The Health Professions Building

**Theme for 1998-1999**
"Embracing the Challenges of the New Millennium Through the Use of Technology"

**Student Catalog**
1998-1999
ALL STATEMENTS IN THIS CATALOG ARE ANNOUNCEMENTS OF PRESENT POLICIES ONLY. THE STATEMENTS ARE SUBJECT TO CHANGE AT ANY TIME BY PROPER AUTHORITY WITHOUT PRIOR NOTICE.

Lawson State Community College is committed to the principles of equal educational opportunity, equal employment, and affirmative action. Lawson does not discriminate on the basis of race, color, sex, handicap, age, religion, national origin, veteran status, or any other illegal basis.

Typesetting by Dr. Alice Tyler Milton
ADDRESS
Lawson State Community College
3060 Wilson Road, SW
Birmingham, AL 35221

PHONE NUMBERS
(205) 925-2515
(205) 929-6316 (fax)

INTERNET URL
Http://www.ls.cc.al.us

SREC URL (Electronic Campus)
Http://www.ls.cc.al.us/srec/lscctransition.htm

ACCREDITATION
- Lawson State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees
- The Nursing Program is accredited by the National League for Nursing

NONTDISCRIMINATION STATEMENT
Lawson State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI and VII of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Lawson State to be in accordance with Title IX of the Education Amendments of 1972 which provides 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 educational program or activity receiving Federal financial assistance."

The coordinator of Title IX for Lawson State Community College is Mr. Carl Davis • 3060 Wilson Road, SW • Birmingham, Alabama 35221. The telephone number is (205) 925-2515.
In addition, Lawson State Community College is in compliance with Section 504 of the Rehabilitation Act 1973, which prohibits discrimination on the basis of handicap in the recruitment and employment of faculty and staff, or the operation of any of its programs and activities, as specified by Federal Laws and Regulations. The Section 504 Coordinator for Lawson State Community College is Mrs. Janice Williams • 3060 Wilson Road, SW • Birmingham, Alabama 35221. The telephone number is (205) 925-2515.

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

RIGHT TO CHANGE

Lawson State Community College reserves the right to make changes in the offerings and regulations announced in this publication as circumstances require.
From the President . . .

Dear Student:

We are absolutely delighted that you have chosen LAWSON STATE COMMUNITY COLLEGE to pursue your goals in higher education.

LAWSON STATE’s mission is to provide educational programs and services that are comprehensive, flexible, accessible, community related, and available at affordable prices.

As a nation, we face many issues and challenges that are critical to the quality of life for all people. LAWSON STATE faces these challenges with a commitment to provide a quality education that would prepare EVERY student for a successful career. We take pride in making sure that OUR students are prepared for today’s highly technological society and for the new millennium through the use of new technologies.

Thank you for selecting LAWSON STATE COMMUNITY COLLEGE. We look forward to your successful achievement of your goals.

Sincerely,

[Signature]

Perry W. Ward, Ph.D.
LAWSON STATE COMMUNITY COLLEGE has become “a way up and a way out” for many individuals who have set a goal for themselves or wanted to enhance their opportunities and make life more enjoyable. The two-year college is an integral part of our educational system that enrolls over 100,000 students annually. Lawson State provides an educational opportunity for Alabamians, especially those in Western Jefferson County.

Now, more than ever, it is important that we prepare carefully for the job market. It is predicted that individuals in the 21st Century will need a 13.5 education level to be employable above minimum wage. In addition, jobs requiring unskilled labor will rapidly decrease and jobs requiring skilled labor will increase.

I commend the Lawson State faculty for their efforts. Moreover, I encourage individuals of all ages, who expect to enter the labor market, to assess their job knowledge and skills. If additional training is needed, make a plan of action to acquire the necessary training to upgrade your skills.

Give Lawson State, or another postsecondary institution, a chance to be a part of your way up and way out. You will never regret it. Congratulations as you make one of your most important decisions.
HOW TO USE THIS CATALOG

IMPORTANT SECTIONS

This catalog will be well used during your studies at Lawson State Community College. We suggest that you examine the catalog in its entirety and secure it as a reference. You will find the following sections beneficial during your stay at Lawson:

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SCHEDULE OF CLASSES

A schedule of classes is published each semester and is available approximately four weeks before each registration date. Schedules are available in the Admissions Office and at other campus locations. Please note that fees, curricula, etc. can change at any time; therefore, it is recommended that EACH student be counseled with an advisor before planning class schedules each semester.

The provisions of this document/publication are not to be regarded as an irrevocable contract between the student and the institution. The institution reserves the right to change any provisions or requirements at any time within students’ term of attendance. The provisions of this document/publication are subject to change without notice and do not constitute an irrevocable contract between any student and the institution.
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GENERAL
INFORMATION
LAWSON STATE COMMUNITY COLLEGE

ACADEMIC CALENDAR

*Fall Semester 1998*

August 19-20, 1998  Local Professional Development
August 21, 1998  Registration
August 24, 1998  Late Registration
                   *Classes Begin/Drop and Add Begin*
August 27, 1998  Registration Ends
                   *Late Registration/Drop and Add Ends*
September 7, 1998  School Closed
                   *Labor Day Holiday*
September 14, 1998  Last Day to Withdraw and Receive Partial Refund
October 16, 1998  Midterm Progress Report Due
October 29-30, 1998  Teaching & Learning Symposium
November 11, 1998  School Closed
                   *Veteran's Day Holiday*
November 12, 1998  Classes Resume
November 26-27, 1998  School Closed
                   *Thanksgiving Holiday*
November 30, 1998  Classes Resume
December 14, 1998  Last Day of Classes
December 15-17, 1998  Final Examinations
December 18, 1998  Grade Reports Due
December 21, 22, 1998  Duty Days
                   *12-Month Personnel*
Fall 1998 Semester (Continued)

December 23-25, 1998
School Closed
*Christmas Holidays—12 Month Personnel*

December 28-30, 1998
Duty Days
*12-Month Personnel*

December 31, 1998 & January 1, 1999
School Closed
>New Year’s Holiday

January 4-6, 1999
Duty Days
*12-Month Personnel*
LAWSON STATE COMMUNITY COLLEGE

ACADEMIC CALENDAR

Spring Semester 1999

January 7, 1999
January 8, 1999
January 11, 1999
January 12, 1999
January 14, 1999
January 18, 1999
February 1, 1999
March 12, 1999
March 24-26, 1999
March 29-April 2, 1999
March 29-30, 1999
April 5, 1999
May 11, 1999
May 12-13, 1999
May 14, 1999
May 15, 1999
May 17-21, 1999

Local Professional Development
Duty Day
12-Month Personnel
Registration
Late Registration
Classes Begin/Drop and Add Begins
Registration Ends
Late Registration/Drop and Add Ends
School Closed
Dr. Martin Luther King, Jr. Birthday
Last Day to Withdraw and Receive Partial Refund
Midterm Progress Report Due
State Professional Development
Spring Break
Duty Days
12-Month Personnel
Classes Resume
Last Day of Classes
Final Examinations
Grade Reports Due
Commencement
Duty Days
9 & 12-Month Personnel
LAWSON STATE COMMUNITY COLLEGE

ACADEMIC CALENDAR
Summer Semester 1999

May 25, 1999
Registration

May 26, 1999
Late Registration
Classes Begin/Drop and Add Begin

May 31, 1999
School Closed
Memorial Day Holiday

June 1, 1999
Registration Ends
Late Registration/Drop and Add Ends

June 15, 1999
Last Day to Withdraw and Receive Partial Refund

July 5, 1999
School Closed
Independence Day Holiday

July 6, 1999
Classes Resume

August 2, 1999
Last Day of Classes

August 3-5, 1999
Final Examinations

August 6, 1999
Grade Reports Due

August 10-17, 1999
School Open
12-month Personnel
Registration

May 26, 1999
Late Registration
Classes Begin/Drop and Add Begin

May 28, 1999
Registration Ends
Late Registration/Drop and Add Ends

July 2, 1999
Last Day of Classes

July 5, 1999
School Closed
Independence Day Holiday

July 6-7, 1999
Final Examinations

July 8, 1999
Grade Reports Due
MISSION AND GOALS

The mission of Lawson State Community College is to provide educational programs and services that are comprehensive, flexible, accessible, and community related.

The mission is further defined by the following Institutional Goals:

• To provide education and training programs for diversified employment in industry, business, and government
• To provide university parallel programs
• To provide developmental education programs
• To maintain active programs of student personnel services
• To provide programs and facilities for community services and continuing education
• To determine the educational needs of the community through long-range planning and research
• To encourage participation in the decision-making process by all constituents served
ABOUT THE COLLEGE LOCATION

Lawson State Community College is located in the southwest section of Birmingham, Alabama. The campus is readily accessible to students via Interstate 1-59/20 W, I-65 and U.S. Highway 11 South. Lawson serves students from the entire area of Jefferson and Northern Shelby County.

Lawson, along with Wenonah High School, Jones Valley Middle School, and Wenonah Elementary School, helps to form an educational complex that offers opportunities for high level educational achievement.

History—Lawson State Community College, originally known as Wenonah State Technical Junior College, was established by the Legislative Act Number 93, May 3, 1963. The first president assumed the responsibilities of that office on October 30, 1964, and the initial classes began on September 30, 1965.

Lawson has experienced three name changes:

- August 22, 1966    Wenonah State Junior College
- August 12, 1969    Theodore Alfred Lawson State Junior College
-          (named in honor of the incumbent president)
- October 1, 1973    Lawson State Community College
-                    (merged with Wenonah State Technical Institute)

Wenonah State Technical Institute was established in 1949 as a result of the Wallace-Patterson Trade School Act of 1947 and the first class was admitted in 1950.

Facilities—Lawson State Community College is located at 3060 Wilson Road, Southwest in Birmingham, Alabama.

The West Campus, located on the northern side of Wilson Road, consists of six buildings on 45 acres of land. The buildings are Administration, Learning Resource Center, Science, Academic, Arthur Shores Fine Arts, and Leon Kennedy Student Center.

The East Campus, which is located on the southern side of Wilson Road, consists of six buildings, on 43 acres of land. The buildings are:

- A. G. Gaston Administration Building
- George Howard Building
- Nursing Office Building
- W. Fred Horn High Technology Building
- Fob James Nursing Building
- Shop Buildings #1 and #2
MEMBERS OF
ALABAMA STATE BOARD OF EDUCATION

Governor Fob James, President
Chancellor Fred Gainous
Executive Officer and Secretary

<table>
<thead>
<tr>
<th>State Board of Education District</th>
<th>Name and Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Mr. Bradley Byrne Post Office Box 46 Mobile, Alabama 36601 432-1414 (office)</td>
</tr>
<tr>
<td>Second</td>
<td>Mr. G. J. “Dutch” Higginbotham 709 Laurel Street Opelika, Alabama 36801 297-1007 (office)</td>
</tr>
<tr>
<td>Third</td>
<td>Mrs. Stephanie Bell 3218 Lancaster Lane Montgomery, Alabama 36106 272-2777 (office)</td>
</tr>
<tr>
<td>Fourth</td>
<td>Dr. Ethel H. Hall, Vice President 7125 Westmoreland Drive Fairfield, Alabama 35064 923-6093 (home)</td>
</tr>
<tr>
<td>Fifth</td>
<td>Rev. Willie J. Paul 4309 Sunnybrook Drive Montgomery, Alabama 36108 262-6795 (church)/288-1769 (home)</td>
</tr>
<tr>
<td>Sixth</td>
<td>Mr. David F. Byers 2001 South Bridge Parkway, Suite 525 Birmingham, Alabama 35209 870-0555 (office)</td>
</tr>
<tr>
<td>Seventh</td>
<td>Mrs. Sandra Ray 1019 21st Avenue Tuscaloosa, Alabama 35401 787-7777 (office)</td>
</tr>
<tr>
<td>Eighth</td>
<td>Dr. Mary Jane Caylor P. O. Box 2197 Huntsville, Alabama 35804 536-8260 (office)</td>
</tr>
</tbody>
</table>
ACCREDITATIONS AND MEMBERSHIPS

Lawson State Community College is accredited by the Commission on Colleges of the Southern Association of College and Schools to award associate degrees, and holds institutional membership in the following organizations:

- Alabama Association of College Registrars and Admissions Officers
- Alabama Association of Counseling Development
- Alabama Association of Student Financial Aid Administrators
- Alabama College Co-op and Placement Association
- Alabama College System Officers
- Alabama College System
- Alabama College Association
- Alabama College System Public Relations Association
- Alabama Council Administration Professional Nursing
- Alabama Deans of Students Association
- Alabama Foreign Student Association
- Alabama Instructional Officers’ Association
- Alabama Junior College Association
- Alabama Junior and Community College Association
- Alabama Vocational Industrial Club of America
- Alliance for Community College Innovation
- American Association Registrar and Admission Officers
- American Association of Community Colleges
- American Correctional Association
- American Technical Education Association
- American Personnel and Guidance Association
- American Library Association
- Association of Alabama College Administrators
- Association of Collegiate Business Schools and Programs (ACBSP)
- Cooperative Education Association
- Consortium for Manufacturing Competitiveness
- National Association of College and University Business Officers
- National Association for Equal Opportunity in Higher Education
- National Association of Foreign Students’ Association
- National Association of College Stores
- National Association of Student Financial Aid Administrators
- National Junior College Athletic Association
- National League for Nursing
- Southern Association of College Registrars and Admissions Officers
- Southern Association of Community, Junior, and Technical Colleges
- Southern Association of Colleges and Schools Commission on Colleges
- Southern Association of Student Financial Aid Administrators
- Southern Correctional Association
- Southern Council Education Nursing
- The College Board
- National Association of Biology Teachers
Admissions Requirements

Admission of First-Time College Students

Applicants who have not previously attended any regionally accredited post-secondary institution will be considered first-time college students or freshmen.

Admission to Courses Creditable toward an Associate Degree

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

- Applicants who hold a diploma issued at a regionally and/or state accredited high school are eligible for admission. Applicants who hold a certificate or any other award issued in lieu of a diploma are ineligible for admission.
- Applicants who have attended a non-accredited high school may be admitted upon presentation of a transcript indicating successful completion of courses of study on the secondary level. In addition, the courses must be based on the minimum of Carnegie units required by the state’s education agency at the time of award. These students must have achieved a minimum score of 16 on the ACT test or equivalent score on the SAT.
- Applicants who cannot comply with either conditions above may submit a Certificate of High School Equivalency (GED Certificate) issued by Alabama or other state departments of education.
- All first-time students must take the English, reading, and mathematics placement test (ASSET). Contact the Office of Student Services for information on placement.

- Lawson may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

Admission to Courses Not Creditable Toward an Associate Degree

Lawson State Community College, as mandated by the State Board of Education, has an open door policy. Lawson admits students who do not have a high school diploma or a GED Certificate into certain programs. The courses taken in the programs are not creditable toward an associate degree when the student demonstrates an ability to benefit in the programs.

Students admitted under these provisions shall be classified as “Non-Degree Eligible” students.

Under the ability to benefit provisions, applicants MUST ENROLL IN COURSES NOT CREDITABLE toward an associate degree. Therefore, the courses must reflect a vocational technical certificate program. All applicants must:

- Be at least 16 years of age.
- Not have been enrolled in secondary education program for at least one calendar year (or upon the recommendation of the local superintendent).
- Have specifically documented ability to benefit.

Students without a high school diploma or GED Certificate, who wish to enroll in designated ability to benefit programs and courses, must take an ability to benefit test. The GED coordinator arranges for an independent tester to administer the ability to benefit test to determine if the student can enter one of the designated programs. The student must achieve a minimum score to
enter one of the designated ability to benefit programs.

These programs are as follows:

- Automotive Body Repair
- Barbering
- Cabinet Making
- Clerical Technology
- Commercial Foods/Culinary Arts
- Cosmetology
- Masonry
- Plumbing

Students without a high school diploma or GED who have taken the ability to benefit test and who have appropriate ASSET scores may enter any noncredit developmental course (ENG 091, 092; MTH 091, 092, 098; RDG 084, 085).

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

**Unconditional Admission of First-Time Students**

For unconditional admission, applicants must have completed the college placement exam and have on file the following documents:

- A completed application for admission.
- Completion of a college placement program.
- A Selective Service Verification Form (if appropriate).
- An official transcript from a regionally and/or state accredited high school and/or college.
- Must have completed any required high school prerequisites (for example: a student may not take English Composition until all required high school English courses have been completed).
- An official GED Certificate.
- A complete health record.

For admission to courses not creditable toward an associate degree, applicants must have on file documented ability to benefit if he or she plans to receive financial assistance.

**Conditional Admission of First-Time College Students**

Applicants who do not have on file an official transcript from the high school or college(s) attended or an official GED Certificate, but who have completed a college placement exam, may be granted conditional admission.

Applicants will not be allowed to enroll for a second semester unless the requirements for admissions are satisfied. If requirements are dissatisfied, grade reports will not be issued.

**Accelerated High School Program**

Lawson State Community College offers the Accelerated High School Program to qualified juniors and seniors attending high school. Participants are allowed to enroll in courses that satisfy college requirements.

Students may continue their postsecondary studies (after completion of high school) at Lawson State or transfer the college credits to another postsecondary institution. A vital factor to remember is that the content and teaching methodology of all classes will be at the college level.

The requirements for the Accelerated High School Program includes the following:

- The Student must submit a letter of recommendation (each semester).
- The student must have successfully completed the 10th grade.
- The student must take an ASSET placement test or have appropriate ACT scores (see ACT policy).
- The local principal must certify that the student has a minimum cumulative “B”
• average and recommend that the student be admitted to this program.

Lawson State will not officially award college credit to accelerated high school students until proof of high school graduation (official transcript with graduation date) is provided.

EXCEPTIONS may be made for students that have successfully completed the 10th grade and any required high school prerequisites (bullets 2 and 3). The student must be documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. In addition, permission must be obtained from the Chancellor of the Alabama College System.

**Dual Enrollment/Dual Credit for High School Students**

**Student Eligibility**

• The student must be grade 10, 11 or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student’s principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.17 regarding gifted and talented students.

• The student must have a “B” average, as defined by local board of education policy, in completed high school courses.

The student must have written approval of the appropriate principal and the local superintendent of education. Student success in Dual Credit/Dual Enrollment is dependent upon both academic readiness and social maturity. Approval from the principal and superintendent indicates that the student has demonstrated both.

• The student must meet the entrance requirements established by Lawson State Community College.

• Students who are enrolled in grade 10, 11, or 12 may be deemed eligible to participate in dual credit/dual enrollment in occupational/technical courses is pending demonstrated ability to benefit. Documentation of successful completion and placement by ASSET, Work Keys, CPAT, or other assessments (approved by the Department of Postsecondary Education) must be presented. Students enrolled under the ability to benefit provision must have a “B” (3.0 grade point average) in high school courses directly related to the occupational/technical studies (if applicable) which the student intends to pursue at the post-secondary level. Moreover, an overall 2.5 grade point average in high school course work must be evident. Exceptions may be made on an individual student basis after assessment and with the mutual consent of both the local school board and Lawson State Community College.

**Transfer Student Admission**

Admissions requirements for transfer students that provide for acceptance of course work, completed at other regionally accredited colleges or postsecondary technical institution, are as follows:

• Only those courses completed at other regionally accredited colleges or postsecondary technical institutions, with a minimum grade of “C” will be accepted for transfer.

• Credit extended to an applicant will be granted based on a comprehensive evaluation of the applicant’s demonstrated and documented competencies and formal training. All transfer students must complete at least 40% of the selected program of study at Lawson to receive a degree or certificate.

• Transfer students whose cumulative grade point average is less than 2.0 on 4.0 scale will be admitted ONLY on
academic probation and will adhere to the same probation and suspension requirements as returning students at Lawson.

- Any applicant who is on temporary academic suspension from another postsecondary institution may be considered for admission upon appeal to the Vice President.
- Students from other institutions who are on permanent academic suspension, after 12 months, will be considered for admission upon appeal to the Vice President.
- Any applicant who has been suspended from another institution for disciplinary reasons will not be considered unless appealed to the Vice President.
- Transfer students are required to submit official transcripts from all regionally accredited postsecondary institutions attended.

Acceptance of credits and application of credits to a special degree program are two separate processes. Students MUST consult an academic advisor for degree applicability within the desired degree program.

All admissions material must be ON FILE in the Office of Admissions by the end of the student’s first semester of enrollment at Lawson. Students WILL NOT BE ALLOWED to enroll the second semester until all requirements have been met.

**Transient Student Admission**

A student enrolled at another institution may secure permission from that institution to enroll at Lawson State Community College as a transient student by submitting an Application for Admission and a Transient Student Form completed by an official of the primary institution. Transient students ARE NOT required to submit official transcripts of their previously earned credits at other postsecondary institutions.

**Senior Citizen Admission**

Persons age 60 or over may receive tuition scholarships. Such persons must follow standard admissions procedures and meet all course prerequisites as stated in the catalog. Waivers apply ONLY to college-credit courses and do not include books, fees, supplies, or tools. Registration will take place during regular registration periods. Available space will not be assured until the last day of late registration. In the event space is no longer available, such persons will be required to withdraw from the course.

**International Student Admission**

IN ADDITION to the admissions requirements of U.S. citizens, ALL international students must meet the following requirements:

- Present a minimum score of 500 on the Test of English as a Foreign Language (TOEFL).
- Satisfy the requirements for the Immigration and Naturalization Service and complete forms necessary for attendance at Lawson State Community College.
- Present an F-1 Visa from another institution (for full-time status).
- Submit a $2,000 deposit, an affidavit of financial support, and a complete financial statement of the parent, guardian, or sponsor. The statement should include information regarding savings and checking accounts, certificates of deposit, and any other liquid assets.
- The deposit ($2,000) may not be withdrawn from Lawson’s account until the student has completed two full-time semesters.
- Purchase and maintain medical insurance coverage equivalent to $50,000 in U.S. currency per injury or illness, including repatriation.
• (Premiums to be paid in the Business Affairs Office at registration).
• Provide notarized medical report from a physician attesting to good health of the international applicant.
• Provide an F-2 Visa and meet admissions requirements. *(All documentation must be translated into English).*
• Provide an F-1 Visa—*for transient status*. The transient status will only be in effect for one semester under the following conditions:
  • The Visa MUST be presented in advance (before enrollment).
  • A letter must be received from the institution recommending and approving specific courses.
• F-1 Visa holders are required to be enrolled full-time (12 semester hours) and should be progressing satisfactorily toward a degree.
• Tuition for international students is two (2) times that of residents of the state of Alabama.
• Lawson State Community College does not provide dormitory facilities, therefore, all international applicants must secure private housing.
• The Vice President will make the final decision for acceptance of international students, who have met the preceding conditions.
• Applicants are responsible for all consulting costs incurred in processing immigration forms.
• Applicants MUST take the ASSET exam before being admitted to Lawson and register for the appropriate English and reading courses during the first semester and each successive semester until all requirements are met.

**Selective Services**

**Registration Policy**

All males between the ages of 18 and 26 are required by Act No. 9-584, effective January 1, 1992, to register with the Selective Service prior to enrollment at Lawson State Community College. Submission of proof of registration with the Selective Service is a prerequisite to enrollment.

**Readmission Requirements**

Prospective students who were previously enrolled are required to complete the following steps to reapply for admission to Lawson State Community College:

• Update information on the Application for Admission Form if information is no longer accurate.
• Retake ASSET placement exam, if needed.
• Request transcripts from other colleges and universities attended to be sent to the Office of Student Services at Lawson State Community College, if such transcripts are not in the student’s academic record.
• Submit Selective Service Verification if appropriate.

A returning student who is on academic or disciplinary suspension from any other college(s) must appeal to the Vice President/Dean of Students.
Cost to Attend

Lawson's Fees

RETURNED CHECK FEE $25.00
Assessed to an individual or student whose check(s) is returned to Lawson due to insufficient funds.

NURSING LIABILITY FEE $64.30
Assessed to all first and/or second-level nursing students for malpractice insurance coverage.

TRANSCRIPT FEE $3.00
Assessed for request of fourth and subsequent copies of transcript (first three copies of the transcript are provided or released at no cost.

GRADUATION FEE $40.00
Attire and associated expenses

Other Punitive Fees

Traffic Fines (See Student Handbook)
Library Fines (See Student Handbook)

**All college fees are subject to change**

Refund Policy Partial Withdrawal

Students who do not completely withdraw from Lawson, 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

Students who officially withdraw from all classes for which they registered, before the first day of class, will be refunded the total tuition and other refundable fees.

Students who officially withdraw completely after the last day of the official drop/add period, but prior to the end of the third week of classes, will be refunded the NET according to the official withdrawal date, as follows:

Withdrawal during first week 75%
Withdrawal during second week 50%
Withdrawal during third week 25%
Withdrawal after third week 0% (NO REFUND)
New Fee Schedule Effective Fall Semester 1998-1999

IN-STATE STUDENTS

Tuition and Fees Summary

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OUT-OF-STATE RESIDENTS SHALL BE CHARGED TWO (2) TIMES THE ABOVE BASIC TUITION RATES. FEES WILL REMAIN THE SAME PER CREDIT HOUR.
Lawson State Community College offers financial assistance to students who are in need of help to pay the cost of their education. Financial aid is designed to supplement the family’s ability to finance the student’s educational expenses.

Lawson State is approved for the following:

- Federal Financial Assistance
- Veterans Benefits
- Vocational Rehabilitation Training
- Alabama Student Assistance Program
- Alabama Prepaid Affordable College Tuition (PACT)
- Institutional Scholarships
- Private Scholarship Programs
- Scholarship for Disadvantaged Students (SDS)

Title IV Federal Financial Aid Programs that are available include the following:

- Federal Pell Grant
- Federal Work-Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Alabama Student Assistant Program (ASAP)

Lawson State Community College does not participate in any Federal and State Loan Programs. Lawson is, however, approved for deferment of previous loans.

**APPLYING FOR FINANCIAL AID**

**PRIORITY DATE**

Lawson State Community College awards financial assistance on a rolling basis for the entire year. Priority for the limited campus-based programs (FWS, FSEOG and ASAP) is given to students whose applications are complete prior to June 1 for the coming fall semester.

Students applying for financial aid must first adhere to the following:

- Complete a free Application for Federal Student Aid for the current academic year.
- Apply for admission and request high school transcript, GED scores and certificates, and academic transcripts from other colleges and technical schools previously attended.
- Students who have attended other postsecondary educational institutions must request a financial aid transcript (FAT) be sent to Lawson State.

Federal Financial Assistance is available ONLY to U.S. citizens. U.S. nationals or eligible non-citizens MUST provide documentation to verify their eligibility status.

**QUALIFYING FOR FEDERAL FINANCIAL AID**

Students applying for Federal Financial Assistance must:

- Generally have a financial need—the financial need is determined by subtracting the family’s contribution from the cost of education.
- Have a high school diploma, a GED, or have passed an independently administered test approved by the U.S. Department of Education.
- Be enrolled as a regular student in an eligible program, making satisfactory academic progress.
- Not be in default on any previous student loan.
- Must have certified Selective Service registration status (if appropriate).
- Must not owe a refund or repayment on Federal Pell, Federal SEOG, nor State Grant.
RENEWAL OF FINANCIAL AID

Financial assistance is awarded annually (August-May). Students who applied for financial aid in the prior year will receive a Renewal Application by mail from the Federal Processor in January of each year.

FINANCIAL AID COURSE LOAD REQUIREMENT

To receive the amount of Federal Pell Grant as indicated on a Financial Aid Award Letter, students must enroll for a full-time course load (a minimum of 12 credit hours).

Students who enroll (each semester) in fewer than 12 credit hours will have their Pell Grant Award adjusted according to their registration status. Students enrolling in 9 to 11 credit hours are considered three-quarter (3/4) time, 6 to 8 credit hours are half (1/2) time, and 1-5 credit hours are less than half time.

DISBURSEMENT OF FINANCIAL AID FUNDS

When students receive a Financial Aid Award Letter, it is his or her indication that the financial aid award has been established in Lawson’s computer. The student then may register for the semester, and charge tuition, fees, books, and supplies up to the total amount of the financial aid awarded (WORK-STUDY IS EXCLUDED). Checks for any balance of the financial aid award will be disbursed fourteen (14) days after the first day of class in the Business Affairs Office. Students who drop classes prior to the fourteenth (14th) day of classes will have their financial aid adjusted accordingly. Students completely withdrawing from school will have their financial aid adjusted to cover direct costs; however, any funds remaining will be RETURNED to the financial aid program from which they were awarded.

MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal and state regulations require that all students at Lawson State Community College meet minimum standards of satisfactory academic progress to receive financial aid. Each student must adhere to the following:

- When a student is eligible for Title IV Federal financial aid is suspended, regardless of whether the student serves the suspension or is readmitted upon appeal, the student is NOT eligible to receive financial aid for the duration of the suspension.

The student WILL NOT be eligible to receive financial aid again until:
- The cumulative GPA is made required for the number of credit hours attempted at Lawson.
- A semester GPA of 2.0 or above is attained (based on at least 12 credit hours or above attempted at the institution during the semester).

- **Time Frame**—Eligible students may receive Title IV Federal financial aid for a period of time. The time allowed MUST not exceed 1.5 time the normal length of a specific program (the "normal length" of a specific program will vary dependent upon enrollment status of the student (half-time [6-8 semester hours], three-fourth time [9-11 semester hours], or full-time [12 semester credit hours and above]).

- **Qualitative Measures**—Each student on Title IV Federal financial aid must earn, each academic year, two-thirds (2/3) of the minimum number of hours required to complete a program in the normal length of time allowed.

Students’ progress will be measured prior to the end of the program when the program of study is one year or less. The normal length of time allowed for completion of a specific program is
determined by the institution. If a student repeats a course, which was successfully completed, the credit hours obtained the second time does not count toward the minimum number of credit hours required for program completion. Students who do not meet these standards will be ineligible for Title IV financial aid.

- A Title IV Federal financial aid recipient enrolled in a developmental (remedial) course MAY NOT repeat the course more than three (3) times and continue to receive financial assistance. A Title IV financial aid recipient may not be paid for more than 45 credit hours of developmental work.

- The appeals process is provided in accordance with Federal regulations (Contact the financial aid office). Students cannot drop courses for which they are registered simply by not attending class. An official withdrawal form MUST be submitted the Office of the Registrar. If the student is receiving financial aid, a notification of the amount of aid TO BE REPAID or REFUNDED TO THE ACCOUNT will be sent to the student.

FEDERAL FINANCIAL AID PROGRAMS

FEDERAL PELL GRANT

Federal Pell Grant is a part of a federal program that requires interested students to apply directly to the government for funds. A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are only awarded to undergraduate students who have not earned a bachelor’s or professional degree. Any full, three-quarter, or half time student, who is a U.S. Citizen and has not received a bachelor’s degree, is eligible to apply. The amount of each Federal Pell Grant depends on the student’s need, the cost of his or her education and enrollment status (full-time, 12 semester hours or more; three-fourth time, 9-11 semester hours; half-time, 6-8 semester hours; and less than half-time, 1-5 semester hours).

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

Federal Supplemental Educational Opportunity Grant is designed to assist students that demonstrate an exceptional financial need—students with the lowest Expected Family Contributions (EFCs). Priority is given to Federal Pell Grant recipients who apply early (prior to June 1 for the coming fall semester).

FEDERAL WORK-STUDY

Federal Work-Study provides on-campus work opportunities for students needing financial assistance to attend College. Students working under this program earn at least minimum wages and are paid monthly for work performed. To be eligible, a student must be enrolled, demonstrate a need, and be capable of maintaining satisfactory progress while employed part-time on campus. Priority is given to those who apply early.

ALABAMA STUDENT ASSISTANCE PROGRAM

The Alabama Student Assistance Program (ASAP) is designed to assist exceptionally needy students. The program consists of the Federal State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds are gifts which does not have to be repaid.

VOCATIONAL REHABILITATION

The state of Alabama provides certain benefits for students through the Department of Rehabilitation Services (DRS). Please contact DRS for more information.
BENEFITS FOR VETERANS AND DEPENDENTS OF VETERANS

Before a veteran can make application for educational benefits, he or she must complete the following procedure:

- Apply for admission to Lawson and complete his or her admissions file.
- Provide a certified copy of DD-214 or Certificate of Eligibility (Doc# 2384) (Chapter 106) to the Office of Veterans Affairs.

Documents pertaining to the Alabama Veterans program may be obtained by contacting the State Department of Veterans Affairs • 813 Green Springs Highway • Birmingham, Alabama 35209.

Documentation of Veterans

Information is required by the Veterans Administration and Lawson is as follows:

- Certified copy of DD-214 (separation papers) or Certificate of Eligibility (Doc# 2384). Dependents must have a copy of their Certificate of Eligibility and Entitlement.
- Transcripts from all institutions previously attended.
- Certified copies of divorce papers from any previous marriage by either the veteran or spouse.
- Certified copy of the marriage certificate for current marriage.
- Certified copies of birth certificates of all children.
- Official document of dependency, Form 21-509, if parents are claimed as dependents.

Certification of Veterans

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

- Certification will be granted for only those courses that are applicable to the declared program of study (major). The appropriate instructional officer must approve any deviation in writing.
- Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his or her objective. Developmental courses will be certified on a semester to semester basis.
- Certification will not be granted for audit courses.
- The veteran must be re-certified for educational benefits when he or she re-enters Lawson after an interruption of his or her educational program.
- The veteran who has received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Lawson State Community College.
- Payments for benefits will be based upon the following schedule:
  - Full-time payment (12 credit hours or more)
  - Three-fourths payment (9-11 credit hours)
  - One-half payment (6-8 credit hours)
  - Reimbursement for tuition and fees (5 or fewer credit hours)
- Should a veteran register for a course not in his or her program of study and not approved by the appropriate instructional officer, his or her benefits may be reduced at any time during the semester. This action may occur without notification to the student.
- Veterans may be certified for only one semester if he or she has prior credit that has not been received and evaluated. Recertification is contingent upon the receiving of transfer credit information.
- Benefits may not be paid for courses previously passed unless a better grade is required in the degree objective, or for courses in which an "I" (Incomplete) was previously received.
All veterans should contact the Office of Veterans Affairs during registration in order to complete proper certification with the Veterans Administration.

Class Attendance of Veterans

All students attending Lawson State Community College are required to attend classes. For the veterans, failure to attend class may result in a reduction or elimination of benefits. Should the veteran accumulate excessive unexcused absences, the reduction of benefits to the veteran will be made effective the first day of attendance in class.

Withdrawal from Class or Classes by Veterans

Veterans may adjust their schedule, without penalty, only during the late registration period. A veteran who withdraws after this period, without demonstrating extenuating circumstances, will suffer loss of payments under the VA educational assistance.

Birmingham-Jefferson County JTPA Individual Referral Program

The Job Training Partnership Act (JTPA) Individual Referral Program is designed to train individuals eighteen years of age or older in a selected academic and vocational field. The student may be placed in any selected program where there is available space. However, the applicant must first be certified JTPA eligible by the Employment Service Intake Unit. Upon determination that the individual is eligible and that training is appropriate, the individual will be referred to the institution.

It is the purpose of the Job Training Partnership Act (JTPA) to establish programs to prepare youths and unskilled adults for entry into the labor force. JTPA affords job training to those economically disadvantaged individual and other individuals facing serious barriers to employment who are in special need of such training to obtain productive employment.

The ultimate goals of JTPA training programs are to:
- Increase employment and earnings of participants.
- Increase educational and occupational skills.
- Reduce welfare dependency.

ALLOWABLE COSTS

Lawson will determine the participants' expenses of attending school and whether he or she is eligible for a Pell Grant. All income sources such as the Pell Grant will be deducted from the participant's budget to determine remaining need.

JTPA will pay the following expenses to the extent needed to supplant the shortfall as described below:

- The published tuition rate for the training to be provided as shown in the edition of the college catalog (in effect) during the semester being billed.
- Appropriate fees.
- Required books and training supplies purchased on account through Lawson's bookstore up to a maximum of $150 in any semester for JTPA Title II-A Adult/Older Individual and JTPA Title-C and up to a maximum of $75 in any semester for JTPA Title III.
- Repeat courses will be the responsibility of the participant. JTPA funds shall not be used, under any circumstance, to pay for a repeat course (i.e. a failing grade, a dropped course for which the SDA was billed for any portion of training, etc).
- A maximum of three (3) remedial courses may be reimbursed using JTPA funds if deemed appropriate by Lawson.
College Transfer Programs

The Liberal Arts and Sciences curriculum includes a wide range of course offerings in Liberal Arts for all students at Lawson. Some students take only a few courses each semester, but many enroll in a two-year sequence and earn the Associate in Arts, or Associate of Science Degree.

A large number of students plan their program in order to transfer to four-year colleges and universities. Students enroll in what is usually referred to as the transfer curriculum—courses that are parallel to those offered at the first two years of a four-year institution. Most of the credits earned in this curriculum may be transferred to colleges and universities as the first and second years of a baccalaureate degree program.

Lawson State Community College's parallel curriculum includes many courses designed to prepare students for upper division study in such fields as business, education, engineering, dentistry, law, and medicine. A specially designed general transfer sequence of courses is also available for students who have not decided upon a major but intend to transfer their credits toward a four-year degree. The counseling staff will provide assistance to students concerning the courses that are parallel to four-year colleges and universities.

Transfer of credits from one institution to another is subject to change. Therefore, it is the responsibility of the transferring students to research their prospective senior institution. Students may contact the Counseling Department of Lawson State Community College or the Office of Admissions at the college to which they plan to transfer for information and guidance on transfer of credits.

Each student should confer with his/her advisor about course selection(s) prior to registration. A student may substitute courses (specifically required for graduation and outside of area of specialization) ONLY with the approval of the Vice President for Instruction.
Alabama College System
Degree Requirements

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

Area I       Written Composition I and II                  6 Credit Hours

Area II      Humanities and Fine Arts                   12 Credit Hours

- Must complete a 6 semester hour sequence in Literature
- Must complete 3 semester hours in Humanities
- 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 but are not limited to: Area/Ethic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious, Studies, Speech, Theater and Dance.

Area III     Natural Science and Mathematics            11 Credit Hours

- Must complete 3 semester hours in mathematics at the pre-calculus algebra or finite math level
- Must complete 8 semester hours in the natural sciences which must include laboratory experiences

In addition to mathematics, disciplines in the natural sciences include astronomy, biological sciences, chemistry, geology, physical geography, earth science, physics, and physical science.

Area IV      History, Social, and Behavioral Sciences    12 Credit Hours

- Must complete a 6 semester hour sequence in History
- Must complete at least 6 semester hours from among other disciplines in the Social and Behavioral Sciences.

