinical coordinator on an as-available basis. The student may also be scheduled for a few day rotations as required. Dayshift rotations will be very rare the majority will be night shifts. The student is required to obtain 225

clock hours each semester (Fall and Spring). 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/ , Committee on Accreditation for Polysomnographic Technologist Education (COAPSG) 1711 Frank Avenue New Bern, NC 28560 (252) 626-3238.

Credential Information

Upon graduation, you may be eligible to sit for the national board exam offered by the BRPT. If you are successful in passing the board exam, you will be awarded the credential RPSGT - Registered Polysomnographic Technologist.

The following website is available for reference: BRPT - RPSGT exam website: http://www.brpt.org/

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. Unconditional admission to the college – College application must be submitted by the program application deadline.
2. Students must be in good standing with the college.
3. Receipt of complete program applications accepted between March 1 and June 1 for Fall entry. Applications received after the deadline will be considered on a space-available basis.
4. The PSG program online application is located on program's webpage at www.wallacestate.edu. Online application instructions are under the *Application to Program* tab. All applicants are required to upload all necessary documentation for consideration.
5. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded.
6. Students must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu-see Physical Form Essential Functions and in the Polysomnography Student Handbook.
7. A minimum of 17 ACT composite score (National or Residual) is **required for admission consideration**. Proof of score must be uploaded. **ALL applicants must submit an ACT composite score regardless of prior degrees or previous college coursework.**
8. Meet all the general admission requirements of WSCC.
9. Possess a minimum cumulative GPA of 2.0 on a 4.0 scale (by the program application deadline). **All applicants must have a GPA to be considered.**
10. 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).
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. 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. Written notification of program acceptance status will be sent to each applicant via information supplied on the program application. All Students are conditionally accepted pending clearance of background check, drug screen, appropriate academic placement, and documentation of polysomnography essential functions.
4. Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link 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
5. Students accepted into the PSG Program must attend the mandatory orientation session. Confirmation of intent to enroll must be submitted by the posted deadline mentioned in the

acceptance email. Instructions will be enclosed in the official acceptance email. A student who fails to confirm their acceptance as instructed by the posted deadline may forfeit his/her place in the class. Failure to attend the required PSG orientation and lab may also result in forfeiture of his/her place in the class.

6. The accepted student must complete WSCC-PSG physical form by the published due date as well as provide proof of immunizations/immunity, health insurance, and American Heart Association BLS/ Healthcare Provider CPR.
7. Complete applications meeting the admission requirements will be ranked by GPA and composite ACT exam scores to determine admission if there are more applicants than can be accepted. If there is a tie the deciding factor will be the 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 this College Catalog.

Progression

Uninterrupted progression through the Polysomnography program is required. Any student whose progression is interrupted for any reason must apply 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 withdraw 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 20 months from the initial semester of PSG courses.
- Maintain Current major medical health insurance and BLS/Healthcare Provider 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 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 the availability of clinical space with students in regular progression given the first option. The student's application will then be considered in relation 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 fails to progress in the program for any reason, (academic or personal) during the first semester will be allowed to apply for readmission but must start the program from the beginning if they qualify (see below). The student will be counseled to withdraw, or possibly will be administratively withdrawn, from all classes. If the student does not withdraw before the posted withdrawal deadline in the WSCC calendar or is not administratively withdrawn, the student will receive the final course grade/s earned in all PSG courses, and if readmitted, must retake all classes regardless of the

original grade. Program Director reserves the right to administratively withdraw any student who does not progress at the program director's discretion.

Second Semester Students

Students failing to progress in 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 with a "C" or better or that they withdrew from, or were administratively withdrawn from. However, it is mandatory that the readmission student re-take the clinical course PSG 116 as well regardless of the original grade. The student will be counseled to withdraw from the failed course/courses and also PSG 116. If the student does not withdraw from the failed classes and PSG 116 before the posted withdrawal deadline in the WSCC calendar or is not administratively withdrawn, the student will receive the final course grade/s earned in all PSG courses and if readmitted, must retake all classes withdrawn from and/or not passed with a "C" or better, and must also retake PSG 116 regardless of original grade. Program Director reserves the right to administratively withdraw any student who does not progress at the program director's discretion.

NOTE: *Even if the student has a passing grade in the clinical course/s, clinicals must be repeated in order for the student to remain proficient in the field. The grade for the 2nd attempt will replace the initial grade for the course in PSG 116.*

Readmission may be denied due to, but not limited to, not meeting any of the following requirements below. These apply to all readmission students regardless of the semester that the progression was interrupted.

Readmission requires the following:

1. Submission of completed online application and readmission request letter prior to the published application deadline. A readmission request letter can be obtained from the PSG Program Director.
2. A 2.0 cumulative GPA in all coursework and a "C" in all PSG classes.
3. That no longer than 20 months may elapse from the initial admission term to the date of graduation.
4. Submit completed medical forms and immunizations by required deadlines.
5. That no clinical facility has refused to accept the student for clinical rotations.
6. Ability to meet and comply with standards and policies in the current college catalog and student handbook.
7. Any student that has been dismissed from this program/clinical facility, any other college program/clinical facility, has had any policy violations, complaints, 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.
8. All students must meet all admission requirements to be eligible for readmission.
9. Any changes in the Polysomnography program, curriculum, college catalog, policies, admission, and student handbook will be applicable to any student upon readmission.
10. Maintain the ability to meet the essential functions listed in the student handbook and physical form.
11. Maintain current major medical health insurance and CPR at the health care provider level.
12. Abide by the policies, procedures, and rules of behavior of the college and the Polysomnography program.
13. Abide by the policies, procedures, and rules of behavior of the clinical agencies.
14. Space availability in a course in which the student wishes to be readmitted. (Students in regular progression have enrollment priorities for clinical sites.)
15. Must achieve a clear drug screen and background check.

POLYSOMNOGRAPHY SHORT-TERM CERTIFICATE– Guided Pathway/Map

** All students are required to have a American Heart Association 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.

1st Semester

Item #	Title	Credits
PSG 110	Introduction to Polysomnography	3
PSG 111	Polysomnographic Technology I	4
PSG 112	Polysomnographic Technology II	3
PSG 115	PSG Clinical Practice I	5
	Sub-Total Credits	15

2nd Semester

Item #	Title	Credits
PSG 113	Polysomnographic Technology III	5
PSG 114	Polysomnographic Technology IV	3
PSG 116	PSG Clinical Practice II	5
	Sub-Total Credits	13
	Total credits:	**28**

RESPIRATORY THERAPY

Mrs. Ashley Lancaster, BS, LRT, RRT

Program Director

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Associate in Applied Science Degree (6 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 entry-level practitioner 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 Wallace State Community College Respiratory Therapy Program, CoARC program number 200255, offering the Associate in Applied Science (A.A.S) Degree, at its Hanceville campus location, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Upon graduation the student is eligible to apply to take the registry examination of the National Board for Respiratory Care.

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 program applications accepted between March 1 and June 1 for Fall entry. Applications received after the deadline will be considered on a space available basis.
4. The RPT program online application is located on the program's webpage at www.wallacestate.edu. Online application instructions are under the *Program Application* tab. All applicants are required to upload all necessary documentation for consideration.
5. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded.
6. Student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu-see Physical Form Essential Functions.
7. A minimum of 18 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be uploaded.
8. Meet all the general admission requirements of WSCC.
9. 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.
10. The following general education required courses: BIO 201, ENG 101, and MTH elective, must be completed prior to beginning the Respiratory Therapy major courses. The other general education courses (BIO 202, ENG 102, PSY 200, and IDS 102) may be completed after the student is accepted into the program. It is the responsibility of each applicant

to ensure that his or her application is complete and that the required general education 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 program acceptance status will be sent to each applicant via information supplied on the program application.
3. Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link 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
4. All other factors being equal, applicants will be ranked by ACT score to determine admission if there are more applicants than can be accepted.

Program Expectations

Students admitted into the Respiratory Therapy program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Required Competencies

Respiratory Therapy Students must demonstrate numerous competencies representing all three learning domains: the cognitive, psychomotor, and affective domains. Students learn, practice, and verify these competencies in a number of settings including the classroom, laboratory, and clinic. Respiratory therapy laboratories provide students with the opportunity to view demonstrations, evaluate and practice with medical devices, and perform simulated clinical procedures. In addition to the cognitive skills required in the classroom, students must demonstrate psychomotor skills in manipulation of patients and equipment, as well as general professional behaviors, like team-building and interpersonal communications. To satisfy laboratory and clinic requirements, students must perform all procedures without critical error.

Upon Admission

In order to enroll in the program after acceptance, students must attend a mandatory orientation session. A student who fails to respond will forfeit his/her place in the class. A signed consent to drug testing is required prior to enrollment.

Upon acceptance into the program, students must submit a physical examination form (current within one year), which includes documentation of immunizations along with evidence of having begun the Hepatitis B vaccinations. Students are required to provide proof of current CPR certification from a health care provider course as well as proof of health insurance prior to attending clinical.

Students will also be required to successfully complete a background check and drug screening.

Progression

RPT students must achieve a “C” or above in all general and major required courses. Students who fail to achieve a “C” or above in a major required course cannot progress and will be dismissed from the Program and must re-apply for readmission. A minimal grade of 75 constitutes a “C” in Respiratory Therapy courses.

Readmission to Program

Level I Students (First, Second, and Third Semester Students)

1. Any student that leaves the program for any reason, (academic or personal) during the first three semesters must start the program from the beginning.
2. These students must re-apply to the program prior to the June 1st deadline. If the student fails to progress during the summer semester they must re-apply within 1 week of the last day of attendance.
3. A student who fails to progress during the first three semesters is not automatically ranked and/or re-entered.
4. All first, second, and third semester students will be ranked along with all other applications and will be accepted based on the ranking process.
5. It is strongly encouraged that if a student is not doing well in a course and is wanting to re-apply for the next year that they seek advice from a program advisor/faculty member about dropping the RPT courses to help their GPA and the ranking process.
6. Any student dismissed from the program for disciplinary reasons will not be allowed to re-enter the program/ nor eligible to re-apply.

Level II Students (Fourth and Fifth Semester Students)

1. Students leaving the program for any reason (academic or personal) during the fourth or fifth semester shall notify the Program Director via email that the student wants to re-enter the Program.

2. The student shall also be required to complete all clinical competencies from the prior semesters.
3. The classes required to be repeated will be reviewed on an individual case-by-case basis.

Career Path

Respiratory Therapists have numerous opportunities to specialize and advance. Clinical practice can provide change from general medical care to care of critical patients who have extensive problems with other organ systems such as the heart or kidneys. Advancement to supervisory or managerial positions in a respiratory therapy department is also possible. Respiratory Therapists working in home health care and equipment rental facilities may become branch managers.

Specializations

- Respiratory Therapists may work in neonatal-pediatrics 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.
- Home care work is often a good next step for those who 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.
- For those who like doing detective work to solve a mystery, then working in pulmonary diagnostics is a good specialization. By conducting pulmonary function tests, Respiratory Therapists 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 significantly through 2029 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.

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 $61,330 in May 2019. (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 specialists, 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.

AAS RESPIRATORY THERAPIST – Guided Pathway/Map

1st Semester

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
ENG 101	English Composition I	3
ORI 110	Freshman Seminar	1
MTH 100	Intermediate College Algebra	3
	Sub-Total Credits	11

2nd Semester

Item #	Title	Credits
RPT 210	Clinical Practice I	2
RPT 211	Introduction to Respiratory Care	2
RPT 212	Fundamentals of Respiratory Care I	4
RPT 213	Anatomy and Physiology for the RCP	3
RPT 214	Pharmacology for the RCP	2
	Sub-Total Credits	13

3rd Semester

Item #	Title	Credits
RPT 220	Clinical Practice II	2
RPT 221	Pathology for the RCP I	3
RPT 222	Fundamentals of Respiratory Care II	4
RPT 223	Acid Base Regulation and ABG Analysis	2
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	15

4th Semester

IDS 102 may be substituted per advisor's approval.

Item #	Title	Credits
RPT 231	Pathology for the RCP II	3
RPT 234	Mechanical Ventilation for the RCP	4
RPT 254	Patient Assessment Techniques for the RCP	2
IDS 102	Ethics	3
	Sub-Total Credits	12

5th Semester

Item #	Title	Credits
RPT 230	Clinical Practice III	2
RPT 242	Perinatal/Pediatric Respiratory Care	3
RPT 232	Diagnostic Procedures for the RCP	2
RPT 244	Critical Care Considerations for the RCP	2
ENG 102	English Composition II	3
	Sub-Total Credits	12

6th Semester

Item #	Title	Credits
RPT 240	Clinical Practice IV	4
RPT 233	Special Procedures for the RCP	2
RPT 241	Rehabilitation and Home Care for the RCP	2
RPT 243	Computer Applications for the RCP	2
PSY 200	General Psychology	3
	Sub-Total Credits	13
	Total credits:	**76**

SALON AND SPA MANAGEMENT

Sabrina Flanigan, Chairperson

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Associate in Applied Science (4 Semesters)

Certificates (3-4 Semesters)

Short-Term Certificates (2 semesters+)

At a Glance

This program is designed to prepare cosmetologists, hairstylists, and other personal grooming specialists in entrepreneurial skills for the management of beauty salons, shops, 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, 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, and esthetics. A student may earn an Associate of Applied Science or Certificate depending on their area of interest.

Admission Requirements

Students meet all general requirements at WSCC.

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, and esthetics. The US Bureau of Statistics (BLS) estimates the median hourly wages of a salon manager at $20.62 in 2022. 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.

Salon and Spa Management - Cosmetology

OPTION I – AAS SALON AND SPA MANAGEMENT COSMETOLOGY – Guided Pathway/Map

1st Semester

Item #	Title	Credits
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
	COS Elective	3
COS 168	Bacteriology and Sanitation	3
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
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 Elective	3
BIO 103	Principles of Biology I	4
	Sub-Total Credits	19

3rd Semester

Item #	Title	Credits
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 123	Cosmetology Salon Practices	3
	COS Elective	3
COS 144	Hair Shaping and Design	3
IDS 102	Ethics	3
	Sub-Total Credits	18

4th Semester

Item #	Title	Credits
SAL 133	Salon Management Technology	3
SAL 201	Entrepreneurship for Salon/Spa	3
	COS Elective	3
COS 190	Internship in Cosmetology	3
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
	Sub-Total Credits	18
	Total credits:	**71**

Salon and Spa Management - Esthetics

OPTION II – AAS SALON AND SPA MANAGEMENT ESTHETICS – Guided Pathway/Map

1st Semester

Item #	Title	Credits
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
	COS Elective	3
COS 127	Esthetics Theory	3
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
COS 134	Advanced Esthetics	3
COS 135	Advanced Esthetics Applications	3
COS 163	Facial Treatments	3
COS 168	Bacteriology and Sanitation	3
BIO 103	Principles of Biology I	4
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
COS 125	Career and Personal Development	3
COS 164	Facial Machine	3
COS 165	Related Subjects Estheticians	3
COS 169	Skin Functions	3
IDS 102	Ethics	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
COS 190	Internship in Cosmetology	3
SAL 133	Salon Management Technology	3
SAL 201	Entrepreneurship for Salon/Spa	3
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
	Sub-Total Credits	15
	Total credits:	**62**

Salon and Spa Management - Nail Technology

OPTION III – AAS SALON AND SPA MANAGEMENT NAIL TECHNOLOGY – Guided Pathway/Map

1st Semester

Item #	Title	Credits
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 150	Manicuring	3
COS 168	Bacteriology and Sanitation	3
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
BIO 103	Principles of Biology I	4
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
COS 123	Cosmetology Salon Practices	3
COS 125	Career and Personal Development	3
COS 152	Nail Care Applications	3
COS 153	Nail Art	3
IDS 102	Ethics	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
COS 154	Nail Art Applications	3
SAL 133	Salon Management Technology	3
SAL 201	Entrepreneurship for Salon/Spa	3
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
	Sub-Total Credits	15
	Total credits:	**62**

Salon and Spa Management - Cosmetology

OPTION I – SALON AND SPA MANAGEMENT COSMETOLOGY CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
	COS Elective	3
COS 168	Bacteriology and Sanitation	3
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
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
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 123	Cosmetology Salon Practices	3
	COS Elective	3
COS 144	Hair Shaping and Design	3
	Sub-Total Credits	15

4th Semester

Item #	Title	Credits
SAL 133	Salon Management Technology	3
SAL 201	Entrepreneurship for Salon/Spa	3
	COS Elective	3
COS 190	Internship in Cosmetology	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	15
	Total credits:	**58**

Salon and Spa Management - Esthetics

OPTION II – SALON AND SPA MANAGEMENT ESTHETICS CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
	COS Elective	3
COS 127	Esthetics Theory	3
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
COS 134	Advanced Esthetics	3
COS 135	Advanced Esthetics Applications	3
COS 163	Facial Treatments	3
COS 168	Bacteriology and Sanitation	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
COS 125	Career and Personal Development	3
COS 164	Facial Machine	3
COS 165	Related Subjects Estheticians	3
COS 169	Skin Functions	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
COS 190	Internship in Cosmetology	3
SAL 133	Salon Management Technology	3
SAL 201	Entrepreneurship for Salon/Spa	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	12
	Total credits:	**52**

Salon and Spa Management - Nail Technology

OPTION III – SALON AND SPA MANAGEMENT NAIL TECHNOLOGY CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 150	Manicuring	3
COS 168	Bacteriology and Sanitation	3
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
	Sub-Total Credits	12

3rd Semester

Item #	Title	Credits
COS 123	Cosmetology Salon Practices	3
COS 125	Career and Personal Development	3
COS 152	Nail Care Applications	3
COS 153	Nail Art	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
COS 154	Nail Art Applications	3
SAL 133	Salon Management Technology	3
SAL 201	Entrepreneurship for Salon/Spa	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	12
	Total credits:	**52**

Salon and Spa Management - Nail Technology

OPTION I – SALON AND SPA MANAGEMENT NAIL TECHNOLOGY SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
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
ORI 110	Freshman Seminar	1
	Sub-Total Credits	13

2nd Semester

Item #	Title	Credits
	COS Elective	3
COS 150	Manicuring	3
COS 152	Nail Care Applications	3
COS 153	Nail Art	3
COS 154	Nail Art Applications	3
	Sub-Total Credits	15
	Total credits:	**28**

WELDING

Randy Hammond, Chairperson

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Associate in Applied Science Degree (4 Semesters)

Certificate (4 Semesters)

Short-Term Certificates (1 Semester)

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. This program is offered on Main campus and the Oneonta campus.

Additional training courses are offered in robotics, CNC cutting and various welding applications.

Program Accreditations/ Credentials

- AWS/American Welding Society Accredited Testing Facility
- National Coalition of Certifications Training Center
- Lincoln Electric Educational Partner School
- NCCER/National Center for Construction Education and Research
- AWS/American Welding Society
- CWI/Certified Welding Inspectors
- AWS/American Welding Society Welding Educators

WSCC Welding Instructors have over 54 years of combined industry-construction welding and teaching experience.

Admission Requirements

Students must meet all WSCC general admission requirements.

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 either 3G Structural, 5G or 6G using or 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 30 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 in 2021 was as follows:

Welders, cutters, and brazers
$22.60 hourly
$47,010 annually

Boilermakers
$30.91 hourly
$64, 290 annually

Materials Engineers
$47.26 hourly
$98, 300 annually

Plumbers, pipe and steamfitters
$28.79 hourly
$59, 880 annually

Welding Instructors
$61, 160 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)

Welding - General Technology

OPTION I - AAS GENERAL TECHNOLOGY WELDING - Guided Pathway/Map

1st Semester

Item #	Title	Credits
WDT 104	SMAW Fillet/PAC/CAC	6
WDT 106	Shielded Metal Arc Welding Groove	6
MTH 116	Mathematical Applications	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
WDT 110	Industrial Blueprint Reading	3
WDT 126	Gas Metal Arc/Flux Core Arc Welding	6
WDT 162	Consumable Welding Applications	3
HIS 201	United States History I	3
ENG 101	English Composition I	3
	Sub-Total Credits	18

3rd Semester

Item #	Title	Credits
WDT 232	Gas Tungsten Arc Welding	6
WDT 219	Welding Inspection and Testing	3
WDT 259	GTAW Groove Lab	3
BIO 103	Principles of Biology I	4
	Sub-Total Credits	16

4th Semester

Item #	Title	Credits
	Welding Elective (WDT)	3
	Welding Elective (WDT)	3
WDT 223	Blueprint Reading for Fabrication	3
WDT 258	Certification Lab	3
IDS 102	Ethics	3
	Sub-Total Credits	15
	Total credits:	**65**

Welding - General Technology Pipe Welding

OPTION II - AAS GENERAL TECHNOLOGY PIPE WELDING - Guided Pathway/Map

1st Semester

Item #	Title	Credits
WDT 104	SMAW Fillet/PAC/CAC	6
WDT 106	Shielded Metal Arc Welding Groove	6
MTH 116	Mathematical Applications	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
WDT 110	Industrial Blueprint Reading	3
WDT 260	SMAW Carbon Pipe	6
WDT 257	SMAW Carbon Pipe Lab	3
ENG 101	English Composition I	3
IDS 102	Ethics	3
	Sub-Total Credits	18

3rd Semester

Item #	Title	Credits
WDT 232	Gas Tungsten Arc Welding	6
WDT 219	Welding Inspection and Testing	3
WDT 259	GTAW Groove Lab	3
BIO 103	Principles of Biology I	4
	Sub-Total Credits	16

4th Semester

Item #	Title	Credits
WDT 115	GTAW Carbon Pipe	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 221	Pipefitting and Fabrication	3
WDT 258	Certification Lab	3
HIS 201	United States History I	3
	Sub-Total Credits	15
	Total credits:	**65**

Welding - General Technology Robotic Welding

OPTION III - AAS GENERAL TECHNOLOGY ROBOTIC WELDING

1st Semester

Item #	Title	Credits
ILT 160	DC Fundamentals	3
WDT 160	Robotics Lab I	3
WDT 219	Welding Inspection and Testing	3
HIS 201	United States History I	3
ENG 101	English Composition I	3
ILT 161	AC Fundamentals	3
	Sub-Total Credits	18

2nd Semester

Item #	Title	Credits
WDT 126	Gas Metal Arc/Flux Core Arc Welding	6
WDT 162	Consumable Welding Applications	3
WDT 110	Industrial Blueprint Reading	3
MTH 100	Intermediate College Algebra	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
WDT 275	Robotic Welding II	3
ILT 240	Sensors Technology and Applications	3
	WDT/ILT Elective	3
MTH 116	Mathematical Applications	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
WDT 276	Robotic Welding III	3
WDT 258	Certification Lab	3
	WDT/ILT Elective	3
	WDT/ILT Elective	3
IDS 102	Ethics	3
	Sub-Total Credits	15
	Total credits:	**61**

Welding

Option I - WELDING CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
WDT 104	SMAW Fillet/PAC/CAC	6
WDT 106	Shielded Metal Arc Welding Groove	6
ORI 110	Freshman Seminar	1
MTH 116	Mathematical Applications	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
WDT 110	Industrial Blueprint Reading	3
WDT 126	Gas Metal Arc/Flux Core Arc Welding	6
WDT 162	Consumable Welding Applications	3
ENG 101	English Composition I	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
WDT 232	Gas Tungsten Arc Welding	6
WDT 219	Welding Inspection and Testing	3
WDT 259	GTAW Groove Lab	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
	Welding Elective (WDT)	3
	Welding Elective (WDT)	3
WDT 223	Blueprint Reading for Fabrication	3
WDT 258	Certification Lab	3
	Sub-Total Credits	12
	Total credits:	**55**

Welding - SMAW/GTAW Pipe Welding

Option II - SMAW/GTAW PIPE WELDING CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
WDT 104	SMAW Fillet/PAC/CAC	6
WDT 106	Shielded Metal Arc Welding Groove	6
ORI 110	Freshman Seminar	1
MTH 116	Mathematical Applications	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
WDT 110	Industrial Blueprint Reading	3
WDT 260	SMAW Carbon Pipe	6
WDT 257	SMAW Carbon Pipe Lab	3
ENG 101	English Composition I	3
	Sub-Total Credits	15

3rd Semester

Item #	Title	Credits
WDT 232	Gas Tungsten Arc Welding	6
WDT 219	Welding Inspection and Testing	3
WDT 259	GTAW Groove Lab	3
	Sub-Total Credits	12

4th Semester

Item #	Title	Credits
WDT 115	GTAW Carbon Pipe	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 221	Pipefitting and Fabrication	3
WDT 258	Certification Lab	3
	Sub-Total Credits	12
	Total credits:	**55**

Welding - Robotic Welding Technician

OPTION III - ROBOTIC WELDING TECHNICIAN CERTIFICATE - Guided Pathway/Map

1st Semester

Item #	Title	Credits
ILT 160	DC Fundamentals	3
WDT 160	Robotics Lab I	3
WDT 219	Welding Inspection and Testing	3
ENG 101	English Composition I	3
ILT 161	AC Fundamentals	3
	Sub-Total Credits	15

2nd Semester

Item #	Title	Credits
WDT 126	Gas Metal Arc/Flux Core Arc Welding	6
WDT 162	Consumable Welding Applications	3
WDT 110	Industrial Blueprint Reading	3
MTH 100	Intermediate College Algebra	3
ORI 110	Freshman Seminar	1
	Sub-Total Credits	16

3rd Semester

Item #	Title	Credits
WDT 275	Robotic Welding II	3
ILT 240	Sensors Technology and Applications	3
	WDT/ILT Elective	3
	Sub-Total Credits	9

4th Semester

Item #	Title	Credits
WDT 276	Robotic Welding III	3
	WDT/ILT Elective	3
	WDT/ILT Elective	3
WDT 258	Certification Lab	3
	Sub-Total Credits	12
	Total credits:	**52**

Welding - SMAW Structural Welding & PAC/CAC

OPTION I – SMAW STRUCTURAL WELDING & PAC/CAC SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
WDT 104	SMAW Fillet/PAC/CAC	6
WDT 106	Shielded Metal Arc Welding Groove	6
	Total credits:	**12**

Welding - GTAW Structural Welding & Inspection

OPTION II – GTAW STRUCTURAL WELDING & INSPECTION SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
WDT 219	Welding Inspection and Testing	3
WDT 232	Gas Tungsten Arc Welding	6
WDT 259	GTAW Groove Lab	3
	Total credits:	**12**

Welding - GMAW/FCAW Welding & Industrial Blueprint

OPTION III – GMAW/FCAW WELDING & INDUSTRIAL BLUEPRINT SHORT-TERM CERTIFICATE – Guided Pathway/Map

Item #	Title	Credits
WDT 110	Industrial Blueprint Reading	3
WDT 126	Gas Metal Arc/Flux Core Arc Welding	6
WDT 162	Consumable Welding Applications	3
	Total credits:	**12**

Welding - SMAW Carbon Pipe/ Industrial Blueprint

OPTION IV – SMAW CARBON PIPE/ INDUSTRIAL BLUEPRINT SHORT-TERM CERTIFICATE-Guided Pathway/Map

Item #	Title	Credits
WDT 110	Industrial Blueprint Reading	3
WDT 260	SMAW Carbon Pipe	6
WDT 257	SMAW Carbon Pipe Lab	3
	Total credits:	**12**

Welding - GTAW Pipe Welding & Pipe Fitting

OPTION V – GTAW PIPE WELDING & PIPE FITTING SHORT-TERM CERTIFICATE-Guided Pathway/Map

Item #	Title	Credits
WDT 115	GTAW Carbon Pipe	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 221	Pipefitting and Fabrication	3
WDT 258	Certification Lab	3
	Total credits:	**12**

Welding - Robotic Welding and Inspection Level 1

OPTION VI - ROBOTIC WELDING & INSPECTION LEVEL 1 SHORT-TERM CERTIFICATE- Guided Pathway/Map

Item #	Title	Credits
ILT 160	DC Fundamentals	3
WDT 160	Robotics Lab I	3
WDT 219	Welding Inspection and Testing	3
	Total credits:	**9**

Welding - Robotic Welding and Inspection Level 2

OPTION VII - ROBOTIC WELDING AND INSPECTION LEVEL 2 SHORT-TERM CERTIFICATE - Guided Pathway/Map

Item #	Title	Credits
WDT 275	Robotic Welding II	3
ILT 240	Sensors Technology and Applications	3
	WDT/ILT Elective	3
	Total credits:	**9**

ADULT EDUCATION

Adult Education

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Email: adulteducation@wallacestate.edu

The Adult Education Program at Wallace State Community College provides free literacy services and basic skills instruction in reading, writing, math, English language competency, and GED test preparation. Adult education classes provide an opportunity for adult learners to improve their academic and life skills.