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

Minimum General Education Requirements                  41 Credit Hours
Area V: Pre-Professional, Pre-Major, and Elective Courses  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 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  64 Credit Hours

Maximum Program Semester Credit Hours  64 Credit Hours

Semester Credit Hour Range by Award  60 - 64 Credit Hours

Requirements in one area do not satisfy/substitute for requirements in another area.
# Lawson State Approved AGSC General Course Listing

## Area I: Written Communication

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

## Area II: Humanities and Fine Arts

### *Literature

- ENG 251  American Literature I
- ENG 252  American Literature II or
- ENG 261  English Literature I
- ENG 262  English Literature II or
- ENG 271  World Literature I
- ENG 272  World Literature II
- SPA 101  Introductory Spanish I
- SPA 102  Introductory Spanish II
- SPA 201  Intermediate Spanish I
- SPA 202  Intermediate Spanish II

### Fine Arts

- ART 100  Art Appreciation
- ART 203  Art History I
- ART 204  Art History II
- MUS 101  Music Appreciation

## Additional Humanities and Fine Arts

- ART 100  Art Appreciation
- ART 203  Art History I
- ART 204  Art History II
- HUM 101  Introduction to Humanities
- HUM 102  Introduction to Humanities
- MUS 101  Music Appreciation
- SPH 106  Fundamentals of Speech Communication
- SPH 107  Fundamental of Public Speaking

## Area III: Natural Sciences and Mathematics

- 11 credits
Mathematics
- MTH 110 Finite Mathematics
- MTH 112 Precalculus Algebra
- MTH 113 Precalculus Trigonometry
- MTH 115 Precalculus Algebra & Trig.
- MTH 120 Calculus and its Applications
- MTH 125 Calculus I
- MTH 126 Calculus II
- MTH 227 Calculus III
- MTH 237 Linear Algebra
- MTH 238 Applied Differential Equations I

Natural Sciences
- BIO 101 Introduction to Biology
- BIO 102 Introduction to Biology II
- BIO 103 Principles of Biology I
- BIO 104 Principles of Biology II
- BIO 120 Medical Terminology
- BIO 201 Human Anatomy & Physiology I
- BIO 202 Human Anatomy & Physiology II
- BIO 220 General Microbiology
- BIO 230 Human Pathophysiology
- CHM 104 Intro. to Inorganic Chemistry
- CHM 105 Intro. to Organic Chemistry
- CHM 111 College Chemistry I
- CHM 112 College Chemistry II
- PHS 111 Physical Science I
- PHS 112 Physical Science II
- PHY 201 General Physics I
- PHY 202 General Physics II
- PHY 213 General Physics w/Calculus I
- PHY 214 General Physics w/Calculus II

Area IV: History, Social, and Behavior Sciences
*History
- HIS 101 History of Western Civilization I
- HIS 102 History of Western Civilization II
- HIS 201 United States History I
- HIS 202 United States History II
Additional History, Social, and Behavioral Sciences

- ANT 200  Introduction to Anthropology
- ANT 220  Cultural Anthropology
- ECO 231  Macroeconomics
- ECO 232  Microeconomics
- GEO 100  World Regional Geography
- GEO 220  Principles of Physical Geography
- HIS 101  History of Western Civilization I
- HIS 102  History of Western Civilization II
- HIS 201  United States History I
- HIS 202  United States History II
- POL 211  American National Government
- PSY 200  General Psychology
- SOC 200  Introduction to Sociology
- SOC 210  Social Problems

*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*
## ASSOCIATE IN ARTS DEGREE

**Art**

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Electives should be taken in major area or in core courses that will transfer.

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**
- RDG 111 Critical Reading for College: 2 HRS.
- PSY 100 Orientation: 1 HR
- PED 3 Activity Courses: 2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
ASSOCIATE IN ARTS DEGREE
Business Administration

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<td>HIS 101</td>
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ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.

INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:
- RDG 111  CRITICAL READING FOR COLLEGE  2 HRS.
- PSY 100  ORIENTATION  1 HR
- PED  3 ACTIVITY COURSES  2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
## ASSOCIATE IN ARTS DEGREE

### Business Education

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**ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.**

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**

- RDG 111  CRITICAL READING FOR COLLEGE  2 HRS.
- PSY 100  ORIENTATION  1 HR
- PED  3 ACTIVITY COURSES  2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
### ASSOCIATE IN ARTS DEGREE

**English**

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**TOTAL 62 HOURS**

**ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.**

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**

- RDG 111 CRITICAL READING FOR COLLEGE 2 HRS.
- PSY 100 ORIENTATION 1 HR
- PED 3 ACTIVITY COURSES 2 HRS.

(l.e. volleyball, badminton, aerobic, etc.)
## ASSOCIATE IN ARTS DEGREE

### History

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**TOTAL 62 HOURS**

**ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.**

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**
- RDG 111 CRITICAL READING FOR COLLEGE 2 HRS.
- PSY 100 ORIENTATION 1 HR
- PED 3 ACTIVITY COURSES (i.e. volleyball, badminton, aerobic, etc.) 2 HRS.
ASSOCIATE IN ARTS DEGREE

Music

<table>
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**First Semester (16 hrs.)**

**Total 16 hours**

| ENG 102    | English Composition II                           | 3                     |
| BIO 104    | Principles of Biology II w/lab                   | 4                     |
| HIS 102    | Western Civilization II                          | 3                     |
| HUM 101    | Introduction to Humanities                       | 3                     |
| MUP 101    | Applied Piano I                                  | 2                     |
| MUS 112    | Music Theory II                                  | 3                     |

**Second Semester (18 hrs.)**

**Total 18 hours**

| ENG 251 or 261 | English or American Literature I                | 3                     |
| SOC 200        | Introduction to Sociology                       | 3                     |
| RDG 111        | Critical Reading for College                    |                       |
| PED            | Physical Education                              | 3                     |
| MUS 211        | Music Theory III                                | 3                     |
| MUS 102        | Applied Piano II                                | 2                     |
| MUS            | Chorus or Band                                  | 2                     |
| MUS            | Music Workshop                                  | 2                     |

**Third Semester (15 hrs.)**

**Total 15 hours**

| ENG 252 or 262 | English or American Literature II               | 3                     |
| ART 100        | Art Appreciation                                | 3                     |
| PED            | Physical Education                              | 3                     |
| PSY 200        | General Psychology                              | 3                     |
| MUS 212        | Music Theory IV                                 | 3                     |
| MUP 201        | Applied Piano III                               | 2                     |

**Fourth Semester (14 hrs.)**

**Total 14 hours**

**TOTAL 63 HOURS**

ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.

INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:

- RDG 111 CRITICAL READING FOR COLLEGE 2 HRS.
- PSY 100 ORIENTATION 1 HR
- PED 3 ACTIVITY COURSES 2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
ASSOCIATE IN ARTS DEGREE
Health and Physical Education

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**TOTAL 61 HOURS**

ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.

INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:

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<th>Hours</th>
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<tr>
<td>(i.e. volleyball, badminton, aerobic, etc.)</td>
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# ASSOCIATE IN ARTS DEGREE

**Political Science**

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<tr>
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<td>United State History I</td>
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<tr>
<td>SOC 200</td>
<td>Introduction to Sociology</td>
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**ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.**

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**

- RDG 111 CRITICAL READING FOR COLLEGE 2 HRS.
- PSY 100 ORIENTATION 1 HR
- PED 3 ACTIVITY COURSES 2 HRS.

(i.e. volleyball, badminton, aerobic, etc.)
## ASSOCIATE IN ARTS DEGREE

### Pre-Law

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<tr>
<td>HIS 201</td>
<td>U.S. History I</td>
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<tr>
<td>MTH 110</td>
<td>Finite Mathematics</td>
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<tr>
<td>SOC 200</td>
<td>Introduction to Sociology</td>
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<tr>
<td>MUS 101</td>
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<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
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<td>HIS 202</td>
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<table>
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<td>POL 211</td>
<td>American National Government</td>
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<td>SOC 210</td>
<td>Social Problems</td>
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<td>CIS 146</td>
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**TOTAL 64 HOURS**

ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**

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(i.e. volleyball, badminton, aerobic, etc.)
ASSOCIATE IN ARTS DEGREE
Pre-Social Work

<table>
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<td>U.S. History I</td>
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<td>MTH 110</td>
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- PED 3 Activity Courses 2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
## ASSOCIATE IN ARTS DEGREE

### Psychology

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<td>U.S. History I</td>
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<td><strong>TOTAL 62 HOURS</strong></td>
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  (i.e. volleyball, badminton, aerobic, etc.)
ASSOCIATE IN ARTS DEGREE  
*Sociology*  

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<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>15 hours</strong></td>
</tr>
<tr>
<td>ENG 102</td>
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<td>3</td>
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<td>PSY 200</td>
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<td><strong>15 hours</strong></td>
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<tr>
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<td>Afro American History</td>
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<td>HUM 101</td>
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<td><strong>Fourth Semester (16 hrs.)</strong></td>
<td><strong>16 hours</strong></td>
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<tr>
<td>ENG 252 or 262</td>
<td>English or American Literature II</td>
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<tr>
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<td>American National Government</td>
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<td>BIO 104</td>
<td>Principles of Biology II w/lab</td>
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<td>CRJ 209</td>
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<td><strong>Total</strong></td>
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<td></td>
<td><strong>TOTAL 62 HOURS</strong></td>
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**ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.**

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**  
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<th>Hours</th>
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<tr>
<td>PSY 100</td>
<td>Orientation</td>
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<tr>
<td>PED</td>
<td>3 Activity Courses (i.e. volleyball, badminton, aerobic, etc.)</td>
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## ASSOCIATE IN ARTS DEGREE
### Urban Studies

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<th>Semester Credit Hours</th>
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<td>U.S. History I</td>
<td>3</td>
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<tr>
<td>MTH 110</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
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<td><strong>Total</strong></td>
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<td>Second Semester (15 hrs.) English Composition II</td>
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<td>Critical Reading for College</td>
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<td>HIS 122</td>
<td>U.S. History II</td>
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<td>URP 101</td>
<td>Survey Plan I</td>
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<td>Survey Plan II</td>
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<td>URP 103</td>
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<tr>
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<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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<tr>
<td>ENG 252 or 262</td>
<td>English or American Literature II</td>
<td>3</td>
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<td>URP 201</td>
<td>Principles of Community Organization</td>
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<td>URP 203</td>
<td>Politics of Urban</td>
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<td>BIO 104</td>
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<td>ART 100</td>
<td>Art Appreciation</td>
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<td></td>
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**TOTAL 62 HOURS**

ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.

INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:

- RDG 111 CRITICAL READING FOR COLLEGE 2 HRS.
- PSY 100 ORIENTATION 1 HR
- PED 3 ACTIVITY COURSES 2 HRS.

(i.e. volleyball, badminton, aerobic, etc.)
ASSOCIATE IN SCIENCE DEGREE
Mathematics

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<td>MTH 112</td>
<td>Pre-Calculus Algebra</td>
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<td>RDG 111</td>
<td>Critical Reading for College</td>
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<td>HUM 101</td>
<td>Introduction to Humanities</td>
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<td>POL 211</td>
<td>American National Government</td>
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First Semester (15 hrs.)

| MTH 113    | Precalculus Trigonometry           | 3                     |
| ENG 102    | English Composition II             | 3                     |
| BIO 103    | Principles of Biology I w/lab      | 4                     |
| ENG 251 or 261 | American or English Literature I | 3                     |
| HIS 101    | Western Civilization I             | 2                     |
| PED        | Physical Education                 |                       |

Second Semester (16 hrs.)

| MTH 125    | Calculus I                         | 4                     |
| SOC 200    | Introduction to Sociology          | 3                     |
| BIO 104    | Principles of Biology II w/lab     | 4                     |
| ENG 252 or 262 | American or English Literature II | 3                     |
| HIS 102    | Western Civilization II            | 3                     |
| PED        | Physical Education                 |                       |

Third Semester (17 hrs.)

| MTH 126    | Calculus II                        | 4                     |
| MUS 101    | Music Appreciation                 | 3                     |
| ART 100    | Art Appreciation                   | 3                     |
| PSY 200    | General Psychology                 | 3                     |
| PED        | Physical Education                 |                       |
| SPH 107    | Fundamentals of Public Speaking    | 3                     |

Fourth Semester (16 hrs.)

| Total 64 HOURS |

ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.

INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:

| RDG 111 CRITICAL READING FOR COLLEGE | 2 HRS.    |
| PSY 100 ORIENTATION                  | 1 HR      |
| PED 3 ACTIVITY COURSES               | 2 HRS.    |

(i.e. volleyball, badminton, aerobic, etc.)
DEPARTMENT OF NATURAL SCIENCES
Associate In Science

Departments: Biology • Chemistry • Physics • Physical Science

The Department of Natural Sciences is designed for students who plan to receive an Associate in Science Degree in order to transfer to a four year institution and pursue a bachelors degree in the natural science and related fields. The areas of study comprising the Department of Natural Science are: (1) Biology, (2) Chemistry, (3) Physics, and (4) Physical Science.

The Department of Natural Science offers a degree in Associate in Science which requires a total of 64 semester hours for graduation. The Natural Science Department is actively involved in a bridge program though Talladega College in which selected students are placed in an academic honors and enrichment program. These students can complete their junior and senior years in their related fields of study (Pre-Medical, Physical Sciences, Pre-Pharmacy, Chemistry, Pre-Dentistry, Biology, and Physics) through an established articulation agreement with Talladega College.

Department of Biology:
Instructor and Chairperson
Dr. Grace A. McWhorter
Office B Building, Room 205A

Faculty:
Mr. Samuel Moore and Dr. Karl Pruitt

Objectives:
The program objectives are to educate students in the basic principles of scientific reasoning and problem solving. This enhances their ability to assess critical situations accurately.

The Allied Health related professions are designed to prepare the student for entrance into a four-year institution with emphasis in biology, chemistry, physics, medicine, pharmacy, dentistry, veterinary medicine, and nursing.

The college has an established linkage program in the Allied Health area with Jefferson State Community College, Wallace Community College in Hanceville, and the University of Alabama at Birmingham in the following areas: Funeral Service Education, Biomedical, Medical Assistant, Occupational Therapy Assistant, Equipment Technology, Physical Therapist, Assistant Emergency Medical Services, and Dental Hygiene.

The related professions are designed to enhance students' analytical thinking skills, communication skills and learn to apply this and other teaching to the job market.
### ASSOCIATE IN SCIENCE DEGREE

**Biology/Chemistry**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
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<tbody>
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<td>RDG 111</td>
<td>Critical Reading for College</td>
<td>4</td>
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<tr>
<td>BIO 103</td>
<td>Principles of Biology I w/lab</td>
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</tr>
<tr>
<td>CHM 111</td>
<td>College Chemistry I w/lab</td>
<td>3</td>
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<tr>
<td>PED</td>
<td>Physical Education</td>
<td>3</td>
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<tr>
<td>MTH 112</td>
<td>Pre-Calculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
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<th>Course Name</th>
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<tr>
<td>PSY 200</td>
<td>General Psychology</td>
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<td>BIO 104</td>
<td>Principles of Biology II w/lab</td>
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<td>MTH 113</td>
<td>Pre-Calculus Trigonometry</td>
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<tr>
<td>CHM 112</td>
<td>College Chemistry II w/lab</td>
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<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>ENG 251 or 261</td>
<td>English or American Literature I</td>
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<tr>
<td>HIS 101</td>
<td>Western Civilization I</td>
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<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Human Anatomy/Physiology I w/lab</td>
<td>4</td>
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<tr>
<td>PED</td>
<td>Physical Education</td>
<td>3</td>
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<tr>
<td>SOC 200</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<td>BIO 202</td>
<td>Human Anatomy Physiology II w/lab</td>
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<td>BIO 220</td>
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**TOTAL 64 HOURS**

**ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.**

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**

- RDG 111 CRITICAL READING FOR COLLEGE 2 HRS.
- PSY 100 ORIENTATION 1 HR
- PED 3 ACTIVITY COURSES 2 HRS.

(i.e. volleyball, badminton, aerobic, etc.)
# ASSOCIATE IN SCIENCE DEGREE

*Physics/Physical Science/Pre-Engineering*

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<td>Principles of Biology I w/lab</td>
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<tr>
<td>PSY 200</td>
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</tr>
<tr>
<td>MTH 112</td>
<td>Pre-Calculus Algebra</td>
<td>3</td>
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<td>SPH 107</td>
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<td>SOC 200</td>
<td>Introduction to Sociology</td>
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<td><strong>Total 63 HOURS</strong></td>
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</table>

**ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.**

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**

- RDG 111 CRITICAL READING FOR COLLEGE (2 HRS.)
- PSY 100 ORIENTATION (1 HR)
- PED 3 ACTIVITY COURSES (2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
# ASSOCIATE IN SCIENCE DEGREE

*Pre-Teacher Education*

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<th>Course Name</th>
<th>Semester Credit Hours</th>
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<td>SOC 200</td>
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<tr>
<td>HIS 101</td>
<td>Western Civilization I</td>
<td>3</td>
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<td>ART or MUS</td>
<td>Art or Music Appreciation</td>
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<td>English or American Literature I</td>
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<td>AES 100</td>
<td>Afro-American History</td>
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<td>Foreign Language</td>
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<td>RDG 111</td>
<td>Critical Reading for College</td>
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<td>POL 211</td>
<td>American National Government</td>
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<tr>
<td>ECO 231</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>CIS 130</td>
<td>Introduction to Computer Info. Systems</td>
<td>3</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>15 hours</strong></td>
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<tr>
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<td><strong>TOTAL 64 HOURS</strong></td>
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ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**

- **RDG 111 CRITICAL READING FOR COLLEGE** 2 HRS.
- **PSY 100 ORIENTATION** 1 HR
- **PED** 3 ACTIVITY COURSES 2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
ASSOCIATE IN
APPLIED SCIENCE
DEGREE PROGRAM
Associate In Applied Science Degree Programs

Career/Occupational Programs

The Associate in Applied Science Degree is a two-year career/occupational program that prepares the student for the job market. However, there are senior institutions where this degree is accepted as the first two years of a four-year program. The list includes the senior institutions:

- Athens State
- Tuskegee University
- Miles College
- Alabama A&M University
- Alabama State University
- University of Alabama College System
- Stillman College
- Talladega College

Associate in Applied Science Degrees are offered in the following areas:

- Accounting
- Computer Information Sciences (Business Education)
- Computer Information (Mathematics and Science)
- Criminal Justice
- Drafting and Design Technology
- Electrical Technology
- Electronic Engineering Technology
- Industrial Maintenance Technology
- Legal Secretary
- Management and Supervision
- Medical Secretary
- Nursing
- Office Administration (Secretarial Science)
- Parks, Recreation, and Leisure Studies
- Radio/Television Broadcasting Technology
- Social Work Technician
- Water Quality and Waste Water Treatment Technology
- Generic Program
Alabama College System
Degree Requirements

The General Education Core for Associate in Applied Science Degree:

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

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

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

Requirements Prescribe: Minimum of 9 hours in Area I and Area II which could include 6 hours in Written Composition I and II; or 3 hours in Written Composition I and 3 hours in Technical Writing; or 3 hours in Area I with 3 hours of Speech in Area II, plus 3 additional hours in Area II.

**Area III**  Natural Science and Mathematics  9-11 Credit Hours

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

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

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

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

Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, and BIO 220 to assure the transfer of courses within parameters of the AGSC Minimum General Education Semester Hours Distribution Requirements or in lieu, successfully complete the validated systemwide biology placement examination.

Students enrolled as majors in health-related disciplines for which the AAS degree is awarded may take BIO 210 and BIO 212 in which case BIO 212 would serve as the prerequisite for BIO 220. Programs in which the AAS represent the Terminal Award are not required to complete the 6-hour semester hours sequence in Area IV.
Minimum General Education Requirements  18 - 29 Credit Hours

Area V: Maximum General Education Core, Technical Concentration, and Electives  58 – 47 Credit Hours

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

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

General Studies Curricula  76 Credit Hours

Maximum Program Semester Credit Hours  76 Credit Hours

Semester Credit Hour Range by Award  60 - 76 Credit Hours
## ASSOCIATE IN APPLIED SCIENCE DEGREE
### Accounting Technology

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester</th>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>MTH 110</td>
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<tr>
<td>RDG 111</td>
<td>Critical Reading for College</td>
<td>3</td>
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<td>PED</td>
<td>Physical Education</td>
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<td>ART 100</td>
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<td>BUS 150</td>
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<td>Principles of Macroeconomics</td>
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<td>BUS 241</td>
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<td>BIO 103</td>
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<td>BUS 285</td>
<td>Principles of Marketing</td>
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<td>Fundamentals of Public Speaking</td>
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<td>Principles of Microeconomics</td>
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<td>ACT 249</td>
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**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**
- RDG 111 CRITICAL READING FOR COLLEGE 2 HRS.
- PSY 100 ORIENTATION 1 HR
- PED 3 ACTIVITY COURSES 2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
ASSOCIATE IN APPLIED SCIENCE DEGREE  
*Computer Science (Business Education Option)*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>PSY 100</td>
<td>Orientation</td>
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<td>ENG 101</td>
<td>English Composition I</td>
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<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
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<td>CIS 190</td>
<td>Introduction to Computers</td>
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<td>Physical Education</td>
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<tr>
<td>CIS 212</td>
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<tr>
<td>ENG 102</td>
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<td>Introduction to Sociology</td>
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<tr>
<td>MUS 101</td>
<td>Music Appreciation</td>
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<tr>
<td>CIS 130</td>
<td>Introduction to Computer Info. Systems</td>
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<tr>
<td>CIS 261</td>
<td>Beginning Cobol Programming</td>
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<td>RDG 111</td>
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<td>CIS146</td>
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<td></td>
<td><strong>Total</strong></td>
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<tr>
<td>CIS 147</td>
<td>Advanced Microcomputer Applications</td>
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<td><strong>Total</strong></td>
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**TOTAL 70 HOURS**

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- PED  3 ACTIVITY COURSES  2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
# ASSOCIATE IN APPLIED SCIENCE DEGREE  
*Computer Science (Math/Science Option)*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
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<tr>
<td><strong>First Semester (15 hrs.)</strong></td>
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<tr>
<td>PSY 100</td>
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<td>SPH 107</td>
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<td>MTH 110</td>
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<tr>
<td>CIS 212</td>
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<td><strong>Total</strong></td>
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<td><strong>Second Semester (18 hrs.)</strong></td>
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<td>PSY 200</td>
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<td>MTH 112</td>
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<td>CIS 146</td>
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<td><strong>Total</strong></td>
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<td><strong>Third Semester (19 hrs.)</strong></td>
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<tr>
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<td>Commercial Software Applications</td>
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<td><strong>Fourth Semester 18 hrs.</strong></td>
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**TOTAL 70 HOURS**

ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.

INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:

- RDG 111  CRITICAL READING FOR COLLEGE  2 HRS.
- PSY 100  ORIENTATION  1 HR.
- PED  3 ACTIVITY COURSES  2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
ASSOCIATE IN APPLIED SCIENCE DEGREE  
*Criminal Justice*

<table>
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<th>Course Name</th>
<th>Semester Credit Hours</th>
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<tr>
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<td>Western Civilization I</td>
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<td>SOC 210</td>
<td>Social Problems</td>
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<tr>
<td>SOC 200</td>
<td>Introduction to Sociology</td>
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**First Semester (15 hrs.)**

**Second Semester (19 hrs.)**

| ENG 102    | English Composition II                           | 3                     |
| CRJ 130    | Intro. to Law and Judicial Procedures            | 3                     |
| BIO 103    | Principles of Biology I w/lab                    | 4                     |
| CIS 146    | Computer Applications                            | 3                     |
| CRJ 209    | Juvenile Delinquency                             | 3                     |
| HIS 102    | Western Civilization II                          | 3                     |

**Total** 15 hours

| PSY 200    | General Psychology                               | 3                     |
| CRJ 116    | Police Patrol                                     | 3                     |
| POL 211    | American Government                              | 3                     |
| CRJ 208    | Intro. to Criminology                            | 3                     |
| CRJ 216    | Police Organization and Administration            | 3                     |
| PED        | Physical Education                               | 3                     |
| GEO 101    | Principles of Physical Geography I               | 4                     |

**Third Semester (19 hrs.)**

**Total** 19 hours

| AES 256    | Afro-American History                            | 3                     |
| CRJ 220    | Criminal Investigation                           | 3                     |
| PSY 256    | Human Relations                                  | 3                     |
| CRJ 256    | Correctional Rehabilitation                      | 3                     |
| CRJ 280    | Internship                                       | 3                     |
| PED        | Physical Education                               | 3                     |
| CRJ 177    | Criminal and Deviant Behavior                    | 3                     |

**Fourth Semester 18 hrs.)**

**Total** 19 hours

**TOTAL 71 HOURS**

ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.

INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:

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- PSY 100 ORIENTATION 1 HR
- PED 3 ACTIVITY COURSES 2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
### ASSOCIATE IN APPLIED SCIENCE DEGREE

*Drafting and Design Technology*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
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<td>ENG 101</td>
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<td>Fundamentals of Drafting and Design Technology</td>
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<td>DDT 112</td>
<td>Introductory Technical Drawing</td>
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<tr>
<td>DDT 113</td>
<td>Induction to Computer Aided Drafting</td>
<td>3</td>
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<tr>
<td>DDT 116</td>
<td>Blueprint Reading for Construction</td>
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<tr>
<td>ENG 102</td>
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<tr>
<td>MTH 112</td>
<td>Pre-Calculus Algebra</td>
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<td>Critical Reading for College</td>
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<td>PED</td>
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<tr>
<td>DDT 121</td>
<td>Intermediate Technical Drawing</td>
<td>(Prerequisite: DDT 111, 112, 113, or Instructor Approval)</td>
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<td>DDT 123</td>
<td>Intermediate CAD</td>
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<td>DDT 125</td>
<td>Surface Development</td>
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<td>Western Civilization I</td>
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<td>Advanced Technical Drawing</td>
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<td>Machine Drafting Basics</td>
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<td>DDT 212</td>
<td>Intermediate Architectural Drafting</td>
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<td>3D Graphics and Animation</td>
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<td>DDT 238</td>
<td>Special Topics in CAD</td>
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**TOTAL 72 HOURS**
ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.

INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:
RDG 111 CRITICAL READING FOR COLLEGE 2 HRS.
PSY 100 ORIENTATION 1 HR
PED 3 ACTIVITY COURSES 2 HRS.
(I.e. volleyball, badminton, aerobic, etc.)

Electives/Related Courses
DDT 117 Manufacturing Processes
DDT 118 Basic Electrical Drafting
DDT 119 Advanced Electronic Drafting
DDT 132 Architectural Drafting
DDT 133 Basic Surveying
DDT 134 Descriptive Geometry
DDT 191, 192, 193 Drafting Internship
DDT 211 Intermediate Machine Drafting
DDT 213 Civil Drafting, Plat Maps
DDT 214 Pipe Drafting
DDT 215 Geometric Dimensioning and Tolerancing
DDT 221 Advanced Machine Drafting
DDT 222 Advanced Architectural Drafting
DDT 223 Advanced Civil Drafting
DDT 224 Structural Concrete Drafting
DDT 225 Structural Steel Drafting
DDT 226 Technical Illustration
DDT 228 Geographic Information Systems
DDT 231 Advanced CAD
DDT 232 CAD Customization
DDT 233 Solids Modeling
DDT235 Specialized CAD
DDT 236 Design Project
DDT 237 Current Topics in CAD
DDT 239 Independent Studies
DDT 284 Computer Aided Modeling
DDT 285 Computer Aided Modeling II
DDT 286 Electronics CAD
DDT 289 Process CAD
**ASSOCIATE IN APPLIED SCIENCE DEGREE**  
*Electrical Technology*

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<td>Principles of DC Electricity</td>
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<td>ELT 102</td>
<td>Principles of AC Electricity</td>
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<td>Basic Commercial/Industrial Wiring</td>
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<td>ELT 241</td>
<td>National Electric Code</td>
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<td>ELT 244</td>
<td>Conduit Bending and Installation</td>
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**Total:** 15 hours  
**Total:** 18 hours  
**Total:** 18 hours
Electrical Technology
Page 2

Electives/Related Courses:
   ELT 206 OSHA Safety Standards
   ELT 216 Electrical Motor Repair and Rewinding
   ELT 223 Cable Splicing
   ELT 224 Security and Alarm Systems
   ELT 232 Advanced Programmable Controls
   ELT 242 Journeyman-Master Prep Exam
   ELT 243 Electrical Cost Estimating

**TOTAL 70 HOURS**

ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.

INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:
   RDG 111 CRITICAL READING FOR COLLEGE 2 HRS.
   PSY 100 ORIENTATION 1 HR
   PED 3 ACTIVITY COURSES 2 HRS.
   (i.e. volleyball, badminton, aerobic, etc.)
# ASSOCIATE OF APPLIED SCIENCE DEGREE  
*Electronic Engineering Technology*

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<td>PSY 100</td>
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<td>Solid State Devices</td>
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**Fourth Semester (18 hrs.)**

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<td>Communications Basic</td>
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<td>EET 231</td>
<td>Communications Basic Lab</td>
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<td>EET 214</td>
<td>Video Display</td>
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**TOTAL 71 HOURS**

Electives should be taken in major area or in core courses that will transfer.

### Institution Requirements for All Associate Degrees:

- RDG 111 Critical Reading for College: 2 HRS.
- PSY 100 Orientation: 1 HR.
- PED 3 Activity Courses: 2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)

Electives/Related Courses:

- EET 221 Digital Advanced Laboratory
  (Prerequisite: EET 210 and EET 211)
- EET 223 Microprocessor Advanced
  (Prerequisite: EET 250)
- EET 224 Elements of Industrial Control
  (Prerequisite: EET 213 and ETC 211)
- EET 225 01 Electronic Communications
- EET 226 01 Fiber optics Technology
  (Prerequisite: ETC 121)
- EET 227 01 Microwave Communication Systems
- EET 229 01 Elements of Industrial Control Lab
  (Corequisite: EET 221)
- EET 232 01 Microprocessor Assembler
  (Prerequisite: ETC 131 and ETC 136)
- EET 234 01 Robotics Systems
  (Corequisite: EET 239)
- EET 235 01 Microcomputer Systems Basic
  (Prerequisite: Advisor Approval)
Electronic Engineering Technology
Page 3

EET 236 01 Microcomputer Systems Basic Lab
(Corequisite: EET 213)
EET 238 01 Instrumentation Lab
(Corequisite: EET 213)
EET 239 01 Robotics Systems Lab
(Corequisite: EET 234)
EET 240 01 Communications Advanced
(Corequisite: EET 231)
EET 241 01 Communications Advanced Lab
(Prerequisite: EET 230 and EET 231
Corequisite: EET 240
Robotics Applications
(Prerequisite: EET 234 and 239)
EET 245 01 Microcomputer Systems Advanced
(Prerequisite: EET 235 and EET 236)
EET 246 01 Microcomputer Systems
Advanced Lab
(Corequisite: EET 245)
EET 248 01 Robotics Applications Lab
(Corequisite: EET 243)
EET 250 01 Microprocessors Intermediate
(Prerequisite: EET 186
Corequisite: EET 220 and EET 221)
EET 251 01 Microprocessors Intermediate Lab
(Corequisite: 220, EET 221, and EET 250)
EET 252 01 Electronic Service Lab
(Prerequisite: ETC 131 and ETC 136)
EET 260 01 Microprocessors Interfacing
(Prerequisite: EET 250 and EET 251)
EET 261 01 Microprocessors Interfacing Lab
(Prerequisite: EET 250 and 251)
EET 262 01 Industrial Automation Project
(Prerequisite: Advisor Approval)
EET 270 01 Fiber Optics
(Prerequisite: EET 230, 232, 210 211/Physics II)
EET 271 01 Fiber Optics Lab
(Corequisite: EET 270)
EET 286 01 Microcomputer Repair
(Prerequisite: EET 281)
EET 287 01 Telecommunications Basics
(Prerequisite: EET 284)
EET 289 01 Telecommunications Advance
(Prerequisite: EET 287)
EET 290 01 Electronics Project
(Prerequisite: EET 288 or EET 289)
EET 294 01 Co-op Education
(Prerequisite: ETC 111 and ETC 116)
NOTE
EET 195, 196, and 197—Selected Topics—Prerequisite: Instructor Approval
## ASSOCIATE IN APPLIED SCIENCE DEGREE

*Industrial Maintenance Technology*

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<td>INT 111</td>
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<td>INT 112</td>
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<td>Fundamentals of Industrial Hydraulics</td>
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<td>Mechanical Measurements</td>
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<td>Industrial Hydraulics</td>
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<td>Preventive and Predictive Maintenance</td>
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<td>INT 123</td>
<td>Industrial Pumps and Piping Systems</td>
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<td>INT 124</td>
<td>Productive Equipment Layout and Installation</td>
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<td>Manufacturing Plant Utilities</td>
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<td>INT 133</td>
<td>Industrial Maint. Metal Welding and Cutting</td>
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<td>Fundamentals of Industrial Pneumatics</td>
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<td>Industrial Co-op</td>
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**ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.**

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**
- RDG 111 CRITICAL READING FOR COLLEGE 2 HRS.
- PSY 100 ORIENTATION 1 HR
- PED 3 ACTIVITY COURSES 2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
## ASSOCIATE IN APPLIED SCIENCE DEGREE  
**Legal Secretary**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 100</td>
<td>Orientation</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics</td>
<td>3</td>
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<tr>
<td>PED</td>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>RDG 111</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>ART 100</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>OAD 100</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Second Semester (16hrs.)</strong></td>
<td><strong>15 hours</strong></td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 130</td>
<td>Introduction to Computer Info. Systems</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Principles of Biology I w/lab</td>
<td>4</td>
</tr>
<tr>
<td>PED</td>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Third Semester (18 hrs.)</strong></td>
<td><strong>16 hours</strong></td>
</tr>
<tr>
<td>BUS 215</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECO 231</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>OAD 111</td>
<td>Beginning Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>OAD 125</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Fourth Semester (18 hrs.)</strong></td>
<td><strong>18 hours</strong></td>
</tr>
<tr>
<td>OAD 138</td>
<td>Records and Info. Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 263</td>
<td>Legal and Soc. Enviro. Of Business</td>
<td>3</td>
</tr>
<tr>
<td>OAD 112</td>
<td>Intermediate Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>OAD 203</td>
<td>Legal Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OAD 247</td>
<td>Special Projects</td>
<td>3</td>
</tr>
<tr>
<td>PED</td>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>OAD 232</td>
<td>The Electronic Office</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>TOTAL 67 HOURS</strong></td>
<td></td>
</tr>
</tbody>
</table>

**ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.**

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**  
RDG 111 CRITICAL READING FOR COLLEGE  2 HRS.
PSY 100 ORIENTATION  1 HR
PED 3 ACTIVITY COURSES  2 HRS.
(i.e. volleyball, badminton, aerobic, etc.)
ASSOCIATE IN APPLIED SCIENCE DEGREE  
*Management and Business Administration*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 100</td>
<td>Orientation</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>RDG 111</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>PED</td>
<td>Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>ART 100</td>
<td>Art Appreciation</td>
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**First Semester (15 hrs.)**  

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 186</td>
<td>Elements of Supervision</td>
<td>3</td>
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<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
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</tr>
<tr>
<td>CIS 130</td>
<td>Intro. to Computer Info. Systems</td>
<td>3</td>
</tr>
<tr>
<td>PED</td>
<td>Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Principles of Biology I w/lab</td>
<td>4</td>
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</table>

**Second Semester (16 hrs.)**  

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUS 215</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 263</td>
<td>Legal and Social Environ. of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECO 231</td>
<td>Macro Economics</td>
<td>3</td>
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<tr>
<td>BUS 241</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 276</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
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</table>

**Third Semester (18 hrs.)**  

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 232</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 275</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 285</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 242</td>
<td>Principles of Accounting II</td>
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</tr>
<tr>
<td>BUS 277</td>
<td>Management Seminar</td>
<td>3</td>
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<tr>
<td>PED</td>
<td>Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Fourth Semester (18hrs.)**  

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
</table>

**TOTAL 67 HOURS**

**ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.**

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**
- RDG 111  CRITICAL READING FOR COLLEGE  
  **2 HRS.**
- PSY 100  ORIENTATION  
  **1 HR**
- PED  3 ACTIVITY COURSES  
  **2 HRS.**
  *(i.e. volleyball, badminton, aerobic, etc.)*
## ASSOCIATE IN APPLIED SCIENCE DEGREE

*Medical Secretary*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 100</td>
<td>Orientation</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>RDG 111</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>PED</td>
<td>Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>OAD</td>
<td>Keyboarding Elective</td>
<td>Total 15 hours</td>
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</tbody>
</table>

### Second Semester (16 hrs)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 130</td>
<td>Introduction to Computer Info. Systems</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Principles of Biology I w/lab</td>
<td>4</td>
</tr>
<tr>
<td>PED</td>
<td>Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>Total 16 hours</td>
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### Third Semester (18 hrs)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 215</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>OAD 211</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>OAD 111</td>
<td>Beginning Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>OAD 125</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>PED</td>
<td>Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>Total 18 hours</td>
</tr>
</tbody>
</table>

### Fourth Semester (18 hrs)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAD 138</td>
<td>Records and Information Management</td>
<td>3</td>
</tr>
<tr>
<td>OAD 226</td>
<td>Medical Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OAD 112</td>
<td>Intermediate Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>OAD 214</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OAD 230</td>
<td>Electronic Publishing</td>
<td>3</td>
</tr>
<tr>
<td>OAD 247</td>
<td>Special Projects</td>
<td>Total 18 hours</td>
</tr>
</tbody>
</table>

**TOTAL 67 HOURS**

Electives should be taken in major area or in core courses that will transfer.

Institution requirements for all associate degrees:

- RDG 111  Critical Reading for College  2 HRS.
- PSY 100  Orientation  1 HR
- PED 3 Activity Courses  2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
ASSOCIATE DEGREE NURSING EDUCATION

The Associate Degree Nursing Program consist of a combination of general education courses and nursing courses. Basic needs, as identified by Maslow, threats to needs, and the nursing process are the major themes used to develop content within the curriculum. Nursing courses include a classroom component where a variety of methodologies are used to assist the student to identify scientific principles in nursing. A clinical component is also included to assist the student to apply the scientific principles to meet individual client’s needs. Guided clinical experiences are offered in hospitals, health agencies, and selected community agencies.

The Associate Degree Nursing Program consists of five (5) sequential semesters. In order to progress to another nursing course, the student must earn a "C" or better in classroom and "Satisfactory" in clinical. Students not satisfying these requirements will fail to progress to the next nursing course. However, the student may be readmitted to repeat the failed course. Readmission is allowed only once during the entire nursing program.

Upon Successful completion of the program in nursing, graduates are eligible to apply to write the National Council Licensure Examination AA Registered Nurse (NCLEX-RN). The program of nursing is approved by the Alabama Board of Nursing and accredited by the National League for Nursing.

Application Procedures

Students are admitted to the Nursing Program without discrimination in regards to age, creed, marital status, race, gender, or disabilities with reasonable accommodations. Moreover, the following must apply:

- The applicant must be admitted to Lawson and currently enrolled as a regular student.
- The College Placement Test (CPT) is required of all entering freshman whose ACT results are below 19.

If the CPT is taken and indicates there is a deficiency in any area tested, the course(s) must be taken prior to registering for general education courses. Remedial courses must be passed with a "satisfactory" grade. All transfer applicants must have a cumulative grade point average or 2.0 on a 4.0 scale to be accepted into the program. Only grades of "C" or better will be accepted.

In order for high school graduates to be admitted in the Nursing Program for the fall semester (following graduation), they must complete the following requirements during the preceding spring semester:

- The applicant may submit scores on the Nurse Entrance Test (NET) or the ACT for high school seniors. The NET is given each semester with the exception of the Summer Semester. Pre-registration for taking the NET is made through the Department of Health Professions. A minimum score of 50 on the NET or 20 on the ACT is required for consideration. Students who have not completed steps 1-3 will not be permitted to take the NET.
- The applicant must successfully complete the following pre-requisite courses prior to fall semester.
  - BIO 103 Principles of Biology I w/lab
  - ENG 101 English Composition I
  - MTH 110 Finite Mathematics

Requirements for Review by Department of Health Professions’ Admissions Committee

The following are the requirements for review by the Department of Health Professions’ Admissions Committee:

- Meet all application requirements.
- Be admitted to the college as a regular full-time student.
Department of Health Professions
Page 2

- Have all deficiencies removed, required remedial courses, no grades below "C".
- Have in the Office of Admissions a high school transcript and transcripts from all other institutions where
college work have been attempted. A copy of all college transcripts must also be sent to the Department of
Health Professions.
- Have a minimum score of 50 on the NET or 20 on the ACT for recent high school seniors.

Selection and Notification

The following are the selection and notification process:

- The Nursing Program admits annually in the fall semester. The number will be determined by the availability of
space.
- Students are selected on the basis of test scores, and completion of requirements. In case of ties, Grade point
average and number of courses taken at LSCC will become the deciding factors.
- Five (5) alternates may be selected to fill any last minute vacancies.
- Department of Health Professions will review all applicants for completeness of requirements and notify
students selected for admission.
- Along with the notification of acceptance, students will receive information in reference to registration, ordering
of uniforms, and physical examination.

Students selected must respond in writing confirming acceptance within ten (10) days. A student who fails to
respond may forfeit his/her place in the class. Nursing students shall comply with legal, moral, and legislative
standards that determine acceptable behavior of the registered nurse. It is important for prospective nursing students
to know about the Alabama Board of Nursing’s regulations on the review of candidates for eligibility for initial and
continuing licensure. There will be questions on the application for Licensure as a Registered Nurse by Examination
which ask:

- Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
- Have you, within the last 5 years, abused drugs/alcohol or been treated for dependency to alcohol or illegal
chemical substances?
- Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
- Have you, within the last 5 years, received inpatient or outpatient treatment or been recommended to seek
treatment for mental illness?

If you answer "YES" to either question, send appropriate documents identified on the instruction sheets.

- Have you ever had disciplinary action or is action pending against you by any state board of nursing? If YES,
have certified documents sent from the licensing agency to the Alabama Board of Nursing.
- Students are required to receive certain immunizations at the students' expense, i.e. influenza, measles,
hepatitis-B.
- Students are required to carry liability insurance when in clinical facilities as well as student accident insurance
and hospitalization insurance. These are made available to the student at a low cost through the institution.
- Students are required to complete the program within five (5) years of entry into the program.

Essential Performance Criteria

The applicant must be able to demonstrate the essential performance criteria for nursing students with or without
reasonable accommodations. All admissions are contingent upon one's ability to demonstrate the essential
performance criteria delineated for nursing students with or without reasonable accommodations. In order to be
admitted to and to progress in the nursing education program, a student must possess a functional level of ability to
perform the duties required of a registered nurse with or without reasonable accommodations. Those abilities include but are not limited to:

- The ability to satisfactorily perform cardiopulmonary resuscitation (infant, child, adult). The ability to observe and discern subtle changes in the physical conditions and the milieu (example: monitors, skin colors).
- The ability to visualize different color spectrums and read small print (example: bright red drainage as opposed to serous drainage and reading a thermometer).
- The ability to interpret monitoring devices to distinguish muffled sounds heard through the stethoscope and to hear high and low frequency sounds produced by the body and the milieu (example: heart sounds, blood pressure sounds and telephones).
- The ability to detect body changes or vibrations (example: palpate pulses or nodules).
- The ability to coordinate fine and gross motor movements with hands in handling small, delicate equipment (example: giving injections, starting IV’s percussions).
- The ability to coordinate eye and hand movements (example: releasing a blood pressure cuff valve while observing the blood pressure gauge).
- The ability to respond rapidly to emergency situations and maneuver in small areas.
- The ability to engage in two-way communication and interact effectively with others, verbally and in writing, from a variety of social, emotional, cultural, and intellectual backgrounds.
- The ability to comprehend readings and to write legibly (example: documenting on patient records).
- The ability to send a message(s) to the receiver and interpret the feedback appropriately (example: receiving telephone orders from a physician or obtaining a history from a patient).
- The ability to turn, transfer, assist with lifting or lift and carry patients and or objects (exert up to 50 lbs. of force).
- The ability to demonstrate satisfactory performance on written examinations.
- The ability to correctly perform mathematical computations (example: drug calculations)
- The ability to perform complete Head-to-Toe physical assessment.
- The ability to maintain balance from any position.
- The ability to demonstrate a healthy attitude that is age appropriate and congruent with the local and cultural norms (example: anticipatory guidance).
- The ability to make decisions utilizing a critical thinking process (example: prioritize needs).
- The ability to satisfactorily achieve the program objectives.
- The ability to perform safe effective nursing care for clients in a caring context.
- The ability to understand and follow policies and procedures of the college and clinical agencies.
- The ability to understand that posing a direct threat to others is unacceptable and subjects one to discipline.

No recommendation is made or implied with regard to the level of reading or writing required for this program. This is: an academic matter which will be discussed with the student after administration of the college placement test and a conference with a counselor or advisor.

The faculty reserves the right to amend and augment this listing if, in their professional judgement, the safety of the student or others in the instructional setting is in jeopardy.

Every effort is made to create a learning environment similar to the actual workplace; however, due to the wide range of essential standards of each agency, Lawson State Community College cannot predict all the essential functions as identified by various employers. The skills identified on this form are those which the instructor/faculty/college deem are necessary for participation in the program. No representation regarding industry standards is implied. Similarly, any reasonable accommodations made for you are determined and apply only to Lawson State Community College for student participation in the program of study. Business/industry standards and/or accommodations may vary.
Transfer Students

Students transferring into the Associate Degree Nursing Program must meet requirements for admission to the program. Only those equivalent General Education and Nursing Courses taken at the other institutions and passed with a "C" or better will be applied toward completion of the program. Nursing courses must have been taken within the transferring year. All nursing courses attempted must, have been successfully completed with a minimum grade of "C". Admission is based upon availability of space. A minimum of 22 semester hours of nursing courses must be completed at Lawson State Community College.

Re-Admission to the Associate Degree Nursing Program

The Department of Health Professions honors an "Out-of Sequence Policy" for students who, for academic, personal or financial reasons, must drop out of the nursing sequence. A student who drops under the "Out-of Sequence" may be readmitted to the ADN Program within a period of two years under the criteria of the first admission. Students out more than two years will be required to meet current criteria and program updates at the time of readmission. Graduation requirements must be fulfilled within five years of entry into the program.

Upon re-entry to the nursing sequence, the returning students must validate proficiency in the critical behaviors required of students at that sequence level and previous clinical critical skills. Readmission due to failure of a nursing course is allowed only once during the entire nursing program.

Students who are out of sequence for academic, personal, or financial reasons are required to audit the last successful nursing course and successfully meet all course requirements (attendance and grading policies) prior to continuing the program sequence. Additionally, enroll in NUR 209 A Directive Studies, the Semester prior to returning to the Nursing Program. This course is designed to enhance previous knowledge in specialize content areas and to review clinical skills.

Course Progression

In order to progress in the Associate Degree Nursing Program, the student is expected to meet the following requirements:

- Maintain a grade of "C" or better in the classroom component and a "S" (Satisfactory) in the clinical component of each course. Students with a grade of less than a "C" or an "U" (Unsatisfactory) in clinical will be required to repeat the entire nursing course before continuing the program sequence.
- Demonstrate competence in calculating drug dosages at 90% in NUR 241. Three attempts will be allowed to achieve a passing score of 90%. Failure to achieve the passing score will result in failure of the course regardless of other course grades.
- Write Educational Resources Inc. (ERI) Comprehensive Achievement Profiles throughout the program of study.
- Maintain legal, moral, legislative standards which determine acceptable behavior of a registered nurse.
- Complete all Level I courses requirements with a cumulative grade point average of 2.0 in order to progress to Level II.
- Possess a functional level of ability to perform duties required of a registered nurse with or without reasonable accommodations.

Admission Through the Advance Placement Mobility Program

Students must hold a current Alabama License to practice as a Licensed Practical Nurse and have one year of nursing experience. The following must be adhered to:
• The applicant must be admitted to the College as a regular student.
• Transcripts from high school and postsecondary education institutions must be submitted to the Admissions Office for review. All transfer applicants must have a cumulative grade point average of 2.0 on a 4.0 scale to be accepted in to the program. Only grades of "C" or better will be accepted. All freshman students must write the College Placement Test (CPT) and register for appropriate general education courses based on the results of the CPT.
• Successfully complete the following pre-requisite courses prior to spring semester:
  • BIO 103 Principles of Biology
  • BIO 201 Human Anatomy and Physiology (must have been taken with last five years)
  • ENG 101 English Composition
  • MTH 110 Finite Mathematics
• Write the ACT-PEP Examination to challenge NUR 111 and 121 for six (6) credit hours and NUR 271 for four (4) credit hours. To receive credit for these courses, the applicant must pass the following examinations as indicated:

<table>
<thead>
<tr>
<th>ACT-PEP EXAMINATION</th>
<th>PASSING GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Nursing (403)</td>
<td>45</td>
</tr>
<tr>
<td>Maternity Nursing (559)</td>
<td>45</td>
</tr>
<tr>
<td>Clinical Skills Performance</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

• Application packets and information for the ACT-PEP Exam may be obtained from the Sylvan Learning Center.
• Applications must be submitted by November 15th for spring semester enrollment of that school year.

Graduation

All students must satisfy the specific requirements for the Associate in Applied Science Degree as outlined in the College Catalog.

• Each student must complete a minimum of 22 semester hours of nursing courses at the college.
• Each student must maintain a minimum of a 2.0 grade point average, with at least a "C" in each course presented for the Associate in Applied Science Degree.
ASSOCIATE IN APPLIED SCIENCE DEGREE  
*Nursing Education*  

General Education Required Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 and 102</td>
<td>English Composition I and II</td>
<td>6</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Principles of Biology I w/lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 201 and 202</td>
<td>Human Anatomy and Physiology I and II</td>
<td>8</td>
</tr>
<tr>
<td>BIO 220</td>
<td>Microbiology w/lab</td>
<td>4</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>31 hours</strong></td>
</tr>
</tbody>
</table>

MAJOR REQUIRED COURSES

**LEVEL I**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*NUR 111</td>
<td>Fundamentals of Nursing</td>
<td>4</td>
</tr>
<tr>
<td>*NUR 121</td>
<td>Clinical Nursing Skills</td>
<td>2</td>
</tr>
<tr>
<td>*NUR 131</td>
<td>Health Assessment</td>
<td>1</td>
</tr>
<tr>
<td>***NUR 211</td>
<td>Nursing Concepts for Mobility Students</td>
<td>5</td>
</tr>
<tr>
<td>*NUR 241</td>
<td>Basic Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>*NUR 251</td>
<td>Adult Health I</td>
<td>5</td>
</tr>
<tr>
<td>*NUR 271</td>
<td>Maternal Newborn Nursing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17 hours</strong></td>
</tr>
</tbody>
</table>

**LEVEL II**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>**NUR 242</td>
<td>Advanced Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>**NUR 252</td>
<td>Adult Health II</td>
<td>5</td>
</tr>
<tr>
<td>**NUR 253</td>
<td>Adult Health III</td>
<td>5</td>
</tr>
<tr>
<td>**NUR 274</td>
<td>Concepts of Pediatric Nursing I</td>
<td>2</td>
</tr>
<tr>
<td>**NUR 275</td>
<td>Concepts of Pediatric Nursing II</td>
<td>2</td>
</tr>
<tr>
<td>**NUR 280</td>
<td>Psychosocial Nursing</td>
<td>4</td>
</tr>
<tr>
<td>**NUR 291</td>
<td>Transition into Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>23 hours</strong></td>
</tr>
</tbody>
</table>

* Level I Course  
** Level II Courses  
*** Advance Placement Mobility Students must take NUR 211  
**** Five Year Time Frame

TOTAL 71 HOURS

ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.

INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:  
RDG 111 CRITICAL READING FOR COLLEGE 2 HRS.  
PSY 100 ORIENTATION 1 HR  
PED 3 ACTIVITY COURSES 2 HRS.  
(i.e. volleyball, badminton, aerobic, etc.)
### ASSOCIATE IN APPLIED SCIENCE DEGREE

**Radio/Television Broadcasting Technology**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 100</td>
<td>Orientation</td>
<td></td>
</tr>
<tr>
<td>RDG 111</td>
<td>Critical Reading for College</td>
<td></td>
</tr>
<tr>
<td>PED</td>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>RTV 100</td>
<td>Introduction to Broadcasting</td>
<td></td>
</tr>
<tr>
<td>RTV 106</td>
<td>Broadcast Announcing</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td></td>
</tr>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CIS 130</td>
<td>Introduction to Computer Information Systems</td>
<td></td>
</tr>
</tbody>
</table>

**First Semester (15 hrs.)**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTV 116</td>
<td>Radio Production and Programming</td>
<td>3</td>
</tr>
<tr>
<td>RTV 117</td>
<td>Television Production</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 252/297</td>
<td>American I or African American Literature</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PED</td>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>PSY 200</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester (18 hrs.)**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTV 143</td>
<td>Practicum in Radio or Television Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>RTV 207</td>
<td>Broadcast News</td>
<td>3</td>
</tr>
<tr>
<td>RTV 216</td>
<td>Advanced Radio Production and Programming</td>
<td>3</td>
</tr>
<tr>
<td>PFC 173</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td>RTV 241</td>
<td>Internship in Radio or Television Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Principles of Biology I w/lab</td>
<td>4</td>
</tr>
</tbody>
</table>

**Third Semester (19 hrs.)**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTV 217</td>
<td>Advanced Television Production</td>
<td>3</td>
</tr>
<tr>
<td>RTV 220</td>
<td>Broadcast Regulations</td>
<td>3</td>
</tr>
<tr>
<td>RTV 243</td>
<td>Practicum in Radio or Television</td>
<td>3</td>
</tr>
<tr>
<td>RTV 242</td>
<td>Internship in Radio or Television Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>PFC 174</td>
<td>Photography II</td>
<td>3</td>
</tr>
<tr>
<td>PED</td>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>BIO 104</td>
<td>Principles of Biology II w/lab</td>
<td>4</td>
</tr>
</tbody>
</table>

**Fourth Semester (19 hrs.)**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
</table>

**Total 71 Hours**

*ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.*

**INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:**

- RDG 111  CRITICAL READING FOR COLLEGE  2 HRS.
- PSY 100  ORIENTATION  1 HR
- PED  3 ACTIVITY COURSES  2 HRS.
  *(i.e. volleyball, badminton, aerobic, etc.)*
# ASSOCIATE IN APPLIED SCIENCE DEGREE

*Social Work Technician*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 100</td>
<td>Orientation</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>HUS 101</td>
<td>Introduction to Human Service</td>
<td>3</td>
</tr>
<tr>
<td>PED</td>
<td>Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>RDG 111</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SWT 109</td>
<td>Techniques of Behavior Modification I</td>
<td>3</td>
</tr>
</tbody>
</table>

**First Semester (15 hrs.)**

| ENG 102   | English Composition II                           | 3                     |
| HUS 102   | Introduction to Casework                         | 3                     |
| SOC 200   | Introduction to Sociology                        | 3                     |
| BIO 103   | Principles of Biology I w/lab                    | 4                     |
| SOC 209   | Juvenile Delinquency                             | 3                     |
| PSY 230   | Abnormal Psychology                              | 2                     |

**Second Semester (19 hrs.)**

| SWT 133   | Geriatrics                                       | 3                     |
| HUS 222   | Group Counseling Techniques                      | 3                     |
| BIO 104   | Principles of Biology II w/lab                   | 4                     |
| PED       | Physical Education                               | 3                     |
| ENG 251   | American Literature                              | 3                     |
| HIS 200   | U.S. History                                     | 3                     |
| Electives |                                                    | 2                     |

**Third Semester (19 hrs.)**

| SWT 130   | The Community and the Social Worker              | 3                     |
| SOC 210   | Social Problems                                  | 3                     |
| SOC 247   | Marriage and Family                              | 3                     |
| PSY 217   | Psychology of Death and Dying                    | 3                     |
| POL 211   | American National Government                     | 3                     |

**Fourth Semester (16 hrs.)**

| Electives |                                                    | 3                     |

**Total 71 Hours**

Electives should be taken in major area or in core courses that will transfer.

Institution requirements for all associate degrees:
- RDG 111 Critical Reading for College: 2 HRS.
- PSY 100 Orientation: 1 HR
- PED 3 Activity Courses (i.e., volleyball, badminton, aerobic, etc.): 2 HRS.
ASSOCIATE IN APPLIED SCIENCE DEGREE
Water and Waste Water “Linkage”

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 100</td>
<td>Orientation</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 100</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>WMT 100</td>
<td>Water Supply and Wastewater Control</td>
<td>3</td>
</tr>
<tr>
<td>WMT 110</td>
<td>Basic Hydraulics for Water and Waste Water Tech.</td>
<td>3</td>
</tr>
<tr>
<td>WMT 120</td>
<td>Sanitary Chemistry and Biology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>First Semester 18 hrs.)</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>RDG 111</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Principles of Biology I w/lab</td>
<td>4</td>
</tr>
<tr>
<td>PED</td>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>WMT 201</td>
<td>Sanitary Chemistry and Biology</td>
<td>3</td>
</tr>
<tr>
<td>WMT 202</td>
<td>Wastewater Treatment Processes</td>
<td>3</td>
</tr>
<tr>
<td>WMT 220</td>
<td>Waste and Wastewater Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Second Semester (19 hrs.)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total 18 hours</strong></td>
<td></td>
</tr>
<tr>
<td>MTH 112</td>
<td>Pre-Calculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BIO 104</td>
<td>Principles of Biology II w/lab</td>
<td>4</td>
</tr>
<tr>
<td>HIS 101</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>PED</td>
<td>Internship</td>
<td></td>
</tr>
<tr>
<td>PSY 200</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Third Semester (19 hrs.)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total 19 hours</strong></td>
<td></td>
</tr>
<tr>
<td>HIS 102</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>PED</td>
<td>Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>CIS 130</td>
<td>Introduction to Computer Info. Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Fourth Semester (12 hrs.)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total 12 hours</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 68 HOURS</strong></td>
<td></td>
</tr>
</tbody>
</table>

ELECTIVES SHOULD BE TAKEN IN MAJOR AREA OR IN CORE COURSES THAT WILL TRANSFER.

INSTITUTION REQUIREMENTS FOR ALL ASSOCIATE DEGREES:
- RDG 111 CRITICAL READING FOR COLLEGE 2 HRS.
- PSY 100 ORIENTATION 1 HR
- PED 3 ACTIVITY COURSES 2 HRS.
  (i.e. volleyball, badminton, aerobic, etc.)
ASSOCIATE IN
Occupational Technologies
Alabama College System
Degree Requirements

The General Education Core for the Associate in Occupational Technologies (AOT):

- The Associate in Occupational Technologies (AOT) Degree will assist in acquiring for multifunction skills. Award specific Certificates serves as Verification resource for establishing the Primary Technical Specialty (Major) in the Associate in Occupational Technologies Degree (AOT). The major has to be related to the Minor or AOT.
- Award specific AAS or AAT degrees, Certificates and abbreviated Certificates (<=26 semester hours may serve as the verification resource for establishing the Secondary) minor in the Associate in Occupational Technologies Degree (AOT).

The General Educational Core for Associate in Occupational Technologies Degree:

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirement</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area I</td>
<td>Written Composition I</td>
<td>3 – 6</td>
</tr>
<tr>
<td></td>
<td>Written Composition I and/or Technical Writing</td>
<td></td>
</tr>
<tr>
<td>Area II</td>
<td>Humanities and Fine Arts</td>
<td>3 – 6</td>
</tr>
<tr>
<td></td>
<td><strong>In addition to Literature, disciplines include, but are not limited to:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History, Philosophy, Ethics, Religious Studies, Speech, Theater and Dance.</td>
<td></td>
</tr>
<tr>
<td>Area III</td>
<td>Natural Science and Mathematics</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>In addition to Mathematics, disciplines in the Natural Sciences include:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Earth Science, Physics, Physical Science, and Data Processing/Word</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Processing.</td>
<td></td>
</tr>
</tbody>
</table>
- Minimum of 3 hours of Mathematics required
- One (1) Data Processing course or demonstrated computer literacy skills, or the integration of computer proficiencies within a required course(s) is highly recommended.
- Appropriate 100 level courses (or Higher) as denoted in the Alabama College System Course Directory may be substituted.

<table>
<thead>
<tr>
<th>Area IV</th>
<th>History, Social, and Behavioral Sciences</th>
<th>3 – 6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>**In addition to History, the Social and Behavior Sciences include, but are</td>
<td></td>
</tr>
<tr>
<td></td>
<td>not limited to: Anthropology, Economics, Geography, Political Science,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychology, and Sociology.</td>
<td></td>
</tr>
</tbody>
</table>
NOTE: The following Vocational Technical Courses are not applicable toward the Associate in Occupational Technologies (AOT) Degree: (Previous prefixes VTE, VTM, VTC, and VTS).

- ENG 100 Written Composition
- MTH 101 Technical Mathematics I
- MTH 102 Technical Mathematics II
- SPH 100 Speech
- ENG 100 Written Composition II
- MTH 105 Speech
- DPT 100 Basic Computer Skill
- DPT 103 Technical Computer Skills

Area V Primary Technical Specialty/Secondary Technical Specialty

58 – 52 Credit Hours

- Courses appropriate to the degree requirements, primary occupational or technical specialty requirement and electives.
  - Primary Technical Specialty (Major): A minimum of 28 credit hours in a single content area.
  - Secondary Technical Specialty (Minor): A minimum of 12 credit hours in another related technical area.

AOT Technology Clusters

Business

Business Management, Administrative Services
- Management and Supervision
- Business
- Accounting Technology
- Office Administration
- Clerical Technology
- Banking and Finance
- Real Estate
AOT Technology Clusters
Page 3

Computer Technology

Computer Information Services, Computer Maintenance Technology
- Computer Science
- Data Processing Technology
- Computer Maintenance Technology

Health Occupations Professions

Health Professional and Related Sciences
- Emergency Medical Services
- Human Services
- Associate Degree Nursing, RN
- Nursing Assistant/Aide

Service Occupations

Personal and Miscellaneous Services, Recreation, Leisure and Fitness Studies, Protective Services/Public Administration, Vocational Home Economics
- Barbering
- Cosmetology
- Child Development
- Textile Technology
- Commercial Sewing
- Fashion Merchandising
- Commercial Foods Service
- Food and Nutrition
- Criminal Justice
- Fire Science Linkage
- Fire Science

Industrial Technology

Engineering Related Technologies, Precision Production Trades
- Waste and Wastewater Linkage
- Hazardous Materials Technology
- Drafting Design Technology
Occupational Technology

Construction Trades, Mechanics and Repairers
- Masonry
- Carpentry
- Cabinetmaking
- Electrical Technology
- Building Maintenance
- Plumbing
- Consumer Electronics
- Electronics Core
- Industrial Maintenance Technology
- Construction Management Technology

Communication

- Mass Communication
- Telecommunication
- Photography and Film
- Radio TV Broadcasting
FULL CERTIFICATE
PROGRAMS
Certificate Programs

Certificate Programs are short term programs that prepare the student for the job market. Students enroll in some of the Certificate Programs may continue their enrollment at the college and receive an Associate in Applied Science Degree in the particular area of study.

Certificate Programs are offered in the following areas:

- Automotive Body Repair
- Barbering
- Cabinet Making
- Carpentry
- Clerical Office Technology
- Commercial Foods
- Commercial Sewing (Apparel and Design)
- Computer Science
- Consumer Electronics
- Cosmetology
- Drafting and Design Technology
- Electrical Technology
- Industrial Maintenance Technology
- Masonry
- Parks, Recreation, and Leisure Studies
- Plumbing
Alabama College System
Degree Requirements

The General Education Core for Certificate:

Area I  Written Composition I and II  3 – 6 Credit Hours
VTE may be substituted only in system-wide, non-degree eligible programs.

Area II  Humanities and Fine Arts  3 – 6 Credit Hours
Speech is required in certificate program unless provisions for addressing Oral Communication Competencies represent an integral module in a required Discipline specific course.
VTE may be substituted only in system-wide, non degree eligible programs.

Area III  Natural Science and Mathematics  6 Credit Hours
Requirements Prescribe: Distributed in Mathematics or Science or Computer Science (Data Processing). Once Computer Science (Data Processing) course (2 are preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific courses(s).
VTM and VTC may be substituted only in system-wide, non degree eligible programs.

Area IV  History, Social, and Behavioral Sciences  0 Credit Hours

Minimum General Education Requirements  12-18 Credit Hours

General Studies Curricula  60 Credit Hours

Area V:  Maximum General Education Core, Technical Concentration
And Electives  48 – 42 Credit Hours
• Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Maximum Program Semester Credit Hours  60 Credit Hours

Semester Credit Hours Range by Award  30 – 60 Credit Hours
# FULL CERTIFICATE

*Apparel and Design Technology*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (15 hrs.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 100</td>
<td>Orientation</td>
<td>3</td>
</tr>
<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>CMS 101</td>
<td>Introduction to Apparel Trades</td>
<td>3</td>
</tr>
<tr>
<td>CMS 111</td>
<td>Apparel Industry Tools and Machinery</td>
<td>3</td>
</tr>
<tr>
<td>CMS 113</td>
<td>Apparel Production Line and Methods</td>
<td>3</td>
</tr>
<tr>
<td>CMS 115</td>
<td>Creative Selling</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15 hours</strong></td>
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<tr>
<td>CMS 131</td>
<td>Textile Analysis and Testing</td>
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<td>CMS 140</td>
<td>Consumer/Cultural Aspects of Cloths</td>
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<tr>
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<tr>
<td>CMS 145</td>
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<td>CMS 146</td>
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<td>CMS 148</td>
<td>Accessories and Related Merchandising</td>
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FULL CERTIFICATE

*Automotive Body Repair*

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<td>ABR 111</td>
<td>Non-Structural Repair</td>
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<td>ABR 112</td>
<td>Non-Structural Panel Replacement</td>
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<td>ABR 121</td>
<td>Refinishing Materials and Equipment</td>
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<td>Surface Preparation</td>
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<td>ABR 152</td>
<td>Plastic Repairs</td>
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<td>ABR 154</td>
<td>Auto Glass and Trim</td>
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<td>ABR 221</td>
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<td>Air Conditioning and Cooling</td>
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**Barbering**

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<td>Science of Barbering</td>
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<td>BAR 112</td>
<td>Bacteriology and Sanitation</td>
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<td>Barbering Styling Lab</td>
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<td>Properties of Chemistry</td>
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<td>Chemical Hair Processing</td>
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<td>BAR 130</td>
<td>Marketing and Business Management</td>
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<td>Structure and Disorders of Nails</td>
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<td>Hair Coloring Chemistry</td>
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**TOTAL 46 HOURS**
# FULL CERTIFICATE

## Cabinetmaking

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<tr>
<td>CAB 101</td>
<td>Introduction to Cabinetmaking</td>
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<tr>
<td>CAB 102</td>
<td>Introduction to Lumber</td>
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<td>CAB 103</td>
<td>Sizes, Dimension and Joints</td>
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<td>CAB 104</td>
<td>Cabinet Shop Operations</td>
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**First Semester (15 hrs.)**

**Total 15 hours**

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<td>CAD 110</td>
<td>Equipment Maintenance Fundamentals</td>
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<td>CAD 140</td>
<td>Wood Finishing Fundamentals</td>
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<td>CAD 141</td>
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<td>CAD 204</td>
<td>Cabinetmaking and Millwork</td>
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**Second Semester (14 hrs.)**

**Total 14 hours**

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<td>Furniture Construction</td>
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<td>CAB 206</td>
<td>Special Projects in Furniture Construction</td>
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<td>CAB 210</td>
<td>Equipment Maintenance</td>
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<td>CAB 220</td>
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**Third Semester (15 hrs.)**

**Total 15 hours**

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<td>CAB 230</td>
<td>Estimating Costs in Cabinetmaking</td>
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<td>CAB 242</td>
<td>Special Finishes</td>
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<tr>
<td>CAB 260</td>
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**Fourth semester (13 hrs.)**

**Total 13 hours**

**TOTAL 57 HOURS**
### FULL CERTIFICATE

#### Carpentry

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<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
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<td>CAR 111</td>
<td>Construction Basics</td>
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<td>Introduction to Carpentry Tools and Materials</td>
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<td>Introduction to Blueprint Reading</td>
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<td>Floors, Walls, Site Preparation Lab</td>
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<tr>
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<td>CAR 131</td>
<td>Roof and Ceiling Systems</td>
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<td>CAR 132</td>
<td>Interior and Exterior Finishing</td>
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<td>CAR 133</td>
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<td>Construction Specialties w/lab</td>
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<td>Plans, Specification and Code</td>
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<td>CAR 219</td>
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**Electives:**
- May be substituted upon approval of instructor
- CAR 291  | Cooperative Education in Carpentry               |
- CAR 115  | Special Projects in Carpentry                    |
- CAR 216  | Home Builders Licensing                           |
- CAR 191  | Internship in Carpentry                           |
- CAR 214  | Cabinetry Lab                                    |
- CAR 215  | Special Projects                                 |

**TOTAL 55 HOURS**
FULL CERTIFICATE

Clerical Office Technology

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**TOTAL 35 HOURS**
FULL CERTIFICATE

*Commercial Food Services/Culinary Arts*

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<td>Foundations in Nutrition</td>
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<td>CFS 110</td>
<td>Basic Food Preparation</td>
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<td>CFS 112</td>
<td>Sanitation, Safety and Food Service</td>
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<td>CFS 114</td>
<td>Meal Management</td>
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<td>Menu Design</td>
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<td>Table Service</td>
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<td>Foundations of Baking</td>
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**TOTAL 47 HOURS**
FULL CERTIFICATE

Computer Science

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<td>CIS 130</td>
<td>Introduction to Computer Info. Systems</td>
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<td>OAD 100</td>
<td>Keyboarding I</td>
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<td>CIS 190</td>
<td>Introduction to Computers</td>
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<tr>
<td>CIS 212</td>
<td>Visual Basic Programming</td>
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<td><strong>Second Semester (18 hrs.)</strong></td>
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<tr>
<td>OAD 125</td>
<td>Word Processing</td>
<td>3</td>
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<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
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<tr>
<td>CIS 196</td>
<td>Commercial Software Applications</td>
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</tr>
<tr>
<td>OAD 244</td>
<td>Database Concepts</td>
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<tr>
<td>CIS 261</td>
<td>Beginning Cobol Programming</td>
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<tr>
<td>BUS 241</td>
<td>Principles of Accounting I</td>
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<td><strong>18 hours</strong></td>
</tr>
<tr>
<td>Related Courses:</td>
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<tr>
<td>CIS 291</td>
<td>Case Studies in Computer Science</td>
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<tr>
<td>CIS 147</td>
<td>Advanced Microcomputer Applications</td>
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<td>CIS 262</td>
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<td><strong>TOTAL 36 HOURS</strong></td>
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# FULL CERTIFICATE

**Electronics Consumer**

<table>
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<th>Semester Credit Hours</th>
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<tr>
<td>PSY 100</td>
<td>Orientation</td>
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<tr>
<td>ENG 100</td>
<td>Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>CCT 111</td>
<td>Basic Direct Current and Electronic Principles</td>
<td>3</td>
</tr>
<tr>
<td>CCT 112</td>
<td>Direct Current Electronic Principles</td>
<td>3</td>
</tr>
<tr>
<td>CCT 121</td>
<td>Basic Alternating Current Electronics Principles</td>
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</tr>
<tr>
<td>CCT 122</td>
<td>Alternating Current Electronics Principles</td>
<td>3</td>
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**First Semester (18 hrs.)**

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<tbody>
<tr>
<td>SPH 100</td>
<td>Vocational Technical Speech</td>
<td>2</td>
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<td>Basic Computer Skills</td>
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<td>CCT 131</td>
<td>Basic Principles of Solid State Devices</td>
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<td>CCT 132</td>
<td>Principles of Solid State Devices</td>
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<tr>
<td>CCT 141</td>
<td>Basic Analog Electronics Circuits</td>
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<tr>
<td>CCT 211</td>
<td>Basic Digital Techniques</td>
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**Second Semester (15 hrs.)**

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<tr>
<td>CCT 142</td>
<td>Advanced Analog Electronic Circuits</td>
<td>3</td>
</tr>
<tr>
<td>CCT 212</td>
<td>Advanced Digital Techniques</td>
<td>3</td>
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<tr>
<td>CCT 222</td>
<td>Television Systems/Lab Part II</td>
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<tr>
<td>CCT 131</td>
<td>VCR Systems</td>
<td>3</td>
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<td>CCT 241</td>
<td>Microprocessors Basic</td>
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<tr>
<td>CCT 251</td>
<td>CET Preparation</td>
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**Third Semester (18 hrs.)**

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<tr>
<td>CIS 130</td>
<td>Introduction to Computer Info. Systems</td>
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<td>CCT 264</td>
<td>Basic Electronic Troubleshooting</td>
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**Fourth Semester (6 hrs.)**

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<td>CCT 261</td>
<td>Satellite Receiver Systems</td>
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<td>CCT 264</td>
<td>Basic Electronics Troubleshooting</td>
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<tr>
<td>CCT 269</td>
<td>Opoelectronics Theory/lab</td>
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<td>CCT 299</td>
<td>Advanced Directed Study</td>
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<td>ETC 123</td>
<td>Principles of Electronics AC</td>
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<td>ETC 143</td>
<td>Digital Circuits</td>
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<td>ETC 254</td>
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<td>CCT 263</td>
<td>Compact Disc Player Systems</td>
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<td>CCT 266</td>
<td>Fiber Optics Principles</td>
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<tr>
<td>CCT 268</td>
<td>Basic Audio/Radio Systems</td>
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<td>ETC 113</td>
<td>Principles of Electronics DC</td>
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<td>ETC 133</td>
<td>Atomic Structure</td>
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<td>ETC 253</td>
<td>Direct Digital Control</td>
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**TOTAL 58 HOURS**
**FULL CERTIFICATE**

*Cosmetology*

<table>
<thead>
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<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>PSY 100</td>
<td>Orientation</td>
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<tr>
<td>COS 111</td>
<td>Introduction to Cosmetology</td>
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</tr>
<tr>
<td>COS 112</td>
<td>Procedures</td>
<td>3</td>
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<tr>
<td>COS 113</td>
<td>Hair Disorders and Treatment</td>
<td>3</td>
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<tr>
<td>COS 114</td>
<td>Hair Treatment and Applications</td>
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<tr>
<td>ENG 100</td>
<td>Written Composition I</td>
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<tr>
<td>COS 121</td>
<td>Colorimetry</td>
<td>3</td>
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<td>COS 122</td>
<td>Color Applications</td>
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<tr>
<td>COS 131</td>
<td>Aesthetics</td>
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<tr>
<td>COS 132</td>
<td>Aesthetics Applications</td>
<td>3</td>
</tr>
<tr>
<td>SPH 100</td>
<td>Vocational Technical Speech</td>
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</tr>
<tr>
<td>CIS 100</td>
<td>Basic Computer Skills</td>
<td>2</td>
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<td></td>
<td><strong>Total</strong></td>
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<tr>
<td>COS 143</td>
<td>Hair Designs</td>
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<td>COS 144</td>
<td>Hair Shaping</td>
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<td>COS 124</td>
<td>Introduction to Salon Management</td>
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<td>COS 151</td>
<td>Nail Care</td>
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**TOTAL 46 HOURS**
## FULL CERTIFICATE

### Drafting and Design Technology

<table>
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<td>Orientation</td>
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<tr>
<td>ENG 100</td>
<td>Written Composition I</td>
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<tr>
<td>DDT 111</td>
<td>Fundamentals of Drafting and Design Technology</td>
<td>3</td>
</tr>
<tr>
<td>DDT 112</td>
<td>Introductory Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DDT 113</td>
<td>Introduction to Computer Aided Drafting</td>
<td>3</td>
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<tr>
<td>DDT 116</td>
<td>Blueprint Reading for Construction</td>
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#### Second Semester (16 hrs.)

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<th>Course Name</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>SPH 100</td>
<td>Vocational Technical Speech</td>
<td>2</td>
</tr>
<tr>
<td>MTH 101</td>
<td>Vocation Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>DDT 121</td>
<td>Intermediate Technical Drawing</td>
<td>3</td>
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<tr>
<td>DDT 123</td>
<td>Intermediate CAD</td>
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<td>DDT 125</td>
<td>Surface Development</td>
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#### Third Semester (15 hrs.)

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<th>Course Name</th>
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<tbody>
<tr>
<td>DDT 122</td>
<td>Advanced Technical Drawing</td>
<td>3</td>
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<tr>
<td>DDT 131</td>
<td>Machine Drafting Basics</td>
<td>3</td>
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<tr>
<td>DDT 212</td>
<td>Intermediate Architectural Drafting</td>
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<tr>
<td>CIS 100</td>
<td>Basic Computer Skills</td>
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<td>Elective</td>
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#### Fourth Semester (14 hrs.)