Additionally, Wallace State Community College provides a vast array of programs and services for adult students in need of employment training, workforce training and education for career advancement. In many cases, these programs have been designed for special populations, including educationally and economically disadvantaged adults, individuals with disabilities, dislocated workers, single parents, and displaced homemakers.

Lessons are based on individual student need and may range from one-on-one tutoring to group instruction.

Services offered include:

- **Academic Assessment:** All adult education students will be administered a nationally recognized, standardized assessment to determine academic strengths and weaknesses. Results will also be used by the teacher to develop the student's individualized instructional plan.
- **Adult Basic Education Classes:** Reading, writing, and mathematical skills for learners functioning at or below the 8.9 grade equivalency.
- **Transition Programs:** Instruction specifically designed to prepare adult learners to enter postsecondary education, higher education, training programs, and/or to improve their employability.
- **GED Preparation Classes:** Reading, writing, mathematical skills, social studies, science, literature, and the arts for learners functioning at the 9.0 –12.9 grade equivalency to prepare them to earn the State of Alabama High School Equivalency Diploma.
- **College Preparatory Classes:** Remedial instruction in the areas of reading, writing, and mathematical skills that is designed to prepare learners who are high school graduates, but performing below the 12.9 grade equivalency.
- **Workplace Education:** Workplace education programs shall provide the opportunity to build the capacity for the teaching of literacy skills in the technologically sophisticated workplace.
- **English Literacy/Civics Education Classes:** Classes providing integrated English literacy and civics education services to immigrants and other limited-English proficient populations so that they may effectively participate in the education, work, and civic opportunities of this country.

Online classes are available, as well as day and evening classes taught at Wallace State's campuses in Hanceville and Oneonta and at various locations in the communities the college serves. For more information please visit wallacestate.edu/adult-education.

CENTER FOR CAREER AND WORKFORCE DEVELOPMENT

Center for Career and Workforce Development

Wallace State Community College's Center for Career and Workforce Development offers a variety of ways that community, including business and industry participants, can achieve new skills and quickly build knowledge to enter a new career opportunity. Program concentrations of the Center for Career and Workforce Development include Community Education (CommEd), Continuing Education (CE), Corporate Training (CT), and Training for Business and Industry (TBI). This department works to provide essential skills training, job preparedness activities, short-term training, and customized job training for the community and industry clients.

Director: Jamie Blackmon

Phone: 256.352.8461

Web: https://www.wallacestate.edu/careerdevelopment

Community Education

The goal of Community Education is to provide primarily non-credit educational experiences for personal enrichment and holistic learning options. Some community education courses that are offered at Wallace State include but are not limited to Cake Decorating, Photography, Weight Training, Gardening, American Sign Language and more.

Continuing Education

Wallace State offers continuing education courses for several professions and skills in health care and other fields such as Cardiopulmonary Resuscitation (CPR), Pediatric Life Support, and more.

Customized Corporate Training

Wallace State's Center for Career and Workforce Development offers customized workforce development and employee training services. This department provides business-consulting services, training needs assessments, customized employee training, and employee skills assessments for businesses and industries.

Wallace State can also create customized courses to meet the needs of employees of agencies, businesses, and industries.

Topics offered have included but are not limited to Basic Blueprint Reading, Basic Machining Calculations, Introduction to Metrology, Geometric Dimensioning and Tolerancing, Total Quality Management, ISO 9000, Gap Analysis, Continuous Process Improvement, numerous Software Applications, and Management Techniques.

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.

Training for Business & Industry

The Center for Career and Workforce Development's Training for Business & Industry (TFBI) offers short-term programs that match participants with high-demand, high wage career opportunities. These courses can be completed in a few days, weeks or months. Upon successful completion of the course, the student will have the skills necessary to obtain a new career or seek additional responsibility in a current job. TFBI courses include Phlebotomy Technician, Commercial Driver's License Training, Ready to Work, Manufacturing Skills Standard Council (MSSC), Certified Production Technician (CPT) – Classroom Training, Certified Production Technician (CPT), Certified Logistics Technician (CLT), ServSafe® Test-Prep & Certification, Small Farmer Training, Forklift Operator Training, and OSHA 10.

Center for Career and Workforce Development Policies

Registration

Early enrollment is encouraged to ensure space availability. The following registration and withdrawal procedures will guide you through the enrollment process for continuing education courses.

To provide educational experiences for the community and meet the training needs of businesses and individuals in our service area, Wallace State offers many open enrollment courses.

Learn more and find registration information by calling 256.352.8386 or email workforce@wallacestate.edu

Admission

Admission to several programs offered by the Center for Career and Workforce Development varies based on requirements set forth by the department and partnership with business and industry standards.

Payment of Fees or Tuition

Payment must be made at the time of registration. Debit/credit card payment or check (make payable to WSCC) can be made at the Cashier's Office on the Mezzanine Level of the Bailey Center. Checks should be made payable to Wallace State Community College. Online payment of courses may be made at www.wallacestate.edu/mywallacestate. Course fees are subject to change.

Employee Discount

Employees of Wallace State Community College enjoy a 25% discount on classes offered by the Center of Career and Workforce Development.

Course Cancelations

Each course is arranged to ensure sufficient enrollment to cover the cost of instruction and materials. If low enrollment occurs, participants will be notified of cancelation 48 hours prior to the beginning of a course.

Withdrawal & Refund

Withdrawals from a course(s) must be made in writing. Contact information is provided below.

In order to receive a 100% refund, notification of withdrawal is required before the first day of class. Students must contact the Center for Career and Workforce Development before the first day of class to officially withdraw from a course. Wallace State Community College does not issue cash refunds. Refunds will be mailed. A student who withdraws after the class begins will not be issued a refund. Failure to attend a class does not constitute a withdrawal and students will still be responsible for any charge their account has incurred.

Students who have utilized financial aid (i.e., WIOA Funding, WS Future Foundation Scholarships) – are responsible for ensuring that policies are met by the respective Financial Aid organization.

Academic Honesty Policy

The Center for Career and Workforce Development follows the Academic Honesty Policy and Student Code of Conduct set forth by Wallace State Community College. Furthermore, any complaints or grievances expressed by program participants will be subject to standard procedures established by the college.

Grades & Certificates

Grades are administered based on a class by class basis. Certificates are awarded for specific courses denoting contact hours and the competencies met in the completed course. To receive a program certificate, a participant must meet attendance requirements set by each program.

New Course Creation

Businesses, industry, and organizations are invited to contact The Center for Career and Workforce Development with particular topics of interest that you would like to be offered.

Contact Information:

Center for Career and Workforce Development
PO Box 2000, Hanceville, AL. 35077
Telephone: 256.352.8386
Email: workforce@wallacestate.edu
Web: https://www.wallacestate.edu/careerdevelopment

COURSE DESCRIPTIONS

Advanced Automotive Technology

AUM 101: Fundamentals of Automotive Technology
This course provides basic instruction in Fundamentals of Automotive Technology. CORE
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

AUM 112: Electrical Fundamentals
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
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

AUM 121: Braking Systems
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. CORE
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall

AUM 122: Steering and Suspension
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. CORE
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

AUM 124: Automotive Engines
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
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

AUM 130: Drive Train and Axles
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
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

AUM 133: Motor Vehicle Air Conditioning
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

AUM 162: Electrical and Electronic Systems

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

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Semester Offered:

Fall
Spring
Summer

AUM 212: Advanced Electrical and Electronic Systems

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As required by college

Semester Offered:

Fall

AUM 220: Advanced Automotive Engines

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As required by college

Semester Offered:

Fall
Spring
Summer

AUM 224: Manual Transmission and Transaxle

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As required by college

Semester Offered:

Fall
Spring
Summer

AUM 230: Automatic Transmission and Transaxle

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As required by college

Semester Offered:

Fall
Spring
Summer

AUM 239: Engine Performance

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

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As determined by college

Semester Offered:

Fall
Spring
Summer

AUM 244: Engine Performance and Diagnostics
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

AUM 246: Automotive Emissions
This is an introductory course in automotive emissions systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

AUM 250: Hybrid & Electric Vehicle
This course is designed to measure a technician's knowledge of the skills needed to diagnose both high and low voltage electrical/electronic problems, as well as other supporting system problems on hybrid/electric vehicles. This course prepares students fo the ASE Light Duty Hybrid/Electric Vehicle Specialist (L3) certification.
Credits: 3
Lab Hours: 2
Lecture Hours: 1
Semester Offered:
Fall

AUM 291: Co-op
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 15
Lecture Hours: 0
Prerequisites:
As determined by college
Semester Offered:
Summer
Fall

AUT 138: Principles of Industrial Mechanics
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.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Semester Offered:
Fall
Spring
Summer

Systems Engineering Technology

SYS 101: Introduction to Systems Engineering
This course is an introduction to systems engineering (SE) and the principles of systems definition, development, and maintenance. Topics include a basic understanding of systems; SE objectives, terminology, and working methodology; the relationships between SE and other disciplines; the basic elements of the SE life cycle; the use of modelling; and the influence of programmatic considerations. Emphasis is on developing an understanding of the Model-Based Systems Engineering (MBSE) methodology. Teamwork and cooperative effort concepts are highlighted.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

SYS 221: Database Management for Systems Engineering
This course builds on prior coursework and/or experience in database design and management. It introduces the student to disparate data types and how to gather data from multiple sources and transform it to be ready for incorporation into systems engineering (SE) models. Database design and construction concepts are explored within the SE context. Emphasis may be placed on data structures, languages, and platforms commonly used in a specific industry.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SYS 101 and CIS 222, 225, 226, or other database course, OR instructor permission
Co-Requisites:
None
Semester Offered:
Spring

SYS 231: Systems Modeling I
This is the first course in the three-course Systems Modeling sequence. It provides an introduction to the concept of a system and to systems modeling. It focuses on the concepts and tools necessary to generate a systems engineering (SE) model that represents a given system. Model documentation and the team approach to project management are emphasized.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SYS 101 or instructor permission
Semester Offered:
Spring

SYS 232: Systems Modeling II
This is the second course in the three-course Systems Modeling sequence. It provides an introduction to the fundamentals of the SysML programming language and other MBSE tools. Topics include the application of these tools to the systems and systems engineering concepts developed in SYS 101. Students build and manage models using the basic SysML feature set.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SYS 231
Semester Offered:
Fall

SYS 233: Systems Modeling III
This is the final course in the three-course Systems Modeling sequence. Additional MBSE modeling skills are developed, and more complex systems are modeled. Students build and manage models using the full SysML feature set.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SYS 232
Semester Offered:
Spring

SYS 241: Dynamic Data Visualization Applications
Working as teams, students design, develop, document, test, evaluate, and utilize a realistic, comprehensive model for a system that will mature and connect information across the system life cycle from definition to disposal, using SysML and MBSE tools. Students will apply data visualization tools to present information from the model in an appropriate format for decision-making. Methods and connections to other external models including other systems models will also be incorporated, as appropriate.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SYS 232
Semester Offered:
Spring

Agriculture

AGR 200: Introduction to Animal Dairy Science
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

AGR 215: Agribusiness Management
This course focuses on practices essential to establishing and maintaining an agribusiness. Topics include personnel management, finance, customer service, insurance, and record keeping. Upon course completion, students will demonstrate an understanding of the requirements to comply with mandated state and federal regulations, manage employees, and meet consumer demands.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

Agriculture Production

AGP 101: Orientation to Agricultural Occupations
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

AGP 130: Poultry Production
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

AGP 152: Agricultural Equipment Repair and Maintenance
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 completion, students will be able to perform basic repair and maintenance procedures on agricultural equipment.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Summer

AGP 291: Cooperative Education in Agricultural Production
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Semester Offered:
Spring
Summer
Fall

Art

ART 100: Art Appreciation
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

ART 113: Drawing I
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 3
Lecture Hours: 0
Semester Offered:
Spring
Summer
Fall

ART 114: Drawing II
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
Drawing I
Semester Offered:
Spring
Summer
Fall

ART 121: Two Dimensional Composition I
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 3
Lecture Hours: 0
Semester Offered:
Fall

ART 133: Ceramics I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Semester Offered:
As Needed

ART 134: Ceramics II
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
ART 133
Semester Offered:
As Needed

ART 175: Digital Photography
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
As required by college

ART 203: Art History I
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

ART 204: Art History II
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

ART 216: Printmaking I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
ART 113, ART 121 or permission
Semester Offered:
Spring

ART 217: Printmaking II
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
ART 216 or permission
Semester Offered:
Spring

ART 221: Computer Graphics I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Semester Offered:
Fall
Spring
Summer

ART 231: Watercolor Painting I
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0

ART 232: Watercolor II
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
ART 231

ART 233: Painting I
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 3
Lecture Hours: 0
Semester Offered:
Summer
Fall

ART 234: Painting II
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
ART 233
Semester Offered:
Summer
Fall

ART 243: Sculpture I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Semester Offered:
Spring
Fall

ART 244: Sculpture II
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
ART 243
Semester Offered:
Spring
Fall

ART 283: Graphic Animation I
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
As required by program

ART 291: Supervised Study in Studio Art I
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. As needed.
Credits: 1-4
Transfer Code: Code C

ART 292: Supervised Study in Studio Art II
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. As needed.
Credits: 1-4
Transfer Code: Code C
Prerequisites:
ART 291, permission

Astronomy

AST 200: Observational Astronomy
This is a laboratory course which introduces the student to the techniques of astronomical observation. Evening laboratory work will be required. As needed.
Credits: 1-2
Transfer Code: Code C

AST 220: Introduction to Astronomy
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.
Credits: 4
Transfer Code: Code A
Lab Hours: 2
Lecture Hours: 3
Semester Offered:
Summer

Automotive Manufacturing

AUM 225: Automatic Transmission Diagnostics
Credits: 3

AUT 102: Lean Manufacturing and Industrial Safety
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Co-Requisites:
As required by college.
Semester Offered:
Spring
Summer
Fall

AUT 186: Principles of Industrial Maintenance Welding and Metal Cutting Techniques
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

Biology

BIO 103: Principles of Biology I
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. A 120-minute laboratory per week is required.
Credits: 4
Transfer Code: Code A
Lab Hours: 2
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

BIO 104: Principles of Biology II
This introductory course synthesizes basic ecological and evolutionary relationships while surveying plant, fungi, and animal diversity, comparing classification, morphology, physiology, and reproduction. A 180-minute laboratory per week is required.
Credits: 4
Transfer Code: Code A
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
A grade of "C" or better in BIO 103 or the equivalent
Semester Offered:
Spring
Summer
Fall

BIO 201: Human Anatomy and Physiology I
This course covers the structure and function of the human body. Included is an orientation of the human body; a study of cells and tissues, joints, the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies, and physiology may be featured in the laboratory experience. A 120-minute laboratory per week is required.
Credits: 4
Transfer Code: Code B
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
BIO 103 or Biology Placement Test
Semester Offered:
Spring
Summer
Fall

BIO 202: Human Anatomy and Physiology II
This course covers the structure and function of the human body. Included is the study of basic nutrition and metabolism; basic principles of fluids, electrolytes, and acid-base balance; and the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology may be featured in the laboratory experience. A 120-minute laboratory per week is required.
Credits: 4
Transfer Code: Code B
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
A grade of "C" or better in BIO 201 or the equivalent.
Semester Offered:
Spring
Summer
Fall

BIO 220: General Microbiology
This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions and microbial genetics; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques including culturing, microscopy, staining, identification, and control of microorganisms. This course requires 240 minutes of laboratory per week.
Credits: 4
Transfer Code: Code B
Lab Hours: 4
Lecture Hours: 2
Prerequisites:
BIO 103 or BIO 201 (Recommended 4 Semester hours of Chemistry)
Semester Offered:
Spring
Summer
Fall

Banking and Finance

BFN 100: Principles of Banking
This course is an introduction to the broad area of banking. Topics include the evolution of banking, Federal Reserve System, documents and forms used, rudimentary laws and regulations, as well as a study of the specialized services offered. Upon completion of this course, the student will be able to perform basic banking functions.
Credits: 2
Transfer Code: Code C
Lecture Hours: 2
Semester Offered:
Fall

BFN 101: Law and Banking: Principles
This course is an introduction to banking law and legal issues, with special emphasis on the Uniform Commercial Code. Topics include the role of regulators, torts, contracts, real estate, bankruptcy, and the legal implications of consumer lending. Upon completion of the course, the student will be able to work with basic banking documents.
Credits: 2
Transfer Code: Code C
Lecture Hours: 2
Semester Offered:
Fall

BFN 102: Law and Banking: Applications
This course is an introduction to laws pertaining to secured transactions, letters of credit, the bank collection process, check losses and the legal issues related to processing checks. Topics include negotiable instruments, authorized signatures, collection routes, forgery and fraud, letters of credit and secured transactions. Upon completion of this course, the student will be able to work with more complex banking documents.
Credits: 2
Transfer Code: Code C
Lecture Hours: 2
Semester Offered:
Spring

BFN 205: Money and Banking
This course provides an introduction to the money supply and the role banks play in relation to money creation. Topics include financial intermediaries, the Federal Reserve, monetary policy, fiscal policy, and international banking. Upon completion of this course, the student will have the necessary skills to work in a variety of different departments within the bank.
Credits: 3
Transfer Code: Code C
Lecture Hours: 3
Semester Offered:
Summer

BFN 280: Real Estate Finance
This course provides an introductory background to the varied real estate mortgage credit operations of commercial banks. Topics include legal, the residential lending process, mortgage market, fund flows, the role of the government in mortgage financing, and the important aspects of income-producing real estate. Upon completion of this course, the student will have the necessary skill to work in this area.
Credits: 2
Transfer Code: Code C
Lecture Hours: 2
Semester Offered:
Summer

Business

BUS 100: Introduction to Business
This is a survey course designed to familiarize the student with the fundamentals of American business in a global setting.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

BUS 150: Business Math
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Summer
Fall

BUS 215: Business Communication
This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized business communications.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer

BUS 241: Principles of Accounting I
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 statements.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

BUS 242: Principles of Accounting II
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course covers topics in managerial accounting, corporations, and financial statement analysis.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
BUS 241
A grade of "C" or better in BUS 241.
Semester Offered:
Spring
Summer
Fall

BUS 248: Managerial Accounting
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
BUS 242
Semester Offered:
Spring
Summer
Fall

BUS 263: The Legal and Social Environment of Business
This course provides an overview of the legal and social environment for business operations. Topics include the Constitution, the Bill of Rights, court systems, alternative dispute resolution, civil and criminal law, administrative agencies, contracts, employment law, property interest and rights, and intellectual property, business organizations, and ethics.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

BUS 271: Business Statistics I
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; discrete and continuous probability distributions; sampling; interval estimation; and introduction to hypothesis testing.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Two years of high school Algebra, Intermediate Algebra, or appropriate score on Math Placement Test
Semester Offered:
Spring
Fall
Summer

BUS 272: Business Statistics II
This course is a continuation of BUS 271. Topics include hypothesis testing; inferences about population means, proportions, and variances; simple linear regression and correlation; multiple regression; chi-square tests; and analysis of variance.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
BUS 271
A grade of "C" or better in BUS 271.
Semester Offered:
Spring
Summer
Fall

BUS 275: Principles of Management
This course provides a basic study of the principles of management. Topics include planning, organizing, leading, and controlling with emphasis on practical business applications.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer

BUS 276: Human Resource Management
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

BUS 285: Principles of Marketing
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

BUS 298: Directed Studies
This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.
Credits: 3
Transfer Code: Code C
Semester Offered:
Summer

Chemistry

CHM 099: Developmental Chemistry
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
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CHM 104: Introduction to Chemistry I
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. Hybrid/Online
Credits: 4
Transfer Code: Code A
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
A minimum of MTH098 or equivalent placement score.
Semester Offered:
Spring
Summer
Fall

CHM 105: Introduction to Chemistry II
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. Hybrid/Online As required.
Credits: 4
Transfer Code: Code A
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
A grade of “C” or higher in CHM104 or CHM111.

CHM 111: College Chemistry I
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.
Credits: 4
Transfer Code: Code A
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
MTH 112 (Precalculus Algebra) or equivalent math placement score and the completion of either CHM 099, CHM 104 or high school chemistry
Semester Offered:
Fall
Spring
Summer

CHM 112: College Chemistry II
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.
Credits: 4
Transfer Code: Code A
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
A grade of "C" or higher in both CHM111 and MTH112.
Semester Offered:
Fall
Spring

CHM 221: Organic Chemistry I
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. As required.
Credits: 4
Transfer Code: Code B
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
A grade of “C” or better in CHM 112 (College Chemistry II) or the equivalent

CHM 222: Organic Chemistry II
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. As required.
Credits: 4
Transfer Code: Code B
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
A grade of “C” or better in CHM 221 (Organic Chemistry I) or the equivalent

Child Development

CHD 100: Introduction of Early Care and Education of Children
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall
Summer

CHD 201: Child Growth and Development Principles

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

CHD 202: Children's Creative Experiences

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

CHD 203: Children's Literature and Language Development

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

CHD 204: Methods and Materials for Teaching Children

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall
Summer

CHD 205: Program Planning for Educating Young Children

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

CHD 206: Children's Health and Safety

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall
Summer

CHD 208: Administration of Child Development Programs
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

CHD 209: Infant and Toddler Education Programs
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 toddlers' 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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall
Summer

CHD 210: Educating Children with Exceptional Needs
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

CHD 211: Child Development Seminar
This course provides students with knowledge of a variety of issues and trends related to the childcare profession. Subject matter will vary according to industry and student needs. Upon completion, students should be able to discuss special topics related to current trends and issues in child development.
Credits: 1

CHD 215: Supervised Practical Experience in Child Development
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
Admission to the Child Development program
Semester Offered:
Spring

Computer Science

CIS 111: Word Processing Software Applications
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

CIS 113: Spreadsheet Software Applications
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

CIS 115: Presentation Graphics Software Applications
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Summer

CIS 117: Database Management Software Applications
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall
Spring

CIS 134: IT Fundamentals
This is an introductory level course that covers the fundamentals of software, hardware, security, and networking, as well as basic IT skills such as workstation set-up, operating system navigation, simple support services, backup protocols, and safety. Upon completion of the course, students will understand the essential functions of IT professionals and be better positioned to make decisions about a career in information technology.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring
Fall

CIS 146: Computer Applications
This course is an introduction to computer software applications, including word processing, spreadsheets, database management, and presentation software. This course will introduce students to concepts associated with professional certifications.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

CIS 149: Introduction to Computers
This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC^3 certification.

NOTE: There is an approved standardized plan-of-instruction for this course.
Credits: 3
Transfer Code: Code C
Lecture Hours: 3
Prerequisites:
As required by college.
Semester Offered:
Spring
Fall

CIS 150: Introduction to Computer Logic and Programming
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall

CIS 151: Graphics for the World Wide Web

This course will provide an overview to the theory, tools, and techniques necessary for creating high-quality graphics using design software tools.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
As Needed

CIS 157: Introduction to App Development with Swift

This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS system.

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall

CIS 171: Linux I

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Spring
Summer

CIS 196: Commercial Software Applications

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

CIS 197: Advanced Commercial Software Applications

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 196 and/or as required by college
Semester Offered:
Spring
Summer

CIS 197 E: Advanced Spreadsheet Application- Excel

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.