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<tbody>
<tr>
<td>DDT 229</td>
<td>Advanced Civil Drafting</td>
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<td>DDT 234</td>
<td>3D Graphics and Animation</td>
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<td>DDT 238</td>
<td>Special Topics in CAD</td>
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<td></td>
<td>Elective</td>
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### TOTAL 58 HOURS

**Electives/Related Courses**

- DDT 119 Manufacturing Processes
- DDT 119 Advanced Electronics Drafting
- DDT 133 Basic Surveying
- DDT 191, 192, 193 Drafting Internship
- DDT 213 Civil Drafting, Plat Maps
- DDT 214 Pipe Drafting
- DDT 221 Advanced Machine Drafting
- DDT 223 Advanced Civil Drafting
- DDT 225 Structural Steel Drafting
- DDT 228 Geographic Information Systems
- DDT 232 CAD Customization
- DDT 235 Specialized CAD
- DDT 239 Current Topics in CAD
DDT 284  Computer Aided Modeling
DDT 286  Electronics CAD
DDT 118  Basic Electrical Drafting
DDT 132  Architectural Drafting
DDT 134  Descriptive Geometry
DDT 211  Intermediate Machine Drafting
DDT 189  Process CAD
DDT 215  Geometric Dimensioning and Tolerancing
DDT 222  Advanced Architectural Drafting
DDT 224  Structural Concrete Drafting
DDT 226  Technical Illustration
DDT 231  Advanced CAD
DDT 233  Solids Modeling
DDT 236  Design Project
DDT 239  Independent Studies
DDT 285  Computer Aided Modeling II
## FULL CERTIFICATE

### Electrical Technology

<table>
<thead>
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<th>Course No.</th>
<th>Course Name</th>
<th>Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PSY 100</td>
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<tr>
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<td>Orientation</td>
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<tr>
<td>ENG 100</td>
<td>Written Composition I</td>
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<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
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<tr>
<td>ELT 101</td>
<td>Principles of DC Electricity</td>
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<td>ELT 102</td>
<td>Principles of AC Electricity</td>
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<td>Residential Wiring Methods</td>
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<td>AC and DC Motors</td>
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<td>Basic Commercial/Industrial Wiring</td>
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<td>Cooperative Education in Electrical Technology</td>
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<td>ELT 225</td>
<td>Smart House Wiring</td>
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<td>Advanced Commercial/Industrial Wiring</td>
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<td>ELT 211</td>
<td>Motor Controls</td>
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<td>Introduction to Programmable Controls</td>
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<td>ELT 212</td>
<td>Advanced Motor Control</td>
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<td>3</td>
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<td>ELT 221</td>
<td>Electronics for Electricians</td>
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<td>ELT 241</td>
<td>National Electric Code</td>
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<tr>
<td>ELT 244</td>
<td>Conduit Bending and Installation</td>
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**TOTAL 55 HOURS**
# FULL CERTIFICATE

*Industrial Maintenance Technology*

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<th>Course Name</th>
<th>Semester Credit Hours</th>
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<td>Orientation</td>
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<tr>
<td>INT III</td>
<td>Industrial Mechanics</td>
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<td>INT 112</td>
<td>Industrial Safety</td>
<td>3</td>
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<tr>
<td>INT 113</td>
<td>Fundamentals of Industrial Hydraulics</td>
<td>3</td>
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<tr>
<td>INT 114</td>
<td>Mechanical Measurements</td>
<td>3</td>
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<tr>
<td>ENG 100</td>
<td>Written Composition I</td>
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<td>INT 121</td>
<td>Industrial Hydraulics Troubleshooting</td>
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<tr>
<td>INT 122</td>
<td>Preventive and Predictive Maintenance</td>
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<td>INT 123</td>
<td>Industrial Pumps and Piping Systems I</td>
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<tr>
<td>INT 124</td>
<td>Productive Equipment Layout and Installation</td>
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</tr>
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<td>CIS 100</td>
<td>Basic Computer Skills</td>
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<tr>
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<tr>
<td>INT 131</td>
<td>Industrial Electrical Fundamentals</td>
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<tr>
<td>INT 132</td>
<td>Manufacturing Plant Utilities</td>
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<tr>
<td>INT 133</td>
<td>Industrial Maint. Metal Welding and Cutting</td>
<td>3</td>
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<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
<td>3</td>
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<tr>
<td>INT 141</td>
<td>Industrial Electrical Control</td>
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<td>Fundamentals of Industrial Pneumatics</td>
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<td>INT 193</td>
<td>Industrial Co-op</td>
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Electives/Related Courses

INT 191, 193, 292, and 293 (Co-op)
## FULL CERTIFICATE

### Masonry

<table>
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<th>Course Name</th>
<th>Semester Credit Hours</th>
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<td>Masonry Fundamentals</td>
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<td>MAS 151</td>
<td>Masonry Fundamentals I</td>
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<tr>
<td>CAR 121</td>
<td>Introduction to Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>MAS 152</td>
<td>Masonry Fundamentals II</td>
<td>3</td>
</tr>
<tr>
<td>MAS 153</td>
<td>Special Topics/Projects</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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</tr>
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<thead>
<tr>
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<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS 121</td>
<td>Brick/Block Masonry</td>
<td>3</td>
</tr>
<tr>
<td>MAS 161</td>
<td>Concrete Block Masonry</td>
<td>3</td>
</tr>
<tr>
<td>MAS 162</td>
<td>Brick Masonry LAB</td>
<td>3</td>
</tr>
<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Written Composition I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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<th>Course Name</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>MAS 131</td>
<td>Residential/Commercial</td>
<td>3</td>
</tr>
<tr>
<td>MAS 191</td>
<td>Residential/Commercial w/lab</td>
<td>3</td>
</tr>
<tr>
<td>MAS 231</td>
<td>Basic Cement Masonry</td>
<td>3</td>
</tr>
<tr>
<td>MAS 291</td>
<td>Basic Cement Masonry w/lab</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Basic Computer Skills</td>
<td>2</td>
</tr>
<tr>
<td>SPH 100</td>
<td>Vocational Technical Speech</td>
<td>2</td>
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<tr>
<td>MAS 211</td>
<td>Stone Masonry</td>
<td>3</td>
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<tr>
<td>MAS 251</td>
<td>Stone Masonry Lab</td>
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<tr>
<td>MAS 252</td>
<td>Fireplace Construction</td>
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<tr>
<td>MAS 253</td>
<td>Brick Arches LAB</td>
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**TOTAL 58 HOURS**
FULL CERTIFICATE

*Parks, Recreation, and Leisure*

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>PSY 100</td>
<td>Orientation</td>
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<tr>
<td>ENG 100</td>
<td>Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>RER 250</td>
<td>Introduction to Recreation</td>
<td>3</td>
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<tr>
<td>PED</td>
<td>Physical Education</td>
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<tr>
<td>PED 200</td>
<td>Foundation of Physical Education</td>
<td>3</td>
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<tr>
<td>PED 257</td>
<td>Recreation Leadership</td>
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<tr>
<td></td>
<td><strong>Second Semester (13 hrs.)</strong></td>
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<tr>
<td>SPH 100</td>
<td>Vocational Technical Speech</td>
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<tr>
<td>BIO 101</td>
<td>General Biology I w/lab</td>
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<tr>
<td>PED</td>
<td>Physical Education</td>
<td></td>
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<tr>
<td>PED</td>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>RER 256</td>
<td>Organization and Management of Recreation</td>
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<td>Basic Computer Skills</td>
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<td>MUS 101</td>
<td>Music Appreciation</td>
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<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
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<tr>
<td>PED</td>
<td>Physical Education</td>
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<tr>
<td>PED 216</td>
<td>Sports Officiating</td>
<td>3</td>
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<tr>
<td>HED 232</td>
<td>Care and Prevention of Athletic Injuries</td>
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**TOTAL 35 HOURS**
# FULL CERTIFICATE

## Plumbing

<table>
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<th>Course Name</th>
<th>Semester Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>PSY 100</td>
<td>Orientation</td>
<td>3</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PLB 111</td>
<td>Introduction to Plumbing</td>
<td>3</td>
</tr>
<tr>
<td>PLB 112</td>
<td>Plumbing Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Corequisite PLB 111)</td>
<td></td>
</tr>
<tr>
<td>PLB 113</td>
<td>Pipe and Fittings</td>
<td>3</td>
</tr>
<tr>
<td>PLB 114</td>
<td>Joining Pipes and Fittings</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Corequisite PLB 113)</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>15 hours</strong></td>
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<tr>
<td>PLB 115</td>
<td>Pressure and Non-Pressure Systems</td>
<td>3</td>
</tr>
<tr>
<td>PLB 116</td>
<td>Pressure and Non Pressure Systems Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Corequisite PLB 115)</td>
<td></td>
</tr>
<tr>
<td>PLB 119</td>
<td>Plumbing Codes</td>
<td>3</td>
</tr>
<tr>
<td>PLB 118</td>
<td>Code Application</td>
<td>3</td>
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<td></td>
<td>(Corequisite PLB 119)</td>
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<td><strong>Total</strong></td>
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<tr>
<td>PLB 211</td>
<td>Plumbing Repairs and Installation</td>
<td>3</td>
</tr>
<tr>
<td>PLB 212</td>
<td>Plumbing Repair and Installation Lab</td>
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<tr>
<td></td>
<td>(Corequisite PLB 211)</td>
<td></td>
</tr>
<tr>
<td>PLB 213</td>
<td>Process Piping</td>
<td>3</td>
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<tr>
<td>PLB 214</td>
<td>Process Piping Applications</td>
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<tr>
<td></td>
<td>(Corequisite PLB 213)</td>
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<td><strong>Total</strong></td>
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<tr>
<td>PLB 217</td>
<td>Pumps and Compressors</td>
<td>3</td>
</tr>
<tr>
<td>PLB 218</td>
<td>Pump and Compressor Applications</td>
<td>3</td>
</tr>
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<td>PLB 219</td>
<td>Medical Gas</td>
<td>3</td>
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<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>SPH 100</td>
<td>Vocational Technical Speech</td>
<td>2</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Basic Computer Skills</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>16 hours</strong></td>
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</table>

**TOTAL 55 HOURS**
ABBREVIATED
CERTIFICATE PROGRAMS
Abbreviated Certificates

"Awards of Achievement" are short term programs for individuals who want to upgrade, or seek to retrain. The program provides the opportunity for individuals who want to fulfill professional or general issue needs. Awards of Achievement prepare the individuals to enter the job market. A student must have a minimum of 2.0 grade point average in courses presented for graduation. Awards of Achievement are presented in the following areas:

- Apparel and Design Technology/Commercial Sewing
- Banking and Finance
- Child Development
- Child Development (Associate [CDA] Credential)
- Correctional Counseling
- Evidence Technician
- Fire Science
- Home Health Aide/Nursing Assistant
- Industrial Maintenance
- Insurance Marketing
- Management and Supervision
- Radio, Television, and Broadcasting
- Real Estate
Alabama College System  
Degree Requirements

The General Education Core for Certificate <=26:

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirement</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>I</td>
<td>Written Composition I and II</td>
<td>0 – 6</td>
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<tr>
<td></td>
<td>CER &lt;= 26 recommends one technical writing course.</td>
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</tr>
<tr>
<td>II</td>
<td>Humanities and Fine Arts</td>
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<tr>
<td>III</td>
<td>Natural Science and Mathematics</td>
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<tr>
<td>IV</td>
<td>History, Social, and Behavioral Sciences</td>
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</table>

Minimum General Education Requirements 0-6 Credit Hours

General Studies Curricula 26 Credit Hours

Area V: Maximum General Education Core, Technical Concentration And Electives 26-20 Credit Hours

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

Maximum Program Semester Credit Hours 26 Credit Hours

Semester Credit Hours Range by Award 9 - 26 Credit Hours
### ABBREVIATED CERTIFICATE

*Apparel and Design Technology*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (15 hrs.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMS 101</td>
<td>Introduction to Apparel Trades</td>
<td>3</td>
</tr>
<tr>
<td>CMS 111</td>
<td>Apparel Industry Tools and Machinery</td>
<td>3</td>
</tr>
<tr>
<td>CMS 145</td>
<td>Basic Tailoring and Alterations</td>
<td>3</td>
</tr>
<tr>
<td>CMS 123</td>
<td>Advanced Applied Production</td>
<td>3</td>
</tr>
<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15 hours</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester (9 hrs)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMS 146</td>
<td>Advanced Tailoring and Alterations</td>
<td>3</td>
</tr>
<tr>
<td>CMS 143</td>
<td>Quality Control Techniques</td>
<td>3</td>
</tr>
<tr>
<td><strong>CMS 150</strong></td>
<td>Apparel Production Management</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9 hours</strong></td>
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**TOTAL 24 HOURS**

**SUBSTITUTION (Upon approval of Instructors)**

**CMS 199**  
Internship/Co-op Ed. in CMS  
3

### CERTIFICATE IN SOFT INTERIOR FURNISHINGS

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (12 hrs.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMS 101</td>
<td>Introduction to Apparel Trades</td>
<td>3</td>
</tr>
<tr>
<td>CMS 111</td>
<td>Apparel Industry Tools and Machinery</td>
<td>3</td>
</tr>
<tr>
<td>CMS 130</td>
<td>Introduction to Textiles</td>
<td>3</td>
</tr>
<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12 hours</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester (9 hrs.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMS 190</td>
<td>Window Treatments</td>
<td>3</td>
</tr>
<tr>
<td>CMS 191</td>
<td>Soft Interior Furnishings</td>
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<tr>
<td>CMS 192</td>
<td>Soft Interior Furnishings Lab</td>
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**TOTAL 21 HOURS**
# ABBREVIATED CERTIFICATE

## Banking and Finance

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Written Composition I</td>
<td>3</td>
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<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>OAD 100</td>
<td>Keyboarding I</td>
<td>3</td>
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<tr>
<td>BNF 100</td>
<td>Principles of Banking</td>
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</table>

### First Semester (12 hrs.)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BNF 101</td>
<td>Law and Banking Principles</td>
<td>3</td>
</tr>
<tr>
<td>BNF 110</td>
<td>Marketing for Bankers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Principles of Accounting I</td>
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</table>

### Second Semester (12 hrs.)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>BNF 101</td>
<td>Law and Banking Principles</td>
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</tr>
<tr>
<td>BNF 110</td>
<td>Marketing for Bankers</td>
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<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>BUS 241</td>
<td>Principles of Accounting I</td>
<td>3</td>
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**Total: 24 Hours**

**Related Courses:**

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<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CIS 130</td>
<td>Introduction to Computer Info. Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECO 232</td>
<td>Microeconomics</td>
<td>3</td>
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<tr>
<td>BUS 242</td>
<td>Principles of Accounting II</td>
<td>3</td>
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# ABBREVIATED CERTIFICATE

## Child Development

<table>
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<th>Course Name</th>
<th>Semester Credit Hours</th>
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<tbody>
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<tr>
<td>ENG 100</td>
<td>Written Composition I</td>
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<tr>
<td>CHD 100</td>
<td>Introduction to Child Care</td>
<td>3</td>
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<tr>
<td>CHD 101</td>
<td>Child Growth and Development</td>
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<td>CHD 103</td>
<td>Children Literature</td>
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<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
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<tr>
<td>CHD 104</td>
<td>Methods and Materials</td>
<td>3</td>
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<td>CHD 105</td>
<td>Program Planning</td>
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<td>CHD 106</td>
<td>Child Health and Safety</td>
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<td>CHD 215</td>
<td>Supervised Practical Experiences</td>
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**TOTAL 26 HOURS**

## CHILD DEVELOPMENT—ASSOCIATE CDA CREDENTIAL

<table>
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<th>Course Name</th>
<th>Semester Credit Hours</th>
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<tbody>
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<tr>
<td>CHD 100</td>
<td>Introduction to Child Care</td>
<td>3</td>
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<tr>
<td>CHD 101</td>
<td>Principles of Child Growth and Development</td>
<td>3</td>
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<tr>
<td>CHD 104</td>
<td>Methods and Materials of Teaching</td>
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**TOTAL 9 HOURS**
# ABBREVIATED CERTIFICATE

## Correctional Counseling

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<tr>
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<td>Written Composition I</td>
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<tr>
<td>CRJ 208</td>
<td>Criminology</td>
<td>3</td>
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<td>CRJ 177</td>
<td>Criminal and Deviant Behavior</td>
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<tr>
<td>CRJ 256</td>
<td>Correctional Rehabilitation</td>
<td>3</td>
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<td><strong>Total</strong></td>
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<tr>
<td><strong>Second Semester (12 hrs.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>CRJ</td>
<td>Correctional Counseling Techniques</td>
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<tr>
<td>CRJ 217</td>
<td>Report Writing</td>
<td>3</td>
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<tr>
<td>CRJ 259</td>
<td>Issues in Corrections</td>
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<tr>
<td><strong>Third Semester (2 hrs.) Summer</strong></td>
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<tr>
<td>CRJ</td>
<td>Internship</td>
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# ABBREVIATED CERTIFICATE

*Evidence Technician Program*

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<th>Course Name</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td><strong>First Semester (13 hrs.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 103</td>
<td>Principles of Biology I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 220</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 230</td>
<td>Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 239</td>
<td>Issues in Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>13 hours</strong></td>
</tr>
<tr>
<td><strong>Second Semester (9 hrs.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRJ 226</td>
<td>Fingerprint Science</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 238</td>
<td>Crime Scene Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 237</td>
<td>Forensic Photography</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>9 hours</strong></td>
</tr>
<tr>
<td><strong>Third Semester (2 hrs.) Summer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRJ 280</td>
<td>Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL 24 HOURS**
### ABBREVIATED CERTIFICATES

**Fire Science**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDG 111</td>
<td>College Reading</td>
<td>3</td>
</tr>
<tr>
<td>FSC 111</td>
<td>Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FSC 130</td>
<td>Introduction to Fire Suppression</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>FSC 200</td>
<td>Fire Combat Tactics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>First Semester (12 hrs.)</strong></td>
<td></td>
</tr>
<tr>
<td>FSC 220</td>
<td>Fire Extinguishment Agents</td>
<td>3</td>
</tr>
<tr>
<td>FSC 240</td>
<td>Fire Causes Determination</td>
<td>3</td>
</tr>
<tr>
<td>FSC 250</td>
<td>Fire Prevention Inspection</td>
<td>3</td>
</tr>
<tr>
<td>FSC 260</td>
<td>Special Service Hazards</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Second Semester (12 hrs.)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12 hours</strong></td>
</tr>
</tbody>
</table>

**TOTAL 24 HOURS**
## ABBREVIATED CERTIFICATE

*Industrial Maintenance Technology*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>INT 111</td>
<td>Industrial Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>INT 113</td>
<td>Fundamentals of Industrial Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>INT 112</td>
<td>Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12 hours</strong></td>
</tr>
</tbody>
</table>

**First Semester (12 hrs.)**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>INT 131</td>
<td>Industrial Electrical Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>INT 133</td>
<td>Industrial Welding and Cutting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15 hours</strong></td>
</tr>
</tbody>
</table>

**TOTAL 27 HOURS**
# Abbreviated Certificate

**Insurance Marketing**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (12 hrs.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 100</td>
<td>Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>OAD 100</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12 hours</strong></td>
</tr>
<tr>
<td><strong>Second Semester (12 hrs.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>OAD 125</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 285</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12 hours</strong></td>
</tr>
</tbody>
</table>

**TOTAL 24 HOURS**

**Electives/Related Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 147</td>
<td>Advanced Microcomputer Applications</td>
</tr>
<tr>
<td>BUS 215</td>
<td>Business Communication</td>
</tr>
</tbody>
</table>
## ABBREVIATED CERTIFICATE

*Management and Supervision*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Written Composition</td>
<td>3</td>
</tr>
<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>OAD 100</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>First Semester (12 hrs.)</strong></td>
<td><strong>Total 12 hours</strong></td>
</tr>
<tr>
<td>OAD 103</td>
<td>Intermediate Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>ECO 231</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 276</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Second Semester (12 hrs.)</strong></td>
<td><strong>Total 12 hours</strong></td>
</tr>
</tbody>
</table>

**TOTAL 24 HOURS**

**Electives/Related Courses**

- CIS 146  Microcomputer Applications
- BUS 215  Business Communication
- ECO 232  Microeconomics
# ABBREVIATED CERTIFICATE

**Nurse Assistant/Home Health Aide**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>First Semester (12 hrs.)</strong></td>
<td></td>
</tr>
<tr>
<td>NAS 111</td>
<td>Fundamentals of Long Term Care</td>
<td>5</td>
</tr>
<tr>
<td>NAS 112</td>
<td>Fundamentals of Long Term Care Clinicals</td>
<td>3</td>
</tr>
<tr>
<td>NAS 115</td>
<td>CPR and Basic First Aid</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12 hours</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Second Semester (14 hrs.)</strong></td>
<td></td>
</tr>
<tr>
<td>NAS 113</td>
<td>Fundamentals of Home Health Care</td>
<td>5</td>
</tr>
<tr>
<td>NAS 114</td>
<td>Home Health Aide Clinical</td>
<td>3</td>
</tr>
<tr>
<td>MTH 100</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>14 hours</strong></td>
</tr>
</tbody>
</table>

**TOTAL 26 HOURS**

Students may elect to substitute ENG 100 and MTH 100/101; however, these courses are not college transfer courses.
**ABBREVIATED CERTIFICATE**

*Radio/Television Broadcasting Technology*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDG 111</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>RTV 100</td>
<td>Introduction to Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>PFC 173</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td>RTV 117</td>
<td>Television Production</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total (12 hrs.)</strong></td>
<td></td>
</tr>
</tbody>
</table>

**First Semester (12 hrs.)**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTV 116</td>
<td>Radio Production and Programming</td>
<td>3</td>
</tr>
<tr>
<td>RTV 143</td>
<td>Practicum in Radio or Television Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>RTV 242</td>
<td>Internship in Radio or Television Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>MTH 100</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total (12 hrs.)</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Second Semester (12 hrs.)**

**TOTAL 24 HOURS**
# ABBREVIATED CERTIFICATE

## Real Estate

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 101</td>
<td>Vocational Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>RLS 100</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>RLS 110</td>
<td>Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12 hours</strong></td>
</tr>
<tr>
<td>SPH 100</td>
<td>Vocational Technical Speech</td>
<td>3</td>
</tr>
<tr>
<td>RLS 116</td>
<td>Real Estate Appraisal Certification</td>
<td>3</td>
</tr>
<tr>
<td>RLS 140</td>
<td>Independent Study in Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12 hours</strong></td>
</tr>
</tbody>
</table>

## TOTAL 24 HOURS

### Electives/Related Courses

- RLS 120  
  - Real Estate Law
- RLS 130  
  - Light and Residential Construction
- RLS 135  
  - Real Estate Operations
- CIS 130  
  - Introduction to Computer Information Systems
POLICIES AND PROCEDURES
Lawson State has established a set of polices and procedures to provide an academic environment that will promote a quality education to ALL students and assure compliance with state and federal accreditation and certification directives and statues.

Students are responsible for the proper completion of their academic programs based upon the requirements stated in Lawson State’s Catalog (in conjunction with the current schedule). Faculty members, staff members, counselors, and administrators are available to help students with planning, but the individual student is responsible for fulfilling all requirements.

Class Attendance

The instructional work at Lawson State Community College is designed for class attendance. The following must be adhered to:

- Absences are counted beginning with the first day of class.
- A student who fails to maintain attendance requirements will receive a grade of “FA” for the course.
- Class attendance is the responsibility of the student. Students are expected to be present for all class meetings of the course for which they are enrolled.

Days of Absence

Absences do not preclude a student’s responsibility for class activities missed during the period of absence. The student is responsible for all material covered in each course for which he or she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the course work. The student is further responsible for initiating any request to make up work because of class absence. The decision to assist the student with makeup work, including tests, in every case rests with the instructor. The instructor may require verification of medical and personal circumstances presented by the student to influence this decision. Course work not made up may cost a student grade disadvantage in the final evaluation since the instructor is not required to offer the student an opportunity to make up course work.

Standards of Honesty

Lawson State Community College is conducted on the principle of honesty. Lawson regards dishonesty, cheating, plagiarism, or knowingly furnishing false information to Lawson, as serious offenses. It is expected that cases of dishonesty will first be considered at the department-faculty level, the matter will follow procedures in accordance with the Code of Student Conduct.

The Student Records Office

The Office of Admissions and Records handles registration each semester for credit classes. This office provides transcripts of student academic records (official and student copies), and verification and certification of enrollment status. In addition, the office mails final grade reports, processes grade changes, orders and issue certificates and degrees, and process name and address changes.

Specific registration information is contained in instructions distributed before each semester begins.
Registration for Curriculum Courses

Registration is held each semester according to scheduled dates and procedures published in the semester schedule. Students are responsible for registering each semester.

Lawson may withhold the privilege of registering for the following reasons:

- Unpaid Fees
- Overdue Loans
- Library Books
- Incomplete Admission Records

Students who experience academic difficulties (see Satisfactory Academic Progress) may be limited in their selection of courses and the number of credits for which they may register.

Student Classification

**Day**
A student who is enrolled for a majority of course work scheduled before 5:00 p.m.

**Evening**
A student who is enrolled for a majority of course works scheduled after 5:00 p.m.

**Full Time**
A student who is enrolled for twelve or more semester hours.

**Part Time**
A student who is enrolled for fewer than twelve semester hours.

**Freshman**
A student who has completed 0-32 semester hours of course work.

**Sophomore**
A student who has completed 32 or more semester hours of course work.

Only course work taken at Lawson State Community College is used in computing grade point averages.

Change of Program

Students may change their program by completing a Program Change Form, which is available in the Admissions and Records Office. The division dean/director for the new program will be asked to evaluate the student’s transcript. Following the evaluation, the student’s permanent record will indicate a change of program. Only Lawson State Community College grades, accepted through the Vice President or Divisional Administrator’s evaluation, will be considered in computing the Lawson State Community College grade point average. Credits successfully earned, prior to the change, will be applied toward the new program.

*Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing grade point averages for admission or other purposes.*

Auditing A Course

Registration for a credit course must be declared by the end of the registration period and may not be changed thereafter. To change the registration for a course from credit to audit, the following procedures is used:

- The student must have the approval of the instructor and the appropriate divisional administrator.
- When the request to change to audit is approved, the student must officially notify the Office of the Registrar.
- Class attendance and work requirements are the same as for students taking the course for credit. **The student is not required to take the final examination.**
- Students who satisfactorily complete a course for audit will be assigned the grade of AU.
- **The cost for auditing a course is the same as for taking it for credit.**
Adding and Dropping Courses

Students may receive permission from his or her advisor to change from one class to another only when it is determined that:

- The schedule has conflicting classes.
- The student does not have the required course prerequisites.
- The student is enrolled in a course not acceptable in his or her program of study.
- The student already has credit in the course and does not wish to repeat it.
- Administrative actions justify such changes. Appropriate signatures must be secured and the “Drop/Add Form” must be returned to the Office of Admissions and Records before it is official.

No course may be dropped or added after the date designated for such by the college calendar.

Statute of Limitations for Courses

Acceptance of some courses that were taken five years or more may be subject to approval by the appropriate departmental chairperson.

Withdrawal

A student may withdraw from a course and receive a grade of “W” at any time during a given semester subject to the last day to withdraw to receive a “W”. The deadline for withdrawals is specified in semester schedule. (“WP” or “WF” grades will be assigned for courses(s) withdrawn after the deadline specified in semester schedule.

The Vice President must approve Exceptions to this policy).

Withdrawal procedures must be initiated in the Office of Admissions and Records Office. The withdrawal form must be submitted to the Office of Admissions and Records with appropriate signatures before it is official.

Students who stop attending classes for any reason should not expect the instructor to withdraw them. It is the student’s responsibility to withdraw officially by completing the withdrawal form in the Office of Admissions and Records by the deadline date published in the semester schedule. Failure to do so will result in an “FA” grade.

Credit For Non-Traditional Academic Work

Credit By Examination

Students who wish to enter the Nursing Education Mobility Program and seek college credit of nursing courses, by examination, may write the ACT PEP Examination in Fundamentals of Nursing and Maternity Nursing. Successful completion is to receive a minimum score of 45 on each examination. Credit for the course(s) will be given and the grade recorded depends upon the score. The student may take the examination only once. Credits by examination will be applied toward graduation requirements. The student’s record will indicate credits by examination. Quality points are computed for the grades.

Advanced Placement

A student may be granted advanced placement by presenting scores on the College Board Advanced Placement Examination. Students with a minimum score of 3 will be given college credit (but no academic grade) for beginning courses.

Credit Hours and Course Loads Full-Time/Part-Time Status

A student must take at least 12 semester credits to be considered a full-time student. Although the normal course load for a full-time student is 15 to 20 semester credits, a counselor or advisor may recommend a lighter load depending on ability and/or past
performance. Permission from the divisional administrator is necessary to enroll for more than 20 semester hours.

Each credit hour taken usually requires a minimum of two hours of outside study each week. A student employed full-time should not attempt to carry more than three courses per semester. A student working part-time should carry a course load in proportion to hours of employment.

Student Course Overload

The student course load for a full-time student will be 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload. The President or the President’s designee must approve a student’s course overload. No student will be approved for more than 24 credit hours in any one term for any reason.

Transferring To Lawson State Community College from Another College

Any applicant who has previously attended another college will be considered a transfer student and will be required to furnish an official transcript of all work attempted at all institutions before he or she will be considered for admission.

- Courses completed at other regionally accredited postsecondary institutions with a passing grade or better will be accepted for transfer. A higher grade may be required in said course for in-state students.
- Credit extended to an applicant for graduation requirements will be granted based on the applicability of previous courses accepted for the requirements of the degree pursued. All transfer students must complete at least 26 semester hours at Lawson State that awards the degree.
- Transfer students whose cumulative grade point average is less than 2.0 on a 4.0 scale will be admitted only on academic probation and will be subject to the same probation and suspension regulations as returning students at Lawson State. Transfer students admitted on academic probation will have course grades of “C” or better accepted for transfer.
- Any applicant who is on temporary academic suspension from another post-secondary institution may be considered for admission to Lawson State upon appeal to Lawson’s Admissions Committee.
- Students from other institutions who are on permanent academic suspension may, after twelve month’s duration, be considered for admission upon appeal to Lawson State’s Admissions Committee.
- Any applicant who has been suspended from another institution for disciplinary reasons will not be considered for admission to Lawson State except upon appeal to Lawson Admissions Committee.

Standard of Progress for Transfer Students

- A transfer student who is admitted on clear academic status is subject to the same standards of academic progress as a Lawson State’s student. Grades accrued at other regionally accredited post-secondary institutions are not included in GPA calculations.
- A transfer student who is admitted on academic probation retains that status until the student has attempted at least 12 credit hours at the institution. If, at the conclusion of the semester, in which the student has attempted a total of 12 or more credit hours at the institution, the cumulative GPA (at the institution) is below 1.5, the student is suspended for one semester. The transcript will read: SUSPENDED—ONE SEMESTER.
- If, at the conclusion of the semester, in which the transfer student is admitted on academic probation has attempted a total
of 12 or more credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student’s status is clear.

**Transferring to Another College from Lawson State Community College**

Counselors and other members of the college’s staff will advise and assist any student planning to transfer to a four-year institution. However, it is the student’s responsibility to follow the admissions requirements closely. These requirements are indicated in the particular institution’s catalog. Reference copies of various catalogs are available in the various offices at Lawson.

Because of the highly specialized nature of courses in career programs, many of the courses are not designed for transfer to a four-year institution. Students also should note that courses with numbers below 100 usually do not transfer.

Students are strongly advised to see a counselor regularly if they are planning to transfer to a four-year college or university. Representatives from four-year colleges often visit the campus to help Lawson State Community College’s students plan their transfer programs.

**Transcripts of Grades**

Information on a student’s academic performance is available on a semester basis via direct mailings and transcript records.

Transcripts are sent only upon written request of the student. No transcript will be furnished for any student or alumnus who has a financial obligation to Lawson such as unpaid fees or overdue library books. Transcripts may also be held for incomplete admissions records. There is a fee for transcripts.

It is the policy of Lawson State Community College not to issue transcripts of other colleges and schools. Official transcripts will be mailed to other institutions by written request only.

**Residency**

**In-State vs. Out-of-State**

Lawson State Community College is supported by the taxpayers of Alabama. Students who are not state residents pay out-of-state fees. A student’s official residency is determined at the time of registration according to the residency policy of the state of Alabama.

To qualify for in-state tuition, a legal residence must have maintained residency in Alabama for at least the twelve months immediately preceding the date of first enrollment in an institution of higher education in Alabama.

**Change of Address**

A student should report a change of address on forms available in the Office of Admissions and Records.

**Accelerated High School Program**

Lawson State Community College offers an accelerated program for high school juniors and seniors.

**Dual Enrollment for Accelerated High School Seniors**

Student requirements for this program are:

- The student must be enrolled as a senior for the current academic year and be eligible to graduate during the year. Exceptions may be made for students who are considered gifted or talented according to the standards included in the State Plan for Exceptional Children and Youth.
• The local superintendent and/or principal must recommend the student.
• The student may enroll for a maximum of three (3) semester hours per semester during the academic year. Exceptions may be made for students who are considered gifted or talented according to the standards included in the State Plan for Exceptional Children and Youth, upon written request by the local principal and superintendent and approval by the Chancellor.

All accelerated classes are held in escrow until a high school diploma is granted or proof of a GED Certificate. Transcripts will not be granted until the Office of Student Services has received proof of graduation.

Grade Symbols

A final grade is the instructor’s evaluation of the student’s work and achievement throughout the course. Grades and marks are given at the discretion of the instructor who may change grades on forms provided by the Office of Admissions and Records whenever errors occur.

Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. At the beginning of each course, it is the responsibility of each instructor to notify students in writing the grading practices that will be used. The evaluation will be expressed according to the following letter system.

Grades Quality Points

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 per semester hour</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0 per semester hour</td>
</tr>
<tr>
<td>FA</td>
<td>Failure due to excessive absences</td>
<td>0 per semester hour</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal within first 8 weeks</td>
<td>0 per semester hour</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal after 8 weeks passing</td>
<td>0 per semester hour</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal after 8 weeks failing</td>
<td>0 per semester hour</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0 per semester hour</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0 per semester hour</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0 per semester hour</td>
</tr>
</tbody>
</table>

What the Grades Mean

“F” Grade  The grade F is recorded if the student has failed the combined evaluation of work through the semester.

A student who makes an “F” on the first semester of a sequence series of a course is not permitted to register for the succeeding sequences of the course before he or she has made up the failure.

“FA” Grade  Failure for lack of attendance is determined by the institutional policy. Credit hours will be averaged into the grade point average.

“I” Grade  When a student has failed to complete the requirements of a course, the student may be given an “Incomplete” or “I” grade. The “I” grade is given only to a student whose work in a course has been qualitatively satisfactory (completed at least 75% of course requirements). All requirements to remove an “I” must be completed within six weeks.
of the following semester in which the grade was given. If requirements are not completed within the six weeks period, the grade of "F" will be assigned.

"W" Grade  A student who wishes to withdraw from a course or courses within the first eight weeks of the semester may do so without the credit hours being computed as hours attempted.

"WP" Grade  Indicates the student withdrew from the course or courses after the eighth week and was making satisfactory progress. The credit hours will not be computed as hours attempted.

"WF" Grade  Indicates the student withdrew from the course or courses after the first eight weeks and was failing. The grade will be counted as a grade of "F" earned and computed in the grade point average.

"AU" Grade (Audit) Courses taken for no credit. Credit hours will not be averaged into the grade point average. Must be declared by the end of the registration period and may not be changed thereafter. The fees are the same as for regular college credit.

"S"  S indicates satisfactory completion of course work numbered 0-99 which carry institutional credit and are not acceptable toward degree or certificate requirements. Credit hours are not averaged into the grade point average.

"U"  U indicates unsatisfactory progress in the course, numbered 0-99 which carry institutional credit and not applicable toward degree or certificate requirements. A student is not allowed to progress to the next course in the sequence until he or she has earned a satisfactory grade.

A student who receives a grade of "U" for two semesters may not take the course a third semester until he or she received special academic advising. The student must appeal through the institutional appeal process before being allowed to enroll in the course for the fourth time. Credit hours are not averaged in the grade point average.

Standards of Academic Progress

These standards of progress shall apply to all students unless otherwise noted.

Exceptions

Programs within the institution which are subject to external licensure, certification, and/or accreditation, or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.

Selected transfer students will be placed on academic probation upon admission and must transition to these standards of academic progress.

Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.
Required GPA Levels According to Hours Attempted at Lawson

The following applies to required GPA for attempted hours:

- Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 cumulative grade point average.
- Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 cumulative grade point average.
- Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 cumulative grade point average.

Intervention for Student Success

When a student is placed on academic probation, one term academic suspension, or one calendar year academic suspension, college officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

Application of Standards of Progress

When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student’s status is "Clear."

When a student’s cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on academic probation.

When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution, but the semester GPA is 2.0 or above, the student remains on academic probation.

When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER.

The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read SUSPENDED—ONE SEMESTER/READMITTED UPON APPEAL.

The student who is readmitted upon appeal re-enters the institution on academic probation.

A student who is on academic probation, after being suspended for one semester, will remain on academic probation until the required GPA for the total number of hours attempted is sufficient.

A student returning from a one semester suspension that has failed to obtain the required GPA for the number of hours attempted, and has failed to maintain a semester GPA of 2.0, will be placed on a one year suspension. The student may appeal a one term or one year suspension.

The permanent student record will reflect the student’s status (except when the status is clear). When appropriate, the record will reflect ACADEMIC PROBATION, ACADEMIC SUSPENSION—ONE TERM, ACADEMIC PROBATION—ONE YEAR, ONE TERM SUSPENSION—READMITTED ON APPEAL, OR ONE-YEAR SUSPENSION/READMITTED ON APPEAL.

If a student declares no contest of the facts leading to suspension, but wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee within a designated published
number of days of receipt of the notice of suspension. 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 immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the Lawson's official records. Additionally a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

Definition of Terms

Grade Point Average (GPA)—The grade point average based on all hours attempted during any one term at the institution based on a 4.0 grading scale.

Cumulative Grade Point Average—The grade point average based on all hours attempted at the institution based on a 4.0 grading scale.

Clear Academic Status—The status of a student whose cumulative grade point average is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic Probation—The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution.

or

The status of a student who was on academic probation the previous term and whose cumulative GPA for that semester remained below the level required by the policy for the total number of credit hours attempted at the institution, but whose semester GPA for that term was 2.0 or above.

One Semester Academic Suspension—The status of a student who was on academic probation the previous term but who has never been suspended, or since suspension, had achieved clear academic status. In addition, the cumulative GPA for that term was below the level required by the policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0.

One Year Academic Suspension—The status of a student who was: 1) on academic probation the previous term; 2) was suspended without since having achieved clear academic status; 3) whose cumulative GPA that term remained below the level required by the policy, for the total number of credit hours attempted at the institution; and 4) whose semester GPA for that term was below 2.0.

Appeal of Suspension—The process by which an institution shall allow a student, suspended for one term or one year (whether a “native” student or a transfer student), to request readmission without having to serve the suspension.

Academic Bankruptcy

A student at Lawson may declare academic bankruptcy only once. The student may request in writing, to the Office of the Registrar, declaration of academic bankruptcy under the following conditions:

- If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester. The student MUST have taken a minimum of 20 semester credit hours of work since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily during the semester for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.

- If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare
academic bankruptcy on all course work taken during 1-3 semesters. The student MUST have taken a minimum of 20 semester credit hours of course work at Lawson State since the bankruptcy occurred. All course work taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the term “ACADEMIC BANKRUPTCY” will be reflected on the transcript for each semester affected. When academic bankruptcy is declared, the transcript will reflect the semester of its implementation and the transcript will be stamped “ACADEMIC BANKRUPTCY IMPLEMENTED.”

Implementation of academic bankruptcy at Lawson State Community College does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

Dismissal from an Associate in Applied Science Degree Program and Certificate Program

If the department chairperson determines that a student is not a safe and dependable practitioner in the lab, shop, clinic, or field area (in the progress of a course), the student may be dismissed from the program with the concurrence of the Vice President through the due process procedure.

Due to the fact that certain courses of many occupational programs are prescribed in a one or two-year sequential pattern and are offered only once during the sequence, a student has no opportunity to repeat one of these courses or to elect a substitution course. Therefore, a student who fails one of these courses will be dismissed from the program at the end of the semester in which the failure occurs.

Students dismissed from an occupational program under this policy may petition for enrollment in a later class. Re-enrollment may be based on availability of space. Dismissal from a degree or certificate program does not cause dismissal from the college.

Grounds for Student Dismissal

Academic standards and compliance with accreditation and legal requirements are maintained through regulations and policies related to student behavior, both in and out of the classroom (matriculation for scholarly pursuit and citizenship regulations).

Honors List

President’s List

The President’s List is a semester honor roll for students attaining a grade point average of 4.0 consisting of twelve or more hours of work in any given semester (with no withdrawals and/or incompletes being recorded).

Dean’s List

In order to qualify for the Dean’s List, a student must take a minimum course load of not fewer than twelve semester hours, and maintain at least a 3.50 average with no grade lower than a “B” and with no withdrawals or incompletes being recorded.

Graduation

Requirements for the degree or certificate will vary according to the curriculum. Students should refer to their required courses in the catalog, which apply to their particular program. All courses presented for graduation must be a minimum of “C”. At least 26 credit hours for an associate degree must be completed in attendance at Lawson State Community College. Students are expected to file a graduation application with the Admissions Office the semester of completion of degree requirements or within 10 semester hours of completing his or her
degree requirements. The application must be submitted on or before the deadline as stated in the academic calendar. The student must be enrolled during the school year in which the degree is earned, or with the approval of the Vice President within one calendar year of the last semester of attendance. Commencement exercises to award degrees and certificates to students in respective divisions are at the conclusion of the spring semester. A graduation fee is charged to each graduating student. The specific date of the commencement exercise is listed in the college calendar (in front of this catalog). Students must fulfill all financial obligations to Lawson.

Graduation with Honors

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

- Graduation with Honors
  (Cum Laude—3.50 to 3.69)

- Graduation with High Honors
  (Magna Cum Laude—3.70 to 3.89)

- Graduation with Highest Honors
  (Summa Cum Laude 3.90 to 4.00)

Graduation with Honors for Certificate

- Graduation with Distinction
  (3.50 to 4.00)

Calculation of the GPA for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements (degree, diploma, or certificate being earned). In addition, to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours at the college conferring the degree.

Policy Statements—Assurance of Compliance with Federal Laws

American with Disabilities Act (ADA)

Lawson State Community College is committed to providing a quality environment to support and assist its students during the academic process. Counseling and other special assistance are available to students with disabilities, with emphasis on the unique needs of the student. The counselor acts as a liaison between Lawson State and the Rehabilitation Agency to assist the student in every way possible. We strive to create a welcoming environment and will work in good faith to meet the needs of our students. It is the responsibility of the student to notify the ADA Coordinator of his or her need(s) for accommodations and provide documentation of the disability. Prospective students are encouraged to contact the Admissions Office if assistance is needed in applying for college admission. The ADA Coordinator is Mrs. Janice Williams. Her office is located in the Student Center • Room 221 • (205) 929-6383.

Drug Abuse Workplace Policy

Lawson is committed to the maintenance of a drug-free environment for both employees and students. Lawson has in operation a drug abuse prevention program, which is accessible to all officers, employees, and students.

Drug Free Workplace Policy

As a recipient of Federal contracts and grants, Lawson State Community College complies with the requirements of Public Law 100-690 for a drug free workplace. Lawson State the following policy:

- The unlawful manufacture, distribution, dispensation, or use of a controlled substance is prohibited by Lawson State Community College or any property owned, leased or controlled by Lawson
State Community College or during any activity conducted, sponsored or authorized by or on behalf of Lawson State Community College. A “controlled substance” shall include any substance defined as a controlled substance in Section 102 or the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.)

- Lawson State Community College has and shall maintain a drug-free awareness program to inform employees about:
  - The danger of drug abuse in the workplace.
  - Lawson State Community College’s policy of maintaining a drug-free workplace.
  - Any available drug counseling, rehabilitation, and employee assistance program.
  - The penalties that may be imposed upon employees for drug abuse violations.
- All employees of Lawson State Community College shall comply with paragraph 1 above.
- Any employee who is convicted by any federal or state court of an offense which constitutes a violation of paragraph 1 above shall notify Lawson’s president in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in PL 100-690, shall mean “a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both”.
- Pursuant to paragraph 4 above, if the president receives a report of conviction of an employee who is working in a project or program funded through a federal contract or grant, Lawson State Community College shall notify, in writing, within ten (10) days any federal agency to whom such notification by Lawson State Community College is required under PL 100-690.
- In the event that any employee violates paragraph 1 above or receives a conviction as described in paragraph 4 above, the employee shall be subjected to appropriate disciplinary action, which may include, but not limited to, termination of employment. As a condition of continued employment, to complete satisfactorily, a drug rehabilitation program of a reasonable duration and nature must be in effect.
  - Lawson State Community College shall make a good faith effort to comply with paragraphs 1-6 above.
  - Each employee of Lawson State Community College shall receive a copy of this policy. The Drug and Substance Abuse Coordinator is Mr. Carl L. Davis. His office is located in the A.G. Gaston Building (East Campus) • (205) 929-6353.

Equal Opportunity Policy

Lawson State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI, VII, or the Civil Rights Act of 1964 and Regulation issue thereunder, to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving “Federal Financial Assistance”. Any person who believes himself or herself or any specific class of individuals to be subjected to discrimination prohibited by Title VI or by Title XI of the Act and Regulation issued thereunder may, by himself or by herself or by a representative, file with the United States Commissioner of Education or with this institution, or with both, a written complaint. The Title IX Coordinator is Mr. Carl L. Davis. His office is located in the A.G. Gaston Building (East Campus) • (205) 929-6353.
Family Educational Rights and Privacy Act

Under the Federal Education and Privacy Act (20 U.S.C. 123g) Lawson State Community College may disclose certain student information as “directory information.” Directory information includes students’ names, addresses, telephone numbers, dates of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance by students, degrees and awards received, most recent previous educational agency, or institution attended by a student. If any student objects to the release of such information about himself or herself, that student should notify, in person or in writing, the Director of Student Services within three weeks after an alleged offense.

Lawson State Community College offers equal opportunity in its employment, admissions, and educational programs and activities in compliance with Section of the Rehabilitation Act of 1973. The 504 Coordinator is Mrs. Janice Williams. Her office is located in the Student Center Room 221 • (205) 929-6383.

Sexual Harassment Policy

Lawson State Community College is committed to protect all persons from sexual harassment, intimidation, and exploitation of its students, staff, and campus visitors as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964. Any person who believes he or she is subjected to such sexual harassment, intimidation, and/or exploitation, should contact the Lawson State Title IX coordinator. The Title IX Coordinator is Mr. Carl L. Davis.
Office of Student Development Services

The Dean of Student Development Services is in charge of the Office of Student Development services. The office provides educational and vocational assistance to all students enrolled at Lawson State Community College. A staff of professionally trained counselors and staff members is available to assist the individual students in evaluating his or her potential for success as he or she selects a program of study.

Orientation PSY 100

An orientation program is required for all new students. The program is designed to provide new students with knowledge of the physical environment of the campus and the college community, and to provide the student with specific and individual counseling for initial registration. Provisions will be made for individual conferences among students, counselors and faculty.

Students are encouraged to make wise use of all services made available in the student development services office. Every student enrolled is assigned a faculty advisor. Students are encouraged to discuss their plans, problems, and needs with their faculty advisors or other members of the counseling staff.

Bookstore

The bookstore is located in the Leon Kennedy Student Center as a service to students, faculty, and staff. The bookstore provides non-academic items such as: greeting cards, cougar sweatshirts, windbreakers, Lawson State cougar decals, postage stamps, watches, snacks, candy, etc.

Textbook Refund Policy

NO RECEIPT-NO REFUND POLICY—Students may return textbooks to the bookstore within two weeks of the first day of class. In order to be refunded for returned textbooks, one must present a cash register receipt. Merchandise must be returned within five (5) business days from the date of purchase to receive a refund. Merchandise must be in resale condition. Exchanges of equal or greater value will be made if there is not a receipt.

If the textbook was purchased new and has not been damaged or written in, the bookstore will exchange or refund the full purchase price. If the textbook has been damaged or written in, the bookstore will refund half the purchase price. It is up to the bookstore personnel to determine the condition of the returned textbooks.

Please also note the following:

Optional textbooks are not returnable, and there will be no refunds on textbooks, general merchandise, supplies, and clothing during exam periods.

Student Health Services

Lawson State Community College is committed to providing direct, basic health care to all students following an assessment of illness or injury by a licensed staff member. Students requiring care beyond that available by student health services will be referred to our college linked clinic on the East Campus.

Wellness is an integral component of our student health services. Every effort is made to increase health awareness among students with each contact, health pamphlets, health fairs, and films relating to health issues (AIDS, alcohol, drugs, teenage pregnancy, etc.).

Health services are provided for all students on the first floor of the Leon Kennedy
Student Center. Whenever there is a medical emergency, the student health nurse of security should be called. The student health nurse is located on the first floor of the Leon Kennedy Student Center.

The student’s parents, spouse, guardian or any other person designated will be contacted as soon as possible to inform them of the student’s condition and any other vital information needed. Expenses incurred for care beyond that provided by Lawson State Community College’s insurance provider is the responsibility of the student.

**Community Health Care Program**

A comprehensive health care program is housed on the East Campus to provide services to students, faculty, and the community. The College works cooperatively with Jefferson County Commission/Cooper Green Hospital to provide laboratory-training facilities for students in the Nursing Program.

*Health Plus Community Care Practice* is a medical facility offering reasonable and affordable health care to students, eligible faculty/staff, and eligible citizens in the city of Birmingham and Jefferson County.

Application and referrals for students in need of this service can be obtained from the Student Health Nurse.

**Day and Extended Child Care**

The day care and community care center will be housed on the East Campus in Shop Building No. 2. The center is operating on a schedule to meet the needs of the students, faculty, and surrounding communities. Educational programs are provided and laboratory training for students in child care programs.

Motherly Care (extended day care services) is provided for infants and toddlers. The Jefferson County Department of Human Resources, Child Care Resources and other agencies will provide transportation and child care. The hours of operation are 6:30 a.m. to 10:30 p.m.

Application and referrals for students needing day and extended child care services can be obtained through the Student Development Services Office.

**Student Activities**

Lawson State Community College is dedicated to the total development of the individual. Therefore, the variety of activities at Lawson represents a diversity of student interests. These activities are under the direction of Student Development Services and staff.

All student organizations are open to students of this institution who qualify for membership.

**NO STUDENT MAY BE DENIED MEMBERSHIP TO ANY STUDENT ORGANIZATION BY REASON OF RACE, RELIGION, SEX NATIONAL ORIGIN, OR HANDICAPPED CONDITIONS.**

Intramural sports are available to interested students. For further information, contact the Department of Health, Physical Education and Recreation (HPR) in the Arthur Shores Fine Arts Building.

**Student Government**

The governing body of the students is the Student Government Association (SGA). The SGA is composed of officers elected by the entire student body, the presidents of the freshman and sophomore classes, the Inter-Club Council, and elected representatives from two classes.

**Campus Organizations**

*Alpha Theta Phi Library Society* is an organization that promotes an interest among students in the use of books and libraries. Membership is open to all interested persons.
The organization promotes activities during National Library Week, and sponsors literary programs during the year.

**Phi Beta Lambda** is an organization for students in the Business Department. The objective is to develop strong, aggressive leadership so that future businessmen and women may participate more effectively in the business and community life of which they are a part. Members learn to lead and participate in group discussions, preside at meetings and conferences, work on committee assignments, engage in group problem conferences, and work in other activities that contribute to the development of desirable leadership qualities.

**Students in Free Enterprise** is a non-profit organization sponsored by individuals, foundations and corporations. SIFE’s mission is to the performance of the American economy by establishing and directing student-generated free market educational programs at the colleges and universities to bring America’s collegians and her citizens to a better understanding of current economic issues and a greater appreciation for the free enterprise system.

**Student National Education Association** seeks to acquaint the student with the objectives and goals of education in the American society. During American Education Week, this club sponsors special programs such as lectures, field trips of educational interest, and a social hour for respected educators. Membership in the SNEA is open to all students who plan to enter the teaching profession.

**Inter-Club Council** coordinates all clubs on the campus. The Council’s membership is composed of all club presidents. This organization co-sponsors with the Student Government Association, all activities, and identifies ways to improve the club program.

**Mu Beta Chi Phi** is the science-mathematics club that seeks to broaden the science-mathematics experiences of Lawson State Community College’s science-mathematics students. Ideas and experiences are shared with the college family and with other students and teachers. The Club’s further purpose is to assist in developing greater awareness of the academic areas and their relationship to daily life in the local community. Through field trips, seminars, workshops, and special assemblies, the club provides opportunity for active participation of all its members.

**The Sophist Club** is sponsored by the Social Science Department and is open to students who are in good standing with the institution and exhibit the desire to enrich their knowledge through program of civic and social growth by active participation in community projects. Activities include field trips, tutorial programs, surveys, municipal court attendance, and voter education.

**Alpha Sigma Mu** is an organization of Veterans. Each member must have a service record with the armed forces of the United States. He or she also must maintain a scholastic average of 2.5 throughout the membership in the fraternity. Each year the fraternity gives a $200 scholarship to a graduating senior who is the child of a veteran. In addition to other activities, Alpha Sigma Mu sponsors a book exchange at the beginning of each semester and solicits the support of all veterans on campus.

**Human Services Club** seeks to strengthen students in their work to improve humanity, intellectually, morally, and religiously. Good citizenship and perpetuation of the concept of human services are encouraged.

**Afro-American History Club** seeks to enlighten students about their Afro-American Heritage and the contributions made to the American society.

**Student Nurses Association** seeks to promote a spirit of citizenship, leadership and fellowship; it encourages responsibility for maintaining the high ideals for the nursing profession.
**Pep Squad** seeks to promote school spirit and provide more student involvement in all school-sponsored athletic activities. Any student at Lawson State can be a part of the Pep Squad.

**Phi Theta Kappa Honor Fraternity** has its objective to promote scholarships among students with superior achievement.

**Vocational Industrial Clubs of America** seeks to promote progressive leadership in the field of trade; industrial; and technical education that is competent, aggressive, self-reliant, and cooperative. The organization further seeks to create among students, faculty member’s patron of the school, and persons in industry that have a sincere interest for trade and industrial education.

**All-College Annual Student Activities**

Students are advised and encouraged to participate in annual activities designed to set the cultural, spiritual, moral, and academic tone of the institution.

Such activities include: SGA Election, Installation of SGA Officers Convocations, Annual Christmas Musical Afro-American History Month, Career Day, Blue and Gold Week, Flood Drive, Martin Luther King, Jr. Celebration, Vocational Education Week, Health Fair, Homecoming, Art Exhibition, Honors Convocation, Graduate/Alumni Banquet, President’s Brunch, and Commencement.

**Recreation and Athletics**

Lawson State is committed to providing quality intercollegiate and intramural programs designed to foster the personal growth of each student. These programs encourage individual and team achievement and strive to enhance the academic success, social development, and physical and emotional well being of each student. There are a variety of athletics and recreational facilities available for students. The Arthur Shores Fine Arts Building is equipped with a modern fitness center, hardwood court gym, swimming pool, and locker facilities. Students may participate in men and women basketball, volleyball, field and track, cross-country, tennis, golf and swimming.

**Student ID Cards**

Student registration is not complete until an ID card is issued. ID cards are required for using equipment in the library; being admitted to social, cultural, and athletic events; voting in student elections; etc. Students are required to forfeit their ID cards to any College official upon request. Lost or stolen cards should be reported to the student development services immediately. Students desiring an identification card should contact the bookstore.

**Alumni Association**

After a student has completed a course or a program of study at Lawson State Community college, he or she becomes a member of the Lawson State Community college’s Alumni Association.

The purpose of association is to establish and maintain a mutually beneficial relationship between the alumni and the college by promoting fellowship among the alumni, but continuing at the advancement of the educational process, and by upholding the high standards instilled by Lawson State Community College.

Benefits of this membership include life time job placement services; the use of college facilities such as the bookstore, library, and physical education facilities; communication through various publications; and other benefits and privileges. The primary requirement of membership is keeping the Alumni Office informed of correct names and addresses.
Food Services

Food services are available in the Leon Kennedy Center. Hot meals are available 8:00 a.m. through 2:00 p.m., Monday through Friday. Vending machines are located throughout the campuses.

Advisement, Counseling, and Career Development

The primary purpose of academic advising is to support students in their pursuit of meaningful educational programs that will assist them in fulfilling goals.

Academic advisement is provided for each student. Students are assigned to their advisors through the department chairperson according to their program of study. Academic advisement is a function performed by the counseling staff and faculty.

Counseling

The counseling staff provides professional guidance and counseling services. The counselors offer assistance in choosing an appropriate program of study. Thereafter, it is recommended that students meet with a counselor or advisor on a regular basis to review plans and progress.

Some of the counseling services provided are personal counseling, career and academic advisement, assessment (achievement, aptitude, career, interest, personality, self-directed search, and values inventory), college transfer information, student activities information, tutorial services, and academic placement.

Placement Testing

All entering students registering for more than four (4) semester hours must take the ACT ASSET EXAMINATION prior to registration. Students who have attended other accredited postsecondary institutions wishing to receive credit must furnish documentation to the assessment coordinator prior to registration.

ACT Assessment

Students scoring 20 in a subject area on the ACT examination automatically qualify for a college level course in that specific area.

It is the student's responsibility to have ACT scores on file with the assessment coordinator at Lawson State Community College. The assessment coordinator is located in the Leon Kennedy Student Center (Room F221).

Testing accommodations are available for students with documented disabilities. Students needing accommodations must contact the ADA Compliance Officer, Mrs. Janice Williams • (205) 929-6383, for special accommodations.

Career/Job Placement Services

Job Placement and the Career Education Center function as a bridge between the student's academic preparation and the world of work. The center has numerous activities, including career counseling, maintaining a career information library, receiving and publishing job vacancy notices, arranging for prospective employers to visit the campus, interviewing applicants, mailing students credentials to prospective employers, and publicizing campus interviews.

Library and Media Center

The Library and Media Center at Lawson State Community College is located in the Library Building on the West Campus. The library maintains open stacks to allow direct access to approximately 30,000 books, 150 periodicals, 15,000 microfilms and computer software to use with computers located in the building.

Microfilm and microfiche of magazines and newspaper articles are available from 1965 to
present. The collection of microfilms grows at a rate of 2,500 per year. In addition, other collections of materials used in primary research are available.

**Housing**

Lawson State Community College is a commuter institution designed to serve residents of surrounding area and does not provide housing for its students.

**Student Insurance**

A mandatory accidental protection plan is approved for all students enrolled at Lawson State Community College. This plan is a 24 hour coverage for accidental physical/medical protection up to $1,000 and $150 for dental. Accidental Insurance fee is $6 per semester.

**OTHER COLLEGE ACADEMIC PROGRAMS**

**Small Business Center**

The Small Business Center provides customized training for business, industry, governmental agencies, etc. The coordinator of the Small Business Center is Mrs. Eva O. Carter.

**Job Training**

The Job Training Partnership Act (JTPA) Individual Referral Program is designed to train individuals eighteen years of age or older in a selected academic and vocational field. The student may be placed in any selected program where there is available space. However, the applicant must first be certified JTPA eligible by the Employment Service Intake Unit. Upon determination that the individual is eligible and that training is appropriate, the individual will be referred to the institution. *The JTPA Coordinator is Mrs. Cassandra Matthews.*

**Community Outreach and Development**

The Community Outreach and Development Center’s primary goal is to enhance Lawson State Community College’s mission through community-related programs and activities. The program areas include:

- Community Planning
- Economic Development
- Job Training
- Health Care
- Child Care
- Continuing Education Programs

The coordinator of the Community Outreach and Development Center is Mr. Johnny Pearson.

**Distance Education Center**

The Distance Education Center of Lawson State Community College is another commitment to give our students, faculty, and staff exposure to the latest educational technology. This technology is revolutionizing the way we deliver instruction. Lawson State currently uses the Distance Education Center to participate in the Lawson State Community College’s Warner Brothers Feature Animation Program.
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<thead>
<tr>
<th>MEMBER</th>
<th>LENGTH OF TERM</th>
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<tbody>
<tr>
<td>Mr. Comer Cottrell (President)</td>
<td>2 Years</td>
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<tr>
<td>President/Chief Executive Officer</td>
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<td>Pro-line Corporation</td>
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<td>2121 Panoramic Circle</td>
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<td>P. O. Box 223706</td>
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<td>Dallas, Texas 75222</td>
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<tr>
<td>Ms. Charlena Bray (Secretary)</td>
<td>1 Year</td>
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<td>President/Owner</td>
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<td>Human Resources Incorporated</td>
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<td>2328 2nd Avenue, North</td>
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<td>Birmingham, Alabama 35203</td>
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<tr>
<td>Mr. Paul Harris (Treasurer)</td>
<td>1 Year</td>
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<tr>
<td>P. O. Box 2741</td>
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<td>Birmingham, Alabama 35202</td>
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<tr>
<td>The Honorable Shirley Chisholm</td>
<td>3 Years</td>
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<tr>
<td>Former Congresswoman</td>
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<td>80 Wentworth Lane</td>
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<td>Palm Coast, Florida 32137</td>
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<tr>
<td>Dr. Shelly Stewart</td>
<td>1 Year</td>
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<td>Executive Vice President</td>
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<td>WATV Radio Station</td>
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<td>3025 Ensley Avenue</td>
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<td>Birmingham, Alabama 35208</td>
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<tr>
<td>Mr. T. A. Lewis</td>
<td>2 Years</td>
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<tr>
<td>President/Founder</td>
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<td>T. A. Lewis &amp; Associates, Inc.</td>
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<td>The Overlook Building</td>
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<td>3620 Eighth Avenue, South</td>
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<td>Birmingham, Alabama 35222</td>
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<td>Mr. Theophilus Phillips</td>
<td>3 Years</td>
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<td>Retired Faculty Member</td>
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<tr>
<td>810 61st Street</td>
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<td>Fairfield, Alabama 35064</td>
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Foundation Board of Directors
(Continued)

Rev. John Nettles
Alabama State Pardons & Parole Board
50 North Ripley Street
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2 Years
3 Years
1 Year
3 Years
3 Years
3 Years
LAWSOHN STATE COMMUNITY COLLEGE

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Page 3

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Birmingham, AL 35201

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Jefferson County Board of Education
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Homewood, AL 35209

EX-OFFICIO MEMBERS

PRESIDENT
Dr. Perry W. Ward

VICE PRESIDENT
Dr. Willie J. Kimmons
COURSE DESCRIPTIONS

Accounting (ACT)
Area/Ethic Studies (AES)
Anthropology (ANT)
Art (ART)
Automotive Body Repair (ABR)
Barbering (BAR)
Biology (BIO)
Business (BUS)
Cabinet Making (CAB)
Carpentry (CAR)
Chemistry (CHM)
Child Development (CHD)
Clerical Technology (CLT)
Commercial Foods (CFS)
Commercial Sewing (CMS)
Computer Information Systems (CIS)
Consumer Electronics (CCT)
Cosmetology (COS)
Criminal Justice (CRJ)
Drafting & Design Technology (DDT)
Economics (ECO)
Education (EDU)
Electrical Engineering Technology (EET)
Electrical Technology (ELT)
Electronics Core (ETC)
English (ENG)
Fire Science (FSC)
French (FRN)
Geography (GEO)
Health (HED)
History (HIS)
Humanities (HUM)

COURSE DESCRIPTIONS

Human Services (HUC) (HUS)
Industrial Maintenance Technology (INT)
Interdisciplinary Studies (INT)
Masonry (MAS)
Mass Communications (MCM)
Mathematics (MTH)
Music (MUS) Music Performance (MUP)
Nursing (NUR)
Office Administration (OAD)
Parks, Recreation, and Leisure (RER)
Philosophy (PHL)
Photography (PFC)
Physical Education (PED)
Physical Science (PHS)
Physics (PHY)
Plumbing (PLB)
Political Science (POL)
Psychology (PSY)
Radio and Television Broadcasting (RTV)
Reading (RDG)
Religion (REL)
Social Work Technician (SWT)
Sociology (SOC) (CRJ)
Spanish (SPA)
Speech (SPH)
Theater Arts (THR)
Urban Studies (URP)
Vocational Technical Computer (CIS)
Vocational Technical Speech (SPH)
Vocational Technical English (VTE)
Vocational Technical Mathematics (VTM)
Water and Waste Water (WMT)
Accounting (ACT)

ACT 141 (3 Hours)
Principles of Accounting—Financial
Prerequisite: BUS 150 or College Algebra
This course is designed to provide a basic theory of accounting principles and practices as they apply to merchandising principles and practices, and merchandising concerns. The accounting cycle, deferrals, and inventories are among the topics covered.

ACT 142 (3 Hours)
Principles of Accounting II—Financial (3-0-3)
Prerequisite: ACT 243
This course is a continuation of BUS/ACT 243. Topics covered are partnerships, payroll systems, corporations (including organization and operation), stockholders equity earnings and dividends, departments and branches, and job order and process cost systems.

ACT 145 (3 Hours)
Principles of Accounting III—Managerial
This course is designed to provide theory and practice in analyzing business statements for decisions-making purposes. Among the topics covered are income taxes and their effect on financial decisions, budgetary control and standard cost systems, cost and revenue relationships for management consolidated statements, and financial statement analysis. An independent project using the microcomputer may be included.

Act 146 (3 Hours)
Microcomputer Accounting
Prerequisite: BUS 141 or Equivalent
This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion of this course, the student will be able to use software programs for financial accounting applications.

ACT 153 (3 Hours)
Individual Income Tax
Prerequisite: ACT 142 or Equivalent
This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemption, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual.

ACT 249 (3 Hours)
Payroll Accounting
Prerequisite: ACT 141 or Equivalent
This course focuses on federal, state, and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices and payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state, and local laws affecting payrolls.

Area/Ethic Studies (AES)

AES 256 (3 Hours)
Afro-American History
A study of the experience of the Afro-American in North America, especially in the United States. It surveys the period from transatlantic slave to the present. The African background of the Afro-American people is covered, and comparisons are made with African experience in Latin America.

Anthropology (ANT)

ANT 200 (CORE) (3 Hours)
Introduction to Anthropology
This course is a survey of physical, social, and cultural development and behavior of human beings.

ANT 210 (CORE) (3 Hours)
Physical Anthropology
This course is a study of the human evolution based upon fossil and archaeological records as well as analysis of the variation and distribution of contemporary human populations.
ANT 230 (CORE) (3 Hours)
Introduction to Archaeology
This course is an introduction to archaeological excavation techniques and post-exavcation laboratory procedures.

ART 100 (3 Hours)
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 art work. Upon completion, students should understand the fundamentals of art, the materials used and have a basic overview of the history of art.

ART 101 (3 Hours)
Art Workshop I
Prerequisite: Instructor Approval
This course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, students should be able to prevent visual evidence of the activities involved and explain how the experience advanced their artistic skills.

ART 102 (3 Hours)
Art Workshop II
Prerequisite: ART Workshop I, Instructor Approval
This course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, students should be able to prevent visual evidence of the activities involved and explain how the experience advanced their artistic skills.

ART 103 (3 Hours)
Introduction to Art I
This course is designed as an introduction to the basic fundamentals of art. Emphasis is on personal expression and an understanding of the various art media. Upon completion, students should be able to express creative ideas visually and become more aware of media and how it effects communications.

ART 104 (3 Hours)
Introduction to Art II
This course provides the opportunity for students to work with media problems beyond Introduction to Art I. Emphasis is on personal expression and an understanding of various art materials and techniques. Upon completion, students should improve their ability to express creative ideas visually.

ART 113 (3 Hours)
Drawing I
This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects.

ART 203 (3 Hours)
Art History II
This course covers a study of the chronological development of different forms of art such as sculpture, painting, and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and the impact of society on the arts.

ART 233 (3 Hours)
Painting
Prerequisite: ART 113, ART 121, or Instructor Approval
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.
ABR 111 (NDC, CORE) (3 Hours)
Non-Structural Repair
This course introduces the students to basic principles of non-structural panel repairs. Topics include shop safety, identification and use of hand/power tools, sheet metal repairs, and materials. Upon completion, students should be able to perform basic sheet metal repairs.

ABR 112 (NDC, CORE) (3 Hours)
Non-Structural Panel Replacement
The course introduces students to basic principles of non-structural panel replacement. Topics include replacement and alignment of bolt-on panels, full and partial panel replacement procedures, and attachment methods. Upon completion, students should be able to replace and align non-structural panels.

ABR 121 (NDC, CORE) (3 Hours)
Refinishing Materials and Equipment
The course introduces students to the various types of automotive finishes and the equipment used in their application. Emphasis is placed on identification of refinishing materials, types of spray equipment, and proper safety precautions. Upon completion, students should be able to properly select paint materials and equipment.

ABR 122 (NDC, CORE) (3 Hours)
Surface Preparation
This course introduces students to methods of surface preparation for automotive refinishing. Topics include sanding techniques, metal treatment, selection and use of undercoats, and proper masking procedures. Upon completion, students should be able to prepare a vehicle for refinishing.

ABR 151 (NDC) (3 Hours)
Safety & Environmental Practices
Prerequisite: Instructor Approval
This course is designed to instruct the student in safe work practices. Topics include OSHA requirements, EPA regulations as well as state and local laws. Upon completion, students should be knowledgeable in shop safety and environmental regulations.

ABR 152 (NDC) (3 Hours)
Plastic Repairs
This course provides instruction in automotive plastic repairs. Topics include plastic welding (both hot and chemical), use of flexible repair, fillers, primers and paint additives, identification of types of plastics, and determining the correct repair procedures for each. Upon completion, students should be able to correctly identify and repair the difference of automotive plastics.

ABR 154 (NDC) (3 Hours)
Corrosion Protection
This course introduces the theory of corrosion and anti-corrosion methods. Emphasis is placed on restoring factory corrosion protection after collision damage. Upon completion, students should be able to replace the factory corrosion protection on repaired or replaced panels.

ABR 154 (NDC) (3 Hours)
Auto Glass and Trim
This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural glass, non-structural glass and auto trim. Upon completion, students should be able to remove and replace automotive trim and glass.

ABR 155 (NDC) (3 Hours)
Automotive Welding
This course provides instruction in automotive Inert Gas (MIG) welding. Emphasis is placed on safety, set-up and operation of equipment, and various types of weld. Upon completion, students should be able to successfully join automotive sheet metal using the MIG process.

ABR 156 (NDC) (3 Hours)
Auto Cutting & Welding
The course introduces students to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc and oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures.

ABR 191 (192, 194) (NDC) (3 Hours)
Auto Body Repair Internship
This course is designed to expose students to collision repair practices in non-employment situations. Emphasis is placed on techniques
used in collision repair facilities. Upon completion, students should be able to demonstrate skills learned in an employment setting.

ABR 211 (NDC, CORE) (3 Hours)
Structural Analysis
The course introduces students to learned methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage. Upon completion, students should be able to locate and identify structural damage.

ABR 212 (NDC, CORE) (3 Hours)
Structural Repair
This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components. Upon completion, students should be able to replace and/or align structural components to factory specifications.

ABR 221 (NDC, CORE) (3 Hours)
Mechanical Components
This course places emphasis on diagnosis and repairs to collision related mechanical repairs. Drivetrain steering/suspension components and various other mechanical repairs. Upon completion, students should be able to diagnose and repair collision damage mechanical components.

ABR 222 (NDC, CORE) (3 Hours)
Electrical Components
This course provides instruction in collision related electrical repairs. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair and use of wiring diagrams. Upon completion, students should be able to diagnose and repair collision damaged electrical components.

ABR 251 (NDC) (3 Hours)
Color Adjustments
This course introduces students to principles of matching automotive finishes. Emphasis is placed on color theory and color adjustments. Upon completion, students should be able to match color and texture of automotive finishes.

ABR 252 (NDC) (3 Hours)
Body Shop Management
This course focuses on the basic principles of body shop management. Emphasis is placed on management structure, customer/insurance company relations, and sound business practices. Upon completion, students should be able to understand the principles of operating a collision repair facility.

ABR 181 (182, 281, 282, 283) (NDC) (3 Hours)
Special Topics in Auto Body
This course is a guided independent study of special projects in Collision Repair Technology. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

ABR 253 (NDC) (3 Hours)
Air Conditioning & Cooling
This course is a study of automotive air conditioning and cooling systems. Topics include automotive air conditioning and cooling theory component replacement and system service. Upon completion, students should be able to repair and service air conditioning and cooling systems related to collision repair.

ABR 254 (NDC) (3 Hours)
Collision Damage Reports
This course introduces students to the principle of collision costs estimating. Emphasis is placed on the calculation of parts and labor amounts based on collision estimating guides. Upon completion, students should be able to prepare an accurate damage report (estimate).

ABR 255 (NDC) (3 Hours)
Steering and Suspension
This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angle. Upon completion, students should be able to repair and/or replace damaged components and prepare the vehicle for alignment.

ABR 256 (NDC) (3 Hours)
Topcoat Applications
This course focuses on the application of various automotive topcoats. Topics include applying single-stage, basecoat/clearcoat, and tri-coat finishes. Upon completion, students
should be able to properly apply automotive topcoats.

ABR 257 (3 Hours)
Advanced Structural Repair
This course provides instruction in the correction of major structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of major structural components. Upon completion, students should be able to replace and/or align major structural components to factory specification.

ABR 259 (3 Hours)
Certification Review
This review course covers materials that relate to requirements for the ASE collision repair and refinish test. Topics include B2-Painting and Refinishing, B4-Non-Structural Analysis and Damage Repair, B4-Structural Analysis and Damage Repair, B5-Mechanical and Electrical Components, and B6-Damage Analysis and Estimating. Upon completion, students should be prepared to take the ASE Collision Repair and Refinish Certification Test.

ABR 291 (292, 294) (NDC) (3 Hours)
Auto Body Repair Co-op
Prerequisite: Instructor Approval
This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Emphasis is placed on techniques used in collision repair facilities. Upon completion, students should have gained skills necessary for entry level employment for entry level employment.

BAR 110 (NDC, CORE) (3 Hours)
Orientation to Barbering
This course provides an orientation to professional barber styling. Topics include professional image, basic fundamentals, and the history of barber-styling. Upon completion, the student should be able to identify the core concepts of the profession.

BAR 111 (NDC, CORE) (3 Hours)
Science of Barbering
This course introduces the student to the basic science of barber styling. Topics include anatomy/physiology, disorders and treatments of the skin, scalp, and hair, and theory of facial and scalp massage. Upon completion, the student should be familiar with the anatomical structures, as well as disorders and treatments of the skin, scalp, and hair.

BAR 112 (NDC, CORE) (3 Hours)
Bacteriology and Sanitation
This course provides the theory of bacteriology and sanitation. Topics include the types of bacterial and sanitation procedures. Upon completion, the student should be able to identify types of bacteria and methods of sanitation.

BAR 113 (NDC, CORE) (3 Hours)
Barber-Styling Lab
This course provides practical application of barber-styling fundamentals. Emphasis is placed on the care of implements, shampooing and haircutting. Upon completion, the student should be able to care for their implements properly and demonstrate the basic techniques of shampooing and haircutting with only minimal supervision.

BAR 114 (NDC, CORE) (3 Hours)
Advanced Barber-Styling Lab
This course provides the student with practical experience in haircutting and facial massage. Emphasis is placed on hands-on experience. Upon completion, the student should be able to demonstrate on a model the correct procedures for a facial massage and basic haircut.

BAR 120 (NDC) (3 Hours)
Properties of Chemistry
This course provides the student with a basic knowledge of chemicals used in barber styling. Topics include changes produced in the hair and skin through exposure to chemicals, electricity, and special light spectrums. Upon completion, the student should understand the proper use of implements and chemicals to treat hair and skin.

BAR 121 (NDC) (3 Hours)
Chemical Hair Processing
This course provides the student with knowledge and hands-on experience using chemicals to alter the appearance of hair. Emphasis is placed on the use of chemicals to
relax, wave, and soft curl the hair. Upon completion, the student should be competent in the use of chemicals to produce desired structure changes to the hair.

**BAR 122 (NDC) (3 Hours)**

**Hair Coloring Chemistry**

This course provides the student with a basic knowledge of hair color alteration. Topics include temporary, semi-permanent, and permanent changes. Upon completion, the student should be able to identify and explain the procedures for each classification of hair color alteration.

**BAR 124 (NDC) (3 Hours)**

**Hair Coloring Methodology Lab**

This course provides the student an opportunity for practical application of all classifications of chemical hair coloring and processing products in a supervised environment. Emphasis is placed on experience in all classifications of hair coloring and processing procedures.

**BAR 130 (NDC) (3 Hours)**

**Marketing and Business Management**

This course provides the student with marketing and management skills that are essential for successful salon management. Topics include first aid, job search, bookkeeping, selling techniques, shop floor plans, shop location, and legal regulations. Upon completion, the student should be aware of marketing and business management requirements for a successful salon.

**BAR 131 (NDC) (3 Hours)**

**Structures and Disorders of Nails**

This course provides the student with knowledge of nail structure and experience in identifying nail disorders. Emphasis is placed on identifying disorders and also using the correct implements and supplies for healthy nail care and manicures. Upon completion, the students should be capable of providing professional nail care.

**BAR 132 (NDC, CORE) (3 Hours)**

**Hair Styling and Design**

This course introduces the student to the art of hair styling and design. Topics include, the selection of styles to create a mood or complement facial features as well as hair replacement and hair pieces. Upon completion, the student should know the principals of style and design.

**BAR 133 (NDC) (3 Hours)**

**Hair Styling and Management Lab**

This course includes hair styling and management procedure. Emphasis is placed on styling, management, marketing, and legal regulations. Upon completion, the student should be able to integrate a variety of skills and be ready to begin an internship in a salon setting.

**BAR 140 (NDC) (2 Hours)**

**Practicum**

This course provides the student an opportunity to combine knowledge and skill covering all aspects of barber styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skills covered in the barbering-styling curriculum. Upon completion the student should be able to function in a professional setting with very little assistance.

**BAR 141 (NDC) (2 Hours)**

**Practicum**

This course provides the student an additional opportunity to combine knowledge and skill covering all aspects of barber styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skills covered in the barbering-styling curriculum. Upon completion the student should function in a professional setting as a productive employee or manager.

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**Biology (BIO)**

**BIO 099 (NDC) (4 Hours)**

**Preparatory Biology**

**Prerequisite: Regular Admission Status**

This course is designed for the student with limited or no biological experience and for those failing to show competence in basic skills on college placement examinations. It is a general introduction to biological principles. Laboratory is required.

**BIO 101 (CORE) (4 Hours)**

**Introduction to Biology I**

**Prerequisite: Regular Admission Status**

This course is the first of a two-course sequence designed for non-science majors. It covers...
historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. A 120-minute laboratory is required.

BIO 102 (CORE) (4 Hours)
Introduction to Biology II
*Prerequisite: BIO 101*
This course is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. A 120-minute laboratory is required.

BIO 104 (CORE) (4 Hours)
Principles of Biology I
*Prerequisite: Regular Admission Status*
This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120-minute laboratory is required.

BIO 104 (CORE) (4 Hours)
Principles of Biology II
*Prerequisite: BIO 104*
This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required.

BIO 110 (4 Hours)
Biology of Human Concern
*Prerequisite: Regular Admission Status*
This course is designed to give the non-science major an understanding of humans as biological organisms and as members of ecosystems. Emphasis is placed on biological implications of man's activities. Lab is required.

BIO 111
Human Biology (3-1-4)
*Prerequisite: Regular Admission Status*
This course for the non-science major covers the basic structure and function of the human body. Lab is required.

BIO 114 (4 Hours)
History of Biology
*Prerequisite: Regular Admission Status*
This course for the non-science major is a survey of the events and ideas that contributed to the development of modern biology. No lab is required.

BIO 120 (4 Hours)
Medical Terminology
*Prerequisite: Regular Admission Status*
This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No lab is required.

BIO 201 (4 Hours)
Human Anatomy & Physiology I
*Prerequisite: BIO 104*
This course covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

BIO 202 (4 Hours)
Human Anatomy & Physiology II
*Prerequisite: BIO 104 or BIO 212*
*(Recommended 4 Semester Hours of Chemistry)*
This course covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems.