Credits: 3
Transfer Code: Code C
Prerequisites:
CIS 196 and/or as required by college
Semester Offered:
Spring
Summer

CIS 197 W: Advanced Word Processing
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.
Credits: 3
Transfer Code: Code C
Prerequisites:
CIS 196 and/or as required by college
Semester Offered:
Summer

CIS 199: Network Communications
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

CIS 202: Python Programming
This course is an introduction to the Python programming language. Topics include input and output, decision structures, repetition structures, functions, working with files, strings, object-oriented programming and inheritance. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Spring
Summer

CIS 203: Introduction to the Information Highway
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Summer

CIS 205: Control Language and Utilities Applications
This course introduces computer operation and the job of executive language on a mini- or mainframe computer using both batch and on-line techniques. Utilities including sorts, screen design aids, and control programs while operating system concepts such as scheduling are introduced. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Code C
Lecture Hours: 3
Prerequisites:
As required by college.
Semester Offered:
Spring

CIS 207: Web Development
At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
As Needed

CIS 209: Advanced Web Development
This is an advanced Web design course emphasizing the use of scripting languages to develop interactive websites. Upon completion students will be able to create data driven websites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college

CIS 211: Principles of Information Assurance
This course is designed to introduce students to information security principles. Topics covered in this course will include the need for security, risk management, security technology, cryptography, and physical security. Security policies and legal/ethical issues will also be covered.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CIS 212: Visual Basic Programming
This course emphasizes 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 be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college

CIS 214: Pen Testing
This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions programming.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college.
Semester Offered:
Summer

CIS 219: Android App Development
In this course students learn to program apps for an Android© operating system using a specified programming language. Student will be able to develop, build, deploy, and optimize an app for an Android© operating system.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college

CIS 220: App Development with Swift 1
This is the first of two courses designed to teach specific skills related to app development using Swift language.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
CIS 157
Semester Offered:
As Needed

CIS 222: Database Management Systems
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college.
Semester Offered:
Fall

CIS 227: App Development with Swift 2
This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
CIS 220

CIS 238: Cloud Computing: Infrastructure and Services
This course focuses on cloud infrastructure, deployment, security models, and the key considerations in migrating to cloud computing. Coverage includes the technologies and processes required to build traditional, virtualized, and cloud data center environments, including computation, storage, networking, desktop and application virtualization, business continuity, security and management.
Credits: 3
Transfer Code: Code C
Lecture Hours: 3
Prerequisites:
As required by college.
Semester Offered:
Spring

CIS 245: Cyber Defense
The course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. As part of this course students explore current and historical cyber threats and U.S. policy regarding infrastructure protection.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Spring

CIS 246: Ethical Hacking
This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 245 or CIS 280

CIS 248: Introduction to IOT (Internet of Things)
This course will introduce students to the fundamentals of the IOT. Emphasis will be on understanding how the IOT is bridging the gap between operational and information technology systems and the security concerns that must be considered, when implementing IOT solutions.
Credits: 3
Transfer Code: Code C
Lecture Hours: 3
Prerequisites:
As required by college.
Semester Offered:
Fall

CIS 249: Microcomputer Operating Systems
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college

CIS 251: C++ Programming
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall
Spring

CIS 255: JAVA Programming
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall

CIS 263: Computer Maintenance
This course provides students with hands-on practical experience in installing software, operating systems, trouble-shooting, and maintaining systems. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Credits: 3
Transfer Code: Code C
Lecture Hours: 3
Prerequisites:
As required by college.
Semester Offered:
Spring
Fall

CIS 267: Enterprise Virtualization
This course is designed to provide students with the knowledge and skills required to implement enterprise visualization. Students will gain hands-on experience installing, configuring, and managing enterprise virtualization technologies.
Credits: 3
Transfer Code: Code C
Lecture Hours: 3
Prerequisites:
As required by college.
Semester Offered:
Summer

CIS 270: Cisco CCNA I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 199
Semester Offered:
Spring

CIS 271: Cisco CCNA II
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 270
Semester Offered:
Summer

CIS 272: Cisco CCNA III
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 271

CIS 276: Server Administration
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 199

CIS 280: Network Security
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 199
Semester Offered:
Fall

CIS 281: System Analysis and Design
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Spring
Fall

CIS 284: Internship
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
By permission of instructor
Semester Offered:
As Needed

CIS 291: Case Study in Computer Science
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college

CIS 294: Special Topics
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
By permission of instructor
Semester Offered:
Spring
Summer
Fall

CIS 299: Directed Studies in Computer Science
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 as needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college

Computerized Numerical Control

CNC 111: Introduction to Computer Numerical Control
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 As needed.
Credits: 2
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
MTT 101, MTT 104 or by Instructor Permission
Semester Offered:
Fall
Spring
Summer

CNC 112: Computer Numeric Control Turning
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
CNC 111 or by Instructor Permission
Semester Offered:
Fall
Spring
Summer

CNC 113: Computer Numeric Control Milling
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
CNC 111 or by Instructor Permission
Semester Offered:
Fall
Spring
Summer

CNC 120: Basic Set-up for Computer Numerical Control Machines
This course covers basic (3-axis) computer numeric control (CNC) milling machine and basic (2-axis) computer numeric control (CNC) turning machine setup and operating procedures. Upon completion, the student should be able to setup a 3-axis CNC milling machine and 2-axis turning machine to produce a specified part. Related safety, inspection, and process adjustment are also covered.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

CNC 139: Basic Computer Numerical Control
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

CNC 142: Applied Geometry for CNC Machine

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Semester Offered:

Fall
Spring
Summer

CNC 143: Applied Trigonometry for CNC Machining

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. As needed.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Semester Offered:

Fall
Spring
Summer

CNC 153: Pads, Pressures, and Auxiliary Die Components

This course provides a theoretical and performance-based study on the pressure systems/mechanisms and auxiliary components used in stamping dies. Emphasis is placed on safety, types of pressure pads, types of pressure, and ancillary press/die components. Upon completion, students should be able to understand the roles of auxillary components, pressure systems/ mechanisms within tool/die stamping, and the aspects of the repair and maintenance for these components.

Credits: 3

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

As required by college.

Semester Offered:

Fall
Spring
Summer

CNC 154: Metallurgy

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Semester Offered:

Fall
Spring
Summer

CNC 156: Jig and Fixture Construction Principles

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Semester Offered:

Fall
Spring
Summer

CNC 157: Toolmakers Technology

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. As needed.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Semester Offered:

Fall
Spring
Summer

CNC 158: Die Fundamentals
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Semester Offered:
Fall
Spring
Summer

CNC 160: Die Construction and Tryout
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Semester Offered:
Fall
Spring
Summer

CNC 161: Die Maintenance and Repair
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Semester Offered:
Fall
Spring
Summer

CNC 162: Precision Grinding
This course includes more advanced precision grinder practices such as set-up procedures, work planning, surface and cylindrical 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.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Semester Offered:
Fall
Spring
Summer

CNC 163: Precision Grinding Lab
This course provides practical application of the concepts and principles of precision grinding learned in CNC 162. Topics include set-up procedures, work planning, surface and cylindrical 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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Semester Offered:
Fall
Spring
Summer

CNC 164: Trim Steel Welding & Grinding
This course provides a theoretical and performance-based study in the refurbishment of stamping die trim steels. Emphasis is placed on safety, understanding tool steel weld preparation, welding procedures and revalidation of welded trim steels. Upon completion, students should be able to weld, grind and rework a stamping die trim steel back to an acceptable condition.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college.
Semester Offered:
Fall
Spring
Summer

CNC 165: Root Cause Analysis in Die Repair

This course provides a theoretical and performance-based study on the process of root cause analysis used in repairing stamping dies, molds, fixtures, etc. Emphasis is placed on safety, identifying defects, finding the root cause, performing corrective actions, and prevention of problems. Upon completion, students should be able to understand how to identify and use root cause analysis, and troubleshooting methods to find correct and accurate solutions to die repair needs, and the measures to employ to correct problems while ensuring a long term fix.

Credits: 2
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
As determined by college.
Semester Offered:
Fall
Spring
Summer

CNC 211: Computer Numerical Control

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.

Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Semester Offered:
Fall
Spring
Summer

CNC 212: Advanced Computer Numerical Control Turning

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. As needed.

Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
CNC 112 or by Instructor Permission
Semester Offered:
Fall
Spring
Summer

CNC 213: Advanced Computer Numerical Control Milling

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Semester Offered:
Fall
Spring
Summer

CNC 214: Electrical Discharge Machine Programming

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Semester Offered:
Fall
Spring
Summer

CNC 215: Quality Control and Assurance

This is an advanced course in parts inspection using Geometric Dimensioning and Tolerancing, and familiarization of the Coordinate Measuring Machine. Topics include part set-up, tolerance applications, maximum material and least material conditions, perpendicularity and point of intersection. Upon completion, the student should be able to inspect machined parts demonstrating an understanding of Geometric Dimensioning and Tolerancing and Coordinate Measuring Machines. As needed.

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Semester Offered:
Fall
Spring
Summer

CNC 220: Intermediate Set-up for Computer Numerical Control Machines

This course covers intermediate (3-axis) computer numeric control (CNC) milling machine and intermediate (2-axis) computer numeric control (CNC) turning machine setup and operating procedures. Upon completion, the student should be able to setup and operate a 3-axis CNC milling machine and 2-axis turning machine to produce a specified part. Related safety, inspection, and process adjustment are also covered.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As determined by the college

Semester Offered:

Fall

Spring

Summer

CNC 221: Advanced Blueprint Reading for Machinists

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

As determined by college

Semester Offered:

Fall

Spring

Summer

CNC 222: Computer Numerical Control Graphics: Turning

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As determined by college

Semester Offered:

Fall

Spring

Summer

CNC 223: Computer Numerical Control Graphics Programming: Milling

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

CNC 111 or by Instructor Permission

Semester Offered:

Fall

Spring

Summer

CNC 224: Multi-Axis Turning Programming and Setup

This course introduces Computer Numerical Control multi-axis programming and setup concepts for turning center applications. Emphasis is placed on the interaction of the menus to develop a shape file in a graphics CAM system and to develop tool geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed and cutting depth.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As determined by the college

Semester Offered:

Fall

Spring

Summer

CNC 225: Multi-Axis Milling Programming and Setup
This course introduces Computer Numerical Control multi-axis programming and setup 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, include machine selection, tool selection, operational sequence, speed, feed and cutting depth.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by the college
Semester Offered:
Fall
Spring
Summer

CNC 226: CNC Automation
This course focuses on the basic principles and methodology of the automation/reobotics as it pertains to CNC machining operations. Students receive instruction on safety, uses of automation in CNC, and programming of robots/ automation. Students also learn how to integrate and operate the CNC machine with the robot/automation set-up. Upon completion, students will be able to identify the components of a robot automation set-up and describe methods of integration into the CNC equipment. They should be able to demonstrate how to program and operate a CNC machine tool using an automated production system.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

CNC 227: CNC Additive Manufacturing
This course focuses on the basic principles and methodology of different types of metal powders and processess created with the Additive Manufacturing (AM) process. Students receive instruction on safety operations, set-up and routine maintenance and production of the AM Systems. Students learn metal powder based AM with the use of the Direct Metal Laser Sintering (DMLS) system. Students also learn various design software programs used for a metal powder system. Upon completion, students will be able to describe the different types of metal powders including, but not limited to aluminum, stainless steel, cobalt, titanium, and nickel and explain what the benefits are of basic AM. They should be able to demonstrate how to take a "part" from start to finish on the AM system and be able to select the best process for the type of product being produced.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by the college
Semester Offered:
Fall
Spring
Summer

CNC 230: Computer Numerical Control Special Projects

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

Permission of instructor

Semester Offered:

Fall
Spring
Summer

CNC 232: Basic Tool and Die

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. As needed.

Credits: 4

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 2

Prerequisites:

Instructor Permission

Semester Offered:

Fall
Spring
Summer

CNC 234: Precision Machining Practices

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.

Credits: 5

Transfer Code: Code C

Lab Hours: 8

Lecture Hours: 1

Prerequisites:

As determined by college

Semester Offered:

Fall
Spring
Summer

CNC 235: Basic Die Construction

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. As needed.

Credits: 5

Transfer Code: Code C

Lab Hours: 8

Lecture Hours: 1

Semester Offered:

Fall
Spring
Summer

CNC 236: Advanced Die Construction

This course is designed to teach advanced die construction. Topics include safety, building die components, heat treatment, machining, assembly, and die trial run. Upon completion, students should be able to build a working die.

Credits: 6

Transfer Code: Code C

Lab Hours: 8

Lecture Hours: 2

Semester Offered:

Fall
Spring
Summer

CNC 261: Intermediate Die Maintenance & Repair

This course is a follow on from CNC 161 Die Maintenance & Repair and is designed to prepare a student for the critical thinking and hands-on skills needed to be an effective die repair and maintenance technician. Emphasis is placed on safety, problem solving, welding, sharpening, grinding, hand-finishing/fitting, reassembly process, preventative maintenance and engineering changes. Upon completion, the students should be able to safely inspect a part piece from a die or die component(s) and determine repair or maintenance needs and perform the necessary tasks to complete those and prepare the tool for use.

Credits: 4

Transfer Code: Code C

Lab Hours: 6

Lecture Hours: 1

Prerequisites:

As determined by college.

Semester Offered:

Fall
Spring
Summer

Construction Management

BUC 133: Building Codes
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

BUC 142: Construction Estimating
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

BUC 150: Homebuilders License Exam Review
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

CMT 101: Materials and Methods
The purpose of this course is to introduce the student to the materials, methods, and equipment used in building construction. Emphasis will be placed on the construction process and how the various materials and equipment relate to the different stages of the process. Upon completion of this course the student will understand the total building process, know the various materials used in each stage of construction, understand the techniques and methods used with different materials, and specify materials with essential characteristics.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program.
Semester Offered:
Fall
Spring
Summer

CMT 102: Construction Blueprint Reading
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

CMT 114: 10 Hour OSHA Construction Safety
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

CMT 156: Contracting and Construction Law
The purpose of this course is to introduce the student to law practices pertinent to the construction industry. Emphasis will be placed on law as it relates to the contractor. Upon completion of this course the student will understand articles of incorporation, building contracts, contracts for the purchase of labor and materials, construction loans, the various types of construction agreements, permits, plans and specifications, warranties, and insurance.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program.
Semester Offered:
Fall
Spring
Summer

CMT 175: Electrical and Plumbing Systems
The purpose of this course is to introduce the student to the plumbing, electrical, and lighting systems used in buildings. Emphasis will be on the design considerations based on plumbing and electrical codes. Upon completion of this course the student will understand the basic principles and hardware requirements in designing plumbing, electrical and lighting systems.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program.
Semester Offered:
Fall
Spring
Summer

CMT 205: Construction Management
The purpose of this course is to introduce the student to the principles and practices used in managing the various aspects of the construction process. Emphasis will be placed on pertinent business procedures. Upon completion of this course the student will know how to organize, bid, purchase, account for, plan, and schedule a construction job.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program.
Semester Offered:
Fall
Spring
Summer

CMT 220: Sustainable Project Delivery
The purpose of this course is to introduce the student to green project delivery from the contractor's point of view. This course will focus on this green building process and the potential impact of green construction on building projects and on the contractor's business. Students will know how to evaluate green requirements, document a green project and evaluate risk associated with green project delivery. Upon completion, the student will be able to bid, contract and subcontract green projects, facilitate green procurement, manage green construction and perfomr green project commissioning and closeout.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program.
Semester Offered:
Fall
Spring
Summer

Criminal Justice

CRJ/PSY 222: Introduction to Forensic Psychology
This course is designed to enhance the students' understanding of Forensic Psychology as it applies to the area of Law Enforcement, Criminal Justice, and human behavior.
Credits: 3
Transfer Code: Code A
Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

CRJ/SOC 208: Introduction to Criminology
This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control, and treatment.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

CRJ 100: Introduction to Criminal Justice
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

CRJ 110: Introduction to Law Enforcement
This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.
Credits: 3
Transfer Code: Code B
Semester Offered:
Fall

CRJ 116: Police Patrol
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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CRJ 110
Semester Offered:
Spring

CRJ 117: Community Relations
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

CRJ 140: Criminal Law and Procedure
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

CRJ 146: Criminal Evidence
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

CRJ 147: Constitutional Law
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Summer

CRJ 150: Introduction to Corrections
This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.
Credits: 3
Transfer Code: Code B
Semester Offered:
Fall

CRJ 156: Correctional Institutions
This course examines correctional institutions and their functions. Topics covered include prison facilities, programs, and the effects of incarceration. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

CRJ 157: Community Based Corrections
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

CRJ 160: Introduction to Security
This course surveys the operation, organization, and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered. As needed.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3

CRJ 166: Private and Retail Security
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

CRJ 167: Industrial Security
This course analyzes the security requirements for public or private industrial and commercial facilities. Physical security, loss prevention, and classified operations are included. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

CRJ 177/SOC 217: Criminal and Deviant Behavior
This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crime causation. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SPC 200 or SOC/CRJ 208
Semester Offered:
Spring

CRJ 178: Narcotics/Dangerous Drugs
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

CRJ 205: Treatment of the Offender
This course looks at the principles and techniques of dealing with the detained offender. Topics include searching, transporting, interviewing, and counseling. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

CRJ 212: Correctional Counseling Techniques
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

CRJ 216: Police Organization and Administration
This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

CRJ 217: Report Writing
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

CRJ 218: Traffic Control
This course is designed to teach the student traffic safety planning, traffic law enforcement, regulation and control. The Alabama Motor Vehicle Code is examined. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

CRJ 219: Firearms
This course covers the moral implications, legal provisions, safety precautions, and restrictions governing the use of firearms. The use of side arms and riot guns with stationary and combat targets is explored. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

CRJ 220: Criminal Investigation
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

CRJ 226: Fingerprint Science
This course involves the history, classification, and current procedures of handling latent fingerprints. Latent print examination filing, and courtroom presentations are considered.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Summer

CRJ 227: Homicide Investigation
This course covers the principles, techniques and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Summer

CRJ 230: Criminalistics
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

CRJ 236: Advanced Criminalistics
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CRJ 230
Semester Offered:
Spring

CRJ 237: Forensic Photography
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

CRJ 238: Crime Scene Investigation
This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collection and preservation, and courtroom procedures are considered.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Summer

CRJ 239: Issues in Law Enforcement
This course involves research, writing, and discussion of selected subjects relating to law enforcement. An analysis of contemporary police problems is provided.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

CRJ 256: Correctional Rehabilitation
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

CRJ 259: Issues in Corrections
This course involves research, writing, and discussion of selected subjects relating to corrections. An analysis of contemporary problems in corrections is provided. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

CRJ 280: Internship in Criminal Justice
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

CRJ 290: Selected Topics - Seminar in Criminal Justice
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.
Credits: 1-3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

Culinary Arts

CUA 101: Orientation to the Hospitality Profession
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 102: Catering
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 111: Foundations in Nutrition
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 112: Sanitation, Safety, and Food Service
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 115: Advanced Food Preparation

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 preparation techniques. CORE.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As required by college

Semester Offered:

Fall
Spring
Summer

CUA 122: Fundamentals of Quantity Cooking

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. CORE.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As required by college

Semester Offered:

Fall
Spring
Summer

CUA 123: Applied Quantity Cooking

This course builds on the basic principles and methods of quantity cooking taught in CUA 122 - Fundamentals of Quantity Cooking. Topics include weights and measures, costing and converting recipes, health department compliance issues, production forms, organization and record keeping, development of menus and the time management skills necessary to successfully run a food service organization. At the conclusion of this course, students will be well versed in the application of quantity food techniques to the end of customer satisfaction.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As determined by college

Semester Offered:

Fall
Spring
Summer

CUA 125: Food Preparation

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.

Credits: 5

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 3

Prerequisites:

As required by college

Semester Offered:

Fall
Spring
Summer

CUA 163: Foundation of Healthy Cooking Techniques

This course is designed to provide students with a foundation in preparing foods based on healthy cooking techniques. Topics covered include: healthy eating patterns, healthy ingredients, healthy cooking techniques and developing healthy menus. The course will focus primarily on applications of healthy cooking techniques in lab "hands-on" format. Upon completion, students will be able to apply the learned techniques.

Credits: 2

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 1

Prerequisites:

CUA 101
CUA 111
CUA 112

Semester Offered:

Fall
Spring
Summer

CUA 173: Culinary Arts Apprenticeship

This course provides the student with hands-on experience in a selected (approved) commercial food operation establishment under direct supervision.

Credits: 3

Transfer Code: Code C

Lab Hours: 3

Lecture Hours: 0

Prerequisites:

As required by college

Semester Offered:

Fall
Spring
Summer

CUA 201: Meat Preparation and Processing
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. CORE.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 203: Stocks and Sauces
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. CORE.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 204: Foundations of Baking
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. CORE.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 205: Intro to Garde Manger
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. CORE.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 206: Advanced Garde Manger
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 1
Semester Offered:
Spring

CUA 208: Advanced Baking
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 213: Food Purchasing and Cost Control

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. CORE.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 214: International Cuisine

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 215: Regional Cuisines of the Americas

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. CORE.

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 251: Menu Design

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 262: Restaurant Management and Supervision

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, nutritional analysis, writing contracts, liabilities, insurance and employee relations. Upon completion, students should be able to demonstrate competence in utilizing contemporary information systems and possess an understanding of the legal aspects of running a hospitality enterprise. CORE.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

CUA 271: Management of Food and Beverage Service

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. CORE.

Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

HMM 105: Principles of Hospitality Management
This course is a study of the principles of management and their applications to the hospitality industry. Emphasis is placed on the functions of management, the newest principles of management, and tools of the modern manager. Upon completion, students will be able to relate the basic principles of management to the hospitality field.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by the college
Semester Offered:
Fall
Spring
Summer

HMM 120: Beverage Operations
This course includes the theory and practice of serving beverages to achieve enhanced enjoyment of the dining experience. This course will cover the full spectrum of beverages offered in the hospitalty industry including wines, cocktails, brewed beverages, coffees, teas, water and soft drinks.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by the college
Semester Offered:
Fall
Spring
Summer

HMM 240: Hospitality Managerial Accounting
This course is designed to explain the standard hospitality accounting practices, financial statements, budgets, and financial planning. Emphasis is placed on applying the subject matter to the hospitality industry. Upon completion, students will be able to use managerial accounting to plan and protect an operation's finances.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by the college
Semester Offered:
Fall
Spring
Summer

HMM 241: Restaurant Service Management I
This course is designed to introduce students to planning, organization, control, and evaluation of restaurant operations. Topics covered will be menu planning, restaurant layout and design, marketing and sales promotion, food and beverage control procedures, and managing reservations and group bookings. Upon completion, students will be able to apply the learned techniques.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by the college
Semester Offered:
Fall
Spring
Summer

HMM 251: Front Office Management
This course is a study of front office management and of total hotel and condominium organization as it relates to the front office. Emphass is placed on the methods of statistical analysis as applied to the front office in areas of price structure, occupancy patterns, and income using computer applications. Upon completion, students will be able to identify front office, functions in the hotel management.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by the college
Semester Offered:
Fall
Spring
Summer

Dental Assisting

DAT 100: Introduction to Dental Assisting
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 dentistry, 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
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

DAT 101: Pre-Clinical Procedures I
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
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

DAT 102: Dental Materials
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

DAT 103: Dental Anatomy and Physiology
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
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

DAT 104: Basic Sciences for Dental Assisting
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Semester Offered:
Fall

DAT 111: Clinical Practice I
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
Credits: 5
Transfer Code: Code C
Lecture Hours: 1
4
Prerequisites:
DAT 101
Semester Offered:
Spring

DAT 112: Dental Radiology
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
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring

DAT 113: Dental Health Education
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Semester Offered:
Spring

DAT 114: Dental Office Administration
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Summer

DAT 116: Pre-Clinical Procedures II
This course focuses on chairside assisting with dental specialty procedures. Emphasis is placed on techniques and procedures of the dental specialties including Orthodontics, Pediatric Dentistry, Oral and maxillofacial surgery, Endodontics, Periodontics, and Prosthodontics. Upon completion, the student should be able to discuss and identify dental specialty procedures and instrumentation.
Credits: 3
Transfer Code: Code C
Lecture Hours: 3
Prerequisites:
DAT/ DAT 101 or equivalent
Semester Offered:
Spring

DAT 122: Clinical Practice II
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
Credits: 4
Transfer Code: Code C
Lecture Hours: 0
4
Prerequisites:
Successful completion of DAT/DAT 111
Semester Offered:
Summer

DAT 141: Directed Studies in Dental Assisting
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Summer

Dental Hygiene

DHY 110: Dental Hygiene Theory I
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

DHY 112: Pre-Clinical Dental Hygiene
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall

DHY 114: Dental Radiology
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

DHY 116: Dental Anatomy, Histology & Embryology
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
Admission to the DHY Program
Semester Offered:
Fall

DHY 118: Anatomy, Embryology & Histology of the Head and Neck
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
Admission to the DHY Program
Semester Offered:
Fall

DHY 120: Dental Materials
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Spring

DHY 122: Clinical Dental Hygiene I
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.
Credits: 3
Transfer Code: Code C
Lecture Hours: 0
3
Prerequisites:
As required by program
Semester Offered:
Spring

DHY 124: Dental Hygiene Theory II
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring

DHY 126: Periodontology
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring

DHY 128: Pharmacology / Medical Emergencies
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring

DHY 130: Biological Chemistry and Applied Nutrition
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Summer

DHY 132: Clinical Dental Hygiene II
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.
Credits: 2
Transfer Code: Code C
Lecture Hours: 0
2
Prerequisites:
As required by program
Semester Offered:
Summer

DHY 134: Dental Hygiene Theory III
This course is designed to continue to advance student's knowledge 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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Summer

DHY 210: General and Oral Pathology
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

DHY 212: Clinical Dental Hygiene III
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.
Credits: 4
Transfer Code: Code C
Lecture Hours: 0
4
Prerequisites:
As required by program
Semester Offered:
Fall

DHY 214: Dental Hygiene Theory IV
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall

DHY 216: Dental Research
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Summer

DHY 217: Community Dental Health
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.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall

DHY 218: Clinical Dental Hygiene IV
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
4
Prerequisites:
As required by program
Semester Offered:
Spring

DHY 220: Dental Hygiene Theory V
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Spring

DHY 222: Special Topics in Dentistry
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program

Diagnostic Imaging

RAD 111: Introduction to Radiography
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

RAD 112: Radiography Procedures I
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 3
Prerequisites:
Admission into the program
Semester Offered:
Fall

RAD 113: Patient Care
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall

RAD 114: Clinical Education I
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall

RAD 120 : Introduction to Radiation Therapy
This course provides students with an overview of radiation therapy and its role in health care delivery. Topics include an introduction to radiation therapy practice, professional organizations, legal and ethical issues, health care delivery systems, and medical terminology. Upon completion of the course, students will demonstrate foundational knowledge of radiation therapy. (Fall)
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

RAD 122: Radiographic Procedures II
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring

RAD 124: Clinical Education II
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.
Credits: 5
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Spring

RAD 125: Imaging Equipment
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

RAD 135: Exposure Principles
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring

RAD 136: Radiation Protection and Biology
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring

RAD 141: Radiobiology
This course provides the student with basic concepts and principles of radiation biology, radiation protection and safety for the radiation therapist. Topics include theories and principles of tolerance dose, time-dose relationships, fractionation schemes, and radiation health and safety requirements of federal and state regulatory agencies. Upon completion of the course, students will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology. (Fall)
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

RAD 204: Clinical Education III
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.
Credits: 8
Transfer Code: Code C
Lab Hours: 36
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Summer

RAD 212: Image Evaluation and Pathology
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Summer

RAD 214: Clinical Education IV
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.
Credits: 8
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall

RAD 224: Clinical Education V
**Students will only take this course if needed to complete required competencies. 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.
Credits: 8
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Spring

RAD 227: Review Seminar
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

RAD 230: Radiation Therapy Physics
This course examines the management of neoplastic disease and promotes both critical thinking and ethical decision-making. The epidemiology, etiology, detection, diagnosis, treatment and prognosis of neoplastic disease are evaluated in relation to histology, anatomical site and patterns of spread. Upon completion, students will demonstrate an understanding of the radiation therapist's responsibility in the management of neoplastic disease. (Spring)
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring

RAD 232: Principles and Practice I
This course provides students an overview of cancer and the specialty of radiation therapy. Historic and current aspects of cancer treatment are covered, along with the roles and responsibilities of the radiation therapist. In addition, treatment prescription, techniques and delivery are discussed. Upon completion, students will evaluate the use of radiation therapy as a primary treatment modality for various cancers. (Spring)
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring

RAD 234: Pathophysiology and Sectional Anatomy
This course provides students with a basic understanding of the concepts of disease processes and cross-sectional anatomy. This content emphasizes etiologic considerations, neoplasia and associated diseases in the radiation therapy patient. Cross-sectional anatomy as demonstrated by computed tomography, magnetic resonance, and medical sonography is also presented. Upon completion, students will identify the manifestations of disease and the disease process and identify cross-sectional anatomy through a variety of imaging formats. (Fall)
Credits: 2
Transfer Code: Code C
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

RAD 236: Treatment Planning
This course provides students with the knowledge of the factors that influence clinical planning of patient treatment. Topics include isodose descriptions, patient contouring, radiobiologic considerations, dosimetric calculations, compensation and clinical application of treatment beams. Optimal treatment planning is emphasized, and particle beams, stereotactic and emerging technologies are presented. Upon completion, students will be able to evaluate a variety of treatment plans for clinical use. (Spring)
Credits: 2
Transfer Code: Code C
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring

RAD 242: Principles and Practice II
This course examines the management of neoplastic disease and promotes both critical thinking and ethical decision-making. The epidemiology, etiology, detection, diagnosis, treatment and prognosis of neoplastic disease are evaluated in relation to histology, anatomical site and patterns of spread. Upon completion, students will demonstrate an understanding of the radiation therapist's responsibility in the management of neoplastic disease. (Summer)
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring

RAD 243: Research Methods
This course emphasizes intellectual inquiry, information literacy and the use of scholarly research methods in support of evidence-based practice. Upon completion, students will integrate information literacy concepts into a research project. (Fall)
Credits: 1
Transfer Code: Code C
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall

RAD 245: Radiation Therapy Review Seminar
This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry level radiation therapist. 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 topics covered in the Radiation Therapy option. (Fall)
Credits: 2
Transfer Code: Code C
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Summer

Diagnostic Medical Sonography

DMS 202: Foundations of Sonography
This course provides the student with concepts of the history and development of sonography in medical imaging, patient care, medical ethics and law, cultural diversity, and medical terminology used in the practice of sonography. Emphasis in theory and lab is placed on patient assessment and considerations of physical and psychological conditions in both routine and emergency situations. Upon completion, students will demonstrate an understanding of concepts, as well as demonstrate/explain patient care procedures appropriate to setting and situation while utilizing medical terminology. This is a CORE course.
Credits: 3
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

DMS 204: Sonographic Anatomy
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 sectional anatomy.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

DMS 205: Abdominal Sonography
This course will provide instruction in a classroom and laboratory setting in order to perform sonographic studies of the abdomen. Classroom components will focus on concepts of normal and relational anatomy, physiology, Doppler principles, sonographic technique and appearance. At course completion the student will be expected to perform a complete abdominal sonogram. This is a CORE course for our General Track.
Credits: 4
Lab Hours: 1
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

DMS 206: Gynecologic Sonography
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 for our General Track.
Credits: 4
Lab Hours: 1
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

DMS 207: Abdominal Pathology
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 for our General Track.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring

DMS 216: Sonographic Principles & Instrumentation I
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.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

DMS 217: Sonographic Principles & Instrumentation II
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.
Credits: 2
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Spring

DMS 220: Obstetrical Sonography I
This course will provide instruction regarding the development and sonographic appearance of the fetal and extra-fetal anatomy throughout the gestation period. Assessment, lab values, and performance for determining gestational age and fetal viability will be studied. At completion, the student will be required to differentiate between normal and abnormal obstetrical studies. This is a CORE course for our General Track.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

DMS 221: Obstetrical Sonography II
This course will provide instruction regarding the sonographic appearance of fetal and extra-fetal anatomy and correlate findings of fetal anomalies and genetic links. Assessment, lab values, and performance for determining gestational age and fetal viability will be studied. At completion, the student will be required to differentiate between normal and abnormal obstetrical studies. This is a CORE course for our General Track.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring

DMS 222: Advanced Fetal Sonography
This course will provide instruction regarding fetal echocardiography and sonographic applications used in fetal risk assessment and viability of high-risk pregnancies. A focus will be placed on fetal cardiac anatomy, pathophysiology, lab values, and biometric measurements. At completion, the student will be required to differentiate between normal and abnormal fetal echocardiographic studies.
Credits: 4
Lab Hours: 1
Lecture Hours: 3
Prerequisites:
Successful completion of DMS 221
Semester Offered:
Summer

DMS 223 : Breast Sonography
This course provides the fundamentals of breast sonography image production, image analysis, and pathophysiology of the breast. Topics include breast education and assessment, image production, evaluation and selection of representative images, anatomy, pathophysiology, surgical/treatment changes, benign and malignant pathology, and breast sonographic images in correlation to mammographic images, CT, and MRI. Upon completion, students should be able to produce and analyze breast sonography images, as well as demonstrate a detailed knowledge of breast pathophysiology.
Credits: 3
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring

DMS 225: Superficial Sonography
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. This is a CORE course for our General Track.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Summer

DMS 229: Sonography Preceptorship I
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 and/or cardiovascular sonography specialties. Competencies will be required. This is a CORE course.
Credits: 2
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall

DMS 230: Sonography Preceptorship II
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 and/or cardiovascular sonography specialties. Competencies will be required. Competencies will be required. This is a CORE course.
Credits: 3
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Spring

DMS 231: Sonography Preceptorship III
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.
Credits: 4
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Summer

DMS 232: Sonography Preceptorship IV
This course will provide an in-depth practice of all sonographic skills in the clinical setting. Upon completion the student will perform general and/or specialty sonograms with little to no assistance from the supervising sonographer. This is a CORE course.
Credits: 5
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall

DMS 233: Sonography Lab I
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. Content may include General or Cardiovascular sonographic concepts.
Credits: 1
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall

DMS 234: Sonography Lab II
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. Content may include General or Cardiovascular sonographic concepts.
Credits: 1
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Spring

DMS 235: Sonography Lab III
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. Content may include General or Cardiovascular sonographic concepts.
Credits: 1
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Summer

DMS 240: Sonography Seminar I
This course provides a review for SONOGRAPHY PRINCIPLES AND INSTRUMENTATION 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 unless student has demonstrated successful passage of ARDMS SPI registry exam and presented required documentation to program director prior to the first day of class.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring
Summer

DMS 241: Sonography Seminar II
This course provides a review for the National Registry Exam. Topics include cardiovascular, abdominal, superficial, gynecological, and obstetrical sonography (track determines topics). Mock registries must be passed with a grade of 75% or better to complete this course. This is a CORE course.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall
Summer

DMS 245: Sonography Case Presentation
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.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Summer

DMS 250: Introduction to Advanced Sonography
This course will introduce students to any of the following: pediatric, vascular, cardiac, neurology, interventional, and orthopedic sonography. Advanced technologies in these fields will be researched. At completion, students will identify and describe skills and modalities in sonography.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

DMS 261: Vascular Sonography Techniques
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 student will scan volunteers in order to develop skills in vascular analysis. At course completion student will be able to perform vascular sonograms. This is a CORE course for our Cardiovascular Track.
Credits: 3
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring
Fall

DMS 263: Pathology of Vascular Systems
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. This is a CORE course for our Cardiovascular Track.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Summer
Spring

DMS 271: Echocardiographic Technology
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 will be presented. The lab will enable the student to practice echocardiographic scanning skills on volunteers in the campus lab. At completion, student will be able to perform basic echocardiograms. This is a CORE course for our Cardiovascular Track.
Credits: 3
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

DMS 273: Pathology of the Cardiovascular System
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. This is a CORE course for our Cardiovascular Track.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring

DMS 275: Advanced Echocardiographic Modalities
This course offers a detailed study of the anatomy, physiology, and structural relationships of the human heart and vascular system. Focus is on cardiac and vascular anatomy, hemodynamics and electrophysiology, innervations of the heart, and embryology, as well as cardiac and vascular pathophysiology. This is a CORE course for our Cardiovascular Track.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

Diesel Technology

DEM 104: Basic Engines
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 105: Preventive Maintenance
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 109: Transport Trailer Components and Safety
This course provides instruction in the identification of trailer components and safety when basic trailer service repairs are performed in the shop. Upon completion, students should be able to identify all components of a Class 8 trailers; the tools associated with trailer repair and perform lab tasks safely in the shop.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 111: Equip. Safety/Mechanical Fund
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 113: Trailer Maintenance and Inspection
This course introduces the student to the Preventive Maintenance of Class 8 Trailers and the Department of Transportation Trailer Inspection procedures. Emphasis is placed on maintaining and the inspection of Trailer Air Brake Systems, Trailer Suspension Systems, Trailer Lighting, and Trailer Structures. Upon completion, students should be able to develop PM schedules for trailers, perform preventive maintenance on Class 8 trailers and perform DOT Trailer inspections.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 114: Fluid Power Components
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 118: Industrial and Agricultural Equipment
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 121: Trailer Air Brakes and Suspension
This course covers the theory and repair of trailer air brake and suspension systems. Topics include trailer air brake systems, ABS system diagnosis and repair, multi-leaf and air ride suspension systems. Upon completion, students should be able to troubleshoot, adjust, repair and replace braking and suspension components on Class 8 trailers.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 122: Heavy Vehicle Brakes
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 123: Pneumatics and Hydraulics
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 124: Electronic Engine Systems
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 125: Heavy Vehicle Drive Trains
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
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 126: Advanced Engine Analysis
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 127: Fuel Systems
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 128: Heavy Vehicle Drive Train Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 129: Diesel Engine Lab
This lab allows the student to refine the skills required to repair diesel engines.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 130: Electrical/Electronic Fundamentals
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
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 135: Heavy Vehicle Steering and Suspension
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 136: Trailer Electrical System
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 lighting circuits, which include series, parallel, and series-parallel circuits. Troubleshooting and repair of wiring harnesses, lights and electronic circuits on Trailers. Upon completion, students should be able to identify components, test systems, and repair electrical issues on trailers.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 137: Heating, Air Conditioning/Refrigeration 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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
Electrical Systems
Semester Offered:
Fall
Spring
Summer

DEM 139: Diesel Emissions and After-treatment Systems
This course provides information on the repairs and current trends in diesel engine emission standards, the diagnosis of these products, and the repair of Diesel emission systems as they relate to the exhaust and after-treatment as well as the employment responsibilities meeting industry standards.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 154: Vehicle Maintenance & Safe Operating Practices
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 156: CDL License Test Preparation
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 170: Heavy Vehicle Air Brakes
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 175: Trailer Structure Repair
This course is a study of the principles, procedure, and the use of equipment of the structural repairs on trailers. It includes safety procedures and the various procedures for repairing structural damage on trailers. Upon completion, students will be able to safely demonstrate repairs on trailers and the use equipment necessary to meet industry needs.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

DEM 186: Special Projects in Commercial Vehicles

These courses provide specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As required by program

Semester Offered:

Fall
Spring
Summer

DEM 191: Special Projects in Diesel Mechanics

Credits: 3

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As required by program

Semester Offered:

As Needed

DEM 196: Co-Op Elective

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.

Credits: 1

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 0

Prerequisites:

As required by program

Semester Offered:

Fall
Spring
Summer

DEM 197: Co-Op Elective

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.

Credits: 2

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 0

Prerequisites:

As required by program

Semester Offered:

Fall
Spring
Summer

DEM 220: Heavy Utility Vehicle Safety

This course provides instruction on the safety aspects when heavy utility vehicle service and repairs are performed in the shop or in the field. Upon completion, students should be able to identify heavy utility vehicles, their components (as related to safety concerns), and safety concerns when dealing with repairs in the field and the shop. Students will be able to identify the tools associated with heavy utility vehicle repairs and the proper use of these tools. Students will perform lab tasks safely in the shop environment. Students will have an understanding of the operation of a heavy utility vehicle and the safety concerns associated with the operation of these types of vehicles and the repairs when failures occur on heavy utility vehicles.

Credits: 3

Lab Hours: 4

Lecture Hours: 1

Semester Offered:

Fall
Spring
Summer

DEM 221: Heavy Utility Vehicles Body Maintenance Inspection

This course introduces the student to the vehicle and body maintenance inspection for heavy utility vehicles and the Department of Transportation Inspection Procedures. Emphasis is placed on maintaining and inspecting heavy utility vehicles. Upon completion, students should be able to develop and understand the daily inspection procedures for a heavy utility vehicle prior to the vehicle going on the highway. Special emphasis is placed on chassis and body inspection procedures, as outlined by the Department of Transportation.

Credits: 3

Lab Hours: 4

Lecture Hours: 1

Semester Offered:

Fall
Spring
Summer

DEM 222: Heavy Utility Vehicles Fluid Power I

This course introduces the student to basic fluid power concepts and fundamentals. It provides the principles of hydraulics and component operation. Emphasis is placed on graphic symbols and schematics, fluids and conditioners, reservoirs, pumps, valves, actuators, conductors and connectors, accumulators and accessories. Upon completion, students should be able to identify components, test systems and repair hydraulic issues on heavy utility body systems.

Credits: 3

Lab Hours: 4

Lecture Hours: 1

Semester Offered:

Fall
Spring
Summer

DEM 223: Heavy Utility Vehicles Fluid Power Ii

This course introduces the student to advanced fluid power concepts and fundamentals. It provides the principles of advanced hydraulics and component operation. Emphasis is placed on advanced hydraulics, trouble shooting and diagnostics, preventive maintenance and the repair of hydraulic circuits on heavy utility vehicles. Upon completion, students should be able to test, troubleshoot and repair hydraulic issues on heavy utility body systems.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

HEAVY UTILITY VEHICLES FLUID POWER I

Semester Offered:

Fall
Spring
Summer

DEM 224: Heavy Utility Vehicles Body Electrical Systems I

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 lighting circuits, which include series, parallel and series-parallel circuits, as well as troubleshooting and the repair of wiring harnesses, lights and electronic circuits on trailers. Upon completion, students should be able to identify components, test systems, and repair electrical issues on heavy utility body systems.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Semester Offered:

Fall
Spring
Summer

DEM 234: Diesel Electronic Systems (Cab/Chassis)

This course introduces the student to diesel electronic system concepts. It provides the principles of CAN systems, vehicle cab controls and repair using Ohm's Law concepts. Emphasis is placed on cab circuits, which include series, parallel, and series-parallel circuits. Troubleshooting and repair of wiring harnesses, lights, cab circuits and CAN electronic circuits on vehicle cab and chassis. Upon completion, students should be able to identify components, test systems, and repair electrical issues on heavy truck, light truck and heavy equipment cab chassis systems.

Credits: 3

Lab Hours: 4

Lecture Hours: 1

Prerequisites:

As required by program

Semester Offered:

Fall
Spring
Summer

DEM 260: CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to diesel. 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.

Lab Hours: 1

Lecture Hours: 0

Semester Offered:

Fall
Spring
Summer

DEM 261: CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to diesel. 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.

Lab Hours: 1

Lecture Hours: 0

Semester Offered:

Fall
Spring
Summer

DEM 262: CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to diesel. 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.

Lab Hours: 2

Lecture Hours: 0

Semester Offered:

Fall
Spring
Summer

DEM 263: CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to diesel. 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.

Lab Hours: 2

Lecture Hours: 0

Semester Offered:

Fall
Spring
Summer

DEM 264: CO-OP
These courses constitute a series wherein the student works on a part-time basis in a job directly related to diesel. 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.
Lab Hours: 4
Lecture Hours: 0
Semester Offered:
Fall
Spring
Summer

DEM 265: CO-OP
These courses constitute a series wherein the student works on a part-time basis in a job directly related to diesel. 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.
Lab Hours: 4
Lecture Hours: 0
Semester Offered:
Fall
Spring
Summer

DEM 266: CO-OP
These courses constitute a series wherein the student works on a part-time basis in a job directly related to diesel. 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.
Lab Hours: 6
Lecture Hours: 0
Semester Offered:
Fall
Spring
Summer

DEM 267: CO-OP
These courses constitute a series wherein the student works on a part-time basis in a job directly related to diesel. 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.
Lab Hours: 6
Lecture Hours: 0
Semester Offered:
Fall
Spring
Summer

Economics

ECO 231: Principles of Macroeconomics
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

ECO 232: Principles of Microeconomics
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

Education

EDU 101: Inquiry Approaches to Teaching
This course allows students to explore STEM teaching as a career. Following an introduction to the theory and practice behind excellent inquiry-based science and mathematics instruction, students teach lessons in elementary classrooms to obtain firsthand experience in planning and implementation. Students explore the possibility of teaching in science or mathematics. Students teach science or mathematics lessons in local elementary classrooms and obtain first-hand experience with planning and implementing inquiry-based curriculum.

Offered as needed
Credits: 1
Lab Hours: 0
Lecture Hours: 2
0
Prerequisites:
PREREQUISITE: As required by program.

EDU 102: Inquiry Based Lesson Design
Students continue developing the lesson planning skills learned in EDU 101: Inquiry Approaches to Teaching. After observing a lesson being taught in a local school district classroom, students plan and teach three inquiry-based lessons to sixth, seventh, or eighth graders. Middle school science or mathematics classrooms are selected both for the diversity of the student body and the quality of the classroom teachers, who serve as mentors for the students assigned to them.

Offered as needed
Credits: 1
Lab Hours: 0
Lecture Hours: 2
0
Prerequisites:
EDU 101
PREREQUISITE: EDU 101

Emergency Medical Services

EMS 100: Cardiopulmonary Resuscitation I
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Semester Offered:
Spring
Summer
Fall

EMS 104: First Aid for Students of Health Related Professions
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1

EMS 106: Medical Terminology
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
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program

EMS 107: Emergency Vehicle Operator Ambulance

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. As needed.

Credits: 1

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

Must present a valid driver's license and program approval

Semester Offered:

Spring
Summer
Fall

EMS 108: Directed Studies in EMS I

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

Credits: 1

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

As required by program

EMS 113: Infection Control for Health Professions

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

Credits: 1

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

As required by program

EMS 118: Emergency Medical Technician

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

Credits: 9

Lab Hours: 3

Lecture Hours: 6

Prerequisites:

As required by program

Semester Offered:

Spring
Summer
Fall

EMS 119: Emergency Medical Technician Clinical

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

Credits: 1

Lab Hours: 0

Lecture Hours: 0

Prerequisites:

As required by program

Semester Offered:

Spring
Summer
Fall

EMS 120: Vehicle Extrication
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
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program

EMS 125: High Angle Rescue I
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
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program

EMS 126: High Angle Rescue II
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
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program

EMS 150: 24 Hour EMT Refresher
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
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
Completion of a NSTC course for EMT-Basic and/or as required by program

EMS 155: Advanced Emergency Medical Technician
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. As needed
Credits: 7
Lab Hours: 3
Lecture Hours: 4
Prerequisites:
As required by program
Co-Requisites:
EMS 156
Semester Offered:
Fall
Spring

EMS 156: Advanced Emergency Medical Technician Clinical
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. As needed
Credits: 2
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Co-Requisites:
EMS 155
Semester Offered:
Fall
Spring

EMS 189: Applied Anatomy and Physiology for the Paramedic
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
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
As required by program

EMS 240: Paramedic Operations
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.
Credits: 2
Prerequisites:
As required by program
Semester Offered:
Summer

EMS 241: Paramedic Cardiology
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
Credits: 3
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Summer

EMS 242: Paramedic Patient Assessment
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
Credits: 2
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Summer

EMS 243: Paramedic Pharmacology
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
Credits: 1
Lab Hours: 1
Lecture Hours: 0
Prerequisites:
As required by program

EMS 244: Paramedic Clinical I
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
Credits: 1
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Summer

EMS 245: Paramedic Medical Emergencies
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
Credits: 3
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

EMS 246: Paramedic Trauma Management
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
Credits: 3
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

EMS 247: Paramedic Special Populations
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
Credits: 2
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall

EMS 248: Paramedic Clinical II
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
Credits: 3
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall

EMS 250: EMS Advanced Studies I
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
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

EMS 251: EMS Advanced Studies II
This course offers theory and computer assisted instruction under faculty supervision in a paramedic subject relevant to the student's need. Specific cognitive objectives must be met by the student for successful course completion. As needed
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

EMS 252: EMS Advanced Studies III
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
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

EMS 253: Paramedic Transition to the Workforce
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
Credits: 2
Lab Hours: 1
Lecture Hours: 1
Semester Offered:
Spring

EMS 254: Advanced Competencies for the Paramedic
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
Credits: 2
Lab Hours: 1
Lecture Hours: 1
Semester Offered:
Spring

EMS 255: Paramedic Field Preceptorship
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.
Credits: 5
Prerequisites:
Requires completion of EMS 240, 241, 242, 243, 244, 245, 246, 247, and 248.
Semester Offered:
Spring

EMS 256: Paramedic Team Leadership

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

Credits: 1

Lab Hours: 0

Lecture Hours: 0

Prerequisites:

MTH 100, ENG 101

Semester Offered:

Spring

EMS 257: Paramedic Applied Pharmacology

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.

Credits: 2

Lab Hours: 1

Lecture Hours: 1

Prerequisites:

As required by program

Semester Offered:

Summer

EMS 266: Advanced CV Life Support

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. As needed.

Credits: 1

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

Program approval

EMS 267: International Trauma Life Support

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. As needed.

Credits: 1

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

LPN, R.N., Intermediate EMT, Paramedic, or program approval

EMS 269: Pediatric Medical Life Support
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
LPN, R.N., Intermediate EMT, Paramedic, or program approval

EMS 273: EKG Interpretation
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
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program

EMS 218: Supervised Studies in EMS I
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
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program

EMS 219: Supervised Studies in EMS II
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
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program

EMS 234: Decision Making & Problem Solving in EMS
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
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

EMS 240: Paramedic Operations
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
Credits: 2
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
EMS 189

EMS 255: Paramedic Field Preceptorship
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
Credits: 5
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
MTH 100, ENG 101

Engineering

EGR 156: Computer Methods for Engineers
This course consists of engineering applications using the FORTRAN IV computer programming language. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
MTH 125

EGR 220: Engineering Mechanics-Statics
This course includes vector algebra, force and moment systems, equilibrium of force systems, trusses, friction and property of surfaces. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PHY 213
Co-Requisites:
MTH 227

Engineering Technology

ADM 101: Precision Measurement
This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques reverse engineering, and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

ADM 102: Computer-Aided Design
This course is an introduction to basic Computer Aided Design functions and techniques using “hands-on” applications. Topics include terminology, hardware, basic computer aided design (CAD) and operating system functions, file manipulation, industry standards for CAD drawings, and basic CAD software applications in producing softcopy and hardcopy. At the completion of this course, students should be proficient in the production of two-dimensional drawings that meets technical standards including setting up print styles and exporting drawings to the appropriate format.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

ADM 108: Intro to 3D Modeling
This course introduces basic 3 dimensional (3D) modeling functions and techniques and the parametric concept. “Hands-on” class structure utilizes various 3D software applications. Topics include terminology, hardware, and basic 3D modeling involving sketching and 3D feature creations, feature application and operating system functions. Students will be able to generate basic 3D parts and associated working drawings in soft and hard copy format.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

ADM 114: Design Innovation
This course introduces students to concepts that enable them to think like a designer when approaching architectural, engineering and additive manufacturing tasks. Emphasis will be placed on design and problem-solving skills when working independently, or with a team. This course focuses on giving students exposure to creativity, problem-solving skills, and the design processes in which a design-centered approach will be employed to develop innovated solutions. This course includes components to develop basic skills to express innovated solutions to design problems with the application of projects, drawings, as well as oral and written communication skills. Students will be intriduced to related computer based tools used by architects, engineers, and design manufacturers. (e.g., spreadsheet, word processing, presentation software, and Internet).
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program.
Semester Offered:
Fall
Spring
Summer

ADM 130: Introduction to Materials and Finishes
This course is a basic introduction into Materials and Finishes and their selection process. At the end of the course, the student should have a basic understanding of how to select a materal and finsh for a particular design criteria, and how their decision making integrates wiht other departments for consideration.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

ADM 155: Manufacturing Projects
This is an introduction to project base learning. This course will involve research, team skills, the collaboration of trades, outsourcing, manufacturing management that emphasizes synthesis through collaborative learning Students integrate and apply previous knowledge, skills, and experiences that learned in their major and other academic courses to complete individual and team-based projects. The course emphasizes communication skills, critical thinking, problem-solving, computer literacy, and teaming skills.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ADM 157: Materials Properties
This class identifies the major categories of materials used in manufacturing and compares their general properties to aid in proper selection of material for product functions. Students will perform an analysis of the behavior and characteristics the materials used in manufacturing including polymers, metals, ceramics and composites: their structure, and physical and mechanical properties. Additionally, students will perform heat treatment of ferrous and nonferrous metals; and test for hardness, tensile and strength. Technical writing will be introduced. Upon completion of this class students will be able to understand and select proper materials for Additive Manufacturing.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ADM 160: Additive Mfg. Productions Techniques
In this class, students will utilize the various Additive Manufacturing (AM) design software to learn different techniques of building additively. Student will engage in using the software and build theory to discover best build for the part. Tool paths, angles, rotation and build support will be discussed. Additive process will include polymers and powders. Cost and build time will be calculated on the different build parameters.
Credits: 3
Lab Hours: 1
Lecture Hours: 2
Semester Offered:
Fall
Spring
Summer

ADM 208: Intermediate 3D Modeling
In this course students will receive instruction on intermediate 3D modeling concepts, such as sheet metal modeling, intermediate assemblies, 3D sketching and weldments. Students will explore an introduction to prototyping and design concepts in a 3D environment. 3D software will be utilized to produce properly detailed construction drawings, using multi-views, section views, and auxiliary views. Proper, industry standard dimensioning with basic tolerances will be discussed and applied to parts. Emphasis will be placed on the theory, as well as the mechanics of concepts using 3D and 2D applications. Upon completion, students will produce 3D models in a CAD environment, simple prototype models and working drawings based on proper industry standards.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

ADM 216: 3D Graphics and Animation

This course is designed to challenge the imagination of the student in a 3-dimensional problem-solving environment. The student will be given a basic introduction to the concepts of 3D design and animation, then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.

Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ADM 261: Reverse Engineering

During this course students learn the process of quality control inspection of parts and uses of reverse engineering processes employing 3D printing, scanning, and Coordinate Measuring Machine (CMM) technologies. Emphasis is on using applicable software to produce 3D models or converting scanned images into 3D models; using CMM for parts inspection and generating points cloud for 3D modeling; interfacing generated models with reverse engineering methods.

Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

ADM 277: Industrial Energy Sources & Sustainability

This class is a study of the different Industrial Energy sources and the ethical and Government regulations associated with these sources of energy.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

AET 200: Advanced Architectural CAD

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

AET 221: Energy Design of Buildings

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

AET 245: Advanced Design

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

AET 290: Building Information Modeling (BIM)
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

CDT 205: Fundamentals of Surveying
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

CDT 221: Structural Drafting for Technicians
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

CDT 223: Civil Engineering Drafting
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

EGR 100: Engineering Orientation
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

EGR 125: Modern Graphics for Engineers
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

ENT 127: Mechanical Drawing
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
ADM 102 and/ or as required by program
Semester Offered:
Fall
Spring
Summer

ENT 128: Advanced Computer-Aided Drafting
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

ENT 129: Section and Auxiliary Views
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
ENT 128 and/ or as required by program
Semester Offered:
Fall
Spring
Summer

ENT 130: Introduction to Unmanned Aerial Systems
Students will be introduced to unmanned aircraft systems (UAS), including UAS types, system operations, current legal and ethical issues, the flight authorization process, safety of flight, sense and avoid technologies, sensors and payloads, human factors and UAS simulator operations.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program.