BIO 220 (4 Hours)
General Microbiology
*Prerequisite: BIO 104 or BIO 212*
*(Recommended 4 Semester Hours of Chemistry)*
This course includes historical perspectives, cell structure and function, microbial genetics,
infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120-minute labs are required.

**BIO 240 (4 Hours)**
Pathophysiology
*Prerequisite: BIO 201, BIO 202, and BIO 220*
This course covers the nature, etiology, prognosis, prevention, and therapeutics of human disease. A 120-minute lab is required.

**BIO 250 (1 Hour)**
Directed Studies in Biology
*Prerequisite: Instructor Approval*

**BIO 251 (1 Hour)**
Directed Studies in Biology
*Prerequisite: BIO 250*

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**BUS 100 (3 Hours)**
Introduction to Business
This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

**BUS 150 (3 Hours)**
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.

**BUS 186 (3 Hours)**
Elements of Supervision
This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

**BUS 215 (3 Hours)**
Business Communication
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

**BUS 241 (3 Hours)**
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, the accounting cycle, and financial statement preparation and analysis.

**BUS 242 (3 Hours)**
Principles of Accounting II
*Prerequisite: BUS 241*
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making.

**BUS 263 (3 Hours)**
The Legal and Social Environment of Business
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts employment and personal property.

**BUS 275 (3 Hours)**
Principles of Management
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

**BUS 276 (3 Hours)**
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.

BUS 277 (3 Hours)
Management Seminar
This course offers study of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their area of concentration and employment training.

BUS 279 (3 Hours)
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.

BUS 285 (3 Hours)
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.

BUS 298 (3 Hours)
Directed Studies
This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.

CAB 101 (NDC, CORE) (3 Hours)
Introduction to Cabinetmaking
This is a beginning woodworking course that deals with basic materials and processes. Topics include introduction to tools and equipment and safety. Upon course completion, students will be able to perform techniques for building small projects, techniques of gluing, clamping, nailing, and screwing.

CAB 102 (NDC, CORE) (3 Hours)
Introduction to Lumber
This is an introductory course to lumber grades, sizes, characteristics and uses. Also included in this course are the operation, care and sharpening of woodworking equipment. Upon course completion, students should be able to construct and finish a furniture project and demonstrate the characteristics and methods of sawing lumber.

CAB 103 (NDC, CORE) (3 Hours)
Sizes, Dimension, and Joints
This course includes the study of cutting lumber to dimensions and materials to size with power tools. Emphasis is on job planning and the construction of all types joints made with hand and power tools. Upon completion, students should be able to plan jobs, make shop drawing, job layouts and patterns.

CAB 104 (NDC, CORE) (3 Hours)
Cabinet Shop Operations
This course covers establishing and maintaining a custom cabinet shop. Topics include financing, equipment acquisition, maintenance, inventory techniques, OSHA requirements, shop organization, and safety and delivery systems. Upon completion, students should be able to organize and maintain a custom cabinet business.

CAB 110 (NDC, CORE) (3 Hours)
Equipment Maintenance Fundamentals
This is an introductory course to maintaining woodworking tools and equipment. Topics include preventive maintenance, troubleshooting, and repair of woodworking tools and machines. Upon course completion, students should be able to repair, service, and maintain woodworking tools and machines.

CAB 140 (NDC, CORE) (2 Hours)
Wood-Finishing Fundamentals
This is an introductory wood-finishing course. Topics include sanding, filling, staining, brushing, and spraying. Upon course completion, students should be able to perform basic wood-finishing procedures.

CAB 141 (NDC) (2 Hours)
Wood-Finishing
This course is a continuation of CAB 140. Emphasis is on filling, rubbing, spraying, and building up finishes. Upon course completion,
students should be able to perform advanced wood-finishing procedures.

CAB 145 (NDC) (2 Hours)
Refinishing Furniture and Antiques
This course offers instruction in refinishing furniture and restoring antiques. Emphasis is on the removal of old finish by stripping, washing, and sanding furniture; repair of broken pieces; and the use of veneers in patching. Upon course completion, students should be able to refinish furniture and antiques.

CAB 204 (NDC, CORE) (5 Hours)
Cabinetmaking and Millwork
Prerequisite: CAB 102 or Instructor Approval
This course focuses on design and construction of casework. Topics include study of design, construction and installation of kitchen cabinets, vanities, shelves, and other casework, and the use and installation of cabinet hardware. Upon course completion, students should be able to design, construct and install basic interior casework.

CAB 205 (NDC) (3 Hours)
Furniture Construction
This course covers design and construction of fine furniture. Emphasis is on the development of highly advanced woodworking skills, such as turning duplicate parts, joinery, building jigs and fixtures. Upon course completion, students should be able to perform basic skills necessary to construct fine furniture.

CAB 206 (NDC) (3 Hours)
Special Projects in Furniture Construction
Prerequisite: CAB 205
This course is a continuation of the study and performance of advanced furniture projects that began in CAB 205. Emphasis is on shaping, routing and carving. Upon course completion, students should be able to perform advanced skills necessary to construct fine furniture.

CAB 210 (NDC) (2 Hours)
Equipment Maintenance
Prerequisite: CAB 110 or Instructor Approval
This course is a continuation of CAB 110. Emphasis is on removing, sharpening, and replacing jointer and planer knives. Upon course completion, students should be proficient in maintaining basic woodworking equipment.

CAB 220 (NDC) (3 Hours)
Basic Carpentry
This course focuses on basic carpentry practices. Emphasis is on basic principles of layout and excavation, foundations and frame building as related to cabinetmaking, and uses of the framing square in figuring rafters, steps strings and board feet. Upon course completion, students should be able to perform basic carpentry techniques.

CAB 240 (NDC) (2 Hours)
Estimating Costs in Cabinetmaking
Prerequisite: CAB 110
This course focuses on estimating costs necessary to complete cabinetmaking projects. Emphasis is on figuring costs of materials and labor and on the use of pertinent formulas. Upon course completion, students should be able to estimate costs of complete cabinetmaking projects.

CAB 242 (NDC)
Special Finishes (1-2-3)
Prerequisite: CAB 141
This course is a continuation of CAB 141. Emphasis is on spraying and had rubbing with lubricants. Upon course completion, students should be able to apply special finishes to wooden surfaces.

CAB 260 (NDC) (5 Hours)
Woodturning
Prerequisite: CAB 205 or Instructor Approval
This course focuses on turning components for fine furniture projects. Emphasis is on operation and maintenance of wood lathes and tools. Upon course completion, students should be able to turn duplicate posts and table legs.

CAB 110 (NDC, CORE) (3 Hours)
Construction Basics
This course introduces students to the opportunism in and requirements of the construction industry. Topics include economic outlook for construction, employment outlook, job opportunities, training, apprenticeship, entrepreneurship, construction tools, materials, and equipment and job safety. Upon course completion, students should be able to apply theoretical knowledge to practical situations.
completion, students should be able to identify the job market, types of training, knowledge of apprenticeship opportunities, construction tools, materials, equipment, and safety procedures.

CAR 112 (NDC, CORE) (3 Hours)
Floor, Walls, Site Preparation
Prerequisite: CAR 111
This course introduces the student to floor and wall layouts, and construction. Topics include methods of house framing, components of floor framing, layouts, sub-flooring, connectors and fasteners, and site preparation. Upon course completion, students will be able to identify various types of floor framing systems, select the sizes of floor joists, identify types of house framing, list types of fasteners, and identify property lines, set backs and demonstrate a working knowledge of terrain and batter boards.

CAR 114 (NDC, CORE) (3 Hours)
Floor, Walls, Site Pre Lab
Prerequisite: CAR 111 (Corequisite: CAR 112)
The course enables the student to engage in applications of floor and wall construction, application of required tools, use of the builder transit, level rod, tape measure and grade stakes. Emphasis is placed on cutting sill plates, floor joists, girders, header bridging, sub-flooring, stud wall partitions, door and window headers, wall bracing, leveling instruments, and batter boards. Upon course completion, students should be able to layout and construct a floor, including the sill, joist bridging and openings, install sub-flooring, construct interior and exterior walls and layout property stakes of site plans.

CAR 114 (NDC, CORE) (3 Hours)
Introduction to Carpentry, Tools and Materials
This course provides practical and safe application of hand, portable power, stationary and pneumatic tools, use of building materials, fasteners and adhesives, and job site safety. Emphasis is placed on the safe use hand, power, and pneumatic tools, proper selection of lumber plywood, by products, nails, bolts, screws, adhesives, fasteners, and other construction materials, and job safety. Upon course completion, the student should be able to identify hand, power, stationary and pneumatic tools and demonstrate their safe use; identify and properly select wood and non-wood building products, and properly use of nails, fasteners and adhesives.

CAR 121 (NDC, CORE) (3 Hours)
Introduction to Blueprint Reading
This course introduces the student to the basic concepts of blueprint reading. Topics include scale, symbols, site plans and notations. Upon completion, the student should be able to identify drawings, identify different types of lines, symbols, and notations.

CAR 122 (NDC, CORE) (4 Hours)
Concrete and Forming
Prerequisite: CAR 111
This course introduces the student to the properties and uses of concrete and to the procedures of designing concrete forms. Topics include making and pouring concrete, constructing concrete forms, reinforcement methods, finishing concrete, and job safety. Upon course completion students are expected to be able to list safety rules for the job site, identify components of concrete, describe how concrete forms are built and how concrete is poured, reinforced, and finished.

CAR 123 (NDC, CORE) (3 Hours)
Concrete and Forming Lab
Prerequisite: CAR 111 (Corequisite: CAR 122)
This course provides students with practical experience in concrete application. Emphasis is placed on job site safety, concrete form, mixing, pouring finishing, and reinforcing. Upon completion, students should be able to safely set forms, reinforce, mix, pour, and finish concrete.

CAR 124 (NDC, CORE) (3 Hours)
Wall and Floor Specialties
Prerequisite: CAR 111
This course introduces the student to the use of structural steel and metal studs in walls and floor. Emphasis is placed on wall and floor construction. Upon completion, students are expected to be able to describe components and proper application of structural steel, properly construct walls and floors, and demonstrate proper uses of metal studs and framing members.

CAR 131 (NDC, CORE) (3 Hours)
Roof and Ceiling Systems
Prerequisite: CAR 111
This course focuses on the design and installation of roof and ceiling systems. Emphasis is placed on rafter, trusses, ceiling joists, roof decking, and roofing materials. Upon completion, students should be able to
design a roof and ceiling system, identify proper installation methods of roofing materials, and describe applicable safety rules.

CAR 132 (NDC, CORE) (3 Hours)
Interior and Exterior Finishing
Prerequisite: CAR 111
This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim or windows and doors, ceilings and wall moldings, exterior siding, trim work, painting, and masonry finishes. Upon completion, students should be able to identify different types of door, window, and molding and describe the uses of each, identify types of exterior sidings and trim, describe different types of paint and their proper application.

CAR 133 (NDC, CORE) (3 Hours)
Roofing and Ceiling Systems Lab
Prerequisite: CAR 111 (Corequisite: CAR 141)
The course provides students with practical experiences in building and installing roof and ceiling systems. Emphasis is placed on job site safety, layout and cutting of rafters and joists, cutting and building trusses installing roof decking, and roofing materials. Upon completion, the student should be able cut and install rafters, joists and trusses, cut and apply roof decking and roofing materials, and apply safety rules for job site.

CAR 191-3 (NDC) (3 Hours)
Internship in Carpentry
Prerequisite: CAR 111
This course is designed to provide exposure to carpentry practices in non-employment situations. Emphasis is placed on techniques used in the carpentry profession. This course allows students to refine their skills necessary for entry-level employment.

CAR 211 (NDC) (3 Hours)
Construction Specialties
Prerequisite: CAR 111
This course introduces the students to the design process for stairs and cabinets. Topics include stair and cabinet design, rod layout, and cabinet finishes. Upon completion the student should be able to design stairways and cabinets, layout a rod for building cabinets, and identify proper finishes and cabinetry.

CAR 212 (NDC) (3 Hours)
Construction Specialties Lab
Prerequisite: CAR 111 (Corequisite: CAR 211)
This course provides students with practical experience in building stairs and in building and finishing cabinets. Emphasis is placed on stair construction, cabinet joints and layouts, finishes for cabinets, and proper safety precautions. Upon completion, students should be able to safely construct stairs, build cabinets and apply proper finishes.

CAR 213 (NDC) (3 Hours)
Plans, Specifications and Codes
This course provides students experience in house plans, specifications, and building codes. Upon completion, the student should be able to read and draw a set of plans, list and use specifications to order materials, and use codes to plan location and safety of structures.

CAR 214 (NDC) (4 Hours)
Cabinetry Lab
Prerequisite: CAR 111
This course is an advanced cabinetry lab. Emphasis is placed on detailed design and construction of cabinetry. Upon completion, the student should be able to design and build a complete set of cabinets according to specifications.

CAR 291 (3 Hours)
Cooperative Education in Carpentry
Prerequisite: CAR 111
This course provides work experience with a college-approved employer in the 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.

CAR 215 (3 Hours)
Special Projects in Carpentry
Prerequisite: Instructor Permission
This course allows the student to plan, execute, and present results of individual projects in carpentry. Emphasis is placed on enhancing skill attainment in the carpentry field. This culminating course allows students to independently apply skills attained in previous courses.
CAR 216 (3 Hours)
Home Building Licensing
Prerequisite: Instructor Permission
This course focuses on home building and remodeling regulations and standards in Alabama. Topics include requirements for licensing, filing permits, qualifications, fees, and exams. This course prepares students to take the state licensing test.

CAR 217 (3 Hours)
Estimating
Prerequisite: CAR 111, CAR 121
This course provides the student with technical knowledge to estimate construction materials and costs for preparing order sheets or bids on construction jobs. Emphasis is placed on techniques for estimating jobs. Upon completion, the students should be able to develop a comprehensive estimate for a carpentry job.

CAR 218 (3 Hours)
Construction Project Management
Prerequisite: Instructor Permission
This course focuses on the basic scheduling of projects. Topics include project definitions, basic building blocks for scheduling, refining a schedule and communications. Upon completion, students are expected to understand the meaning and purpose of project planning and management, plan a schedule in management, and be able to communicate and coordinate work activities.

CAR 219 (3 Hours)
Computer Aided Drafting in Carpentry
Prerequisite: CAR 111 or Permission
This course introduces students to computer aided drafting (CAD). Topics include the drawing editor, the CAD interface, prototype drawing in the drawing environment, basic draw commands, basic edit commands, layering, display commands, basic dimensioning, hatching, blocks and attributes, and plotting/printing. Upon course completion, students should be able to design basic construction projecting using CAD.

CAR 220 (3 Hours)
Carpentry Computer Software
Prerequisite: CAR 111 or Permission
This course introduces the student to software applications normally used by the construction specialist. Topics may include job cost estimating, CAD, or similar applications. Upon completion, the student should be able to demonstrate proficiency with software application included in the content.

CHM 099 (NDC, NCA) (3 Hours)
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 and equations, and covers basic chemical calculations of stoichiometry, gas laws and solutions. Laboratory techniques and safety are also included.

CHM 104 (CORE) (4 Hours)
Introduction to Organic Chemistry
Prerequisite: MTH 092 (Developmental Algebra II) or Equivalent Math Placement Score
This course is a survey of organic chemistry for non-science majors with attention to bio-life processes, bio-molecules, and handling of organic chemicals. Laboratory will be an illustration of the principles. Lab is required.

CHM 105 (CORE) (4 Hours)
Introduction to Organic Chemistry
Prerequisite: CHM 104 (Introduction to Inorganic Chemistry) or CHM 111 (College Chemistry I)
This course is a survey of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topic 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. Lab is required.

CHM 111 (CORE) (4 Hours)
College Chemistry I
Prerequisite: MTH 112 (Precalculus Algebra) or Equivalent Math Placement Score
This is the first course in a two-semester sequence designed for the science of engineering major that is expected to have a strong background in mathematics. Topic in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermodynamics, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular
theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

CHM 112 (CORE) (4 Hours)
College Chemistry II
Prerequisite: CHM 111 (College Chemistry I)
This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topic in this course include chemical kinetics, chemical equilibria, acids and bases. Ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation reduction, nuclear, chemistry, and introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semimetals. Coordination compounds, transition compounds, and post-transition compounds.

CHM 240 (4 Hours)
Introductory Biochemistry
Prerequisite: CHM 105 (Introduction to Organic Chemistry) or CHM 221 (Organic Chemistry I).
This course covers the fundamentals of biochemistry including structure, properties and activities of biomolecules, biosynthesis of representative classes of compounds, and metabolic pathways and cycles in organisms. Laboratory is required and will be illustrative of the principles considered in lecture including various chromatographic and spectrographic techniques.

CHM 250 (1 Hour)
Directed Studies in Chemistry
Prerequisite: Divisional Approval
This course is designed for independent study in specific areas of chemistry areas chosen in consultation with a faculty member.

CHD 100 (3 Hours)
Introduction to Early Care and Education of Children
This course introduces the children professional including the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom and planning a schedule. Upon completion students should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-esteem, self-control and self-motivation.

CHD 101 (3 Hours)
Child Growth and Development Principles
This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional and social development, and on methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in their development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children.

CHD 102 (3 Hours)
Children's Creative Experiences
This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics includes 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.

CHD 103 (3 Hours)
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 that support a language rich environment for young children.
CHD 104 (3 Hours)
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, and science and social studies concepts. Upon completion students should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials and realistic expectations.

CHD 105 (3 Hours)
Program Planning for Education Young Children
Prerequisite: CHD 104
This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught young children. Emphasis is placed on identifying basic aspect of cognitive development and how children learn. Upon completion, students should be able to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content.

CHD 106 (3 Hours)
Children's Health and Safety for the Young Children
This course introduces basic health, nutrition, and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. Upon completion, students should be able to prepare a healthy, safe environment, plan nutritious meals and snacks, and recommend referrals if necessary.

CHD 109 (3 Hours)
Infant and Toddler Programs
This course focuses on child development from infancy to thirty months of age with emphasis on planning programs using developmentally appropriate material. Emphasis is placed on positive ways to support an infant’s social, emotional, physical, and intellectual development. Upon completion, students should be able to plan an infant toddler program and environment that is appropriate and supportive of the families and the children.

CHD 110 (3 Hours)
Early Education and the Exceptional Child
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 and retardation; emotional, behavioral and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children.

CHD 111 (2 Hours)
Child Development Seminar
This course addresses a selection of topics relating to young children. Subject matter will vary according to industry and student needs. Upon completion, students should demonstrate competencies designed to assess course objectives.

CHD 208 (3 Hours)
Administration of Programs for Young Children
This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning, record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record keeping; techniques; and identify elements of a development appropriate program.

CHD 209 (3 Hours)
Infant and Toddler Education Program
This course focuses on child development from infancy to thirty months of age with an emphasis on planning programs using developmentally appropriate material. Emphasis is placed on positive ways to support an infant’s social, emotional, physical and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

CHD 210 (3 Hours)
Education Exceptional Young Children
This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; and emotional, behavioral, and neurological disabilities. Upon completion,
students should be able to identify appropriate strategies for working with young exceptional children.

CHD 211 (3 Hours)
Child Development Associate Seminar
This course includes topics from competency areas required for individuals working toward or renewing CDA credentials. Industry needs determine course topics. Upon completion, students will demonstrate competency in meeting course objectives.

CHD 213 (3 Hours)
Child Development Trends Seminar
This course includes current topics in the child development field as an update for the professional caregiver. Industry needs determine course topics. Upon completion, students will demonstrate competency in meeting course objectives.

CHD 215 (3 Hours)
Supervised Practical Experience
Prerequisite: Instructor Approval
This course provides a minimum of 90 hours of hands-on supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties that are assessed by the college instructor and the cooperating teacher. Upon completion, students should be able to demonstrate competency in a childcare setting.

CHD 219 (3 Hours)
Competent Infant and Toddler Care
This course provides guidelines for the professional ethics and responsibilities of teachers who work with infants and toddlers. Emphasis is placed on the health, nutrition, safety, parent involvement, record keeping, and other responsibilities especially for children ages birth to 30 months. Upon completion, students should be able to identify competent infant and toddler care strategies.

Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information. Upon completion, students should be able to demonstrate proper technique while keying on a microcomputer keyboard.

CLT 103 (NDC, CORE) (3 Hours)
Advanced Keyboarding
Prerequisite: CLT 103 or Instructor Approval
This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy in the production of business documents.

CLT 110 (NDC) (3 Hours)
Navigating Windows
This course is designed to introduce the student to the Windows environment. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the Windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of applicable hardware and software.

CLT 111 (NDC) (3 Hours)
Basic Shorthand/速写
This course is designed to introduce the student to shorthand/速写. Emphasis is on the reading and writing outlines, taking dictation, and transcribing documents. Upon completion, the student should be able to take dictation and read from shorthand outlines.

CLT 112 (NDC) (3 Hours)
Advanced Shorthand/速写
Prerequisite: CLT 111 or Instructor Approval
This course is designed to reinforce shorthand/速写. Emphasis is on developing speed and accuracy. Upon completion, the student should be able to take dictation at an acceptable rate and produce mailable transcripts.

CLT 116 (NDC) (3 Hours)
Microcomputer Applications
Prerequisite: CLT 101 or Instructor Approval
This course is designed to introduce the most common software applications for microcomputers. Emphasis is on major commercial software used for business
applications. Upon completion, the student should be able to demonstrate the ability to use applicable software.

**CLT 125 (NDC, CORE) (3 Hours)**
**Basic Word Processing**
**Prerequisite: CLT 101 or Instructor Approval**
This course is designed to provide the student with basic word processing skills. Emphasis is on using 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 memo, letters and reports.

**CLT 126 (NDC) (3 Hours)**
**Advanced Word Processing**
**Prerequisite: CLT 125 or Instructor Approval**
This course is designed to increase student proficiency in using 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.

**CLT 127 (NDC) (3 Hours)**
**Business Law**
This course introduces the student to the fundamentals of business law affecting consumers and citizens. Emphasis is on contracts, sales, and commercial papers. Upon completion, the student should be able to demonstrate an understanding of legal issues affecting business transactions.

**CLT 130 (NDC) (3 Hours)**
**Electronic Calculations**
This course teaches the touch system. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy to solve problems based on typical business applications.

**CLT 132 (NDC) (3 Hours)**
**Business Correspondence**
**Prerequisite: CLT 131 or Instructor Approval**
This course focuses on business correspondence. Emphasis is on the correspondence and reports. Upon completion, the student should be able to produce effective business correspondence.

**CLT 135 (NDC, CORE) (3 Hours)**
**Financial Record Keeping**
This course focuses on accounting, concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.

**CLT 136 (NDC) (3 Hours)**
**Advanced Financial Record Keeping**
**Prerequisite: CLT 135 or Instructor Approval**
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.

**CLT 137 (NDC) (3 Hours)**
**Electronic Financial Record Keeping**
**Prerequisite: CLT 136 or Instructor Approval**
This course focuses on using the microcomputer to enter financial data. 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 use a microcomputer system to record financial data.

**CLT 138 (NDC, CORE) (3 Hours)**
**Records & Information Management**
This course focuses on managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

**CLT 200 (3 Hours)**
**Machine Transcription**
**Prerequisite: CLT 103**
This course is designed to develop student skills in transcribing various forms of dictated lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.
CLT 201 (NDC) (3 Hours)
Legal Terminology
This course is designed to familiarize the student with common legal terms. Emphasis is on the word root building system combining Greek and Latin prefixes, suffixes, word roots, and forms that make medical terms easy to use. Upon completion, the student should be able to understand and use medical legal terminology.

CLT 202 (NDC) (3 Hours)
Legal Transcription
Prerequisite: CLT 103 or Instructor Approval
This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion, students should be able to transcribe legal documents.

CLT 203 (NDC) (3 Hours)
Legal Office Procedures
Prerequisite: CLT 125 or Instructor Approval
This course focuses on the responsibilities of professional support personnel in a legal environment. Emphasis is on legal terminology, 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 legal environment.

CLT 211 (NDC) (3 Hours)
Medical Terminology
This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.

CLT 212 (NDC) (3 Hours)
Medical Transcription
Prerequisite: CLT 103
This course introduces students to standard medical reports, correspondence, and related documents transcribed in a medical environment. Emphasis is on transcribing medical records and operating a transcribing machine. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

CLT 213 (NDC) (3 Hours)
Advanced Medical Transcription
Prerequisite: CLT 212 or Instructor Approval
This course is designed to develop skills in medical transcription. Emphasis is on diagnostic studies and laboratory, radiology, and pathology reports. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment.

CLT 214 (NDC) (3 Hours)
Medical Office Procedures
Prerequisite: CLT 125 or Instructor Approval
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.

CLT 215 (NDC) (3 Hours)
Health Information Management
Prerequisite: Instructor Approval
This course focuses on the structure, analysis and management of medical records. Emphasis is on filing and managing medical records; coding of diseases, operations and procedures; and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records.

CLT 217 (NDC, CORE) (3 Hours)
Office Management
This course is designed to develop skills necessary for supervising office functions. Emphasis is on achieving the goals of business in a culturally diverse workplace, office organization, teamwork, workplace ethics, office politics, and conflict-resolution. Upon completion, the student should be able to demonstrate skills needed to effectively supervise people and technology in the modern office.

CLT 227 (3 Hours)
Information Processing Concepts
This course introduces the basic concepts and applications of office information systems. Emphasis is on the components and capabilities of systems used to produce, communicate and
manage information. Upon completion, the student should be able to use office information systems.

CLT 230 (NDC) (3 Hours)
Electronic Publishing
Prerequisite: Instructor Approval
This course introduces students to page design, layout and typography. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts.

CLT 232 (NDC) (3 Hours)
The Electronic Office 2-3-3
Prerequisite: Instructor Approval
This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and outside lab. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

CLT 233 (NDC) (3 Hours)
Trends in Office Technology
Prerequisite: Instructor Approval
This course addresses current trends in office technology. Emphasis is on technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be aware of current technological applications for the modern office.

CLT 291 (NDC) (1 Hour)
Office Internship Co-op
Prerequisite: Instructor Approval
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.

Commercial Foods (CFS)

CFS 101 (CORE) (3 Hours)
Orientation to the Food Service Industry
This course is an introduction to the food service industry and employment opportunities. This course focuses on the different types of food service/hospitality outlets. Upon completion of this course the student will be knowledgeable of business and career opportunities within the food service industry.

CFS 102 (3 Hours)
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.

CFS 110 (CORE) (3 Hours)
Basic Food Preparation
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Topics include scientific principles of food preparation and the relationship of food composition and structure to food preparation. Students will develop competencies in food preparation as it relates to the food service industry.

CFS 111 (CORE) (3 Hours)
Foundation in Nutrition
This course focuses in nutrition and meal planning in relation to the food preparation industry. Topics include the science food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels, and economic and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles of meal planning.

CFS 112 (CORE) (2 Hours)
Sanitation, Safety, and Food Service
This course introduces the basic principles of sanitation and safety to food handling, purchasing, storing, preparing, and serving. Topics include the scientific principles of food
sanitation, food spoilage, food-borne disease, personal health and hygiene, and the sanitary care of the physical plant and equipment. Upon completion of this course students will be able to demonstrate an understanding of sanitation and safety procedures related to HACCP regulations and the implementation of HACCP system.

CFS 113 (2 Hours)
Table Service
This course is a guide for the modern wait staff. Topics include laying the cover, taking the order, surveying of different styles of table services from the casual to the very formal, tabulating and presenting the bill, and busing and turning the table. Upon completion of this course, students should be able to demonstrate proficiency in the art of table service.

CFS 114 (CORE) (3 Hours)
Meal Management
This course covers the principles of meal management. Topics include menu planning, food selection, recipes, standardization of food preparation, and meal service. Upon completion this course, students will be able to apply efficient work habits and safety in the kitchen.

CFS 115 (3 Hours)
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 to operate a restaurant. Upon completion, students will develop advanced skills in food preparation and meal management.

CFS 132 (3 Hours)
Food Preparation and the Health Care Industry
This course introduces students to food preparation and service in the health care industry. Emphasis will be placed on using medical dictionaries and reading charts for therapeutic diet instruction, and designing and creating menus and diet programs for special client populations. Upon completion, students should be able to read and interpret medical terms, and demonstrate knowledge about food service in the health care industry.

CFS 141 (2 Hours)
Food Production for Special Operations
This course covers menu planning principles, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topic include fact food cookery, convenience store food service, supermarket delicatessens, and take-out venue. Upon completion, students should be able to plan, organize and prepare food service items for special operations.

CFS 201 (2 Hours)
Meat Preparation and Processing
This course focuses on meat preparation and processing. Students will be responsible for the preparation of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing.

CFS 204 (3 Hours)
Foundation of Baking
This course covers basic ingredients, weights and measure, 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.

CFS 213 (CORE) (3 Hours)
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, student should be able to apply effective purchasing techniques based on the end-use of the product.

CFS 216 (1 Hour)
Food and Drug Interaction
This course introduces the student to the planning of special diets in relation to food and drug interactions. Emphasis is placed on reviewing common medications that are often prescribed and how these medications interact with certain foods. Upon completion, students demonstrate an understanding of food and drug interaction.

CFS 222 (3 Hours)
Dietary Management
This course includes the basic methods of modifying diets by changing consistency, energy value, or nutrients content to meet a specific need. Topics include special diets such
as liquid, soft, regular, and light. Upon completion, the students will be able to demonstrate an understanding of the principles of dietary management in food preparation and service.

CFS 223 (2 Hours)
Advanced Dietary Management
This course focuses on the dietary manager in external and internal activities. Emphasis is placed on learning to control productivity, to construct a budget, to maintain financial records, and to recognize the causes of food allergens. Upon completion, the student should have an understanding of the role of a dietary manager.

CFS 251 (2 Hours)
Menu Design
This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, no graphics, and customer needs. Upon completion, students should be able to write, layouts, and produce effective menus for a variety of hospitality settings.

CFS 260 (3 Hours)
Internship for Commercial Food Service
This course is designed to give students practical, on-the-job experiences in all phases of food service operations under the supervision of a qualified food service professional.

CFS 299 (3 Hours)
Special Topics in Commercial Food Preparation
This course provides instruction in special topics in commercial food preparation. Emphasis is placed on timely topics related to commercial food preparation and service and may be repeated as subject matter varies. Upon completion, students will have an understanding of timely topics relative to the commercial food preparation industry.

Commercial Sewing (CMS)

CMS 101 (NDC, CORE) (3 Hours)
Introduction to Apparel
This course provides an introduction to the terminology, regulations, operations, and usage of the tools and equipment of the apparel industry. Topics include history of apparel industry, terminology, regulations, operations of apparel industry with emphasis on tools and equipment, and shop management and organization. Upon completion, the student should be able to discuss terminology, regulations, and operations as well as identify tools and equipment used in the apparel industry.

CMS 111 (NDC, CORE) (3 Hours)
Apparel Industry Tools
This course provides the “hands-on” experience in the use of the tools and machinery of the apparel industry. Emphasis is placed on proper operation of tools and equipment used in the apparel industry. Upon completion, students should be able to operate equipment, use tools and correctly apply sewing techniques.

CMS 113 (NDC) (3 Hours)
Apparel Production Line and Methods
This course introduces methods of apparel construction with the application of production line assembling. Topics include methods application of assembling apparel, the study of operational tickets, pay scale, and calculation of production. Upon completion, students should be able to operate various apparel construction machines and calculate production.

CMS 115 (NDC) (3 Hours)
Creative Selling
This course focuses on various approaches to selling. Topics include the role of selling as it relates to the economy and the business firm, the type of selling jobs, and the rewards and challenges of a selling career. Upon completion, students should be able to perform the selling roles and have knowledge of selling techniques and the job market.

CMS 120 (NDC, CORE) (3 Hours)
Concepts in Apparel Construction
This course focuses on the principles and concepts basic garment construction. Topics include the pattern envelope, measurements, patterns symbol, pattern layout, garment assembly, interfacing, linings, necklines and facings, collars, sleeves, closures, waistbands, and pockets. Upon completion, students should understand garment construction techniques and applications.
CMS 121 (NDC, CORE) (3 Hours)
Basic Apparel Construction Lab
This course enables the students to apply the principles and concepts of basic apparel construction. Topics include pattern selection, pattern alteration, construction of pants, skirts, shirts and lingerie. Upon completion, students should be able to construct a pair of pants, skirt, shirt and lingerie applying appropriate techniques.

CMS 122 (NDC, CORE) (3 Hours)
Apparel Production Lab
In this course, students apply principles to apparel construction. Topics include guide sheet instructions and simple to advanced apparel construction techniques. Upon completion, students should be able to follow a guide sheet and be able to construct several garments using various fabrics.

CMS 123 (NDC, CORE) (3 Hours)
Advanced Apparel Production
This course enables the students to use advanced apparel construction techniques. Emphasis is placed on apparel construction machinery developing speed and accuracy while constructing apparel. Upon completion, students should be able to operate apparel construction machinery with speed and accuracy while constructing apparel.

CMS 130 (NDC, CORE) (3 Hours)
Introduction to Textiles
This course introduces students to the essential concepts and principles of the textile industry and the development of textile fabrics. Topics include basic terminology, fundamental fabric analysis, natural and manufactured fibers, general textile properties, yarns, construction, preparation, coloration, finishings, laws, and regulations. Upon completion, students should know and be able to apply terminology, regulations, textile characteristics and operations of the textile industry as well and be able to identify fabrics for end use.

CMS 131 (NDC, CORE) (3 Hours)
Textile Analysis and Testing
In this course, students test and analyze apparel and home furnishing textile. Topics include semi-technical tests to determine the composition and other properties of fabrics and examine fabrics. Upon completion, students should be able to identify face and back of fabric, the fabric content and construction, the end of fabric, and the fabric characteristics and suitability.

CMS 140 (NDC) (3 Hours)
Consumer Cultural Aspect of Clothes
This course provides an overview of consumer aspects of clothing selection, as well as the psychological, cultural, and historical and aesthetic fabric of clothing and textiles. Emphasis is placed on the evolution of fashion, advertising and promotion in retail marketplace, cultural perspective, psychology of color, and design style analysis. Upon completion, students should be able to make decisions in clothing selection and construction aesthetics pertaining to the function of the end product.

CMS 141 (NDC) (3 Hours)
Apparel Design
This course allows students to use various techniques and fabric in designing apparel. Topics includes pattern drafting, pattern grading, fabric selections and the application of design techniques. Upon completion, students should be able to develop and execute creative designs using various fabrics.

CMS 143 (NDC) (3 Hours)
Quality Control Techniques
This course emphasizes standards of quality and production. Topics include apparel structure, aesthetics, costs expected performance of the finished product, imports and quick response to the market. Upon completion, students should be able to evaluate the quality of apparel, calculate costs, demonstrate speed and accuracy, and understand the impact of imports and competition.

CMS 145 (NDC) (3 Hours)
Basic Tailoring and Alterations
This course focuses on basic tailoring and alterations techniques in remodeling garments. Topics include proper techniques in lengthening, shortening, reducing, enlarging and remodeling of garments, and performance in making a sport jacket. Upon completion, students should be able to demonstrate skills in adjusting and fitting garments, and should be able to apply appropriate techniques of tailoring in making a sport jacket.

CMS 146 (NDC) (3 Hours)
Advanced Tailoring and Alterations
This course focuses on simple to advanced tailoring and alterations techniques. Included are techniques in fitting and remodeling a garment and taking lined apparel for men and women. Upon completion, students should be
able to remodel and fit garments and apply appropriate techniques of tailoring in making lined/tailored apparel for men and women.

CMS 148 (NDC) (3 Hours)  
Accessories and Related Merchandising  
This course introduces students to fashion accessories and related materials, manufacturing, and merchandising. Topics include buying functions, supporting services, fashion entrepreneurship, auxiliary services, and retailing wholesaling. Upon completion, students should understand concepts and practices applicable to different levels of the fashion industry.

CMS 150 (NDC) (3 Hours)  
Apparel Production Management  
This course introduces students to apparel production management procedures. Topics included the fundamental operations of manufacturing employee/employer relationships, productivity enhancement, quality control, and efficiency. Upon completion, students should be able to apply apparel production management techniques.

CMS 150 (NDC) (3 Hours)  
Basic Serger Construction  
This course enables students apply basic overlock serger methods. Emphasis is placed on basic overlock techniques, various stitches, seams, hems, garment construction, custom finishes with special threads, ribbons and gams. Upon completion, students should be able to operate an overlock machine and construct applicable pieces of apparel.

CMS 160 (NDC) (3 Hours)  
Pattern Adjustment and Fitting  
This course provides the fundamentals of fitting and pattern adjusting. Emphasis is placed on analyzing figure proportions, shapes, contours, and profiles as it applies to applications. The comparison of method of fitting, pattern alterations grading. Upon completion, students should be able to apply the fundamental techniques in figure analysis, fitting, and pattern adjusting.

CMS 180 (NDC) (3 Hours)  
Introduction to Pattern Drafting  
This course focuses on the principles of drafting patterns. Topics include terminology, use of tools, development of slopers and sub-slopers and patterns. Upon completion, students should be able to draft patterns.

CMS 183 (NDC) (3 Hours)  
Computer Aided Fashion Design  
In this course, students learn to use computer software applicable to fashion design. Topics include the use of computer and software and related to apparel design and construction. Upon completion students should be able to design apparel utilizing appropriate software.

CMS 190 (NDC) (3 Hours)  
Window Treatments  
This course focuses on the fundamentals of planning and producing window treatments. Topics include planning for window treatment and the construction of draperies, curtains, windows and headings. Upon completion, students should be able to plan and construct window treatments.

CMS 191 (NDC) (3 Hours)  
Soft Interior Furnishings  
This course focuses on basic interior decorating and the production of soft interior furnishings. Topics include basic window treatment, quick pillows, slipcovers, table decoration, and the construction of soft good items for the home or business. Upon completion, student should be able to select fabric and construct soft interior furnishings.

CMS 192 (NDC) (3 Hours)  
Soft Interior Furnishings Construction Lab  
In this course, students apply principles of interior decorating and the production of soft interior furnishings. Topics include the window treatments, and other items for the home such as pillows and table clothes. Upon completion, students should be able to select fabrics appropriate for soft interior goods and construct soft interior furnishings.

CMS 193 (3 Hours)  
Internship/Cooperative Education in Commercial Sewing  
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.
CIS 130 (3 Hours)
Introduction to Information Systems
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various type of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.

CIS 146 (3 Hours)
Microcomputer Applications
Prerequisite: Instructor Approval
This course is an introduction to the most common software applications of microcomputers and includes "hands-on" use of microcomputers and some of the major commercial software. These software packages should include typical features or office suites, such as word processing, spreadsheets, database system, and other features found in current software packages. Upon completion students will understand common applications and be able to utilize selected features of these packages.

CIS 147 (3 Hours)
Advanced Microcomputer Applications
Prerequisite: CIS 146 or Instructor Approval
This course is a continuation of CIS 146 in which students utilize the advanced features of topics in CIS 145 and introduces additional topics of office suite software. Advanced features of word processing, spreadsheets, database presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business.

CIS 190 (3 Hours)
Introduction to Computers
Prerequisite: College Algebra or Instructor Approval
This course is an overview of computer information systems and problem solving. It includes a study of the interaction of hardware, software and human resources and the fundamentals of programming and structured design using high level programming language are presented. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 196 (3 Hours)
Commercial Software Applications
Prerequisite: Instructor Approval
This course is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to be repeated 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 feature selected for the application covered.