ENT 131: UAS Standards, Regulations & Laws
This course addresses local, state and federal unmanned aerial systems (UAS) laws, regulations, policy statements, orders and guidance, as well as civil rights, liberties, ethics and aircrafVpilot certification.
Prerequisites:
As required by program.

ENT 132: Unmanned Aerial Systems Ground School
This unmanned aerial system (UAS) ground school course addresses UAS performance, principles of flight/aerodynamics, power plants and systems, the National Airspace System, navigation, weather, rules and regulations, incident reporting procedures, communications procedures, advisory circulars, operating limitations, aeronautical decision making and judgement, documentation/logbook requirements, runaway UAS/ emergency flight procedures, and preflight planning/flight approval processes.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program.
Semester Offered:
Fall

ENT 133: Unmanned Aerial Systems Remote Sensing Systems
This course provides a comprehensive survey of passive and active remote sensing devices commonly carried on unmanned aerial systems (UAS), as well as an introduction to key remote sensing terms and concepts.
Credits: 3
Lecture Hours: 3
0
Prerequisites:
As required by program.
Semester Offered:
Spring

ENT 134: UAS Operations
This course consists of lectures, simulator instruction and flight operation demonstrations, specific to unmanned aerial systems (UAS), in depth introduction to FAA Part 107 rules and regulations, associated theory, procedures, requirements and operating concepts, as well as actual hands-on flight training in the UAS Flight Lab, with an emphasis on safety of flight. Lectures will cover topics in UAS: aerodynamic theory, operations theories and techniques, platfonm categories, sensors and payloads, technical documents and processes of automation. Students will observe and participate in flight operations on various UAS platforms. This course will also provide students with the knowledge base required to effectively prepare for the FAA Part 107 Commercial Unmanned Aircraft S stem UAS Remote Pilot certification.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program.
Semester Offered:
Spring

ENT 212: CAD for Electronics
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program.
Semester Offered:
Fall
Spring
Summer

ENT 215: Architectural Drawing
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
ADM 102
Semester Offered:
Fall
Spring
Summer

ENT 216: Industrial Drawings
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

ENT 217: Machine Design
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program.
Semester Offered:
Fall
Spring
Summer

MDT 100: Engineering Blueprints
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

MDT 261: HVAC and Pipe Systems Drafting
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

English

ENG 099: Introduction to College Writing
This course is a co-requisite English course paired with ENG 101. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 students.
Credits: 1-2
Lab Hours: 2
Lecture Hours: 1
Co-Requisites:
ENG 101

ENG 101: English Composition I
English Composition I provides instruction and practice in the writing of at least four (4) extended compositions or equivalent assignments and in the development of analytical and critical reading skills, as well as basic reference and documentation skills in the composition process.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Eligibility is determined by one of the following:
Successful grade of C or better in ENR098; or an ACT score of 18 and above; ACCUPLACER score of 5; or High School GPA of 2.75 and above AND A/B in English IV. Reading scores are not used to determine eligibility for this course. Students are responsible for confirming his/her eligibility for this course
Semester Offered:
Spring
Summer
Fall

ENG 102: English Composition II
English Composition II provides instruction and practice in the writing of four (4) 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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
A grade of “C” or better in ENG 101 or the equivalent
Semester Offered:
Spring
Summer
Fall

ENG 246: Creative Writing I
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
A grade of “C” or better in ENG 102 or the equivalent

ENG 247: Creative Writing II
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
A grade of “C” or better in ENG 102 or the equivalent

ENG 251: American Literature I
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
A grade of "C" or better in ENG 102 or the equivalent
Semester Offered:
Spring
Summer
Fall

ENG 252: American Literature II
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
A grade of "C" or better in ENG 102 or the equivalent
Semester Offered:
Spring
Summer
Fall

ENG 261: English Literature I
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
A grade of "C" or better in ENG 102 or the equivalent
Semester Offered:
Spring
Summer
Fall

ENG 262: English Literature II
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
A grade of "C" or better in ENG 102 or the equivalent
Semester Offered:
Spring
Summer
Fall

ENG 271: World Literature I
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. (Online only)
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
A grade of "C" or better in ENG 102 or the equivalent
Semester Offered:
Summer

ENG 272: World Literature II
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. (Online only)
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
A grade of "C" or better in ENG 102 or the equivalent
Semester Offered:
Summer

English/Reading

ENR 098: Writing and Reading for College
This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard written English. This course may include a one-hour lab component.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Semester Offered:
Spring
Summer
Fall

Entrepreneurship

ETP 265: Entrepreneurial Marketing
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

ETP 266: Entrepreneurial Finance
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring

ETP 267: Innovation And Creativity
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring

ETP 268: Business Planning
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring

ETP 279: Small Business Management
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

Flight Technology

FLT 111: Private Ground School
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
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

FLT 112: Professional Pilot Airplane Lab 1 (pvt)
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 11 of the approved Private Pilot Airplane Syllabus. Aircraft fee based on pilot weight: < 200 lbs. Cessna, >200 lbs. Cessna 172
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
The requirements of Federal Aviation Regulation (FAR) Part 61.83
Semester Offered:
Fall
Spring
Summer

FLT 121: Commercial Ground School
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Private Pilot Certificate as required by program
Semester Offered:
Fall
Spring
Summer

FLT 122: Professional Pilot Airplane Lab 2 (pvt)
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 12 through 17 of the FAA approved Private Pilot Airplane syllabus. Aircraft fee based on pilot weight: < 200 lbs. Cessna 152, >200 lbs. Cessna 172
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 112
Semester Offered:
Fall
Spring
Summer

FLT 124: Professional Pilot Airplane Lab 3 (pvt)
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 18 through 23 of the FAA approved Private Pilot Airplane syllabus. Aircraft fee based on pilot weight: < 200 lbs. Cessna 152, >200 lbs. Cessna 172
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 122
Semester Offered:
Fall
Spring
Summer

FLT 126: Professional Pilot Airplane Lab 4 (pvt)
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 24 through 34 of the FAA approved Private Pilot Airplane syllabus. Students must earn the FAA Private Pilot certificate for satisfactory completion of this course. Aircraft fee based on pilot weight: < 200 lbs. Cessna 152, >200 lbs. Cessna 172
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 124
Semester Offered:
Fall
Spring
Summer

FLT 132: Professional Pilot Airplane Lab 5 (inst)
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. Aircraft fee based on pilot weight: < 200 lbs. Cessna 152, >200 lbs. Cessna 172, and Piper Pilot 100
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
Private Pilot Certificate
Semester Offered:
Spring
Summer
Fall

FLT 133: Meteorology
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

FLT 134: Professional Pilot Airplane Lab 6 (Inst)
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. Aircraft fee Cessna 172 and Piper Pilot 100
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 132; Private Pilot Certificate
Semester Offered:
Fall
Spring
Summer

FLT 136: Professional Pilot Airplane Lab 7 (inst)

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. Cessna 172 and Piper Pilot 100

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

FLT 134; Private Pilot Certificate

Semester Offered:

Fall
Spring
Summer

FLT 138: Professional Pilot Airplane Lab 8 (inst)

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. Cessna 172 and Piper Pilot 100

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

FLT 136; Private Pilot Certificate

Semester Offered:

Fall
Spring
Summer

FLT 200: Professional Pilot Helicopter Lab 1 (pvt)

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 12 of the FAA approved Private Pilot Helicopter syllabus. R-22, R-44, and 269C

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

Requirements of Federal Aviation Regulation (FAA) Part 61.83

Semester Offered:

Fall
Spring
Summer

FLT 210: Professional Pilot Helicopter Lab 2 (pvt)

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 13 through 21 of the FAA approved Private Pilot Helicopter syllabus. CORE. R-22, R-44, and 269C

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

FLT 200; Requirements of Federal Aviation Regulation (FAA) Part 61.83

Semester Offered:

Fall
Spring
Summer

FLT 211: Professional Pilot Helicopter Lab 3 (pvt)

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 22 through 25 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. R-22, R-44, and 269C.

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

FLT 210; Requirements of Federal Aviation Regulation (FAA) Part 61.83

Semester Offered:

Fall
Spring
Summer

FLT 212: Professional Pilot Helicopter Lab 4 (PVT)

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 26 through 29 of the FAA approved Private Pilot Helicopter syllabus. Students must earn the FAA Private Pilot Helicopter Certificate for satisfactory completion of this course. R-22, R-44, and 269C

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

FLT 211

Semester Offered:

Fall
Spring
Summer

FLT 213: Professional Pilot Helicopter Lab 5 (cmml)
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. R-22, R-44, and 269C
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 212; Private Pilot Certificate
Semester Offered:
Fall
Spring
Summer

FLT 214: Professional Pilot Helicopter Lab 6 (cmml)
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. R-22, R-44, and 269C
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 213; Private Pilot Certificate
Semester Offered:
Fall
Spring
Summer

FLT 215: Professional Pilot Helicopter Lab 7 (cmml)
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 24 through 30 of the FAA approved Commercial Pilot Helicopter syllabus. R-22, R-44, and 269C
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 214; Private Pilot Certificate
Semester Offered:
Fall
Spring
Summer

FLT 216: Professional Pilot Helicopter Lab 8 (cmml)

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 31 through 37 of the FAA approved Commercial Pilot Helicopter syllabus. R-22, R-44, and 269C

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

FLT 215; Private Pilot Certificate

Semester Offered:

Fall
Spring
Summer

FLT 217: Professional Pilot Helicopter Lab 9 (cmml)

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 38 through 39 of the FAA approved Commercial Pilot Helicopter syllabus. R-22, R-44, and 269C

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

FLT 216; Private Pilot Certificate

Semester Offered:

Fall
Spring
Summer

FLT 218: Professional Pilot Helicopter Lab 10 (cmml)

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 40 through 41 of the FAA approved Commercial Pilot Helicopter syllabus. R-22, R-44, and 269C

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

FLT 217; Private Pilot Certificate

Semester Offered:

Fall
Spring
Summer

FLT 219: Professional Pilot Helicopter Lab 11 (cmml)

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 42 through 45 of the FAA approved Commercial Pilot Helicopter syllabus. R-22, R-44, and 269C

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

FLT 218; Private Pilot Certificate

Semester Offered:

Fall
Spring
Summer

FLT 220: Professional Pilot Helicopter Lab 12 (cmml)

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 46 through 50 of the FAA approved Commercial Pilot Helicopter syllabus. R-22, R-44, and 269C

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

FLT 219; Private Pilot Certificate

Semester Offered:

Fall
Spring
Summer

FLT 221: Professional Pilot Helicopter Lab 13 (cmml)

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 51 through 56 of the FAA approved Commercial Pilot Helicopter syllabus. R-22, R-44, and 269C

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

FLT 220; Private Pilot Certificate

Semester Offered:

Fall
Spring
Summer

FLT 222: Professional Pilot Helicopter Lab 14 (cmml)
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 57 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. R-22, R-44, and 269C
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 221; Private Pilot Certificate
Semester Offered:
Fall
Spring
Summer

FLT 232: Professional Pilot Helicopter Lab 15 (Instrument)
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
Private Pilot Certificate
Semester Offered:
Fall
Spring
Summer

FLT 234: Professional Pilot Helicopter Lab 16 (Instrument)
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 13 of the FAA approved Instrument Helicopter Rating syllabus.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
FLT 232; Private Pilot Certificate
Semester Offered:
Fall
Spring
Summer

FLT 236: Professional Pilot Helicopter Lab 17 (Instrument)
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 14 through 21 of the FAA approved Instrument Helicopter Rating syllabus.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
FLT 234; Private Pilot Certificate
Semester Offered:
Fall
Spring
Summer

FLT 240: Professional Pilot Airplane Lab 9 (cmml)
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. Aircraft fee based on pilot weight: Cessna 152 < 200 lbs., >200 lbs. Cessna 172, and Piper Pilot 100
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 138; Private Pilot Certificate
Semester Offered:
Fall
Spring
Summer

FLT 241: Instrument Ground
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
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Private Pilot Certificate as required by program
Semester Offered:
Fall
Spring
Summer

FLT 242: Professional Pilot Airplane Lab 10 (cmml)
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. Aircraft fee based on pilot weight: Cessna 152 < 200 lbs., >200 lbs. Cessna 172, and Piper Pilot 100
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 240 Private Pilot Certificate
Semester Offered:
Fall
Spring
Summer

FLT 244: Instrument Flight Instructor Ground

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

FLT 252: Professional Pilot Airplane Lab 11 (cmml)

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. Aircraft fee based on pilot weight: < 200 lbs. Cessna 152, >200 lbs. Cessna 172, Piper Pilot 100

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 242; Private Pilot Certificate
Co-Requisites:
The requirements of Federal Aviation Regulation (FAR) Part 61.123
Semester Offered:
Fall
Spring
Summer

FLT 254: Professional Pilot Airplane Lab 12 (cmml)

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. Aircraft fee based on pilot weight: < 200 lbs. Cessna 152, >200 lbs. Cessna 172, and Piper Pilot 100

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 252; Private Pilot Certificate
Co-Requisites:
The requirements of Federal Aviation Regulation (FAR) Part 61.123
Semester Offered:
Fall
Spring
Summer

FLT 256: Professional Pilot Airplane Lab 13 (cmml)

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. Aircraft fee based on pilot weight: Cessna 152 < 200 lbs., >200 lbs. Cessna 172, Piper Pilot 100

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 254; Private Pilot Certificate
Semester Offered:
Fall
Spring
Summer

FLT 258: Professional Pilot Airplane Lab 14 (cmml)

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. Aircraft fee based on pilot weight: Cessna 152 < 200 lbs., >200 lbs. Cessna 172, and Piper Pilot 100

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
FLT 256; Private Pilot Certificate
Semester Offered:
Fall
Spring
Summer

FLT 261: Fundamentals of Instruction Ground

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
FAR 61.183
Semester Offered:
Fall
Spring
Summer

FLT 262: Instructor Methods of Oral Presentation
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
FAR 61.183
Semester Offered:
Fall
Spring
Summer

FLT 264: Flight Instructor Ground
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
FAR 61.183
Semester Offered:
Fall
Spring
Summer

FLT 271: Conventional Gear Laboratory
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
Commercial Pilot Airplane Certificate, Private Pilot Airplane Certificate, or ATP Airplane Certificate with permission of the Chief Flight Instructor

FLT 272: Multi-Engine Certification Course

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

Commercial Pilot Certificate or ATP Airplane Single Engine-Land

Semester Offered:

Fall
Spring
Summer

FLT 281: Flight Instructor, Initial Issuance

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. Checkout in all aircraft: C-152, C-172, and Piper Pilot 100

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

FLT 261, FLT 262, FLT 264, and FAR 61.183

Semester Offered:

Fall
Spring
Summer

FLT 282: Flight Instructor, Additional Rating

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. Checkout in all aircraft: C-152, C-172, Piper Pilot 100, R-22, R-44, and 269C.

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

FLT 281 and FAR 61.183

Semester Offered:

Fall
Spring
Summer

FLT 291: Airline Transport Pilot Airplane
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
Federal Aviation Regulation (FAR) 61.151, FAR 61.153, FAR 61.159

FLT 292: Airline Transport Pilot, Helicopter
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
Federal Aviation Regulations (FAR) 61.151, FAR 61.153, FAR 16.161

French

FRN 101: Introductory French I
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. As needed
Credits: 4
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
As required by program

FRN 102: Introductory French II
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas. As needed
Credits: 4
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
FRN 101 or equivalent

FRN 201: Intermediate French I
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. As needed
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
FRN 102 or equivalent

FRN 202: Intermediate French II
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. As needed
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
FRN 201 or equivalent

Geography

GEO 100: World Regional Geography
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. Online only.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

GEO 101: Principles of Physical Geography I
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. Online only.
Credits: 4
Transfer Code: Code A
Lab Hours: 2
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

GEO 225: Maps and Map Interpretation
This course is a study of the various types of maps used, such as aerial/satellite photography, topographical, city and county utility usage, etc. Emphasis will be placed on developing computer generated GIS type maps.
Credits: 3
Transfer Code: Code C
Prerequisites:
Must have computer experience
Semester Offered:
Fall

Geology

GLY 100: Survey of Geology
This course provides an introductory survey of physical and historical geology. Laboratory is not required. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

GLY 101: Introduction to Geology I
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.
Credits: 4
Transfer Code: Code A
Lab Hours: 2
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

GLY 102: Introduction to Geology II
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.
Credits: 4
Transfer Code: Code A
Lab Hours: 2
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

Geospatial Technology

GIS 101: Introduction to Geographic Information Systems Technology
This is an introductory GIS course focusing on maps, map analysis, and an introduction to computers. Emphasis is placed on raster GIS capabilities, data acquisition, spatial databases, and using GIS and GIS trends. Upon completion, students will demonstrate the ability to use GIS in spatial analysis, output, graphics output design issues, modes of user/GIS interaction, generating complex products and using GIS for archives.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

GIS 201: Introduction to Geographic Information Systems
This course introduces students to the concepts, techniques, and tools of Geographic Information Systems (GIS), which is a computer-based data processing tool used to manage and analyze spatial information. Topics covered include data acquisition, management, manipulation, and analysis, and cartographic output for applications of GIS in scientific and technological operations such as environmental assessment, analysis or natural hazards, site analysis for business and industry, resource management, and land-use planning. Through hands-on exercises and/or projects with related software packages, students will acquire basic skills in GIS.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring

GIS 202: Cartographic Design for GIS
This course provides a comprehensive study of GIS-applicable cartography including cartographic principles, data acquisition techniques, and methods of base map development. The course will include map projections, map scales, types of thematic maps, and map accuracy. Scanning, digitizing and coordinate geometry techniques used in GIS base map development will be introduced through hands-on exercises and computer-assisted mapping projects.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

GIS 221: Advanced Spatial Analysis
This course will focus on GIS extensions to apply more complex functions and tools with ArcGIS. By completion of this course, students will demonstrate use of ArcGIS Network, Spatial Analysis Tools, and the application of applying theory to a range of data sets.
Credits: 4
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring

German

GRN 101: Introductory German I
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. As needed
Credits: 4
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
As required by program

GRN 102: Introductory German II
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas. As needed
Credits: 4
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
GRN 101 or equivalent

GRN 201: Intermediate German I
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. As needed
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
GRN 102 or equivalent

GRN 202: Intermediate German II
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. As needed
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
GRN 201 or equivalent

Graphic Art & Design

VCM 145: Introduction to Digital Photography
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. Offered once every 3rd or 4th term within VCM program degree cycle.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

VCM 172: Digital Illustration I
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. Offered once every 3rd or 4th term within VCM program degree cycle.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

VCM 180: Introduction to Graphic Design
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. Offered once every 3rd or 4th term within VCM program degree cycle.
Credits: 3
Transfer Code: Code B
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program

VCM 185: Digital Imaging I
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. Offered once every 3rd or 4th term within VCM program degree cycle.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

VCM 250: Introduction to Technical Illustration
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. Offered once every 3rd or 4th term within VCM program degree cycle.
Credits: 3
Transfer Code: Code B
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by program

VCM 270: Supervised Study in Graphics
This course is designed to enable the student to continue studying computer graphics in greater depth. Areas of study are chosen by the student with the approval of the instructor. This course will result in a better understanding of various aspects of computer graphics.
Credits: 3
Transfer Code: Code B
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall

VCM 281: Digital Design
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. Offered once every 3rd or 4th term within VCM program degree cycle.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

VCM 289: Portfolio
This course assists students in the preparation of a resume and portfolio, and presentation to a prospective employer. The portfolio is developed with faculty consultation and reflects the student's ability to produce professional designs and graphics.
Credits: 1
Transfer Code: Code B
Lab Hours: 1
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall

Health Education

HED 224: Personal and Community Health
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

HED 226: Wellness
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. As needed.
Credits: 1-3
Transfer Code: Code C

HED 230: Safety and First Aid
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. As needed.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3

HED 231: First Aid
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

HED 232: Care and Prevention of Athletic Injuries
This course provides a study of specific athletic injuries, their treatment, and preventive measures. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

HED 266: Introduction to Health Occupations
This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

HED 267: Drug Education
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

HED 277: CPR Recertification
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1

Health Information Technology

HIT 110: Medical Terminology
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
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

HIT 115: Pathophysiology and Pharmacology for HIT
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
HIT 110
Semester Offered:
Spring
Fall
Summer

HIT 122: Introduction to Health Informatics
This course introduces maintaining basic techniques and concepts for healthcare records in clinical settings such as acute care, behavioral care, ambulatory, as well as home health care and long-term care. Forms design, HC data qualitative and quantitative analysis and certain types of research will be addressed. Release of information, clinical registries and indices as well as organizational accreditation, EHR certification and industry licensure standards relevant to HC data will be reviewed. Upon completion of the course, students will demonstrate knowledge of concepts of storage and retrieval of healthcare records including applicable uses of HC data.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Admission into the program.
Co-Requisites:
As required by the program.

HIT 131: Classification Skills Laboratory
This course allows the student to develop basic skills in classification and reimbursement methodology related to health services provided in various health care delivery facilities.
Credits: 1
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 0
Prerequisites:
Acceptance to HIT program
Co-Requisites:
Acceptance to HIT program and HIT 132.
Semester Offered:
Spring

HIT 132: Revenue Cycle Management and Documentation

This course includes a review of health care delivery systems and the uses of coded data in reimbursement and payment systems appropriate to the healthcare setting. Course instruction includes a focus on revenue cycle management including application of coded data, prospective payment systems, billing and insurance procedures, third party payers, explanation of benefits, managed care/capitation, and chargemaster description. The course will review information management practices of agencies that provide health services in different health care settings. Student competencies include a demonstration of reimbursement and payment system principles, and billing applications (manual and/or computer-assisted). The student will be able 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.

Credits: 4
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 3
Prerequisites:
Acceptance to HIT Program
Semester Offered:
Spring

HIT 134: HIT Legal and Ethical Issues

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Acceptance to HIT program.
Semester Offered:
Fall

HIT 154: Health Data Content and Structure

This course is an introduction to the health information technology (HIT) profession and its basic skill requirements. The course includes an introduction to the content, use and structure of health care data and data sets and how these components relate to primary and secondary record systems. Student outcomes include mastery of basic concepts and functions in HIT, including health care content and documentation requirements, storage and retrieval systems, data abstracting, quantitative and qualitative analysis, registries, and indexes. This course integrates laboratory experience, allowing students to demonstrate basic HIT competencies through application processes.

Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
Acceptance to the HIT Program
Semester Offered:
Fall

HIT 158: Introduction to the Clinical Environment for HIT
This course is an introduction to the expectations and legal requirements of the clinical environment. Emphasis is placed on personal safety, personal integrity and accountability, and universal clinical expectations. Upon completion, the student should be able to demonstrate pre-clinical competency in clinically relevant topics, such as HIPAA regulations, universal precautions and safety regulations.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Acceptance to HIT program
Semester Offered:
Fall

HIT 160: HIT Clinical Practice I
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
Acceptance to HIT program and HIT 158
Semester Offered:
Spring

HIT 162: Professional Practice Informatics
This course allows the student to demonstrate basic competencies acquired in previous course work with on-site, online, and/or on-campus simulations. This course requires student practice in health informatics in a health care facility or simulated online or on campus experience. Student competency is demonstrated by application of basic skills covered in theory and laboratory classes.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Admission into the program and HIT 158.
Co-Requisites:
As required by the program.

HIT 223: Data Management for HIT
This course is an immersion into computer usage in health care with an emphasis on data security, data analytics, and integrity in health information systems. Emphasis is placed on concepts of computer technology related to health care and the tools and techniques for collecting, storing, retrieving, and transmission of health care data. Upon completion, students should be able to demonstrate knowledge and competence in the use of various health information-specific software applications as well as demonstrate specific computer skills in these areas.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
Acceptance to the HIT Program.
Semester Offered:
Spring

HIT 225: Application of EHR and HI
Electronic health record systems (EHR), health information exchange (HIE), personal health records (PHR) and public health will be the focus during the delivery of this curriculum. IT strategic planning, HC information security regulations, HC data standards and data interoperability will be addressed. EHR Vendor selection, implementation, training and support principles will be discussed. Upon completion of this course, the student will demonstrate knowledge and application of health IT in regard to health data, the electronic health record and it's uses in improving patient care.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Admission into the program.
Co-Requisites:
As required by the program.

HIT 230: Medical Coding Systems I
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).
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
HIT 110
HIT 115
Acceptance to HIT program
Co-Requisites:
HIT 131
HIT 132
Semester Offered:
Spring

HIT 232: Medical Coding Systems II
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).
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
HIT 230
Acceptance to HIT program
Semester Offered:
Summer

HIT 240: Ambulatory Coding
This course is intended for students to develop an understanding of coding and classification systems in ambulatory settings in order to assign valid medical codes. Instruction includes coding outpatient 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 a demonstration of outpatient/ambulatory coding principles and applications (manual and/or computer-assisted).
Credits: 2
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
HIT 132
HIT 131
Acceptance to HIT program
Semester Offered:
Summer

HIT 250: Clinical & Administrative Health Information
Students will learn the importance of both clinical and administrative information and understand how data can promote better patient outcomes. Clinical decision-making tools are vital to the healthcare industry. In understanding how to combine aggregate data, students will learn how to support stronger methods in providing patient care. Students will be able to discuss how using health records and data through electronic pathways increase efficiency and efficacy and in turn improve patient outcomes.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Admission into the program.
Co-Requisites:
As required by the program.

HIT 254: Organizational Improvement
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Acceptance to HIT program
Semester Offered:
Fall

HIT 255: Principles of Supervision in HIT
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Acceptance to HIT program
Semester Offered:
Summer

HIT 291: CCS Exam Preparation
This course is an extensive review of health information technology skills and/or an extensive review of various aspects of medical coding and reimbursement. Student outcomes include demonstrated understanding of the topics covered in this course.
Credits: 1
Transfer Code: Code C
Lab Hours: 1
Prerequisites:
HIT 131
HIT 132
HIT 230
Acceptance to HIT program
Co-Requisites:
HIT 232
HIT 240
Semester Offered:
Summer

HIT 292: HIT Exam Review
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
HIT 254
HIT 131
HIT 132
HIT 134
HIT 158
HIT 160
HIT 223
HIT 232
HIT 230
HIT 255
HIT 154
HIT 291
HIT 240
Acceptance into the HIT program
Co-Requisites:
HIT 296
Semester Offered:
Fall

HIT 294: Current Trends in Health Information
This course is an introduction to current trends in health information technology. Emphasis is placed on but not limited to: ensuring the quality of medical/health data for the purpose of improving patient care or controlling costs, specialization in coding diagnoses and procedures for reimbursement and research, and the influence of clinical data has on the continuum of care. Upon completion, the student should be able to discuss trends in the health information profession.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Semester Offered:
Fall
Spring
Summer

HIT 296: Professional Practices Simulations
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Acceptance into the HIT program
Co-Requisites:
HIT 292
Semester Offered:
Fall

HIT 298: Informatics Exam Review
This course is an extensive review of the health informatics skills. Course work includes a review of various aspects of health informatics. Student outcomes include demonstrated understanding of the topics covered in this course.
Credits: 1
Transfer Code: Code C
Prerequisites:
All HI Option Courses.
Co-Requisites:
As required by the program.

HVAC

ACR 111: Principles of Refrigeration
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 112: HVACR Service Procedures
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 113: Refrigeration Piping Practices
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
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 119: Fundamentals of Gas Heating Systems
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 120: Fundamentals of Electric Heating Systems
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 hydronic systems.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 121: Principles of Electricity for HVACR
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
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 123: HVACR Electrical Components
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 126: Commercial Heating Systems
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 127: HVACR Electric Motors
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 128: Heat Load Calculations
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 132: Residential Air Conditioning
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 135: Mechanical/Gas/Safety Codes
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 149: Heat Pump Systems II
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 205: System Sizing and Air Distribution
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

ACR 209: Commercial Air Conditioning Systems
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ACR 210: Troubleshooting HVACR Systems
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As determined by program
Semester Offered:
Fall
Spring
Summer

History

HIS 101: Western Civilization I
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

HIS 102: Western Civilization II
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

HIS 121: World History I
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

HIS 122: World History II
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

HIS 201: United States History I
This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

HIS 202: United States History II
This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

HIS 282: Genealogy I
Basic research methods in genealogy and family history for private, medical, and legal research projects.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

HIS 283: Genealogy II
Advanced studies in research in libraries and archives on national and international level. Also covers book publishing. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

HIS 284: Genealogy III
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

HIS 285: Southern Research
Instruction in research techniques and resources for studies of the people of the Southern United States. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

Horticulture

HOC 110: Introduction to Horticulture
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
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

HOC 111: Horticultural Business Management
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Summer

HOC 115: Soils & Fertilizers
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
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

HOC 120: Plant Propagation
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring

HOC 125: Turf Management
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Summer

HOC 130: Nursery Production
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
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall

HOC 134 : Introduction to Floriculture
This course introduces students to principles of floral design and flower shop management. Topics include design techniques, marketing, and management practices. Upon completion, students should be able to create basic floral designs and demonstrate an understanding of effective flower shop management practices.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program.
Semester Offered:
Spring

HOC 135: Ornamental Plant Identification and Culture
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall

HOC 136: Residential Landscape Design
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall

HOC 140: Pest Management
This course provides a 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
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring

HOC 141: Aquaculture & Hydroponics
This course is an introduction to Aquaculture and Hydroponic production. Materials covered include origin, history, basic principles and current trends in the industry. Students will study topics ranging from construction of aquaculture and hydroponic structures to types of crops produced, including concepts of production, biological fundamentals of plants and animals, pH and nutrient requirements, pest management and business aspects including sales and marketing. Upon completion, students should be familiar with the aquaculture and hydroponic industry, the types of crops produced and marketed and pest management.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Summer

HOC 151: Irrigation Systems
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall

HOC 170: Special Topics in Horticulture I
Credits: 1

HOC 176: Advanced Studies in Horticulture
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

HOC 210: Greenhouse Management
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Spring

HOC 211: Greenhouse Crop Production
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Spring

HOC 212: Landscape Maintenance
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by program
Semester Offered:
Fall

HOC 218: Landscape Construction
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall

HOC 230: Vegetable and Orchard Crops
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Summer

HOC 275: Seminar in Horticulture
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

Humanities

HUM 101: Introduction to Humanities I
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

HUM 102: Introduction to Humanities II
This is the second 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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
As Needed

Industrial Electronic Technology

ILT 100: Applied Electronic Computation
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall
Spring
Summer

ILT 102: Industrial Automation
This course emphasizes automated control systems. Topics include robotics, programmable logic controllers, variable-speed drives, sensors, hydraulic and pneumatic and related control circuitry with emphasis on troubleshooting the total system. Hands on laboratory exercises are provided to program and troubleshoot robotics, programmable logic controllers, variable-speed drives, human machine interface, hydraulic and pneumatic, and sensors on an automation system. Upon completion, students should be able to apply principles of automated control systems.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

ILT 106: Concepts of Direct Current
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.
Credits: 5
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 3
Prerequisites:
As required by program

ILT 107: Concepts of Alternating Current
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.
Credits: 5
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 3
Prerequisites:
As required by program

ILT 111: Concepts of Solid State Electronics
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.
Credits: 5
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 3

ILT 112: Concepts of Digital Electronics
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.
Credits: 5
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 3

ILT 113: Concepts of Electronic Circuits
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.
Credits: 5
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 3

ILT 125: Digital Communications
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

ILT 126: Digital Communications Lab
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 0
Prerequisites:
As required by program

ILT 129: Personal Computer (PC) Hardware
This course covers PC Hardware terminology, component purpose, configuration, pricing and selecting components and systems, for assembling, repairing, and upgrading IBM compatible computers. Upon completion of this course, students should be able to describe the basic systems of a PC and be able to perform disassembly and assembly of same. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1

ILT 131: Personal Computer (PC) Problem Determination
This course will cover various hardware and software tools for diagnosing failures of personal compatible computers. Upon completion of this course, students should be able to diagnose and prescribe the repair steps for a faulty personal computer. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2

ILT 135: Local Area Networks (LANS)
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program

ILT 139: Introduction to Robotic Programming
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ILT 148: Automatic Controls Systems
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

ILT 149: Automatic Controls Systems Lab
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
Credits: 2
Lab Hours: 4
Lecture Hours: 0

ILT 159: Manufacturing Core Exercise V
Credits: 1

ILT 160: DC Fundamentals
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Semester Offered:
Fall
Spring
Summer

ILT 161: AC Fundamentals
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Semester Offered:
Fall
Spring
Summer

ILT 162: Solid State Fundamentals
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Semester Offered:
Fall
Spring
Summer

ILT 163: Digital Fundamentals
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Semester Offered:
Fall
Spring
Summer

ILT 164: Circuit Fabrication I
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, students should be able to perform basic circuit and project construction.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ILT 165: Industrial Electronic Controls I
This course provides a study of industrial electronics controls. Topics include photo-electric, temperature, gas, humidity, pressure and strain measurements for industrial instrument-tation 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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college

ILT 168: Hydraulics/Pneumatics
This course introduces hydraulics and pneumatics. Topics include pumps, compressors, reservoirs, valves, filters, regulators, actuators, accumulators, and lubricators. Drawing and interpretation of fluid power circuit diagrams and symbols is emphasized. Electronic control of hydraulic and pneumatic systems will be covered. Weekly laboratory exercises reinforce lecture content and safety principles related to working with high pressure fluids.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

ILT 169: Hydraulics/Pneumatics
Credits: 3

ILT 172: MSSC Manufacturing Processes and Production Course

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Topics covered include:

- Identify customer needs
- Determine resources available for the production process
- Set up equipment for the production process
- Set team production goals
- Make job assignments
- Coordinate work flow with team members and other work groups
- Communicate production and material requirements and product specifications
- Preform and monitor the process to make the product
- Document product and process compliance with customer requirements
- Prepare final product for shipping or distribution

As Needed

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ILT 170 MSSC Safety Course

ILT 192: Co-op in ILT

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.
Credits: 3
Transfer Code: Code C
Lab Hours: 15
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

ILT 193: Co-op in ILT

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.
Credits: 3
Transfer Code: Code C
Lab Hours: 15
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

ILT 194: Intro. To Programmable Logic Controllers

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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ILT 195: Troubleshooting Techniques I

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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ILT 196: Advanced Programmable Logic Controllers
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ILT 197: Motor Controls I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

ILT 198: Electronic Circuits I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Semester Offered:
Spring
Summer
Fall

ILT 199: MSSC Safety Course

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include:

- Work in a safe and productive manufacturing workplace
- Perform safety and environmental inspections
- Perform emergency drills and participate in emergency teams
- Identify unsafe conditions and take corrective action
- Provide safety orientation for all employees
- Train personnel to use equipment safely
- Suggest process and procedures that support safety of work environment
- Fulfill safety and health requirements for maintenance, installation and repair
- Monitor safe equipment and operator performance
- Utilize effective, safety-enhancing workplace practices

As Needed

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

ILT 203: Biomedical Electronics I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

ILT 210: Mechatronics
This course covers the components that make up a mechatronics system. Students will learn the functions of the electrical components, electrical drives and mechanical components and the roles that they play in the system. The student is also introduced to basic PLC networking with Ethernet-type devices. Students will also be introduced to other types of networking protocols and network security. Students gain knowledge in the selection of PLC equipment used to control mechatronics systems. By understanding the complete system, students will learn and apply troubleshooting strategies to identify, localize and (where possible) to correct malfunctions.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

ILT 218: Industrial Robotics Concepts
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

ILT 220: Electro-Optics
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

ILT 221: Electro-Optics Lab
This lab enables students to apply principles of fiber optics.
Credits: 2
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall

ILT 222: Advanced Electronic Circuits
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1

ILT 224: Electronic Communications
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

ILT 225: Electronic Communications Lab
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall

ILT 237: Network Cabling-Copper
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 1

ILT 240: Sensors Technology and Applications
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Co-Requisites:
As determined by college.
Semester Offered:
Fall
Spring
Summer

ILT 251: R.F. Communications
This course provides a study of the transmission and receiving of analog communication signals that are used in radio, television, and radio frequency (R.F.) communication applications. Emphasis is placed on circuits that produce, transmit, and receive RF signals used in radio, television, and RF communication. Upon completion, students will be able to apply RF communication principles in the transmission and receiving of radio, television, and RF communication signals. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1

ILT 289: Cooperative Education
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 5
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

ILT 290: Cooperative Education
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 10
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

ILT 291: Cooperative Education
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 15
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

ILT 292: Cooperative Education
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 15
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

Interdisciplinary Studies

IDS 102: Ethics
This course introduces the student to the basic concepts, types and schools of moral theory, and illustrates how these may be applied to contemporary moral problems and ethical questions in academic, professional and social endeavors.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

IDS 104: Problem Solving and Decision Making
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

IDS 114: Interdisciplinary Seminar: Current Topics in Human Concerns
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. As needed.
Credits: 1-2
Transfer Code: Code C
Prerequisites:
Permission of the instructor

IDS 115: Forum
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1

IDS 120: International Studies in (add name of country/countries)
This course offers an opportunity for the student to survey various aspects of one or more foreign countries, the focus of which study will be determined by faculty and student interest. This may involve travel abroad. As needed.
Credits: 1-3
Transfer Code: Code C

IDS 200: College Scholars Bowl Workshop
This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Permission of the instructor

Library Science

LBS 100: Introduction to Library Use
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. As needed.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2

LBS 101: Introduction to Library Use
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1

LBS 102: Introduction to Library Use II
This course builds on basic library skills offered in LBS 101, with particular emphasis on library resources involved in writing the research paper. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1

Logistics Management

LGT101: Transportation & Distribution Logistics
This course is a study of the United States transportation system with a specific emphasis on freight transportation modes common to distribution logistics. Topics include common modes of freight transportation, transportation mode characteristics, cost, operational factors, transportation regulation, and planning.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

LGT108: Introduction to Logistics
This course introduces students to the basic concepts of logistics for a variety of applications. Students gain insights into how logistics play a vital role in all aspects of business and industry. Specific topics include basic concepts of logistics and health and safety concerns in warehouse and transportation environments.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

LGT110 : Warehouse Operations I
This course provides students with introductory information relative to safe and efficient operation of a warehouse and material handling equipment. Specific topics include: safety; common warehouse functions; roles, accountability, and responsibilities; warehouse management systems; warehouse layout and design; material handling equipment.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Semester Offered:
Spring

LGT112: Warehouse Operations Applications
This course focuses on theoretical applications of day to day activities and issues within a warehouse operation. Special emphasis is placed on the interrelationship between the various systems associated with warehouse operations. Students will analyze case studies and current issues to determine optimum operation and management of warehouse activities.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

LGT125: Foundational Knowledge of Supply Chain Logistics
The course is designed to provide students with foundational-level knowledge of the world of supply chain logistics. It covers the material handling aspect of the global supply chain and describes the foundational knowledge that front-line material handling workers should master to perform well. It is designed to give students a broad overview of the industry and how the frontline worker fits into that environment.
Instructional modules include Global Supply Chain Logistics, The Logistics Environment, Material Handling Equipment, Safety Principles, Safe Material Handling and Equipment Operation, Quality Control Principles, Work Communications, Teamwork and Good Workplace Conduct, Using Computers, Product Receiving, Product Storage, Order Processing, Packaging and Shipment, Inventory Control, Safe Handling of Hazardous Materials, Evaluation of Transportation Modes, Dispatching and Tracking Operations and U.S./Metric Conversions.
Credits: 4
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Semester Offered:
Fall

LGT127: Logistics and Regulatory Compliance

This course provides students with knowledge of international, national, state, and local regulations impacting on various aspects of managing logistics and supply chains. Topics include trade compliance, standard shipping documents, harmonized commodity description and coding system, and the role of participating government agencies. At the conclusion of this course students will comprehend key elements of logistics regulatory compliance.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

LGT132: Physical Distribution Systems

This course provides students with an overview of distribution systems common to logistics operations. Specific topics include just in time systems, warehousing, cross docking, and major methods of transportations. Upon completion of this course students will comprehend how various distribution systems impact logistics operations.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Summer

LGT290: Co-Op

These courses constitute a series wherein the student works on a part-time basis in a job directly related to logistics management. 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.

Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 0
Semester Offered:
Summer

Machine Tool Technology

MTT 100: Machining Technology I

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 As needed.

Credits: 6
Transfer Code: Code C
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
As determined by program
Semester Offered:
Fall
Spring
Summer

MTT 103: Machining Technology II

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 As needed.

Credits: 6
Transfer Code: Code C
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
As determined by program
Semester Offered:
Fall
Spring
Summer

MTT 107: Machining Calculations I

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by program
Semester Offered:
Fall
Spring
Summer

MTT 108: Machine Handbook Functions I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by program
Semester Offered:
Fall
Spring
Summer

MTT 121: Basic Print Reading for Machinists
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
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 123: Engine Lathe Lab I
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 124: Engine Lathe Lab II
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 127: Metrology
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
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 128: Geometric Dimensioning & Tolerancing I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 129: Lathe Operations
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. As needed.
Credits: 6
Transfer Code: Code C
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 130: Machine Calculations II
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 134: Lathe Operations I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 135: Lathe Operations I Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 136: Milling Operations
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. As needed.
Credits: 6
Transfer Code: Code C
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 137: Milling I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 138: Milling I Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 140: Basic Computer Numeric Control Turning Programming
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 141: Basic Computer Numeric Control Milling Programming
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 142: Advanced Machining Calculations
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 146: Precision Grinding Machines I
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. As needed.
Credits: 6
Transfer Code: Code C
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 147: Introduction to Machine Shop I
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
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 148: Introduction to Machine Shop I Lab

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

Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 149: Introduction to Machine Shop II

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 150: Introduction to Machine Shop II Lab

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 154: Metallurgy

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 170: Molding Materials and Properties

This course is designed for students interested in injection molding. Lecture will emphasize the facts, principles and theories of general chemistry related to synthetic organic materials such as polymers, plastics, and resins. Lessons will include math operations, matter and energy, atomic structure, symbols, formulas, nomenclature, the periodic table, bonding concepts, equations, and reactions related to chemical bonding during polymerization. As needed.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall
Spring
Summer

MTT 171: Intermediate Blueprint Reading for Machinists

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 173: Injection Mold Setter Skills

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 175: Injection Mold Setter Skills Lab

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 202: Machine Maintenance and Repair

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. As needed.

Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 221: Advanced Blueprint Reading for Machinists
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 273: Injection Mold Processing
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 275: Injection Mold Processing Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 291: Cooperative Education in Machine Tool Technology
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 15
Lecture Hours: 0
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 292: Cooperative Education in Machine Tool Technology
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 15
Lecture Hours: 0
Prerequisites:
As determined by college
Semester Offered:
Fall
Spring
Summer

MTT 293: Cooperative Education in Machine Tool Technology
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. As needed.
Credits: 2
Transfer Code: Code C
Lab Hours: 10
Lecture Hours: 0
Prerequisites:
As determined by college

MTT 294: Cooperative Education in Machine Tool Technology
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 5
Lecture Hours: 0
Prerequisites:
As determined by college

Marketing

MKT 220: Advertising and Sales Promotion
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

MKT 223: Customer Service
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

Mass Communications

MCM 100: Introduction to Mass Communication
This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society. As needed.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3

MCM 113: Student Publications
These courses offer practical experience in journalism skills through working on the staff of student publications. As needed.
Credits: 1-2
Transfer Code: Code C

MCM 114: Student Publications
These courses offer practical experience in journalism skills through working on the staff of student publications. As needed.
Credits: 1-2
Transfer Code: Code C

MCM 115: Student Publications
These courses offer practical experience in journalism skills through working on the staff of student publications. As needed.
Credits: 1-2
Transfer Code: Code C

MCM 213: Student Publications
These courses offer practical experience in journalism skills through working on the staff of student publications. As needed.
Credits: 1-2
Transfer Code: Code C

MCM 214: Student Publications
These courses offer practical experience in journalism skills through working on the staff of student publications. As needed.
Credits: 1-2
Transfer Code: Code C

MCM 215: Student Publications
These courses offer practical experience in journalism skills through working on the staff of student publications. As needed.
Credits: 1-2
Transfer Code: Code C

Mathematics

MTH 098: Elementary Algebra
This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Semester Offered:
Spring
Summer
Fall

MTH 099: Support for Intermediate College Algebra

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 100 class. This course does not apply toward the general core requirement for mathematics.

Credits: 1-2

Lab Hours: 2

Lecture Hours: 1

Prerequisites:

MTH 098 or appropriate math placement score

Co-Requisites:

MTH 100

Semester Offered:

Spring
Summer
Fall

MTH 100: Intermediate College Algebra

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations, and quadratic equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

MTH 098 Elementary Algebra with a grade of "S" or "C" or appropriate mathematics placement score

Co-Requisites:

MTH 099 (if required, based upon placement score)

Semester Offered:

Spring
Summer
Fall

MTH 103: Introduction to Technical Mathematics

This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Semester Offered:

Fall
Spring
Summer

MTH 110: Finite Mathematics

This course provides an overview of topics in finite mathematics together with their applications and is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). The course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance. CORE

Credits: 3

Transfer Code: Code A

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

All core mathematics courses in Alabama must have a minimum prerequisite of 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 MTH 098 with a grade of C or higher.

Semester Offered:

Spring
Summer
Fall

MTH 112: Precalculus 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
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
All core mathematics courses in Alabama must have a minimum prerequisite of 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
Semester Offered:
Spring
Summer
Fall

MTH 113: Precalculus Trigonometry
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
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
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
Semester Offered:
Spring
Summer
Fall

MTH 115: Precalculus Algebra & Trigonometry
This course is a one semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, and polar coordinates.
Credits: 4
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
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 (S if taken as pass/fail) MTH 100 and receive permission from the department chairperson

MTH 116: Mathematical Applications

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Semester Offered:

Spring
Summer
Fall

MTH 120: Calculus and Its Applications

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

Credits: 3

Transfer Code: Code A

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

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

Semester Offered:

Fall
Spring
Summer

MTH 125: Calculus I

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

Credits: 4

Transfer Code: Code A

Lab Hours: 0

Lecture Hours: 4

Prerequisites:

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

Semester Offered:

Spring
Summer
Fall

MTH 126: Calculus II
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
Credits: 4
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MTH 125 with a grade of "C" or higher
Semester Offered:
Fall
Spring
Summer

MTH 227: Calculus III
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
Credits: 4
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MTH 126 with a grade of "C" or higher
Semester Offered:
Fall
Spring
Summer

MTH 231: Math for the Elementary Teacher I
This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

MTH 237: Linear Algebra
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
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
MTH 126 with a grade of "C" or higher
Semester Offered:
Summer

MTH 238: Applied Differential Equations I
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
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
MTH 227 with a grade of "C" or higher
Semester Offered:
Summer

MTH 265: Elementary Statistics
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
MTH 100 with a grade of "C" or higher or appropriate mathematics placement score
Semester Offered:
Spring
Summer
Fall

Mechatronics, Electronics & Robotics

ELT 104: Distribution System
This course involves the theory, applications, calculations, and connections associated with transformers and power distribution systems commonly used in the electrical field.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

ELT 110: Wiring Methods
This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

ELT 114: Residential Wiring Methods
This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

ELT 132: Commercial/Industrial Wiring II

This course is a continuation of ELT 131 and is all inclusive. Including the study of branch circuits, installation requirements for services, feeders and special equipment considerations including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC and special equipment considerations. Upon completion, students should be able to know how to size complete electrical commercial/industrial systems and know the NEC requirements for each system.

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by program.
Semester Offered:
Fall
Spring
Summer

ELT 225: Smart House Wiring

This course introduces the newest technology available for Smart House wiring equipment and wiring methods to include control of whole-house electrical equipment and home entertainment produces. Emphasis is placed on specialized skills and tools required for wiring Smart Houses. Upon completion, students should be able to install special devices and automated equipment in a high-technology Smart House.

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by the college
Semester Offered:
Fall
Spring
Summer

ILT 109: Electrical Blueprint Reading I

This course will enable the student to obtain to a working knowledge of the elements of blueprint reading; the ability to interpret electrical, mechanical, and architectural drawing; and the ability to visualize the entire building structure in relationship to the electrical system. This course will enable the student to obtain to a working knowledge of the elements of blueprint reading; the ability to interpret electrical, mechanical, and architectural drawing; and the ability to visualize the entire building structure in relationship to the electrical system.

Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program.

ILT 117: Principles of Construction Wiring

This course provides a study of the technical skills required to safely perform electrical wiring installations. Topics include methods of wiring residential, commercial, and industrial locations. Upon completion, studens should be able to apply safe wiring skills to residential, commercial and industrial applications.

Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

ILT 150: FAME Manufacturing Core Exercise I, Safety Culture

Credits: 1
Transfer Code: Code C

ILT 152: FAME Manufacturing Core Exercise II

Credits: 1
Transfer Code: Code C

ILT 154: FAME Manufacturing Core Exercise III

Credits: 1
Transfer Code: Code C

ILT 156: FAME Manufacturing Core Exercise IV

Credits: 1
Transfer Code: Code C

ILT 158: FAME Manufacturing Core Exercise V

Credits: 1
Transfer Code: Code C

ILT 166: Motors and Transformers I
This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. Upon lab completion, students should be able to test motors, transformer types, and test input and output voltage.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by the college
Semester Offered:
Fall
Spring
Summer

ILT 167: AC/DC Machinery and Controls I
This course provides the student with knowledge in AC/DC machinery and controls. Topics include the characteristics and operating principles of the different types of AC/DC generators and motors, manual and automatic starters and controllers. The lab enables to students test, troubleshoot and repair AC/DC Machinery and controls. Upon completion, the student will be able to apply practical skills in AC/DC machinery.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As determined by the college
Semester Offered:
Fall
Spring
Summer

ILT 181: Special Topics in ILT
This course provides a guided independent study of special topics in ILT. The student and instructor design th eplan of study. Upon completion, students should be able to demonstrate skills developed in these courses.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

ILT 231: National Electric Code
This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall
Spring
Summer

Medical Assistant

MAT 101 or HIT 110: Medical Terminology
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 As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

MAT 102: Medical Assisting Theory I
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
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

MAT 103: Medical Assisting Theory II

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

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Semester Offered:

Spring

MAT 110: Introduction to Healthcare

This interdisciplinary course focuses on topics in healthcare which are common to healthcare disciplines. Content will include healthcare delivery systems, members of the healthcare team, safety, ethical/legal issues, professionalism, and employability. Students can explore career choice options available in the healthcare field.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

MAT 111: Clinical Procedures I for the Medical Assistant

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

Credits: 3

Transfer Code: Code C

Lab Hours: 1

Lecture Hours: 2

Semester Offered:

Fall

MAT 122: Basic Concepts of Interpersonal Relationships

This course is designed to assist students in health occupations to learn basic principles of human behavior. Activities for developing effective interpersonal relations are included. Exploration of self-concept and the negative effect of poor self-concept as they relate to one's health are presented. Upon completion, students should be able to apply these concepts to the work setting.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

As required by the college

MAT 123: Medical Business Practices I

This course introduces practices expected of the medical assistant in a healthcare business setting. Topics include but are not limited to inputting patient data, utilizing practice management software to include scheduling, routine maintenance of administrative and/or clinical equipment, and sensitivity when managing client needs. Upon completion, students should be able to perform basic medical business skills. CORE

Credits: 2

Transfer Code: Code C

Lab Hours: 1

Lecture Hours: 1

Semester Offered:

Fall

MAT 124: Medical Business Practices II

This course introduces medical business practices not covered in medical business practices I. Topics include but are not limited to fiscal management practices to include paper and/or electronic book keeping, banking, and payroll procedures. This course also includes concepts of insurance and third-party reimbursement, eligibility requirements required for filing insurance claims. Concepts of outpatient procedural and diagnostic coding will be included in this course of study. Upon completion students should be able to manage the medical business and insurance procedures at an intermediate level. CORE

Credits: 4

Transfer Code: Code C

Lab Hours: 1

Lecture Hours: 3

Semester Offered:

Spring

MAT 126: Medical Laboratory Practices

This course introduces clinical procedures used by the medical assistant for medical office and ambulatory settings. Topics include but are not limited to obtaining specimens and performing CLIA waived laboratory tests. Limited theory of pertinent microbiology to include gram-positive/gram-negative theory, hematology, and phlebotomy practices for the medical business practice are discussed. Upon completion, students should be able to perform basic lab procedures and patient instructions on specimen collection on course topics. CORE

Credits: 4

Transfer Code: Code C

Lab Hours: 1

Lecture Hours: 3

Semester Offered:

Spring

MAT 128: Medical Law and Ethics for the Medical Assistant
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
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

MAT 205: Clinical Specialties for Medical Assistants
This course will build upon previous knowledge and skills in the clinical practice setting with advanced topics which include but are not limited to assisting with specialty examinations, vital signs, client teaching, and components of the medical records to include formats, types, and documentation. This course also includes management and response to medical office emergencies. Upon completion, students should be able to recognize and manage specific emergencies in the office setting and assist with specialty procedures. CORE
Credits: 4
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 3
Prerequisites:
MAT 111 or Permission of Instructor
Semester Offered:
Fall