CIS 211 (3 Hours)
Basic Programming
Prerequisite: CIS 130, CIS 190 or Equivalent or College Algebra
This course introduces fundamental concepts of the BASIC programming language. The course includes file processing, internal sorts, and data structures. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 212 (3 Hours)
Visual Basic
Prerequisite: CIS 211 or Equivalent Background
This course is a continuation of CIS 211, with emphasis being on BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics 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.
CIS 213 (3 Hours)  
Fortran Programming  
Prerequisite: College Algebra and A Previous Computer Science Course or Equivalent  
This course introduces fundamental concepts of the programming language FORTRAN. Topics included are mathematical and relational operators, branching, the use of input devices, arrays, subprograms, and introductory file and disk operation. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 241 (3 Hours)  
Introduction to RPG Programming  
Prerequisite: CIS 130 or CIS 190 or Equivalent  
This course introduces the fundamental concepts of RPG (Report Program Generator). It includes such topics as report preparation, control breaks, and file processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 214 (3 Hours)  
Introduction to RPG Programming  
Prerequisite: CIS 241  
This course is a continuation of CIS 241; includes such topics as sequential and random access file processing techniques. It may cover many of the structured programming commands, externally described files, display files, and other capabilities unique to some versions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 251 (3 Hours)  
“C” Programming  
Prerequisite: CIS 190 or Equivalent  
This course is an introduction to “C” programming language. Included in this course are topics in an algorithmic approach to problem solving, structured programming techniques and constructs, using functions and macros, simple data structures, and using files for input and output. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 252 (3 Hours)  
Advanced “C” Programming  
Prerequisite: CIS 251  
This course is a continuation of the CIS 251 course in “C” Programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 261 (3 Hours)  
Cobol Programming  
Prerequisite: Previous Computer Science Course or Equivalent  
This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and able processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 262 (3 Hours)  
Advanced Cobol Programming  
Prerequisite: CIS 251  
This course consists of development, completion, testing, and execution of complex problems in COBOL using various data file structures. A structured approach will be implemented as a methodological system. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 281 (3 Hours)  
System Analysis and Design  
Prerequisite: Any Advanced Programming Course  
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 be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
CIS 299 (3 Hours)
Directed Studies on Computer Science
Prerequisite: Instructor Approval
This course allow independent study under the
director 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.

Consumer Electronics (CCT)

CCT 111 (CORE) (3 Hours)
Basic Direct Current and Electronics
Principles
This course is designed to provide the student
with a working knowledge of basic direct current
electronics principles. Topics include Ohm’s
Law, current, voltage, resistance, and circuit
construction/analysis. Students will be able to
define terms, solve mathematical problems
construct circuits, explain circuit characteristics,
identify component parts, read color codes, and
make accurate circuit measurements using a
multimeter.

CCT 112 (CORE) (3 Hours)
Direct Current Electronics Principles
Prerequisite: Instructor Permission
This course is designed to provide the student
with advanced knowledge of direct current
electronics principles. Topics include magnetism,
multimeters, network theorems, inductance,
capacitance, charge/discharge of capacitors and
inductors, and circuit construction/analysis.
Students will be able to define terms, solve
mathematics problems, construct circuits,
characteristics, identify components parts, and
make accurate circuit measurements using a
multimeter.

CCT 121 (CORE) (3 Hours)
Basic Alternating Current Electronics
Principles
Prerequisite: Instructor Approval
This course is designed to provide the student
with a working knowledge of basic alternating
current electronics principles. Topics include
waveform characteristics, capacitive reactance,
impedance, trigonometric functions, power, filter,
osilloscopes, AC multimeters, and circuit
construction and analysis. Students will be able
to define terms, identify waveforms, solve
complex mathematical problems, construct
circuits, explain circuit characteristics, identify
component parts, and make accurate circuit
measurements using an oscilloscope and/or AC
multimeter.

CCT 122 (CORE) (3 Hours)
Alternating Current Electronics Principles
Prerequisite: Instructor Approval
This course is designed to provide the student
with advanced knowledge of alternating current
circuitry. Topics include inductive reactance,
impedance, resonance, filters, transformers,
circuit resonance, waveform measurements, and
circuit construction and analysis. Students will
be able to define terms, identify waveforms,
solve complex mathematical problems construct
circuits, explain circuit characteristics, identify
components parts, and make accurate circuit
measurements using an oscilloscope and/or AC
multimeter.

CCT 131 (3 Hours)
Basic Principles of Solid State Devices
Prerequisite: Instructor Permission
This course is designed to provide the student
with a working knowledge of basic solid state
devices. Topics include atomic structure of
semiconductor materials, construction and
characteristics of diodes, bipolar transistors,
circuit construction, and operational parameters.
Students will be able to define terms, identify
components, test components, explain
component construction, construct circuits,
explain circuit characteristics, troubleshoot
circuits, and make accurate circuit
measurements using applicable test equipment.

CCT 132 (CORE) (3 Hours)
Principles of Solid State Devices
Prerequisite: Instructor Approval
This course is designed to provide the student
with advanced knowledge of basic solid state
devices. Topics include field effect transistors
(FETs), thyristors, integrated circuits,
optoelectronics devices, construction and
operational parameter. Students will be able to
define terms, identify components, test
components, explain component construction, construct circuits,
explain circuit characteristics troubleshoot
circuits and make accurate measurements using
applicable test equipment.
CCT 141 (CORE) (3 Hours)
Basic Analog Electronic Circuits
This course is designed to provide the student with a working knowledge of analog electronic circuits. Topics include amplifier configurations, amplifier biasing, types of amplifiers, and operational characteristics. Students will be able to define terms, identify amplifier biasing, types of coupling, class of operation, identify circuits, construct circuits, explain circuit characteristics, troubleshoot circuits, and make accurate circuit measurement using applicable test equipment.

CCT 142 (CORE) (3 Hours)
Advanced Analog Electronic Circuits
This course is designed to provide the student with an advanced knowledge of analog electronic circuits. Topics include power supplies, oscillators, and pulse circuits, and modulation/demodulation characteristics, circuit construction, and operational characteristics. Students will be able to define terms, identify circuits, construct circuits, explain circuits characteristics, identify types of modulation, troubleshoot circuits, and make accurate circuit measurement using applicable test equipment.

CCT 211 (3 Hours)
Basic Digital Techniques
Prerequisite: Instructor Permission
This course is designed to give the student a working knowledge of digital techniques. Topics include basic numbering systems, transistor switches and logic inverters, types of logic circuits, types of logic devices, Boolean equations and truth tables, circuits construction, and operational characteristics. Students will be able to define terms, demonstrate their ability to construct, analyze and troubleshoot digital circuits using a variety of test equipment items.

CCT 232 (3 Hours)
Television Systems/Lab Part II
Prerequisite: Instructor Approval
This course is designed to give the student a working knowledge of a typical television, and the necessary skills to use test equipment to analyze, troubleshoot, align and repair televisions. Theory includes scanning circuits, power supplies, color demodulation, and CRT's and the laboratory applications pertaining to circuit characteristics, alignments, measurements, troubleshooting, and repair. Students will be able to define terms, describe circuits characteristics, operate test equipment, analyze waveforms and voltage measurements, trace signals, identify defective components, replace components, and align circuits.

CCT 231 (3 Hours)
VCR Systems
Prerequisite: Instructor Approval
This course is designed to give the student a knowledge of a typical video cassette recorder (VCR). Topics include VCR operations, tuner/demodulator, audio circuits, power supplies, circuit characteristics, alignments, measurements, troubleshooting and repair. Students will be able to define terms, describe circuits characteristics, operate test equipment, analyze tuner/demodulator circuitry, analyze audio and power supply circuitry: trace signals, identify defective components, replace parts, and align circuits.

CCT 241 (3 Hours)
Microprocessor Basics
Prerequisite: Instructor Approval
This course is designed to introduce the student to a working knowledge of the fundamentals and laboratory applications of the microprocessor. Course topics include fundamentals of binary, octal, and hexadecimal number systems, binary codes, arithmetic, and introduction to programming. Students will be able to define terms, convert numbers from one base to another base, explain microprocessor operation, and perform basic programming.

CCT 251 (3 Hours)
CET Preparation
Prerequisite: Instructor Approval
This course is designed to prepare students for the Associate Certified Electronics Technicians (CET Examination). This course covers a wide spectrum of materials presented in the electronics program. Upon completion, students should be able to pass the CET Exam.

CCT 261 (3 Hours)
Satellite Receiver Systems
Prerequisite: Instructor Approval
This course is designed to introduce the student to the basic principles of satellite receivers and the installation of satellite receiver system. Topics include site surveying, satellite installation, system operation, antenna alignment, system alignment, and basic system troubleshooting. Students will be able to define terms, install satellite systems, align satellite systems, and troubleshoot/repair systems.
CCT 264 (3 Hours)  
**Basic Electronics Troubleshooting**  
*Prerequisite: Instructor Approval*  
This course allows students to apply previously learned concepts to the diagnostic process of troubleshooting electronics equipment. Course topics include circuit characteristics, component characteristics, diagnostic, signal insertion, waveform analysis/tracing, finding opens and shorts, use of schematic diagrams, and the use of test equipment. Students will be able to determine equipment malfunctions in basic electronic equipment.

CCT 266 (3 Hours)  
**Fiber Optics Principles**  
*Prerequisite: Instructor Approval*  
This course introduces the student to fiber optics. Course topics include optical energy, optical fibers, light sources, receivers systems, and fiber optics systems. Students will be able to define terms and construct fiber optics to analyze its unique characteristics.

CCT 267 (3 Hours)  
**Optoelectronics Theory/Lab**  
*Prerequisite: Instructor Approval*  
This course focuses on the fundamentals of electromagnetic, optical and visible spectra. Topics include fiber optics, lasers, light detector and light sources. Students will be able to define terms and to construct optoelectronic circuits to analyze its unique characteristics.

CCT 268 (3 Hours)  
**Basic Audio/Radio Systems**  
*Prerequisite: Instructor Approval*  
This course enables students to learn the fundamentals and laboratory applications of basic audio/radio systems. Topics include basic principles of audio equipment including amplifiers, AM/FM receivers, turntables, magnetic tape systems and speakers, troubleshooting, performance testing, and customer relations. Students will be able to define terms, construct circuits, analyze circuits, troubleshoot and repair radio/audio equipment.

CCT 299 (3 Hours)  
**Advanced Direct Studies**  
*Prerequisite: Instructor Approval*  
This course allows the student to apply their knowledge of electronics in selected topic area. (NOTE: Course may be repeated for credit).

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#### Cosmetology (COS)

COS 111 (NDC, CORE) (3 Hours)  
**Introduction to Cosmetology**  
*Corequisite: COS 112 or Instructor Approval*  
This course provides a study of personal and professional image, ethical conduct, sanitation, hair styling, and nail care. Topics include personal and professional development, bacteriology, decontamination, infection control, draping, shampooing, conditioning, hair shaping and hair styling. Upon completion, students should be able to apply safety rules and regulations, and write procedures for skills identified in this course.

COS 112 (NDC, CORE) (3 Hours)  
**Cosmetology Procedures**  
*Corequisite: COS III or Instructor Approval*  
This course provides students the practical experience for sanitation, shampooing, hair shaping, hair styling, and nail care. Emphasis is placed on sterilization, shampooing, hair shaping, hairstyling, manicuring, and pedicuring. Upon completion, the student should be able to perform safety and sanitary precautions, shampooing, hair shaping, hairstyling, and nail care procedures.

COS 113 (NDC, CORE) (3 Hours)  
**Hair Disorders and Treatments**  
*Corequisite: COS 114 or COS 115 or Instructor Approval*  
This course focuses on the theory of hair and scalp disorders permanent waving, chemical relaxers, and the composition of the hair. Topics include disorders and analysis of the scalp and hair, permanent waving, chemical hair relaxing, and soft curling. Upon completion, the student should be able to write procedures for permanent waving and chemical relaxing, identify the composition of the hair safely and sanitary precautions and steps for scalp and hair analysis as well as the disorders.

COS 114 (NDC, CORE) (3 Hours)  
**Hair Treatment Application**  
*Corequisite: COS 113 or Instructor Approval*  
This course provides each student the practical experience of permanent waving, chemical relaxing, and hair analysis. Topics include permanent waving, chemical relaxing, soft curl,
and scalp, and hair analysis. Topics include permanent waving, chemical relaxing, soft curl, and scalp and hair analysis. Upon completion, the student should be able to analyze the scalp and hair and perform these chemical services using safety and sanitary precautions.

**COS 121 (NDC, CORE) (3 Hours)**  
**Colorimetry**  
**Corequisite: COS 177 or Instructor Approval**  
This course allows the students to learn the techniques of hair coloring and hair lighting. Emphasis is placed on color application, laws, levels and classifications of color, and problem solving. Upon completion, the student should be able to identify all phases of hair coloring and the effects of the hair.

**COS 122 (3 Hours)**  
**Color Applications**  
**Corequisite: COS 121 or Instructor Approval**  
This course enables students to apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures, and applications of all phases of hair coloring, and lightening. Upon completion, the student should be able to perform procedures for hair coloring and applications of all phases of hair coloring and lightening.

**COS 123 (NDC) (3 Hours)**  
**Cosmetology Salon Practices**  
**Corequisite: COS 121 or Instructor Approval**  
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.

**COS 124 (NDC) (2 Hours)**  
**Introduction to Salon Management**  
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.

**COS 131 (NDC, CORE) (3 Hours)**  
**Aesthetics**  
**Corequisite: COS 132 or Instructor Approval**  
This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, and hair removal. Upon completion, the student should be able to state procedures for analysis, light therapy, facial, hair removal, and identify the structures, functions, and disorders of the skin.

**COS 132 (NDC, CORE) (3 Hours)**  
**Aesthetics Applications**  
**Corequisite: COS 131 or Instructor Approval**  
This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, and hair removal. Upon completion, the student should be able to prepare clients, assemble, sanitize materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions.

**COS 141 (NDC) (5 Hours)**  
**Chemistry of COS Prod. & Practices**  
**Corequisite COS 142 or Instructor Approval**  
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, and physical and chemical changes in hair structure. Upon completion, the student should be able to define chemistry, types of matter and describe chemical and cosmetic reactions as related to the hair and skin structure.

**COS 143 (NDC) (3 Hours)**  
**Hair Designs**  
This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing.
COS 144 (NDC) (4 Hours)
Hair Shaping
This course allows the students to learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.

COS 146 (NDC) (4 Hours)
Hair Additions
This course focuses on the practice of adding artificial hair. Topics include hair extension, weaving, and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for attaching human and synthetic hair.

COS 151 (NDC) (3 Hours)
Nail Care
Corequisite: COS 152 or Instructor Approval
This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics sanitation, nail structure, manicuring, pedicuring, nail disorder, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases and identify the procedures for sanitation and nail care services.

COS 152 (NDC) (3 Hours)
Nail Care Applications
Corequisite COS 151 or Instructor Approval
This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety. Manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures.

COS 153 (NDC) (3 Hours)
Nail Art
Prerequisite: None. (Corequisite: COS 151 or Permission)
This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.

COS 154 (NDC) (3 Hours)
Nail Art Applications
Prerequisite: None. (Corequisite COS 153 or Permission)
This course provides practice in advanced nail techniques. Topics include acrylic, gel fiberglass nail, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.

COS 161 (NDC) (1 Hour)
Special Topics in Cosmetology
Prerequisite: Instructor Approval
This course is designed to survey current trends and developing technology for the cosmetology profession. Emphasis is placed on, but is not limited to, dependability, attitude, professional judgment, emerging trends, new styling techniques and practical cosmetology skills. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

COS 162 (NDC) (2 Hours)
Special Topics in Cosmetology
Prerequisite: Instructor Approval
This course is designed to survey current trends and developing technology for the cosmetology profession. Emphasis is placed on, but is not limited to, dependability, attitude, professional judgment, emerging trends, new styling techniques, and practical cosmetology skills. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

COS 190 (NDC) (3 Hours)
Internship Cosmetology
Prerequisite: Instructor Approval
This course is designed to provide exposure to cosmetology practices in non employment situations. Emphasis is on dependability, attitude, professional judgment, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry level employment.

COS 191 (3 Hours)
Co-op
Prerequisite: Instructor Approval
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.

COS 291 (3 Hours)
Co-op
Prerequisite: Instructor Approval
This course provides work experience with a college approved employer in a 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 selections, demonstrate employability skills, and satisfactorily perform work-related competencies.

CRJ 100 (3 Hours)
Introduction to Criminal Justice
This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

CRJ 110 (3 Hours)
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.

CRJ 116 (3 Hours)
Police Patrol
This course studies the duties and responsibilities of the uniformed police patrol. It emphasizes the importance of patrol functions and includes principle methods, procedures, and resources used in police operations.

CRJ 130 (3 Hours)
Introduction to Law and Judicial Processes
This course proceeds an introduction to the basic elements of substantive and procedural law, and stages in the judicial process. It includes an overview of state and federal court structure.

CRJ 209 (3 Hours)
Juvenile Delinquency
This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts.

CRJ 216 (3 Hours)
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.

CRJ 220 (3 Hours)
Criminal Investigation
This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigators are included. The techniques and strategies used in investigation are emphasized.

CRJ 256 (3 Hours)
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.

CRJ 280 (3 Hours)
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.

CRJ 290 (3 Hours)
Selected Topics—Seminar in Criminal Justice
This course involves directed reading, research, writing, and discussion of selected subjects relating to criminal justice including analysis of various contemporary problems faced by the criminal justice system. This course may be repeated with approval of the department head.

CRJ 150 (3 Hours)
Introduction to Corrections
This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternative are considered.
CRJ/SOC 208 (3 Hours)
Introduction to Criminology
This course devices 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.

Drafting & Design Technology (DDT)

DDT 111 (CORE) (3 Hours)
Fundamentals of Drafting and Design Technology
This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching. Upon completion, students should develop and use safe work habits, identify and properly use common drafting tools and equipment, construct geometric figures, and sketch basic orthographic views of objects.

DDT 112 (CORE) (3 Hours)
Introductory Technical Drawing
This course covers drawing reproduction and orthographic projection and sectioning. Emphasis will be placed on the theory as well as the mechanics of orthographic projection and shape description, the relationship of orthographic planes and views, the views and their space dimensions, the application of the various types of sections, and drawing reproduction. Upon completion, students should have an understanding of orthographic projection and be able to identify orthographic planes, produce orthographic views of objects, apply the various sectioning techniques and methods, and reproduce drawings.

DDT 113 (CORE) (4 Hours)
Introduction to Computer Aided Drafting
This course provides an introduction to basic Computer-Aided Design & Drafting (CAD) functions and techniques, using “hands-on” applications. Topics include terminology, hardware, basic DOS and Windows functions, file manipulation, and basic CAD software applications in producing softcopy and hardcopy. Upon completion, students should be able to identify and select CAD hardware, employ basic DOS and Windows functions, handle basic text and drawing files, and produce acceptable hardcopy on a CAD system.

DDT 115 (3 Hours)
Blueprint Reading for Machinists
This course provides the students with terms and definitions, theory of orthographic projections, and other information required to interpret drawings used in the machine trades. Topics include multiview projection, pictorial drawings, dimensions and notes, lines and symbols, and sketching. Upon completion, students should be able to interpret blueprint drawings used in the machine trades.

DDT 116 (3 Hours)
Blueprint Reading for Construction
This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the construction trades. Topics include multiview projections, dimensions and notes, lines and symbols, sketching, foundation plans, site plans, floor plans, elevations, sections, details, schedules, electrical plans, and specifications. Upon completion, students should be able to interpret blueprint drawings used in the machine trades.

DDT 117 (3 Hours)
Manufacturing Processes
This course in materials and processes includes the principals and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, casting, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials’ properties, structure, basic manufacturing processes, and express and interpret material specifications.

DDT 118 (3 Hours)
Basic Electrical Drafting
Prerequisite: DDT 111, DDT 112, DDT 113, or Instructor Approval
This course covers the universal language of electrical drafting, including electrical lines, symbols, abbreviations, and notation. Emphasis is placed on typical components such as generators, controls, transmission networks, and
lighting, heating, and cooling devices. Upon completion, students should be able to draw basic

**DDT 119 (3 Hours)**
Advanced Electronic Drafting  
**Prerequisite: DDT 111, DDT 112, DDT 113 or Instructor Approval**  
This course introduces drafting and design techniques dealing with production of electronic equipment for consumer, commercial, and military applications. Emphasis is placed on schematic drawings, connection or wiring diagrams, industrial electronic diagrams, ladder schematics, flow block diagrams, and documentation types and techniques related to the power delivery industry. Upon completion, students should be able to prepare documentation specified to ANSI standards and be familiar with the techniques of composition and the unique symbols and practices of industry.

**DDT 121 (3 Hours)**
Intermediate Technical Drawing  
**Prerequisite: DDT 111, DDT 112, DDT 113, or Instructor Approval**  
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include auxiliary views, basic space geometry, pictorial drawings, and basic charts and graphs. Upon completion, students should be able to project and develop auxiliary views, locate and specify points, lines, and planes in space, develop axonometric, oblique, and perspective drawings and draw basic charts and graphs.

**DDT 122 (CORE) (3 Hours)**
Advanced Technical Drawing  
**Prerequisite: DDT 111, DDT 112, DDT 113 or Instructor Approval**  
This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including geometric dimensioning and tolerancing for both the customary English system and the ISO system. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding method.

**DDT 123 (CORE) (4 Hours)**
Intermediate CAD  
**Prerequisite: DDT 113 or Instructor Approval**  
This course covers intermediate-level concepts and applications of CAD design and drafting. Emphasis will be placed on intermediate-level features, commands, and applications of CAD software. Upon completion, students should be able to develop and use external references and space, apply higher-level block creation techniques and usage, including attributes, and apply basic-level customization techniques to CAD software.

**DDT 125 (3 Hours)**
Surface Development  
**Prerequisite: DDT 111, DDT 112, or Instructor Approval**  
This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersection and handle them simply as applications of the concepts learned in this class.

**DDT 131 (3 Hour)**
Machine Drafting Basics  
**Prerequisite: DDT 111, DDT 112, DDT 113 or Instructor Approval**  
This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, layout and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

**DDT 132 (3 Hours)**
Architectural Drafting  
**Prerequisite: DDT 111, DDT 112, DDT 113 or Instructor Approval**  
This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drafting. Topics include design considerations, lettering, terminology; site plans, and construction
drawings. Upon completion, students should be able to draw dimension, and specify basic residential architectural construction drawings.

DDT 133 (3 Hours)
Basic Surveying
This course covers the use of surveying instruments, mathematical calculations and the theory of land surveying. Topics include USGS benchmarks, measuring horizontal and vertical angles and distances, terms, and recording and interpreting field notes. Upon completion, students should be able to recognize benchmarks and measure, specify, and record field notes.

DDT 134 (3 Hours)
Descriptive Geometry
This course is designed to teach the fundamental concepts of descriptive geometry through an emphasis on logical reasoning, visualization, and practical applications. Topics include orthographic projection, points and lines in space, auxiliary views, plane representation, intersecting and -intersecting lines, piercing and intersecting planes, plane development, and calculations. Upon completion, students should be able to project and intersect points, lines, and planes with their relationships in space, as well as develop surfaces of an object for fabrication purposes.

DDT 191 (1 Hour)
Drafting Internship
Prerequisite: Instructor Approval
This course is designed for those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 5 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

DDT 192 (2 Hours)
Drafting Internship
Prerequisite: Instructor Approval
This course is limited to those who are involved in a structured employment situation that is directly related to a field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 10 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

DDT 193 (3 Hours)
Drafting Internship
Prerequisite: Instructor Approval
This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

DDT 211 (3 Hours)
Intermediate Machine Drafting
Prerequisite: DDT 131 or Instructor Approval
This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinery’s Handbook for developing specifications, and use of standardized abbreviations in working drawings.

DDT 212 (3 Hours)
Intermediate Architectural Drafting
Prerequisite: DDT 132 or Instructor Approval
This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor construction and detailing, foundation, wall, and roof construction and detailing; use of standards manuals; perspective drawings; electrical plans, plumbing plans; and building materials, with emphasis on residential and some light commercial applications. Upon completion, students should be able to draw and specify advanced-level plans including various architectural details.

DDT 213 (3 Hours)
Civil Drafting, Plat Maps
Prerequisite: DDT 111, DDT 112, DDT 113 or Instructor Approval
This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering and construction documents. Topics include site planning, land surveying, topographic surveys, along with civil
terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.

DDT 214 (4 Hours)
Pipe Drafting
**Prerequisite: DDT 111, DDT 112, DDT 113 or Instructor Approval**
This course covers the theory and practical application needed to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings; instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, students should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical industrial environment.

DDT 215 (3 Hours)
Geometric Dimensioning & Tolerancing
**Prerequisite: DDT 111, DDT 112, DDT 113 or Instructor Approval**
This course is designed to teach fundamental concepts of size description by geometric methods including appropriate engineering controls. Emphasis is placed on the drawing and application of common geometric dimensions and tolerancing symbols to engineering drawings as designated by the latest ANSI/ASME Standards. Upon completion, students should be able to use geometric dimensioning and tolerancing symbols in applying size information and manufacturing controls to working drawings.

DDT 221 (3 Hours)
Advanced Machine Drafting
**Prerequisite: DDT 131 or Instructor Approval**
This third course in machine drafting and design covers the development of complex, advanced working drawings by applying previously developed skills. Topics include application of previously developed skills in the organization and development of complex, advanced-level working drawings, including sub-assemblies and a basic design problem. Upon completion, students should be able to organize, layout, and produce complex, advanced-level working drawings, including sub-assemblies and a basic design problem.

DDT 222 (3 Hours)
Advanced Architectural Drafting
**Prerequisite: DDT 132 or Instructor Approval**
This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.

DDT 223 (3 Hours)
Advanced Civil Drafting
**Prerequisite: DDT 213 or Instructor Approval**
This course is designed to build on the concepts learned in Civil Drafting I and introduces the students to more complex projects and problems. Topics include but are not limited to profiles, staking plans, grading plans, utility plans, and civil detailing. Upon completion, students should be able to accurately draft the documents described previously.

DDT 224 (3 Hours)
Structural Concrete Drafting
**Prerequisite: DDT 111, DDT 112, DDT 113, or Instructor Approval**
This course is designed to develop the knowledge and skills necessary to understand the basic components and terminology of pre-cast and poured-in-place concrete structures. Emphasis is placed on pre-cast concrete framing plans, sections, fabrication and connection details, poured-in-place concrete foundations, floor systems, and bills of material. Upon completion, students should be able to construction engineering and shop drawings of concrete beams, floor, roof, and wall framing plans using the AISC Manual and incorporating safety practices.

DDT 225 (3 Hours)
Structural Steel Drafting
**Prerequisite: DDT 111, DDT 112, DDT 113 or Instructor Approval**
This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, fabrication and connection...
details, and bills of materials. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the AISC Manual and incorporating safety practices.

DDT 226 (3 Hours)
Technical Illustration
Prerequisite: DDT 212 or Instructor Approval
This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings; exploded assembly drawings; one point, two point, and three point perspectives, surface textures, and renderings. Upon completion, students should be able to produce drawings and illustrations using the previously described methods.

DDT 227 (4 Hours)
Strength of Materials
This course is designed for the static and strength of materials that includes the study of forces and how they act and react on bodies and structures. Topics include effects of forces as found in structures and machines under conditions of equilibrium, how materials resist forces, strength of common construction materials and structural components. Force systems such as parallel, concurrent, and non-current are studied in co-planar and non-co-planar situations are included. Upon completion, students should understand and be able to apply the principles of force in engineering drawings.

DDT 228 (3 Hours)
Geographic Information Systems
Prerequisite: DDT 223 or Instructor Approval
This course is designed as an introduction to the world of GIS and what it's about and builds on the skills attained in Civil Drafting I and II. Emphasis will be placed on utilizing GIS software in conjunction with a CAD program to produce "intelligent" maps tied to a database in solving complex problems. Upon completion, students should be able to manipulate attributed objects drawn on CAD/GIS software and accurately produce basic GIS drawings.

DDT 231 (4 Hours)
Advanced CAD
Prerequisite: DDT 111, DDT 112, DDT 113 or Instructor Approval
This course covers the advanced application of CAD software to engineering projects in various applications, including architectural, civil, mechanical, and environmental engineering, with consideration for advanced physical and psychological principle of CAD. These principles will be applied toward CAD customization and programming principles, for the expressed purpose of increasing productivity and improving the performance of the CAD operator, thereby, making CAD much more productive in an engineering environment. Emphasis will be placed on using intelligent CAD techniques to increase the quality of output. And, 3D model and rendering will be introduced. Upon completion, students should be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

DDT 232 (4 Hours)
CAD Customization
Prerequisite: DDT 123 or Instructor Approval
This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the proficiency of the CAD operator.

DDT 233 (4 Hours)
Solids Modeling
Prerequisite: DDT 123 or Instructor Approval
This course provides instruction in 3D Design Modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wire-frame, surface and solids modeling along with the development of 2D detail drawings from 3D models. Upon completion, students should be able to generate 3D surface and solid models and 2D orthographic production drawings from created solid models.

DDT 234 (4 Hours)
3D Graphics and Animation
Prerequisite: DDT 123 or Instructor Approval
This course is designed to challenge the imagination of the student in a 3-dimensional problem-solving environment. The student will be given a basic introduction to the concepts of 3D design and animation then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.
DDT 235 (4 Hours)
Specialized CAD
Prerequisite: DDT 113 or Instructor Approval
This course introduces alternative CAD application software and alternative platforms, and can serve as a means of introducing third party programs that work in conjunction with a specific CAD application. Topics include various Graphical User Interfaces (GUT's) and how to navigate them, as well as how to use a third party application to make working in a specific CAD package easier and more productive. Upon completion, students should be able to use more than one CAD software package to produce hardcopy and use third party software to make certain tasks easier with a specific CAD program.

DDT 236 (3 Hours)
Design Project
Prerequisite: Instructor Approval
This course is designed for advanced students who aspire to more advanced and specialized skills in one certain drafting area. Emphasis will be placed on the student's ability to apply the principles learned in previous drafting classes in one special area, as approved by the instructor. The required project must be agreed upon by the instructor and the student, as well as how the work is to be accomplished. Upon completion, students will further reinforce previously learned concepts by apply engineering principles and controls to a personal design project.

DDT 237 (3 Hours)
Current Topics in CAD
Prerequisite: DDT 113 or Instructor Approval
This course serves to introduce changing technology and current CAD subjects and software and the computing hardware needed to utilize new products. Topics include current trends in how industries use CAD applications, new developments, improvements and progressions within specific CAD applications as well as the necessary hardware. Upon completion, students should be able to use more update software in a specific CAD application and be more aware of improvements in CAD software and how to apply advancing technology in improving their CAD proficiency.

DDT 238 (3 Hours)
Special Topics in CAD
Prerequisite: DDT 113 or Instructor Approval
This course in special CAD and multimedia topics covers special capabilities possible with CAD software, such as virtual "walk-throughs" or multimedia presentations. Topics include but are not limited to combining CAD software, image editing software, authoring software, and 3D software into one harmonious relationship to produce multimedia presentations. Upon completion, students should be aware of and understand how to utilize several software packages to produce multimedia presentations.

DDT 239 (4 Hours)
Independent Studies
Prerequisite: DDT 122 or Instructor Approval
This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

DDT 284 (3 Hours)
Computer Aided Modeling I
Prerequisite: DDT 282 or Equivalent
This course is an introduction to computer-aided modeling (CAM). Topics include three-dimensional drawing, filters, three-dimensional coordinates, view ports, meshes, surfaces, projections, model space, and model ports. Upon completion of this course a student will be able to draw and dimension the wire-frame model of an object using thee-dimensional microcomputer techniques.

DDT 285 (3 Hours)
Computer Aided Modeling II
This course is a continuation of DDT 284. Topics include projecting, model space, paper space, model views, external references, and solid modeling. Upon completion of this course a student will be able to draw and dimension the diagrams necessary to clearly and completely describe an electronic network.

DDT 286 (3 Hours)
Electronics CAD
Prerequisite: DDT 282 or Equivalent
Introduction to computer-aided drafting for electronics. Topics include block diagrams, electronics symbols, schematic diagrams, logic diagrams, wiring diagrams, and printed circuits. Upon completion of this course a student will be able to draw and dimension the diagrams
necessary to clearly and completely describe and electronic network.

DDT 289 (3 Hours)
Process Cad
Prerequisite: DDT 285 or Equivalent
Introduction to computer-aided drafting for process control. Topics include process symbols, multiview process projections, P & I diagrams, and isometric process projections. Upon completion of this course, a student will be able to draw and dimension the plans necessary to clearly and completely describe a process-control network.

Economics (ECO)

ECO 231 (3 Hours)
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.

ECO 232
Principles of Microeconomics
This course is an introduction of the microeconomics theory, analysis and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomic.

Education (EDU)

EDU 100 (2 Hours)
Exploring Teaching as A Profession
This course provides students with an opportunity to explore teaching as a career. The role of the teacher, the benefits of teaching and the steps to becoming a teacher are some of the topics that will be explored. Students will be expose to examples of good teaching and self-assess their personal and professional qualities.

Electrical Engineering Technology (EET)

EET 101 (CORE) (3 Hours)
DC Theory
Co-requisite: College Algebra
This course is an introduction to DC Circuit analysis. Topics include voltage, current and power in series, parallel, series-parallel and bridge circuits, node and mesh circuits, superposition and Thevenin's theorems, inductors, capacitors, R-L, R-C time constants. Upon completion of this course and EET 102, students should be able to calculate all parameters in DC circuitry, construct equivalent circuits, and describe circuit behavior.

EET 102 (CORE) (2 Hours)
DC Lab
Co-requisite: DC Theory
This course is a companion to EET 101. Topics include circuit construction, measurement of voltage, current, relative voltages, component identification, DC meters, schematic reading, circuit construction, and parameter measurements. Upon completion of this course and EET 101 students should be able to calculate all parameters in DC circuitry, construct equivalent circuits, and describe circuit behavior.

EET 111 (CORE) (3 Hours)
DC Fundamentals
This course is an introduction to DC electronic circuits. Topics include basic atomic structure, methods of generating EMF, electronic laws, network theorems, voltage, current, resistance, power, insulators, conductors, meter scales, color codes, schematic diagrams, and graphical symbols. Upon completion of this course, a student will be able to solve DC problems with electronic laws and network theorems, reduce series and parallel resistive circuits, and solve a resistive series/parallel circuit for at least one unknown variable.

EET 120 (1 Hour)
Electronic Fabrication
Prerequisite: DC Lab
This course is an introduction to device construction and fabrication. Topics include soldering, cable construction, printed circuit
boards, coaxial cable connection and termination, component mounting, cases, and chassis. Upon completion of this course, students should be able to perform basic circuit and project construction.

EET 121 (CORE) (3 Hours)
AC Fundamentals
This course is an introduction to AC electronic circuits. Topics include AC generation, AC measurements, sinewave functions, resistive circuits, inductive circuits, capacitive circuits, vectors, phase relationships, power factor, reactance, resonance, impedance, filters, and single-phase transformers. Upon completion of this course, a student will be able to solve AC problems with electronic laws and network theorems, reduce series and parallel circuits, solve a series/parallel circuit for at least one unknown variable, and operate basic AC test equipment.

EET 131 (CORE) (2 Hours)
Solid-State Devices
This course is an introduction to the characteristics of solid-state electronic devices. Topics include atomic structure, valence bonding, semiconductors, device construction, diode characteristics, bipolar transistors, FET's, thyristors, and optoelectronic devices. Upon completion of this course, a student will be able to use oscilloscopes and other instruments to characterize a solid-state device.

EET 132 (CORE) (3 Hours)
Analog Circuits
This course is an introduction to analog electronic circuits. Topics include circuit configurations, biasing methods, classes of operation, amplifiers, power supplies, oscillators, and pulse circuits. Upon completion of this course, a student will be able to construct circuits to amplify, rectify, oscillate, and pulse using solid-state devices.

EET 151 (CORE) (3 Hours)
AC Theory
Prerequisite: EET 101, College Algebra—Corequisite: College Trigonometry
This course is an introduction to AC circuit analysis. Topics include AC waveforms; amplitude, phase, frequency and period; reactance, phasors; filters; R-L and R-C; resonance; AC circuit analysis; power factors, delta circuits, WYE circuits; rectifier circuits; and power supplies. Upon completion of this course and EET 152, students should be able to calculate all parameters in AC circuits, describe circuit behavior and use AC instruments.

EET 152 (CORE) (2 Hours)
AC Lab
Prerequisite: EET 101, EET 102—Corequisite: EET 151
This course is a companion to EET 151. Topics include use of oscilloscopes, function generators, frequency counters, circuit construction, measurements, use of circuits. Upon completion of this course and EET 151, a student will be able to construct circuitry and perform all necessary AC measurements.

EET 161 (CORE) (3 Hours)
Solid-State Theory
Prerequisite: EET 151, EET 152
This course is an introduction to solid-state devices and circuits. Topics include solid-state devices, transistors, FET, SCR's, TRIACS, LED's UIT's, and the basic circuits that use these devices: amplifiers, power control and switching circuits. Upon completion of this course and EET 162, students should be able to describe the operation of various devices and the circuits using these devices, and calculate all parameters.

EET 162 (CORE) (1 Hour)
Solid-State Lab
Prerequisite: EET 151, EET 152—Corequisite: EET 161
This course is a companion to EET 161. Topics include circuit operation and measurements using various solid-state devices. Upon completion of this course and EET 161, students should be able to construct circuits using various solid-state devices to amplify signals, control power, perform switching operations, etc.

EET 185 (CORE) (2 Hours)
Digital Circuits
This course is a study of digital logic and digital systems. Topics include logic gates, flip-flops, adders, counters, registers, TTL, CMOS, logic symbols, logic waveforms, timing diagrams, wiring diagrams, and combinational logic. Upon completion of this course, a student will be able to construct a logic circuit from a Boolean expression and modify one to work with a particular type of gate.

EET 186 (CORE) (2 Hours)
Microprocessor Basics
Prerequisite: EET 121
This course is an introduction to the organization and interconnection of
microprocessor system components. Topics include machine architecture, arithmetic logic, data handling operations, bus concepts, interrupt concepts, subroutines, stack operations, and elementary programming. Upon completion of this course, a student will be able to program a simple microprocessor system.

EET 187 (2 Hours)
Fabrication
This course presents a study of the layout, packaging, and manufacture of electronic assemblies and systems. Topics include circuit layout, circuit assembly, and fabrication practices. Upon completion of this course, a student will be able to fabricate a basic electronic project.

EET 188 (3 Hours)
Electronic Hardware
This course is a hands-on introduction to electronic hardware. Topics include trainer familiarization, logic gate applications, binary numbers, encoders, decoders, adders, and subtractors. Upon completion of this course, a student will be able to connect a laboratory apparatus, convert decimal number to binary and vice versa, add binary numbers, and subtract binary numbers.

EET 189 (3 Hours)
Electronic Firmware
Prerequisite: EET 188 or Equivalent
This course is a continuation of EET 188. Topics include trainer familiarization, numbering systems, firmware programming, firmware architecture, assembly language programming and editing, input/output techniques, logical operations, arithmetic operations, program branches, and program loops. Upon completion of this course, a student will be able to program simple electronic firmware.