MAT 214: Medical Assisting Pharmacology
This course familiarizes the student with frequently administered and commonly prescribed drugs used in the medical office. Theory includes components of the drug profile to include calculation, preparation, and administration of the medication. Additional topics include special populations and nutritional requirements, documentation, and basic concepts of prescribing practices to include e-scribing. Upon completion, students should be able to prove competency in safe medication administration and calculations. CORE
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
MTH 116 or higher, MAT 111, MAT 205
Semester Offered:
Spring

MAT 217: Microscopy for the Medical Office
This course introduces microscopy in the medical office. Setting up slides and preparing slides for examination will be included. Urine sediment and correlation to dipstick analysis results will be included. Normal peripheral blood smears will be examined and counted for differential.
Credits: 2
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
MAT 126
Semester Offered:
Summer

MAT 219: Radiology for the Medical Assistant
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Semester Offered:
Summer

MAT 222: Medical Transcription I
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
As required by the college
Semester Offered:
Summer

MAT 227: Special Topics in Medical Assisting
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1

MAT 228: Medical Assistant Review Course
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1

MAT 230: Medical Assistant Preceptorship
This course is a medical assisting capstone course. The student is expected to apply administrative, clinical, and laboratory knowledge while under the supervision of a designated preceptor. The student performs administrative, clinical, and laboratory skills while displaying positive affective behaviors expected of a medical assistant in the medical setting. The total number of contact hours must be a minimum of 160 hours in length. The content of the course is aligned with standards and guidelines from the Medical Assisting Education Review Board (MAERB) in collaboration with CAAHEP. CORE.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
2
Prerequisites:
MAT 102, MAT 103, MAT 128, MAT 101 or HIT 110, MAT 111, MAT 205, MAT 123, MAT 124, MAT 126, MAT 214
Semester Offered:
Summer

Medical Laboratory Technician

MLT 111: Urinalysis and Body Fluids
This course focuses on the theory and techniques in the examination of urine. The student is introduced to physical and chemical properties as well as microscopic examination of sediment and the identification of cells and crystals. The student is also presented with the physical and chemical properties of body fluids and microscopic examination and 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.
Credits: 4
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 3
Semester Offered:
Fall

MLT 121: Hematology
In this course the theory and techniques of hematology and other body fluids are covered. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, 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.
Credits: 5
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 3
Semester Offered:
Fall

MLT 131: Laboratory Techniques
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 3
Semester Offered:
Summer
Fall
Spring

MLT 132: Laboratory Techniques II
This course is designed for students to apply knowledge and skills needed to perform as a Medical Laboratory Assistant (MLA). Emphasis is placed on collection, processing, preparation and analysis of patient specimens, critical assessment of specimens for pre-analytical errors and interfering substances, proper documentation and reporting of patient results appropriate to the level of a MLA while following established laboratory protocols as well as preparation, analysis, interpretation and reporting of quality control per standard operating procedures. Upon completion of this course the student will demonstrate satisfactory competency for assignment to the clinical component for MLA.
Credits: 5
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 3
Semester Offered:
Summer
Spring
Fall

MLT 141: MLT Microbiology I
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.
Credits: 5
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 3
Semester Offered:
Spring

MLT 142: MLT Microbiology II
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Semester Offered:
Summer

MLT 151: Clinical Chemistry
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.
Credits: 5
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 3
Semester Offered:
Fall

MLT 181: Clinical Immunology
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 1
Semester Offered:
Spring

MLT 191: Clinical Immunohematology
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.
Credits: 5
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 3
Semester Offered:
Spring

MLT 286: Clinical Laboratory Practicum for Medical Laboratory Assistant

This course is the clinical practicum component following the satisfactory completion of MLT 131 and MLT 132 for Medical Laboratory Assistant short-term certificate. Practicum consists of specimen collection, processing, preparation and analysis of patient specimens, critical assessment of specimens for pre-analytical errors and interfering substances, proper documentation and reporting of patient results appropriate to the level of a MLA. Students will follow established laboratory protocols as well as prepare, analyze, interpret and report quality control per standard operating procedures. Upon completion of this course the student will demonstrate satisfactory competency as an entry-level medical laboratory assistant and be eligible for MLA national certification exam.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 0

Semester Offered:

Fall

Spring

MLT 293: MLT Seminar

This course is a cumulative review of medical laboratory science theory. The seminar consists of cumulative review of previous courses emphasizing recall, application or theory, correlation, and evaluation of all areas of medical laboratory science. This course will assist in preparation of the students for the national Board of Certification exam.

Credits: 2

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 2

Semester Offered:

Summer

MLT 294: Medical Laboratory Practicum – Hematology and Urinalysis

This supervised practicum is within the medical setting and provides laboratory practice in hematology and urinalysis. Emphasis is placed on medical laboratory 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, and manage data and quality control using information systems.

Credits: 2

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 0

Semester Offered:

Spring

MLT 295: Medical Laboratory Practicum - Microbiology

This supervised practicum is within the medical laboratory setting and provides laboratory practice in microbiology. Emphasis is placed on medical laboratory 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, and manage data and quality control using information systems.

Credits: 2

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 0

Semester Offered:

Summer

MLT 296: Medical Laboratory Practicum - Immunohematology

This supervised practicum is within the medical laboratory setting and provides laboratory practice in immunohematology. Emphasis is placed on medical laboratory 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.

Credits: 2

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 0

Semester Offered:

Summer

MLT 297: Medical Laboratory Practicum – Chemistry and Immunology

This supervised practicum is within the medical laboratory setting and provides laboratory practice in medical chemistry and immunology. Emphasis is placed on medical laboratory 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, and manage patient data and quality control statistics using information systems.

Credits: 2

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 0

Semester Offered:

Spring

Music

MUL 101: Class Piano I
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 102: Class Piano II
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 111: Class Voice I
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 112: Class Voice II
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 121: Class Strings I
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 122: Class Strings II
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 131: Class Woodwinds I
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 132: Class Woodwinds II
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 141: Class Brass I
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 142: Class Brass II
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 151: Class Percussion I
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 152: Class Percussion II
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 161: Class Fretted Instruments I
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 162: Class Fretted Instruments II
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 170: Music Workshop I
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.
Credits: 1-3
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUL 171: Music Workshop II
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.
Credits: 1-3
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUL 172: Musical Theater Workshop I
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.
Credits: 1-2
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUL 173: Musical Theater Workshop II
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.
Credits: 1-2
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUL 174: Opera Workshop I
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.
Credits: 1-2
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUL 175: Opera Workshop II
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.
Credits: 1-2
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUL 180: Chorus I
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUL 181: Chorus II
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUL 182: Vocal Ensemble I
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUL 183: Vocal Ensemble II
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUL 184: Jazz/Show Choir I
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUL 185: Jazz/Show Choir II
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUL 190: Concert Band I
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUL 191: Concert Band II
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUL 192: Instrumental Ensemble I
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUL 193: Instrumental Ensemble II
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUL 194: Orchestra I
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUL 195: Orchestra II
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUL 196: Jazz/Show Band I
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUL 197: Jazz/Show Band II
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUL 198: Marching Band I
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUL 199: Marching Band II
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUL 201: Class Piano III
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 202: Class Piano IV
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 211: Class Voice III
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 212: Class Voice IV
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 221: Class Strings III
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 222: Class Strings IV
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 231: Class Woodwinds III
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 232: Class Woodwinds IV
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 241: Class Brass III
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 242: Class Brass IV
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 251: Class Percussion III
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 252: Class Percussion IV
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 261: Class Fretted Instruments III
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 262: Class Fretted Instruments IV
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

MUL 270: Music Workshop III
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.
Credits: 1-3
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUL 271: Music Workshop IV
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.
Credits: 1-3
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUL 272: Musical Theater Workshop III
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.
Credits: 1-2
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUL 273: Musical Theater Workshop IV
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.
Credits: 1-2
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUL 274: Opera Workshop III
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.
Credits: 1-2
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUL 275: Opera Workshop IV
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.
Credits: 1-2
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUL 280: Chorus III
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUL 281: Chorus IV
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUL 282: Vocal Ensemble III
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUL 283: Vocal Ensemble IV
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUL 284: Jazz/Show Choir III
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUL 285: Jazz/Show Choir IV
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUL 290: Concert Band III
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUL 291: Concert Band IV
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUL 292: Instrumental Ensemble III
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUL 293: Instrumental Ensemble IV
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUL 294: Orchestra III
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUL 295: Orchestra IV
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUL 296: Jazz/Show Band III
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUL 297: Jazz/Show Band IV
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUL 298: Marching Band III
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUL 299: Marching Band IV
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 of 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.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 101: Private Piano I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 102: Private Piano II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 103: Private Organ I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 104: Private Organ II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 105: Private Harpsichord I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 106: Private Harpsichord II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 111: Private Voice I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 112: Private Voice II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 121: Private Violin I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 122: Private Violin II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 123: Private Viola I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 124: Private Viola II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 125: Private Cello I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 126: Private Cello II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 127: Private Double Bass I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 128: Private Double Bass II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 131: Private Harp I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 132: Private Harp II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 135: Private Fretted Instruments (other than guitar) I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 136: Private Fretted Instruments (other than guitar) II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 141: Private Flute I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 142: Private Flute II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 143: Private Clarinet I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 144: Private Clarinet II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 145: Private Saxophone I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 146: Private Saxophone II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 151: Private Oboe I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 152: Private Oboe II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 153: Private Bassoon I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 154: Private Bassoon II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 161: Private Trumpet I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 162: Private Trumpet II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 163: Private French Horn I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 164: Private French Horn II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 165: Private Mellophone I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 166: Private Mellophone II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 171: Private Trombone I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 172: Private Trombone II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 173: Private Euphonium I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 174: Private Euphonium II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 175: Private Tuba I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 176: Private Tuba II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 181: Private Percussion I
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Summer
Fall

MUP 182: Private Percussion II
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 201: Private Piano III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 202: Private Piano IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 203: Private Organ III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 204: Private Organ IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 205: Private Harpsichord III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 206: Private Harpsichord IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 211: Private Voice III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 212: Private Voice IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 221: Private Violin III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 222: Private Violin IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 223: Private Viola III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 224: Private Viola IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 225: Private Cello III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 226: Private Cello IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 227: Private Double Bass III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 228: Private Double Bass IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 231: Private Harp III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 232: Private Harp IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 235: Private Fretted Instruments (other than guitar) III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 236: Private Fretted Instruments (other than guitar) IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 241: Private Flute III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 242: Private Flute IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 243: Private Clarinet III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 244: Private Clarinet IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 245: Private Saxophone III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 246: Private Saxophone IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 251: Private Oboe III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 252: Private Oboe IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 253: Private Bassoon III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 254: Private Bassoon IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 261: Private Trumpet III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 262: Private Trumpet IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 263: Private French Horn III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 264: Private French Horn IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 265: Private Mellophone III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 266: Private Mellophone IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor

MUP 271: Private Trombone III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 272: Private Trombone IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 273: Private Euphonium III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 274: Private Euphonium IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 275: Private Tuba III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 276: Private Tuba IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUP 281: Private Percussion III
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Fall

MUP 282: Private Percussion IV
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. As needed.
Credits: 1-2
Transfer Code: Code B
Prerequisites:
Permission of the instructor
Semester Offered:
Spring

MUS 100: Convocation
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Semester Offered:
Spring
Fall

MUS 101: Music Appreciation
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

MUS 102: Afro-American Music
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.
Credits: 1-2
Transfer Code: Code C

MUS 103: Survey of Popular Music
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.
Credits: 1-2
Transfer Code: Code C

MUS 104: Jazz: An Introduction and History
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.
Credits: 1-2
Transfer Code: Code C

MUS 110: Basic Musicianship
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
MUS 099 or suitable placement score or permission of the instructor

MUS 111: Music Theory I
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.
Credits: 3
Transfer Code: Code B
Prerequisites:
MUS 110 or MUS 115 or permission of the Music Department Chair
Co-Requisites:
MUS 113, if ear training lab is a separate course.
Semester Offered:
Fall

MUS 112: Music Theory II
This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces the student to 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.
Credits: 3
Transfer Code: Code B
Prerequisites:
MUS 111
Co-Requisites:
MUS 114, if ear training lab is a separate course.
Semester Offered:
Spring

MUS 113: Music Theory Lab I
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.
Credits: 1
Transfer Code: Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
MUS 110 or suitable placement score or permission of the instructor
Co-Requisites:
MUS 111, if ear training lab is a separate course.
Semester Offered:
Fall

MUS 114: Music Theory Lab II
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.
Credits: 1
Transfer Code: Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
MUS 113
Co-Requisites:
MUS 112, if ear training lab is a separate course.
Semester Offered:
Spring

MUS 115: Fundamentals of Music
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

MUS 116: Computer Applications in Music
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.
Credits: 2-3
Transfer Code: Code C
Prerequisites:
Permission of the instructor
Semester Offered:
Spring
Fall

MUS 161: Diction for Singers
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.
Credits: 2-3
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUS 170: Introduction to Church Music
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.
Credits: 2-3
Transfer Code: Code C

MUS 171: Service Playing
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.
Credits: 1-2
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUS 180: Piano Pedagogy Seminar
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Permission of the instructor

MUS 201: Survey of Musical Literature I

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

Permission of the instructor

MUS 202: Survey of Musical Literature II

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

Permission of the instructor

MUS 203: Music History I

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

MUS 204: Music History II

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

MUS 211: Music Theory III

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

MUS 112

Co-Requisites:

MUS 213, if ear training lab is a separate course.

Semester Offered:

Fall

MUS 212: Music Theory IV

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 among others. 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.

Credits: 3

Transfer Code: Code C

Prerequisites:

MUS 211

Co-Requisites:

MUS 214, if ear training lab is a separate course.

Semester Offered:

Spring

MUS 213: Music Theory Lab III
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
MUS 114
Co-Requisites:
MUS 211, if ear training lab is separate course.
Semester Offered:
Fall

MUS 214: Music Theory Lab IV
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
MUS 213
Co-Requisites:
MUS 212, if ear training lab is a separate course.
Semester Offered:
Spring

MUS 215: Composition I
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.
Credits: 1-2
Transfer Code: Code C
Prerequisites:
MUS 112 or permission of instructor

MUS 216: Composition II
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.
Credits: 1-2
Transfer Code: Code C
Prerequisites:
MUS 215

MUS 217: Jazz Improvisation
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.
Credits: 1-3
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUS 250: Introduction to Music Education
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.
Credits: 1-2
Transfer Code: Code C

MUS 251: Introduction to Conducting
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
MUS 110 or permission of the instructor

MUS 270: Organization of the Church Music Program
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.
Credits: 2-3
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUS 271: Church Music Literature
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.
Credits: 2-3
Transfer Code: Code C
Prerequisites:
MUS 170 or permission of the instructor

MUS 272: The Children's Choir
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.
Credits: 2-3
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUS 273: Literature for the Church Soloist
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.
Credits: 2-3
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUS 279: Church Music Practicum
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor

MUS 281: Individual Piano Pedagogy
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.
Credits: 2-3
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUS 282: Group Piano Pedagogy
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.
Credits: 2-3
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUS 289: Piano Pedagogy Practicum
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor

MUS 290: Introduction to Commercial Music
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.
Credits: 2-3
Transfer Code: Code C
Semester Offered:
Spring

MUS 291: Musical Acoustics
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.
Credits: 2-3
Transfer Code: Code C
Prerequisites:
Permission of the instructor

MUS 292: Song Writing
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.
Credits: 2-3
Transfer Code: Code C
Prerequisites:
MUS 112 or permission of the instructor

MUS 293: Recording Techniques
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 remixing a multi-track recording.
Credits: 2-3
Transfer Code: Code C
Semester Offered:
Fall

Nursing

NRN 401: Professional Nursing Concepts for RNs
Credits: 4

NRN 402: Prof. Leadership Development for RNs
Credits: 3

NRN 403: Systems Leadership for RNs
Credits: 3

NRN 404: Quality and Patient Safety for RNs
Credits: 3

NRN 405: Evidence-Based Nursing Practice and Informatics for RNs
Credits: 4

NRN 406: Applied Pathophysiology Across the Lifespan for RNs
Credits: 3

NRN 407: Transitional Care Coordination Across The Lifespan for RNs
Credits: 3

NRN 408: Population Health for RNs
Credits: 4

NUR 112: Fundamental Concepts of Nursing
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.
Credits: 7
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 4
1
Prerequisites:
Admission to the program
Co-Requisites:
A grade of "C" or better in BIO 201, and MTH 100 or higher.
Semester Offered:
Spring
Fall

NUR 113: Nursing Concepts I
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.
Credits: 8
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 4
3
Prerequisites:
A grade of "C" or better in BIO 201, MTH 100 or higher, and NUR 112
Co-Requisites:
A grade of "C" or better in BIO 202, ENG 101 and PSY 210.
Semester Offered:
Spring
Summer

NUR 114: Nursing Concepts II
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.
Credits: 8
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 5
3
Prerequisites:
A grade of "C" or better in BIO 202, ENG 101 and PSY 210 and NUR 113
Co-Requisites:
SPH 106 or 107
Semester Offered:
Summer
Fall

NUR 115: Evidence Based Clinical Reasoning
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
1
Prerequisites:
A grade of "C" or better in BIO 202, ENG 101 and PSY 210 and NUR 113
Co-Requisites:
SPH 106 or 107, NUR 114
Semester Offered:
Summer
Fall

NUR 209: Concepts for Healthcare Transition Students
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.

NOTE: Upon successful completion of NUR 209, students will be awarded 15 hours of non-traditional credit.

Credits: 10
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 6
3
Prerequisites:
A grade of "C" or better in BIO 201, BIO 202, ENG 101, MTH 100 or higher, PSY 210, AND SPH 106 or 107
Semester Offered:
Fall

NUR 211: Advanced Nursing Concepts
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.
Credits: 7
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 4
3
Prerequisites:
A grade of "C" or better in SPH 106 or 107, NUR 114, NUR 115 or NUR 209 Mobilists
Co-Requisites:
BIO 220
Semester Offered:
Spring
Fall

NUR 221: Advanced Evidence Based Clinical Reasoning
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.
Credits: 7
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
4
Prerequisites:
A grade of "C" or better in BIO 220, NUR 211
Co-Requisites:
HUM 101 (Code A Recommended)
Semester Offered:
Spring
Summer

NUR 306: Joint Enrollment Success
UAB Joint Enrollment Success .
Credits: 3
Semester Offered:
Fall
Spring
Summer

NUR 490: Joint Enrollment Success
Credits: 3
Lecture Hours: 45
Prerequisites:
Must be accepted to both WSCC and UAB Nursing programs.
Semester Offered:
Fall

Occupational Therapy Assistant

OTA 210: Occupational Therapy Fundamentals
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.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

OTA 211: Practical Anatomy & Kinesiology Theory
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.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Co-Requisites:
OTA 212
Semester Offered:
Fall

OTA 212: Practical Anatomy and Kinesiology Lab
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.
Credits: 2
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
As required by program
Co-Requisites:
OTA 211
Semester Offered:
Fall

OTA 213: Treatment Planning and Implementation: Part I Theory - Pediatrics
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.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Co-Requisites:
OTA 214
Semester Offered:
Fall

OTA 214: Treatment Planning and Implementation: Part I Lab - Pediatrics
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.
Credits: 2
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
As required by program
Co-Requisites:
OTA 213
Semester Offered:
Fall

OTA 215: The Psychiatric Environment and Group Process in O.T

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.

Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Co-Requisites:
OTA 216
Semester Offered:
Spring

OTA 216: The Psychiatric Environment and Group Process in O.T. Lab

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.

Credits: 1
Lab Hours: 1
Lecture Hours: 0
Prerequisites:
As required by program
Co-Requisites:
OTA 215
Semester Offered:
Spring

OTA 217: Orientation to Fieldwork

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.

Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Fall

OTA 218: Level I Fieldwork – A

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.

Credits: 1
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall

OTA 219: Level I Fieldwork – B
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.
Credits: 1
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Fall

OTA 220: Documentation for the OTA
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.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring

OTA 221: Medical Conditions in O.T
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.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

OTA 222: Treatment Planning and Implementation: Part II Theory – Adult
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.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Co-Requisites:
OTA 223
Semester Offered:
Spring

OTA 223: Treatment Planning and Implementation: Part II Lab – Adult
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.
Credits: 2
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
As required by program
Co-Requisites:
OTA 222
Semester Offered:
Spring

OTA 224: Occupational Activity Analysis
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.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring

OTA 225: Occupational Activity Analysis Lab
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.
Credits: 2
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Spring

OTA 226: Level II Fieldwork – A
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.
Credits: 4
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Spring

OTA 227: Evidence Based Practice
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.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Spring

OTA 230: Professional Skills Development
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.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Summer

OTA 231: Rehabilitation Management
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.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Summer

OTA 232: Splinting
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.
Credits: 2
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Summer

OTA 233: Level II Fieldwork – B
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.
Credits: 4
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
As required by program
Semester Offered:
Summer

OTA 234: OTA Review Seminar
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.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Summer

Office Administration

OAD 101: Beginning Keyboarding
This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, etc.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

OAD 103: Intermediate Keyboarding
This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. This is a core course.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
OAD 101 or permission of instructor
Semester Offered:
Spring
Summer
Fall

OAD 125: Word Processing
This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters and reports. This is a core course.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

OAD 126: Advanced Word Processing
This course is designed to increase student proficiency in using the advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
OAD 125 or permission of instructor
Semester Offered:
Summer

OAD 136: Advanced Financial Record Keeping
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Summer

OAD 137: Computer Financial Recordkeeping
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

OAD 138: Records/Information Management
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. This is a core course.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

OAD 214: Medical Office Procedures
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

OAD 218: Office Procedures
This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

OAD 243: Spreadsheet Applications
This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

OAD 244: Database Concepts
This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Fall

OAD 246: Office Graphics and Presentations
This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Summer

OAD 247: Special Projects
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.
Credits: 3
Transfer Code: Code C
Prerequisites:
OAD 243 or permission of instructor
Semester Offered:
Spring
Summer

Orientation

ORI 110: Freshman Seminar
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.
Credits: 1
Transfer Code: Code C
Semester Offered:
Spring
Summer
Fall

Paralegal

PRL 101: Introduction to Paralegal Study
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall
Summer

PRL 102: Basic Legal Research and Writing
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall
Summer

PRL 103: Advanced Legal Research and Writing
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PRL 102
PRL 101
Semester Offered:
Spring

PRL 160: Criminal Law and Procedure
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PRL 101
PRL 102
Semester Offered:
Fall

PRL 192: Selected Topics in Paralegal
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. As needed.
Credits: 1-3
Transfer Code: Code C

PRL 210: Real Property Law
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PRL 101
PRL 102
Semester Offered:
Spring

PRL 230: Domestic Law
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PRL 101
PRL 102
Semester Offered:
Fall

PRL 240: Wills, Trusts, and Estates
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PRL 101
PRL 102
Semester Offered:
Summer

PRL 262: Civil Law and Procedure
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PRL 101
PRL 102
Semester Offered:
Fall

PRL 291: Internship
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 15
Lecture Hours: 0
Prerequisites:
Instructor permission, and PRL 101
Semester Offered:
Spring

Philosophy

PHL 106: Introduction to Philosophy
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

PHL 206: Ethics and Society
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 Campus and Online.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

Physical Education

PED 100: Fundamentals of Fitness
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

PED 101: Slimnastics (Beginning)
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Semester Offered:
Spring
Summer
Fall

PED 102: Slimnastics (Intermediate)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 103: Weight Training (Beginning)
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Semester Offered:
Spring
Summer
Fall

PED 104: Weight Training (Intermediate)
This course covers advanced levels of weight training. Emphasis is 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.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Semester Offered:
Spring
Summer
Fall

PED 105: Personal Fitness
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 106: Aerobics
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 107: Aerobics Dance (Beginning)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 106 or permission of instructor

PED 108: Aerobics Dance (Intermediate)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 107 or permission of instructor

PED 109: Jogging
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 118: General Conditioning (Beginning)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 119: General Conditioning (Intermediate)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 118 or instructor permission

PED 120: Techniques of Dual and Individual Sports
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. As needed.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2

PED 121: Bowling (Beginning)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 122: Bowling (Intermediate)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 121 or instructor permission

PED 123: Golf (Beginning)
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Semester Offered:
Spring
Fall

PED 124: Golf (Intermediate)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 123 or instructor permission

PED 126: Recreational Games
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 128: Racquetball
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 129: Equitation
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission

PED 131: Badminton (Beginning)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 132: Badminton (Intermediate)
This course provides an opportunity for the student to participate in badminton. Emphasis is placed on advanced skills and strategies in badminton. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 133: Tennis (Beginning)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 134: Tennis (Intermediate)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 133 or instructor permission

PED 155: Self Defense
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 160: Social Dance
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 163: Square Dancing (Beginning)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 164: Square Dancing (Intermediate)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 163 or instructor permission

PED 166: Modern Dance
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 169: Creative Dance
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 171: Basketball (Beginning)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 172: Basketball
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 171 or instructor permission

PED 176: Volleyball (Beginning)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 177: Volleyball (Intermediate)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 176 or instructor permission

PED 178: Soccer (Beginning)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 179: Soccer (Intermediate)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 178 or instructor permission

PED 180: Flag Football
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 181: Baseball (Beginning)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 182: Baseball (Intermediate)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 181 or instructor permission

PED 186: Softball (Beginning)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 187: Softball (Intermediate)
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 200: Foundations of Physical Education
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. As needed.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3

PED 211: Basic Football Rules and Officiating Techniques
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

PED 212: Advanced Football Rules and Officiating Techniques
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PED 211

PED 213: Basic Volleyball Rules and Officiating Techniques
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

PED 214: Advanced Volleyball Rules and Officiating Techniques
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PED 213

PED 216: Sports Officiating
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

PED 217: Basic Basketball Rules and Officiating Techniques
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

PED 218: Advanced Basketball Rules and Officiating Techniques
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PED 217

PED 219: Basic Baseball and Softball Rules and Officiating Techniques
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3

PED 220: Advanced Baseball and Softball Rules and Officiating Techniques
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PED 219

PED 226: Hiking
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 227: Angling
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 240: Sport and Recreational Scuba Diving
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 245: Cycling
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 251: Varsity Basketball
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission

PED 252: Varsity Baseball
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission

PED 253: Varsity Golf
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission

PED 254: Varsity Softball
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission

PED 255: Varsity Tennis
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission

PED 257: Varsity Cheerleading
As needed
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission

PED 258: Varsity Volleyball
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission

PED 260: Varsity Soccer
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0

PED 295: Practicum in Physical Education
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. As needed.
Credits: 3
Transfer Code: Code C

Physical Science

PHS 111: Physical Science
This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and Astronomy. Laboratory is required.
Credits: 4
Transfer Code: Code A
Lab Hours: 2
Lecture Hours: 3
Semester Offered:
Fall

PHS 112: Physical Science II
This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. Laboratory is required.
Credits: 4
Transfer Code: Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
MTH 098 or higher; or adequate placement test scores
Semester Offered:
Spring

PHS 211: Physical Science I
Credits: 4

PHS 230: Introduction to Meteorology
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. As needed.
Credits: 4
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 3

Physical Therapist Assistant

PTA 120: Introduction to Kinesiology
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
Does not require program admission.
Semester Offered:
Fall
Spring
Summer

PTA 200: PT Issues and Trends
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
Requires program acceptance.
Semester Offered:
Fall

PTA 201: PTA Seminar
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
PTA 200
Semester Offered:
Summer

PTA 202: PTA Communication Skills
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
Requires program acceptance.
Semester Offered:
Fall

PTA 220: Functional Anatomy and Kinesiology
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Requires program acceptance.
Semester Offered:
Fall

PTA 222: Functional Anatomy and Kinesiology Lab
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Requires program acceptance.
Semester Offered:
Fall

PTA 230: Neuroscience
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
Requires program acceptance.
Semester Offered:
Spring

PTA 231: Rehabilitation Techniques
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Requires program acceptance.
Semester Offered:
Spring

PTA 232: Orthopedics for the PTA
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
Requires program acceptance; PTA 220, PTA 222.
Semester Offered:
Spring

PTA 240: Physical Disabilities I
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
Requires program acceptance.
Semester Offered:
Fall

PTA 241: Physical Disabilities II
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
PTA 240
Semester Offered:
Spring

PTA 250: Therapeutic Procedures I
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
Requires program acceptance.
Semester Offered:
Fall

PTA 251: Therapeutic Procedures II
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
PTA 250
Semester Offered:
Spring

PTA 258: Introduction to the Clinical Environment
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Requires program acceptance.
Semester Offered:
Fall

PTA 260: Clinical Education I
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
1
Prerequisites:
Requires program acceptance.
Semester Offered:
Fall

PTA 266: Clinical Field Work I
This clinical class will provide an intensive and extended clinical interaction in the health care environment. The course entails ongoing communication between the clinical instructor, student, and course coordinator. The student will safely and effectively apply procedures and techniques previously attained in the classroom.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
2
Prerequisites:
Requires program acceptance; PTA 260.
Semester Offered:
Spring

PTA 268: Clinical Practicum
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.
Credits: 5
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
5
Prerequisites:
Requires program acceptance; PTA 260, PTA 266.
Semester Offered:
Summer

PTA 290: Therapeutic Exercise
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
Requires program acceptance; PTA 220, PTA 222, PTA 250.
Semester Offered:
Spring

PTA 293: Directed Study for PTA
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. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Requires program acceptance.

Physics

PHY 112: Principles of Physics
This course introduces the student to the basic principles of physics with an emphasis on electricity and magnetism. The course is designed to provide the student with not only a basic knowledge of electricity and magnetism but also an understanding of real-world applications. To prepare the student to understand electricity and magnetism, additional topics includes forces, work, energy, power, sound, and the atomic nature of matter. Topics in electricity and magnetism include electrical forces and fields, currents, electrical circuits, magnetic forces and fields, capacitance, electromagnetic induction and transformers.
Credits: 2
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
College Algebra – MTH 100
Semester Offered:
Spring

PHY 115: Technical Physics
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
College Algebra - MTH 100
Semester Offered:
Spring
Fall

PHY 120: Introduction to Physics
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. As needed
Credits: 4
Transfer Code: Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
MTH 098 or higher; or adequate placement test scores

PHY 201: General Physics I - Trig Based
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. As needed
Credits: 4
Transfer Code: Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
MTH 113 or equivalent

PHY 202: General Physics II – Trig Based
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electroplastics, circuits, magnetism, and modern physics. Laboratory is required. As needed
Credits: 4
Transfer Code: Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
A grade of "C" or better in PHY 201 or the equivalent

PHY 205: Recitation in Physics I
One hour weekly purely for problem solving. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1

PHY 206: Recitation in Physics II
One hour weekly purely for problem solving. As needed.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1

PHY 213: General Physics with CAL I

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy including thermodynamics. Laboratory is required. As needed

Credits: 4

Transfer Code: Code A

Lab Hours: 2

Lecture Hours: 3

Prerequisites:

MTH 125

Semester Offered:

As Needed

PHY 214: General Physics with CAL II

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. As needed

Credits: 4

Transfer Code: Code A

Lab Hours: 2

Lecture Hours: 3

Prerequisites:

A grade of "C" or better in PHY 213 or the equivalent.

PHY 216: Recitation in Physics with CAL I

One hour weekly purely for problem solving. As needed.

Credits: 1

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 1

PHY 217: Recitation in Physics with CAL II

One hour weekly purely for problem solving. As needed.

Credits: 1

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 1

PHY 218: Modern Physics

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, Heiseberg, 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. As needed.

Credits: 4

Transfer Code: Code B

Lab Hours: 2

Lecture Hours: 3

Prerequisites:

MTH 227 and a grade of "C" or better in PHY 214 or the equivalent.

PHY 299: Directed Studies in Physics

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. As needed.

Credits: 1-2

Transfer Code: Code C

Political Science

POL 103: Current Affairs

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 judgments about selected contemporary social and political issues. As needed.

Credits: 2

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 2

Prerequisites:

Permission of instructor

POL 104: Current Affairs

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 judgments about selected contemporary social and political issues. As needed.

Credits: 2

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 2

Prerequisites:

Permission of instructor

POL 105: Current Affairs
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 judgments about selected contemporary social and political issues. As needed.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
Permission of instructor

POL 106: Current Affairs
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 judgments about selected contemporary social and political issues. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Permission of instructor

POL 200: Introduction to Political Science
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3

POL 211: American National Government
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall
Spring
Summer

POL 220: State and Local Government
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

POL 230: Comparative Government
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. As needed.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Permission of the instructor

POL 236: Survey of International Relations
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. As needed.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Permission of instructor

POL 240: Political Theory
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. As needed.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Permission of instructor

POL 299: Directed Studies
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. As needed.
Credits: 1-3
Transfer Code: Code C
Prerequisites:
Permission of Department Chair

Polysomnography Technology

PSG 110: Introduction to Polysomnography
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

PSG 111: Polysomnographic Technology I

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. As needed.

Credits: 4
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 3
Semester Offered:
Fall

PSG 112: Polysomnographic Technology II

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. As needed

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

PSG 113: Polysomnographic Technology III

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. As needed.

Credits: 5
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 5
Semester Offered:
Spring

PSG 114: Polysomnographic Technology IV

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. As needed.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

PSG 115: PSG Clinical Practice I

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. As needed.

Credits: 5
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
Semester Offered:
Fall

PSG 116: PSG Clinical Practice II

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. As needed.

Credits: 5
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
Semester Offered:
Spring

Psychology

PSY 106: Career Exploration
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Semester Offered:
Spring
Summer
Fall

PSY 200: General Psychology
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

PSY 207: Psychology of Adjustment
This course provides an understanding of the basic principles of mental health and an understanding of the individual modes of behavior.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Summer
Fall

PSY 208: Contemporary Issues in Psychology
This course is a study of selected topics in general psychology.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSY 200
Semester Offered:
Spring
Summer

PSY 210: Human Growth and Development
This course is a study of the psychological, social and physical factors that affect human behavior from conception to death.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSY 200
Semester Offered:
Spring
Summer
Fall

PSY 230: Abnormal Psychology
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSY 200
Semester Offered:
Fall

PSY 280: Brain, Mind, and Behavior
This course is a comprehensive study of the human brain and its functions.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSY 200
Semester Offered:
Summer
Fall

Real Estate

RLS 101: Real Estate Principles
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 4
Semester Offered:
Spring

Religion

REL 100: History of World Religions
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall
Spring

REL 119: Interpreting the Bible
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

REL 151: Survey of the Old Testament
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

REL 152: Survey of the New Testament
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall
Spring
Summer

REL 206: History of American Christianity
This course is an attempt to understand the complex character of American churches and sects, their origin and development.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

Respiratory Therapy

RPT 210: Clinical Practice I
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
Semester Offered:
Fall

RPT 211: Introduction to Respiratory Care
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Semester Offered:
Fall

RPT 212: Fundamentals of Respiratory Care I
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Semester Offered:
Fall

RPT 213: Anatomy and Physiology for the RCP
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

RPT 214: Pharmacology for the RCP
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Semester Offered:
Fall

RPT 220: Clinical Practice II
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
RPT 210
Semester Offered:
Spring

RPT 221: Pathology for the RCP I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Semester Offered:
Spring

RPT 222: Fundamentals of Respiratory Care II
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
RPT 212
Semester Offered:
Spring

RPT 223: Acid Base Regulation and ABG Analysis
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 1
Semester Offered:
Spring

RPT 230: Clinical Practice III
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
RPT 220
Semester Offered:
Fall

RPT 231: Pathology for the RCP II
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
RPT 221
Semester Offered:
Summer

RPT 232: Diagnostic Procedures for the RCP
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 1
Semester Offered:
Fall

RPT 233: Special Procedures for the RCP
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Semester Offered:
Spring

RPT 234: Mechanical Ventilation for the RCP
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Semester Offered:
Summer

RPT 240: Clinical Practice IV
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.
Credits: 4
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 0
Prerequisites:
RPT 230
Semester Offered:
Spring

RPT 241: Rehabilitation and Home Care for the RCP
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Semester Offered:
Spring

RPT 242: Perinatal/Pediatric Respiratory Care
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Semester Offered:
Fall

RPT 243: Computer Applications for the RCP
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 0
Semester Offered:
Spring

RPT 244: Critical Care Considerations for the RCP

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.

Credits: 2

Transfer Code: Code C

Lab Hours: 1

Lecture Hours: 1

Semester Offered:

Fall

RPT 254: Patient Assessment Techniques for the RCP

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.

Credits: 2

Transfer Code: Code C

Lab Hours: 1

Lecture Hours: 1

Semester Offered:

Summer

RPT 264: Respiratory Care Practitioner Update

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. As needed.

Credits: 1

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 1

RPT 266: Seminar in Respiratory Medicine I

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. As needed.

Credits: 1

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 1

Salon and Spa Management

COS 111: Introduction to Cosmetology

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

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

As required by college

Co-Requisites:

COS 112-Introduction to Cosmetology Lab

Semester Offered:

Fall

Spring

Summer

COS 112: Introduction to Cosmetology Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
As required by college
Co-Requisites:
COS 111-Introduction to Cosmetology
Semester Offered:
Fall
Spring
Summer

COS 113: Theory of Chemical Services
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Co-Requisites:
COS 114-Chemical Services Lab
Semester Offered:
Fall
Spring
Summer

COS 114: Chemical Services Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
As required by college
Co-Requisites:
COS 113
Semester Offered:
Fall
Spring
Summer

COS 115: Hair Coloring Theory
In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair. CORE
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Co-Requisites:
COS 116-Hair Coloring Lab
Semester Offered:
Fall
Spring
Summer

COS 116: Hair Coloring Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
As required by college
Co-Requisites:
COS 115-Hair Coloring Theory
Semester Offered:
Fall
Spring
Summer

COS 117: Basic Spa Techniques
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Co-Requisites:
COS 118-Basic Spa Techniques Lab
Semester Offered:
Fall
Spring
Summer

COS 118: Basic Spa Techniques Lab
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
Credits: 3
Transfer Code: Code C
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
As required by college
Co-Requisites:
COS 117-Basic Spa Techniques
Semester Offered:
Fall
Spring
Summer

COS 119: Business of Cosmetology
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

COS 123: Cosmetology Salon Practices
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

COS 125: Career and Personal Development
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

COS 127: Esthetics Theory
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.
As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 128: Esthetics
This esthetics course is designed to provide a theory as well as a practical experience in makeup. Using different makeup techniques, makeup brushes, analyzing skin, day and night makeup and airbrush makeup. While an emphasis is placed on sanitation, infection control, and safety. At the end of this course students will be able to perform numerous makeup techniques and airbrush at a beginning level while practicing safety and sanitation with each and every makeup application.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Semester Offered:
As Needed

COS 134: Advanced Esthetics
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 135: Advanced Esthetics Applications
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 137: Hair Shaping and Design Theory
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 141: Applied Chemistry for Cosmetology
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 142: Applied Chemistry for Cosmetology Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
As required by college
Co-Requisites:
COS 141 and/or as required by program.
Semester Offered:
As Needed

COS 143: Specialty Hair Preparation Techniques
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

COS 144: Hair Shaping and Design
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

COS 145: Hair Shaping Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 146: Hair Additions
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

COS 148: Nail Care Theory
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 149: Nail Art Theory
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 150: Manicuring
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 151: Nail Care
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 152: Nail Care Applications
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 153: Nail Art
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 154: Nail Art Applications
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 158: Employability Skills
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 163: Facial Treatments
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

COS 164: Facial Machine
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 165: Related Subjects Estheticians
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 166: Skin Care Bacteriology and Sanitation
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 167: State Board Review
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

COS 168: Bacteriology and Sanitation
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

COS 169: Skin Functions
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
As Needed

COS 190: Internship in Cosmetology
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 15
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

SAL 133: Salon Management Technology
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 1
Semester Offered:
Fall
Spring
Summer

SAL 201: Entrepreneurship for Salon/Spa
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall
Spring
Summer

Sociology

CRJ/SOC 208: Introduction to Criminology
This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control, and treatment.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

CRJ 177/SOC 217: Criminal and Deviant Behavior
This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crime causation. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SPC 200 or SOC/CRJ 208
Semester Offered:
Spring

SOC 200: Introduction to Sociology
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring
Summer
Fall

SOC 210: Social Problems
This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SPC 200
Semester Offered:
Spring

Spanish

SPA 101: Introductory Spanish I
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.
Credits: 4
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

SPA 102: Introductory Spanish II
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Credits: 4
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
Course eligibility is determined by a grade of C or better in SPA 101 or the equivalent.
Semester Offered:
Spring

Speech

SPH 106: Fundamentals of Oral Communication
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

Theater Arts

THR 113: Theater Workshop I
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.
Credits: 1-2
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As required by program
Semester Offered:
Spring
Fall

THR 114: Theater Workshop II
This course is a continuation of THR 113.
Credits: 1-2
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
THR 113
Semester Offered:
Spring
Fall

THR 115: Theater Workshop III
This course is a continuation of THR 114.
Credits: 1-2
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
THR 114
Semester Offered:
Spring
Fall

THR 120: Theater Appreciation
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.
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Spring
Summer
Fall

THR 126: Introduction to Theater
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. As needed
Credits: 3
Transfer Code: Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

THR 131: Acting Techniques I
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program
Semester Offered:
Fall

THR 132: Acting Techniques II
This course is a continuation of THR 131.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
THR 131
Semester Offered:
Spring

THR 136: Acting for Film and Television
This course is a study of acting techniques for visual media, television, and film. As needed.
Credits: 1-2
Transfer Code: Code C
Lab Hours: 0
Prerequisites:
As required by program

THR 141: Introduction to Dance in Theater I
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.
Credits: 1-2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program
Semester Offered:
Spring
Fall

THR 142: Introduction to Dance in Theater II
This course is a continuation of THR 141.
Credits: 1-2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
THR 141
Semester Offered:
Spring
Fall

THR 151: Musical Theatre I
In this course, students will focus on performance techniques used in musical theatre. Emphasis is placed on the development of character through song, vocal and movement techniques, and song/scene work. Upon completing this course, students will be able to effectively perform the roles of characters in musical theatre productions.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
As required by college.
Semester Offered:
Spring

THR 152: Musical Theatre II
This course is a continuation of THR 151, focusing on advanced scene study and group work, as well as acting, vocal and movement techniques for musical theatre performance.
Credits: 3
Transfer Code: Code C
Lab Hours: 1
Lecture Hours: 2
Prerequisites:
THR 151
Semester Offered:
Spring

THR 213: Theater Workshop IV
This course is a continuation of THR 113-114-115.
Credits: 1-2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
THR 115
Semester Offered:
Spring
Fall

THR 214: Theater Workshop V
This course is a continuation of THR 113-114-115. As needed.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
THR 213

THR 215: Theater Workshop VI
A continuation of courses THR 113-114-115. As needed.
Credits: 1-2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
THR 214

THR 216: Theatrical Make-Up
This course is a study of the materials and techniques of theatrical make-up. As needed.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program

THR 236: Stagecraft
This course is a study of the principles, techniques, and materials in theatrical scenery and lighting. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

THR 241: Voice and Speech for the Performer
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.
Credits: 3
Transfer Code: Code B
Lab Hours: 0
Lecture Hours: 3

THR 251: Theater for Children I
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. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by program

THR 252: Theater for Children II
This course is a continuation of THR 251. As needed.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
THR 251

THR 296: Directed Studies in Theater
This course deals with problems in theater and art management. Problems may be arranged in conjunction with other disciplines in the Fine Arts. As needed.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
As required by program

Therapeutic Massage

MSG 101: Introduction to Therapeutic Massage
Credits: 2

MSG 102: Therapeutic Massage Lab I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
Program Admission
Semester Offered:
Fall

MSG 103: Anatomy and Physiology
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
Program Admission
Semester Offered:
Fall

MSG 104: Musculoskeletal and Kinesiology I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
Program Admission
Semester Offered:
Fall

MSG 105: Therapeutic Massage Supervised Clinical I
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
Program Admission
Semester Offered:
Fall

MSG 108: Foundations of Therapeutic Massage
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.
Credits: 2
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
As determined by college
Semester Offered:
Fall

MSG 200: Business and Marketing Plans
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Program Admission
Semester Offered:
Spring

MSG 201: Therapeutic Massage for Special Populations
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Program Admission
Semester Offered:
Spring

MSG 202: Therapeutic Massage Lab II
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
MSG 102
Semester Offered:
Spring

MSG 203: Pathology
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
MSG 103
Semester Offered:
Spring

MSG 204: Musculoskeletal and Kinesiology II
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
MSG 104
Semester Offered:
Spring

MSG 205: Therapeutic Massage Supervised Clinical II
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.
Credits: 2
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
MSG 105
Semester Offered:
Spring

MSG 206: Licensure Exam Review
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.
Credits: 1
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Program Admission
Semester Offered:
Spring

Welding

WDT 100: Introduction to Applied Technologies
The course is designed to introduce the student to the basic concepts, terminology and procedures associated with applied analytical skills needed to succeed in higher level courses to include: basic mathematical applications, use of scientific calculators, measurements, and geometric and triangulation methods.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 102: SMAW Fillet/OFC
This course provides the student with instruction and opportunities to develop skills with Shielded Metal Arc Welding (SMAW) processes. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.(Can replace WDT 108 & 122)
Credits: 6
Transfer Code: Code C
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 104: SMAW Fillet/PAC/CAC
This course provides students with instruction and opportunities to develop skills with Shielded Metal Arc Welding (SMAW processes. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides students with skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. (Can replace WDT 109 & 123)
Credits: 6
Transfer Code: Code C
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 106: Shielded Metal Arc Welding Groove
This course provides students with instruction and opportunities to develop skills on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. (Can replace WDT 120 & 125)
Credits: 6
Transfer Code: Code C
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 108: Shielded Metal Arc Fillet/OFC
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 109: Shielded Metal Arc Fillet/PAC/CAC
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 110: Industrial Blueprint Reading
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
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

WDT 115: GTAW Carbon Pipe
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 116: GTAW Stainless Pipe
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 119: Gas Metal Arc Fillet/Flux Cored Arc Welding
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 120: Shielded Metal Arc Welding Groove
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 122: Shielded Metal Arc Welding Fillet/OFC Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 123: Shielded Metal Arc Welding Fillet/PAC/CAC Lab

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 124: Gas Metal Arc/Flux Cored Arc Welding Lab

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 125: Shielded Metal Arc Welding Groove Lab

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 126: Gas Metal Arc/Flux Core Arc Welding

This course introduces students to the gas metal arc and flux cored arc welding process and allows them to develop skills. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.

Credits: 6
Transfer Code: Code C
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

WDT 131 : Carbon Steel Fabrication Methods

This course allows the student to plan, execute and present results of fabrication processes using carbon steel material. Emphasis is placed on enhancing skill attainment in the carbon steel fabrication field. The student will be able to demonstrate and apply competencies and agreed upon between the student and instructor.

Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by college.

WDT 141: Aluminum Fabrication Methods

This course allows the student to plan, execute, and present results of fabrication processes using aluminum material. Emphasis is placed on enhancing skill attainment in the aluminum fabrication field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by college.

WDT 151: Stainless Steel Fabrication Methods

This course allows the student to plan, execute, and present results of fabrication processes using stainless steel material. Emphasis is placed on enhancing skill attainment in the stainless steel fabrication field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by college.

WDT 155: GTAW Carbon Pipe Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
WDT 115 and/or as required by college
Semester Offered:
Spring
Summer
Fall

WDT 156: GTAW Stainless Pipe Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
WDT 116 and/or as required by college
Semester Offered:
Spring
Summer
Fall

WDT 157: Consumable Welding Processes
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 158: Consumable Welding Processes Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
WDT 157 and/or as required by college
Semester Offered:
Spring
Summer
Fall

WDT 160: Robotics Lab I
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

WDT 161: Pipe Fabrication Methods
This course allows the student to plan, execute and present results of fabrication processes using pipe material. Emphasis is placed on enhancing skill attainment in the pipe fabrication field. The student will be able to demonstrate and apply comeptencies identified and agreed upon between the student and instructor.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by college.

WDT 162: Consumable Welding Applications

This course provides instruction and demonstration with consumable welding processes for ferrous and non-ferrous materials to produce groove and fillet welds in various positions, according to applicable welding codes. Topics may include safe operating practices for pulse and tubular applications, equipment identification, equipment set-up, correct selection of electrodes, current/polarity, shielding gas and base metals.

Credits: 3

Transfer Code: Code C

Lab Hours: 4

Lecture Hours: 1

Semester Offered:

Fall
Spring
Summer

WDT 163: Consumable Welding Applications Lab

This course provides instruction and demonstration with consumable welding processes for ferrous and non-ferrous materials to produce groove and fillet welds in various positions, according to applicable welding codes. Topics may include safe operating practices for pulse and tubular applications, equipment identification, equipment set-up, correct selection of electrodes, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using consumable welding processes according to AWS Codes and standards.

Credits: 3

Transfer Code: Code C

Lab Hours: 6

Lecture Hours: 0

Prerequisites:

WDT 162 and/or as required by college

Semester Offered:

Spring
Summer
Fall

WDT 166: FCAW

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

As required by college

Semester Offered:

Spring
Summer
Fall

WDT 167: FCAW Lab

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.

Credits: 3

Transfer Code: Code C

Lab Hours: 6

Lecture Hours: 0

Prerequisites:

As required by college

Semester Offered:

Spring
Summer
Fall

WDT 193: Co-Op
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 15
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 217: SMAW Carbon Pipe
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 218: Certification
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 219: Welding Inspection and Testing
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As required by college
Semester Offered:
Fall
Spring
Summer

WDT 221: Pipefitting and Fabrication
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 223: Blueprint Reading for Fabrication
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 228: Gas Tungsten Arc Welding

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 229: Boiler Tube

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 230: Orbital Gas Tungsten Art Welding

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 232: Gas Tungsten Arc Welding

This course provides students with knowledge and the opportunity to develop skills for gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals.

Credits: 6
Transfer Code: Code C
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 240: Orbital Gas Tungsten Arc Welding Lab

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.

Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 250: Pipe Preparation for Orbital Welding Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 257: SMAW Carbon Pipe Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Co-Requisites:
WDT 217 and/or as required by college.
Semester Offered:
Spring
Summer
Fall

WDT 258: Certification Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
WDT 218 and/or as required by college
Semester Offered:
Fall
Spring
Summer

WDT 259: GTAW Groove Lab
This course provides students with skills needed to perform gas tungsten arc welds using 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, filler metals and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Semester Offered:
Fall
Spring
Summer

WDT 260: SMAW Carbon Pipe
This course introduces students to the practices and allows opportunities to develop skills for welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on safety, pipe positions, electrode selection, joint geometry, joint preparation, and fit-up.
Credits: 6
Transfer Code: Code C
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 268: Gas Tungsten Arc Lab
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 nonferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
WDT 228 and/or as required by college
Semester Offered:
Spring
Summer
Fall

WDT 269: Boiler Tube Lab
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
WDT 229 and/or as required by college
Semester Offered:
Spring
Summer
Fall

WDT 275: Robotic Welding II
This course is designed to teach students how to MIG weld using a robot weld cell and includes extensive hands-on training. Topics include robot programming and the interrelationship with welding principles, programmed safety precautions utilized in robotic welding, robotic weld controls systems, troubleshooting, and utilization of multi-functional teach pendants. Upon completion, students will be able to operate MIG welding industrial robots and understand the interaction between robots and MIG welding technology.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
As required by college.
Semester Offered:
Fall
Spring
Summer

WDT 276: Robotic Welding III
This course focuses on advanced robotic weld topics used in industry. Students will learn and implement task associated with: creating multiple weld procedures; adjusting procedures for various materials; modifying procedures for increased cycle time; creating quality welds using various modes of metal transfer; fixture setup and modification; Hardware/Software fault recovery; visual weld inspection; destructive testing procedures. Students will also gain a thorough knowledge of AWS D16.4 AWS QC19 specifications.
Credits: 3
Transfer Code: Code C
Lab Hours: 4
Lecture Hours: 1
Semester Offered:
Fall
Spring
Summer

WDT 291: Co-Op
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 15
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WDT 292: Co-Op
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.
Credits: 3
Transfer Code: Code C
Lab Hours: 15
Lecture Hours: 0
Prerequisites:
As required by college
Semester Offered:
Spring
Summer
Fall

WSCC PERSONNEL

Administration

Karolewics, Vicki P.
President
Diploma, Reid State Technical College; A.S., Patrick Henry State Junior College; B.S., Troy State University in Montgomery; M.Ed., Ed.D. Auburn University

Bownes-Johnson, Beth
Vice President for Academic Affairs and Applied Technologies
B.A., University of Alabama; M.A.E., Ed.S., University of Alabama at Birmingham; Ed.D., University of Alabama

German, Lisa J.
Vice President for Learning and Dean of Health Sciences
B.S., University of Alabama at Birmingham; M.Ed., Ed.S., University of Alabama

Harbin, Suzanne
Vice President for Advancement and Innovation
B.S., University of North Alabama; M.S.Ed., Alabama A & M

Holmes, Kristen
Vice President for Students and Chief Marketing Officer
B.A., Haverford College; M.A., University of Alabama

Ingram, Mary Helen
Chief Financial Officer
B.S., University of Alabama; M.B.A., University of Alabama at Birmingham

McFall, Matthew
Chief Information Officer
B.S., Jacksonville State University; M.S., Jacksonville State University

Murcks, Jerry
Associate Dean Of Applied Technologies
A.S., Calhoun Community College; B.A., Ashford University

Faculty

Adams, Alina
Program Director, Physical Therapist Assistant
B.S., University of South Alabama; M.S., Capella University

Alley, Sharon
Dentist, Program Director, Dental Assisting/Dental Hygiene
B.S., University of Alabama; DMD, University of Alabama at Birmingham

Anderson, Jason
Welding
A.A.S., Calhoun Community College

Arnold, Melissa
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