EET 195-196-197 (3 Hours)
Selected Topics in EET
Prerequisite: Instructor Approval
These are selected courses offered in areas of special interest to full and part-time students. Emphasis will be placed on principles and skills identified by the instructor. Upon course completion, the student should demonstrate the ability to apply theory and principles in constructing, testing, or modifying electronic circuits or systems.

EET 201 (CORE) (3 Hours)
Electronic Circuits
Prerequisite: EET 161
This course is an introduction to analog electronics circuits. Topics include operational amplifiers, active filters, phase-lock loops, use and component selection/design for specific circuit behavior, circuit use, circuits as part of systems. Upon completion of this course and EET 202, a student should be able to choose circuitry to perform specific functions, and design for specific behavior as part of a system.

EET 202 (CORE) (1 Hour)
Electronic Circuits
Prerequisite: EET 161, EET 162—
Corequisite: EET 201
This course is a companion to EET 201. Topics include behavior and use of circuitry using Op-Amps, PLL's, other IC components/circuits. Emphasis is placed on construction testing and understanding of circuits. Upon completion of this course and EET 201, students should be able to describe circuits taught, evaluation behavior of circuits, and describe circuit use.

EET 207 (3 Hours)
Introduction to Robotics
Prerequisite: Instructor Approval
This course provides an introduction to robots for students preparing to work in environments using robots. Topics covered include the service and repair of robots plus applications and uses of robots. Upon completion of this course and EET 212, a student will be able to program and operate a simple robot.

EET 210 (CORE) (3 Hours)
Digital Basics
Prerequisite: EET 161, EET 162
This course is an introduction to digital logic and circuits. Topics include Boolean, Algebra, basic logic gates, characteristics of simple TTL, IC's, shift registers, and flip-flops. Upon completion of this course and EET 211, students should be able to construct a circuit from Boolean expressions and alter a circuit design for use with a particular type of gate.

EET 211 (CORE) (1 Hour)
Digital Basics Lab
Prerequisite: EET 161, EET 162—
Corequisite EET 210
This course is a companion to EET 210. Topics include logic gates, circuit construction, measurements of states, counters, timers,
Divide-by-N circuits, and shift-registers. Upon completion of this course and EET 210, a student should be able to describe operation of circuitry, construct, and demonstrate operation of circuits.

EET 212 (2 Hours)
Introduction to Robotics Lab
Corequisite: EET 207
This course is a companion to EET 207. Emphasizes hand-on experiences with actual robots. Upon completion of this course and EET 207, a student will be able to program and operate a simple robot.

EET 213 (3 Hours)
Instrumentation
Prerequisite: EET 131
This course provides introduction to the field of process control and instrumentation. Topics covered include sensors, transducers, signal conditioning, control devices, an introduction to ladder logic, and PLC’s. Upon completion of this course and EET 238, a student will be able to analyze a simple industrial process control system.

EET 214 (2 Hours)
Video Display Systems
Prerequisite: EET 131
This course covers circuit analysis, troubleshooting and repair techniques on display systems such as computer monitors and television receivers. Students will be given hands-on experience in the laboratory. Upon completion of this course a student will be able to analyze, troubleshoot, and repair a video display.

EET 220 (CORE) (3 Hours)
Digital Advanced
Prerequisite: EET 210, EET 211
A continuation EET 210. Topics include memory, circuits, sum-of-products, Karnaugh maps, and gate arrays. Upon completion of this course and EET 221, a student will be able to construct, evaluate, troubleshoot, repair, and demonstrate the operation of a logic design.

EET 221 (CORE) (1 Hour)
Digital Advanced
Prerequisite: EET 210, EET 211—Corequisite: EET 220
This course is a continuation of EET 211. Topics include RAM, ROM, addressing circuitry and gate arrays. Upon completion of this course and EET 220, a student will be able to construct, evaluate, troubleshoot, repair, and demonstrate the operation of a logic design.

EET 223 (2 Hours)
Microprocessor Advanced
Prerequisite: EET 250
This course is a study of advanced microprocessor based networks. Topics include memory circuits, RAM, decoders, memory devices, input/output devices, support chips, D to A and A to D converters, parallel data transfer, serial data transfer, trouble-shooting and repair. Upon completion of this course, a student will be able to interface a microprocessor.

EET 224 (3 Hours)
Elements of Industrial Control
Prerequisite: EET 213 and EET 211
This course covers the basics of automatic control of industrial systems using the programmable logic controller. Topics include relay logic, ladder logic, and the development of ladder logic using software. Upon completion of this course and EET 229, a student will be able to configure and program a PLC.

EET 225 (2 Hours)
Electronic Communications
This course is a study of electronic circuits used for communication. Topics include amplitude modulation, frequency modulation, single sideband operation, and performance measurements. Upon completion of this course a student will be able to analyze and operate a simple communication system.

EET 226 (3 Hours)
Fiber Optics Technology
Prerequisite: EET 121
This course is an introduction to the basic principles of fiber optics. Topics include optical components, the physics of light radiation measurements, fiber applications, light sources, light receivers, light transmission, light sensors, and data transfer. Upon completion of this course, a student will be able to analyze and operate a simple fiber-optic system.

EET 227 (2 Hours)
Microwave Communication System
This course is a study of microwave fundamentals and the behavior of circuit components at microwave frequencies. Topics include transmission lines, antennas, solid-state devices, test equipment, microwave devices,
modulation techniques, microwave transmitters, and microwave receivers. Upon completion of this course, a student will be able to analyze and operate a simple microwave communication system.

**EET 229 (2 Hours)**
Elements of Industrial Control Lab
*Corequisite: EET 224*
This course is a companion to EET 224 that emphasizes hands-on experience, writing, and executing ladder logic programs on a PLC trainer. Upon completion of this course and EET 224, a student will be able to configure and program a PLC.

**EET 230 (3 Hours)**
Communication Basics
*Prerequisite: EET 201 and EET 202*
This course is an introduction to electronic communication. Topics include AM and FM modulation and demodulation, RF amplifiers, mixers, heterodyning and frequency shifting, and oscillators. Upon completion of this course and EET 231, students should be able to describe, operate, and troubleshoot basic communication circuits.

**EET 231 (1 Hour)**
Communication Basics Lab
*Prerequisite: EET 201 and EET 202.
(Corequisite: EET 230)*
This course is a companion to EET 230. Topics include RF amplifiers, oscillators, mixers, AM and FM modulation and demodulation. Upon completion of this course and EET 230, a student will be able to describe, operate, and troubleshoot basic communication circuits.

**EET 232 (2 Hours)**
Microprocessor Assembler
*Prerequisite: EET 131*
This course introduces the student to the use of assembly language to troubleshoot and analyze microprocessor systems. Students will set up hardware, write basic assembly language programs, and test systems. Upon completion of this course, a student will be able to analyze and troubleshoot microprocessor systems by way of assembly language.

**EET 234 (3 Hours)**
Robotic Systems
*Corequisite: EET 239*
This course introduces the student to elements that make up a robotic system. The fundamental parts of the robotic system are studied in detail as to their function, components, and integration into a robotic system. Upon completion of this course and EET 239, a student will be able to program and operate a simple robot.

**EET 235 (3 Hours)**
Microcomputer Systems Basics
*Prerequisite: Advisor Approval*
This course is a fundamental study of the installation and identification systems and subsystems in a microcomputer. The course covers the first part of requirements for A+ certification. Upon completion of this course plus EET 236, EET 245, and EET 246, a student will be prepared for A+ certification.

**EET 236 (2 Hours)**
Microcomputer System Basics Lab
*Corequisite: EET 235*
This course is a companion to EET 235 that emphasizes hands-on training in microcomputer systems and the first part of A+ certification. Upon completion of this course plus EET 235, EET 245, and EET 246, a student will be prepared for A+ certification.

**EET 238 (2 Hours)**
Instrumentation Lab
*Corequisite: EET 213*
This course is a companion to EET 213 that emphasizes hands-on experience for the student using transducers and sensors as well as control of processes. Upon completion of this course and EET 213, a student will be able to analyze a simple industrial process control system.

**EET 239 (2 Hours)**
Robotic Systems Lab
*Corequisite: EET 234*
This course is a companion to EET 234 that emphasizes hands-on experience in the basics of a robotic system in the laboratory. Upon completion of this course and EET 234, a student will be able to program and operate a simple robot.

**EET 240 (3 Hours)**
Communications Advanced
*Prerequisite: EET 230 And EET 231*
This course is a continuation of EET 230. Topics include transmission lines, antennas, microwave systems, radar, and FDM. Upon completion of this course and EET 241, a student will be able to describe and analyze
transmission lines, antennas, microwave systems, radar, and FDM.

EET 241 (3 Hours)
Communications Advanced Lab
Prerequisite: EET 230 and EET 231—
Corequisite: EET 240
This course is a continuation of EET 231. Topics include wave guides, antennas, coaxial cables, klystrons, and radar. Upon completion of this course and EET 240, a student will be able to describe and analyze transmission lines, antennas, microwave systems, radar, and FDM.

EET 243 (3 Hours)
Robotic Applications
Prerequisite: EET 234 and EET 239
This course presents the principles of robot selection for an application and for development of that application. Topics include costs, precision, robot tooling, interfacing, and feedback. Upon completion of this course and EET 248, a student will be able to program, operate, and apply an advanced robot.

EET 245 (3 Hours)
Microcomputer Systems Advanced
Prerequisite: EET 235 and EET 236.
This course is a continuation of EET 245. Topics covered in this course include networking and system skills. Students will be able to be A+ certified after completion of this course. Upon completion of this course plus EET 235, EET 236, and EET 246, a student will be prepared for A+ certification.

EET 246 (2 Hours)
Microcomputer Systems Advanced Lab
Corequisite: EET 245
This course is a companion to EET 245 that emphasizes hands-on training in microcomputer peripherals and networking. Upon completion of this course plus EET 235, EET 236, and EET 245, a student will be prepared for A+ certification.

EET 248 (2 Hours)
Robotic Applications Lab
Corequisite: EET 243
This course is a companion to EET 243. This course introduces the student to application of robots by actual application of real-time robots, and emphasizes hands-on experience by way of actual application of real-time robots. Upon completion of this course and EET 243, a student will be able to program, operate, and apply an advanced robot.

EET 250 (3 Hours)
Microprocessors Intermediate
Prerequisite: EET 186. (Corequisite: EET 220 and EET 221).
This course is an introduction to microprocessor systems. Topics include microprocessor software model, programming in machine language, I/O, basic circuitry (PS, RAM, ROM, logic interrupts) and DMA. Upon completion of this course and EET 251, a student will be able to describe and program a simple microprocessor system.

EET 251 (3 Hours)
Microprocessors Intermediate Lab
Corequisite: EET 220, EET 221 and EET 250
This course is a companion to EET 250. Topics include cycle-by-cycle, programming and addressing, READ/WRITE, interrupts, and system circuitry. Upon completion of this course and EET 250, a student will be able to describe and program microprocessor systems.

EET 252 (1 Hour)
Electronic Service Lab
Prerequisite: EET 131
This course is an introduction to product service technique. Emphasis is placed on the repair, calibration, and operation of a wide variety of test equipment, instruments and systems. Upon completion of this course and EET 253, a student will be able to repair an actual electronic device.

EET 260 (3 Hours)
Microprocessors Interfacing
Prerequisite: EET 250 and EET 251.
This course is a continuation of EET 250. Emphasis is placed on interfacing microprocessor systems. Upon completion of this course and EET 261, a student will be able to interface a microprocessor.

EET 261 (1 Hour)
Microprocessors Interfacing Lab
Prerequisite: EET 250 And EET 251.
This course is a continuation of EET 251. Emphasis is placed on interfacing microprocessor systems. Upon completion of this course and EET 260, a student will be able to interface a microprocessor.
EET 262 (3 Hours)
Industrial Automation Project
Prerequisite: Instructor Approval
This course is a technical elective that gives students the opportunity to work on project with area industries. The nature and size of the projects undertaken will vary and will typically require assistance from other technical disciplines such as engineering, mechanical design, and machine tool. Upon completion of this course, a student will be able to apply skills learned in preceding courses.

EET 270 (3 Hours)
Fiber Optics
Prerequisite: EET 230, 231, 210 and 211/Physics II
This course is an introduction to fiber optic systems. Topics include optics, fiber characteristics, light sources, detectors, splices, laser, LED’s photodiodes, and phototransistors. Upon completion of this course and EET 271, a student will be able to describe and characterize a fiber optic system.

EET 271 (1 Hour)
Fiber Optics Lab
Prerequisite: EET 230, 231, 210 and 211/Physics II—Corequisite: EET 270
This course is a companion to EET 270. Topics include fibers, splices, losses, emitters and detectors. Upon completion of this course and EET 270, a student will be able to describe and characterize a fiber optic system.

EET 286 (4 Hours)
Microcomputers Repair
Prerequisite: EET 281
This course is an introduction to microcomputer repair. Topics include microcomputer architecture, clocks, microprocessors. BUS lines, memory maps, input/output boards, monitors, disk drives, and power supplies. Upon completion of this course, a student will be able to locate and replace a defective microcomputer circuit board or device.

EET 287 (4 Hours)
Telecommunications Basics
Prerequisite: EET 284.
This course is an introduction to telecommunications technology. Topics include noise, modulation, and television. Upon completion of this course, a student will be able to calculate noise voltage, calculate noise figure, describe the various types of modulation, and describe the operation of a television receiver.

EET 289 (4 Hours)
Telecommunications Basics Lab
Prerequisite: EET 287
This course is a continuation of EET 287. Topics include communication techniques, digital communications, transmission lines, wave propagation, antennas, and wave guides. Upon completion of this course, a student will be able to describe the various types of communications, describe various types of digital communication, solve for a single transmission variable, describe the various types of wave propagation, describe the various types of antenna, and describe the various types of wave guide.

EET 290 (3 Hours)
Electronics Project
Prerequisite: EET 288 or EET 289
This course integrates skills and knowledge from other courses. Upon completion, a student will be able to design, fabricate, analyze, program, and/or operate an electronic system under faculty supervision. Emphasis will be placed on skills identified by the instructor.

EET 294 (4 Hours)
Co-op Education
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.

ELT 101 (3 Hours)
Principals of DC Electricity
Prerequisite: MTH 092 or Instructor Approval
This course is a study of basic atomic structure, electron flow, Ohm’s Law, electrical power and conductors and insulators. Topics include atomic theory, series and parallel circuits, complex circuits, magnetism and electromagnetism. Upon completion, students
should be able to solve DC electrical quantity problems and use voltmeters, ohm meters, and amp meter.

ELT 102 (3 Hours)  
Principles of AC Electricity  
Prerequisite: ELT 101, MTH 093, or Instructor Approval  
This course is a study of alternating current and its measurements, circuit analysis, resistive, inductive and capacitive circuits, vectors, AC power and AC test equipment. Emphasis is placed on sinewave generation and valves, circuit construction and analysis and test equipment. Upon completion, students should be able to construct AC circuits and use AC test equipment. CORE

ELT 111 (CORE) (3 Hours)  
Residential Wiring Methods  
Prerequisite: MTH 093, ELT 102 or Instructor Approval  
This course introduces the student to residential wiring practices and methods, use of hand and power tools, electrical safety, the NEC requirements and residential blueprint interpretations. Topics include standard residential wiring procedures and practices, grounding NEC requirements, wiring diagrams and wiring layouts. Upon completion, students should be able to read blueprints, understand code requirements, and wire lights and switches.

ELT 122 (3 Hours)  
Ac and DC Motors  
Prerequisite: MTH 092, ELT 121 or Instructor Approval  
This course focuses on single and three-phase motors and introduces students to DC motors. Emphasis is placed on field wiring, various types of AC and DC motors, troubleshooting AC and DC motors and using test instruments. Upon completion, students should be able to explain, wire, troubleshoot and test most all types of AC and DC electric motors. CORE

ELT 131 (CORE) (3 Hours)  
Ac and DC Motors  
Prerequisite: MTH 092, ELT 121, or Instructor Approval  
This course teaches the student the principles and applications of commercial and industrial wiring. Emphasis is placed on blueprint symbols, hand and power tools, electrical safety, calculations and the NEC code requirements as applied to commercial and industrial wiring. Upon applications and interpret the NEC code requirements.

ELT 132 (CORE) (3 Hours)  
Advanced Commercial/Industrial Wiring  
Prerequisite: MTH 092, ELT 131 or Instructor Approval  
This course is a continuation of ELT 131 and includes 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 size complete electrical commercial/industrial systems and understand the NEC requirements for each system.

ELT 142 (1 Hour)  
Electrical Technology Practicum  
Prerequisite: Instructor Approval  
This course provides practical experience in the field early in the student’s training by conducting research/study in a directed area. Emphasis is placed on gaining hands-on experience with tools of the trade, as well as a better understanding of NEC directives. Upon completion, students should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit.

ELT 192 (2 Hours)  
Cooperative Ed in Electrical Technology  
Prerequisite: Instructor Approval  
This course provides practical experience as an electrician’s helper. Emphasis is placed on gaining hand-on experience with tools of the trade as well as a better understanding of NEC directives. Upon completion, students should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit; this course may be repeated with the instructor’s permission.

ELT 206 (3 Hours)  
OSHA Safety Standards  
This course focuses on OSHA safety standards related to the job site. Emphasis is placed on overall safety practices, construction site safety practices and safety procedures required by federal and state laws. Upon completion, students should be able to apply OSHA safety standards.
ELT 211 (3 Hours)
Motor Controls
Prerequisite: ELT 102 Instructor Approval
This course introduces the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations and sizing of magnetic motor starters and overload protection. Topics include, sizing magnetic starters and overload protection, and the use of push-button stations, ladder diagrams and magnetic motor starters in control of electric motors. Upon completion, students should be able to understand the operation of magnetic motor starters, overload protection and interpret ladder diagrams using push-button stations.

ELT 212 (3 Hours)
Advanced Motor Control
Prerequisite: ELT 211 or Instructor Approval
This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

ELT 216 (3 Hours)
Electrical Repair and Winding
This course focuses on troubleshooting, repairing and rewinding AC and DC electric motors. Emphasis is placed on rewinding AC and DC motors. Upon completion, students should be able to troubleshoot, repair and rewind AC and DC motors.

ELT 221 (3 Hours)
Electronics for Electricians
Prerequisite: ELT 102 or Instructor Approval
This course introduces students to the basic principles of solid state electronic equipment as found in many electrical and motor control circuits. Emphasis is placed on fundamental concepts of diodes, transistors, FETs and MOSFETs as they are used in electrical control circuits. Upon completion, students should understand the basic operation of solid state components and be able to perform basic troubleshooting tasks.

ELT 223 (3 Hours)
Cable Splicing and Installation
Prerequisite: Instructor Approval
This course provides instruction in splicing and installing low-, medium-, and high-voltage cable, fiber optic cable, and cable wire. Emphasis is placed on splicing and connecting cable wire. Upon completion, students should be able to properly size, splice, connect and insulate all types of cables.

ELT 224 (3 Hours)
Security and Alarm Systems
Prerequisite: Instructor Approval
This course introduces students to the basic operation and installation of home and business security and fire alarm systems as well as low voltage (under 30v) systems such as lighting, door chimes and intercom system. Emphasis is placed on installation of home and business security and fire alarm systems. Upon completion, students should be able to install residential and commercial security systems in accordance with code and directives.

ELT 225 (3 Hours)
Smart "House" Wiring
Prerequisite: ELT 222, Comparable Competency, or Instructors Permission
This course introduces students to the latest technology for Smart house wiring. 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.

ELT 231
Introduction to Programmable Controls
Prerequisite: ELT 102 or Instructor Approval
This state-of-the-art course includes the fundamental principals of programmable logic controls (PLCs) including hardware and programming. Emphasis is placed on hardwiring associated with the PLC, different options available with most PLCs and basic ladder logic programming. Upon completion, students should be able to develop programs, load programs into PLCs and

ELT 232 (3 Hours)
Advanced Programmable Controls
Prerequisite: ELT 231 or Instructor Approval
This state-of-the-art course focuses on PLC hardware, programming and program design. Emphasis is placed on developing working programs, counters, different special functions, and designing programs from existing hardwired systems. Upon completion, students
should be able to develop programs, load programs into PLCs and troubleshoot the system.

ELT 241 (3 Hours)
National Electric Code  
Prerequisite: ELT 102 or Instructor Approval
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, students should be able to locate code requirements for a specific electrical installation.

ELT 242 (3 Hours)
Journeyman-Master Prep Exam
This course is designed to prepare a student for the Journeyman or Master Certification Exam. Emphasis is placed on review of electrical concepts and principals, practice tests, and test taking procedures. Upon completion, students should be able to pass the Journeyman/Masters Certifying Exam.

ELT 243 (3 Hours)
Electrical Cost Estimating
Prerequisite: Instructor Approval
This course provides an in-depth study of calculating wiring materials required and labor needed by man-hours to complete a job. Emphasis is placed on documenting scope-of-work required, use various take-off sheets, and calculating total job costs. Upon completion, students should be able to perform actual calculations including overhead and operating costs.

ELT 244 (3 Hours)
Conduit Bending and Installation
Prerequisite: Instructor Approval
This course provides students with skills needed to properly bend electrical metallic tubing, rigid galvanized and intermediate metal conduit, and PVC conduit. Emphasis is placed on the theory and practical application of conduit bending methods. Upon completion, students should be able to measure, layout, and successfully bend conduit using hand, mechanical, and hydraulic benders.

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Electronics Core (ETC)

ETC 113 (CORE) (3 Hours)
Principles of Electronics – DC
This course is a study of direct current and its measurements. Topics include the use of DC test equipment, basic laws of electronics series-parallel circuits, electromagnetics, and the introduction of AC concepts. Upon completion, students should be able to calculate and measure direct current and understand the basic laws of series-parallel circuits.

ETC 123 (CORE) (3 Hours)
Principles of Electronics – AC
Prerequisite: Instructor Approval
This course is a study of alternating current (AC). Topics include its measurements, waveform function and analysis, RLC circuits; vectors, and phase relationships; power factor; reactance, resonance, and impedance, AC test equipment. Upon completion, students should be able to use AC test equipment and calculate vectors and phase relationships.

ETC 133 (CORE) (3 Hours)
Atomic Structure
Prerequisite: Instructor Approval
This course is a study of atomic structure. Topics includes covalent bonding, device construction and characteristics, diodes, power supplies, bipolar transistors, amplifiers, circuit biasing and troubleshooting. Upon completion, students should be able to apply the principles of atomic structure and bipolar transistor configurations.

ETC 143 (CORE) (3 Hours)
Digital Circuits
Prerequisite: Instructor Approval
This course is a study of digital circuits. Topics includes numbering systems, Boolean Algebra, gates, registers, counters and decoders. Computer simulation and labs will supplement classroom instruction. Upon completion, students should be able to apply the basics of digital circuit configurations and number system.
ETC 253 (CORE) (4 Hours)
Direct Digital Control
Prerequisite: Instructor Approval
This course is a study of the direct digital controlling of the energy management system. Emphasis on data communication as the state of the art of energy management systems being installed in schools, industry, etc., today. Upon course completion, students will be able to apply principles of direct digital control to energy management systems.

ETC 254 (CORE) (4 Hours)
Test and Balance Instrumentation
Prerequisite: Instructor Approval
This course focuses on energy measurement tools and instruments. Topics include instrumentation and tools used in measuring current draw, temperature, electronics tachometers and strobe scopes, heat transfer, air flow, humidity, smoke and fire damper leakage, fluid flow, products of combustion efficiency, and indoor air quality. Upon course completion, students will be able to perform relevant measure of energy use and flow.

ENG 092 (3 Hours)
Basic English II
Prerequisite: A Grade of “S” (Satisfactory) in ENG 091 or a Minimum Score of 37 on the ASSET
This course is a review of basic writing skills and basic grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

ENG 097 (3 Hours)
Phonics
This course provides help to students who are experiencing English-language difficulties associated with sound. Emphasis is placed on the sounds of English words, intonation, differentiating accents, pronunciation, and listening skills. The student’s grade will reflect the degree of improvement demonstrated by that student from the beginning to the end of the semester.

ENG 101 (CORE) (3 Hours)
English Composition I
Prerequisite: Successful Completion of ENG 093; or a Score of 42 or Better on the English Section of ASSET; or a Score of 16 or Better on the ACT (or Equivalent SAT Score)
This course provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

ENG 102 (CORE) (3 Hours)
English Composition II
Prerequisite: A Grade of “C” or Better in ENG 101 or Equivalent
English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.

ENG 080 (1 Hour)
English Lab
This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on English assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in English courses. A student’s success in this course is measured by success in those other English courses in which the student is enrolled.

ENG 091 (3 Hours)
Basic English I
This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.
ENG 246 (3 Hours)
Creative Writing I
Prerequisite: ENG 102 or Instructor Approval
This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

ENG 247 (3 Hours)
Creative Writing II
Prerequisite: ENG 246 or Instructor Approval
A continuation of ENG 246, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

ENG 248 (3 Hours)
Creative Writing III
Prerequisite: ENG 247 or Instructor Approval
This course is a continuation of ENG 247 and provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

ENG 249 (3 Hours)
Creative Writing IV
Prerequisite: ENG 248 or Instructor Approval
This course is a continuation of ENG 248 and provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

ENG 251 (CORE) (3 Hours)
American Literature I
Prerequisite: ENG 102 or Equivalent
This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 252 (CORE) (3 Hours)
American Literature II
Prerequisite: ENG 102 or Equivalent
This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 261 (CORE) (3 Hours)
English Literature I
Prerequisite: ENG 102 or Equivalent
This course is a survey of English literature from the Anglo-Saxon period to the Romantic age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 262 (CORE) (3 Hours)
English Literature II
Prerequisite: ENG 102 or Equivalent
This course is a survey of English literature from the Romantic age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.
ENG 271 (CORE) (3 Hours)
World Literature I
Prerequisite: ENG 102 or Equivalent
This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 272 (CORE) (3 Hours)
World Literature II
Prerequisite: ENG 102 or Equivalent
This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 273 (3 Hours)
Great World Masterpieces I
Prerequisite: ENG 102 or Equivalent
This course is a survey of the significant literature of Western civilization, beginning with ancient Greece and continuing through the Renaissance. Emphasis is placed on representative works and writers, on the ideas that shaped and that are reflected in these works, and on the literary periods and movements during which these works were produced. Students will demonstrate through tests and literary critiques with appropriate research and documentation in understanding of these works.

ENG 274 (3 Hours)
Great World Masterpieces II
Prerequisite: ENG 273
This course is a survey of the significant literature of Western civilization, beginning with Renaissance and continuing to the present. Emphasis is placed on representative works and writers, on the ideas that shaped and that are reflected in these works, and on the literary periods and movements during which these works were produced. Students will demonstrate through tests and literary critiques with appropriate research and documentation in understanding of these works.

ENG 276 (3 Hours)
Classical Literature
Prerequisite: ENG 101 or Instructor Approval
This course is a study of significant works of Greek and Roman literature. Emphasis is placed on the influence on Western heritage of ancient thought expressed in these works. Students will demonstrate an understanding of the works studied and of the impact of these works on Western civilization and culture.

ENG 277 (3 Hours)
Classical Mythology
Prerequisite: ENG 102 or Equivalent
This course is a study of Greek and Roman mythology and the influence of classical mythology on Western literature. Emphasis is placed on various classical myths and on the influence on Western literature of these myths. Students will demonstrate through test and papers an understanding of classical myths and their relationship to Western literature.

ENG 278 (3 Hours)
Introduction to Folklore
Prerequisite: Instructor Approval
This course is a preliminary study of folklore. Emphasis is placed on methods and techniques of collecting folklore and on the recording of findings. Students will demonstrate an understanding of the various forms of folklore and on collection techniques.

ENG 297 (3 Hours)
African American Literature
Prerequisite: ENG 102 or Equivalent
This course is a study of literature produced by representative African Americans from the eighteenth century to the present. The course emphasizes the diversity of themes and techniques found in these works and examines the historical, cultural, literary, and philosophical forces that shaped these works and that are reflected in them. Students will demonstrate the ability to interpret the literature and to relate the works to their historical and literary contexts.

ENG 298 (2 Hours)
Special Topics in Language and Literature
Prerequisite: Instructor Approval
This course, which may be repeated for credit
so long as the topics differ, permits a student to study with an instructor a topic in English language or in literature. Emphasis is placed on a narrowly focused topic in which the instructor has special expertise, knowledge, or interest. Students will demonstrate through a research paper and/or a literary critique an understanding of the topic.

ENG 299 (3 Hours)
Directed Studies in Language and Literature
Prerequisite: Instructor Approval
This course, which may be repeated for credit so long as the topics differ, provides the student the opportunity to study an English-language or literary topic chosen by the student in consultation with the instructor. Emphasis is placed on the student's investigating the topic and reporting the results of the investigation. The student will demonstrate knowledge of the topic through either a written or an oral presentation.

Fire Science (FSC)

FSC 100 (3 Hours)
Basic Firemanship
This course is an introduction to the basics of Fire Science, including fire chemistry, salvage, hydraulics, laying hose, laddering, and overhaul.

FSC 101 (3 Hours)
Introduction to the Fire Station
This course is a survey of the philosophy and history of fire protection, loss of property and life by fire, review of municipal fire defense, the organization and function of federal, state, county, city, and private fire protection.

FSC 103 (3 Hours)
Hazardous Materials I
This is a survey of fundamental facts and operations applicable to hazardous materials incidents. The emphasis is on storage and handling of special equipment, toxicology, and monitoring.

FSC 104 (3 Hours)
Hazardous Materials II
This course is a continuation of the study of hazardous materials and application to specialized hazardous materials response teams. Emphasis is placed on specialized skills and equipment required to mitigate a hazardous materials incident.

FSC 105 (3 Hours)
Chemistry for the Fire Service
This is a survey of general chemistry as applied to the fire service. Emphasis is on fundamental facts, principles, theories, and applications.

FSC 111 (3 Hours)
Fire Hydraulics
This course is a review of basic mathematics, hydraulic laws and formulae as applied to the fire service, water supply problems, and underwriters' requirement for pumps.

FSC 120 (3 Hours)
Fire Hazards
This course includes the characteristics and behavior of fire; fire-hazard properties of solid, liquid, and gas materials; and the storage and handling of these materials.

FSC 130 (3 Hours)
Introduction to Fire Suppression
This course is a study of fire suppression, organization, fire suppression equipment, characteristics and behavior of fire, and fire hazard properties of ordinary materials.

FSC 200 (3 Hours)
Fire Combat Tactics and Strategy
This course is a review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack and pre-planning problems.

FSC 205 (3 Hours)
Fire Instructor I
This course is a study of the instructor's roles and responsibilities: factors that influence the teaching/learning process; the techniques of planning, preparing, and presenting an effective lesson; training aids and their utilization; and the purpose and principles of testing and evaluation.

FSC 206 (3 Hours)
Fire Instructor II
This is a study of task and job analysis; behavioral/performance objectives; lesson plan and instructional material development; the teaching/learning process; methods of instruction and evaluation; and the use of references.
FSC 207 (3 Hours)
Fire Instructor III
This is a study of occupational analysis; development of course instructional materials, evaluations, and training records and reports.

FSC 210 (3 Hours)
Building Construction for the Fire Service
This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors dealing with collapse.

FSC 211 (3 Hours)
Building Construction and Related Codes
This course highlights and assesses building construction fire codes and fire prevention.

FSC 220 (3 Hours)
Fire Extinguishment Agents
This is a study of water supplies and services, principles of hydraulic calculations and tests, fire extinguishing chemicals, and the selection and use of extinguishing agents.

FSC 230 (3 Hours)
The ISO (ALA) Standards
This course is a study of insurance theory and practice, the economics of the ISO grading system and a city's fire defense and insurance rates. Included is a detailed analysis of a city's water supply, fire department, fire alarm, fire prevention, and other grading methods of fire defense.

FSC 235 (3 Hours)
Breathing Apparatus Specialist Course
This is an in-depth survey of respiratory hazards; search and rescue techniques; emergency procedures; routine care and inspection procedures as related to the fire service. Extreme emphasis is placed upon understanding and handling personal and equipment limitations.

FSC 240 (3 Hours)
Fire Cause Determination
This course covers the burning characteristics of combustibles, interpretation of clues, burn patterns leading to points of origin, identification of ordinary indications, sources of ignition on ignited materials, and preservation of fire science evidence.

FSC 241 (3 Hours)
Arson Investigation
This is an introduction to arson and incendiariism, arson laws, methods of determining fire causes, evidence, interviewing and detaining witnesses.

FSC 250 (3 Hours)
Fire Prevention Inspection
This is a study of the organization and function of the fire prevention team. Course content includes inspections, survey and mapping procedures, recognition of fire hazards, and public relations as affected by fire prevention.

FSC 260 (3 Hours)
Special Service Hazards
This is a study of electrical transmissions and related equipment appliances, radiation hazards, flammable metals, and riots, disaster and civil defense organizations, and hazard plans.

FSC 270 (3 Hours)
Fire Protection Systems
This is a study of portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, and fire alarms and detection systems.

FSC 280 (3 Hours)
Fire Apparatus and Equipment
This is a study of driving laws, techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance.

FSC 285 (3 Hours)
Industrial Fire Protection
This is an introduction to fire protection in industrial plants, which includes the study of practices and procedures involved in establishing and managing an in-plant fire protection plan.

FSC 292 (3 Hours)
Elements of Supervision/Fire Service Supervision
This course covers the responsibility of supervisors, organization, human relations, grievance training, rating, promotion, quality—quantity control and management-employee relations.
FSC 293 (3 Hours)
Fire Service Administration
This is a study of the principles, practices and objectives of fire administration; of fire defenses and insurance rates; of personal management, and of records, reports, and evaluation.

FSC 294 (3 Hours)
Fire Department Management
This is an introduction to planning, budgeting organization, staffing, evaluation, and public relations of fire departments.

FSC 299 (3 Hours)
Legal Aspects of the Fire Service
This is an introduction to the overall legal duties and responsibilities and limitations placed upon the fire service professional. It includes the study and practical application of civil and criminal procedures based upon current state and federal codes.

FRN 101 (CORE) (4 Hours)
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.

FRN 102 (CORE) (4 Hours)
Introductory French II
Prerequisite: FRN 101 or Equivalent
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.

FRN 201 (CORE) (3 Hours)
Intermediate French I
Prerequisite: FRN 102 or Equivalent
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

FRN 202 (CORE) (3 Hours)
Intermediate French II
Prerequisite: FRN 201 or Equivalent
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

GEO 101 (3 Hours)
Principles of Physical Geography I
This course 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. Lab is required.

GEO 102 (3 Hours)
Principles of Physical Geography II
This course is the second in a two part sequence including topics such as landforms, landscapes, soil, and vegetation of the earth. Lab is required.

GEO 200 (3 Hours)
Geography of North America
Prerequisite: GEO 100
This course is a survey of the geography of the United States and Canada with special emphasis on land usage, mineral resources, industrial development, and social and economic adaptation of man and the natural environment.

HED 224 (3 Hours)
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. Teaching in some areas will be directed toward physiology and anatomy of the human body. Healthful living will be emphasized.
HED 232 (5 Hours)
Care and Prevention of Athletic Injuries
This course provides a study of specific athletic injuries, their treatment, and preventive measures.

HED 266 (3 Hours)
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.

HED 267 (3 Hours)
Drug Education
This course provides an examination of drugs with emphasis on the following: pharmacological, psychological and sociological aspects of drug use; rehabilitation and treatment resources; and the law enforcement procedures.

HED 231 (3 Hours)
First Aid
This course provides instruction in the immediate, temporary care that 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 American Heart Association.

HIS 101 (3 Hours)
History of Western Civilization I
This course is a survey of social, intellectual, economic, and political development, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

HIS 102 (3 Hours)
History of 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.

HIS 121 (3 Hours)
World History I
This course surveys social, intellectual, economic, and political developments that have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.

HIS 122 (3 Hours)
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.

HIS 201 (3 Hours)
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.

HIS 202 (3 Hours)
United States History II
This course is a continuation of HIS 201. It surveys United States history from the Reconstruction era to the present.

HIS 216 (3 Hours)
History of World Religions
This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others.

HIS 256 (3 Hours)
African-American History
This course focuses on the experience of African-American people in the Western Hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.

HIS 260 (3 Hours)
Alabama History
This course surveys the development of the state of Alabama from pre-historic times to the present. The course presents material on the discovery exploration, colonization, territorial period, ante-bellum Alabama, Reconstruction, and Modern History.

HIS 299 (3 Hours)
Directed Studies in History
This course allows the student the opportunity
to study selected topics in the area of a qualified instructor or on an individual basis. Internships with historical and preservation organizations, thesis development, and the analysis of secondary monographs are examples of activities for this course. HIS 299 may be repeated for credit.

**Humanities (HUM)**

**HUM 102 (CORE) (3 Hours)**
**Introduction to Humanities II**
This is the first course in a two-semester sequence that offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy that relates to a unifying theme.

**Human Services (HUS) (HUC)**

**HUS 101 (CORE) (3 Hours)**
**Introduction to Human Services**
Prerequisite: Admission to HUS Program and Instructor Approval
This course provides an introduction to human services and related theories and systems. Emphasis is placed on the roles and functions within the existing human services organization with field trips to the different organizations and guest lecturers representing the different human service occupations. Upon completion of this course, students should be familiar with the many agencies and institutions which deliver human services and the components of their delivery systems.

**HUS 102 (3 Hours)**
**Introduction to Casework**
Prerequisite: Admission to HUS Program and Instructor Approval
In this course the basic principles and procedures in problem resolution are examined through the presentation of cases, problems and solutions. Emphasis is placed on the application and effective role of the case aide. Upon completion of this course, the student will be familiar with the procedures for making referrals and sharing information with the professional staff.

**HUS 103 (3 Hours)**
**Introduction to Developmental Disabilities**
Prerequisite: Admission to HUS Program and Instructor Approval
This course defines and introduces the different developmental disabilities. Emphasis is placed on the levels of physical, social, mental and emotional functioning of the developmentally disabled. Comparison of the behavioral characteristics of the educable, trainable, and custodial developmentally delayed, as well as intellectual growth possibilities are presented. Upon completion of this course, the student will be familiar with the training techniques involved in working with the developmentally delayed.

**HUS 104 (3 Hours)**
**Fundamentals of Health Care**
Prerequisite: Admission to HUS Program and Instructor Approval
This course provides the concepts related to basic health care needs. Emphasis is placed on taking and recording vital signs, distributing medications, and dealing with persons experiencing seizures, psychiatric emergencies, and other health care situations in the mental health facility. Upon completion of this course, the student will be prepared to provide care or refer to the professional staff as appropriate for the situation.

**HUS 109 (3 Hours)**
**Techniques of Behavior Modification**
Prerequisite: Admission to HUS Program and Instructor Approval
This course provides the basic principles of operant conditioning and behavior modification techniques. Emphasis is placed on the proper use of positive and negative reinforcement and punishment, along with the different schedules of reinforcement. Upon completion of this course, the student will demonstrate the ability to decrease inappropriate behavior and to shape appropriate behavior through the use of behavior modification techniques.

**HUS 222 (CORE) (3 Hours)**
**Group Counseling Techniques**
Prerequisite: Admission to HUS Program and Instructor Approval.
This course provides the techniques used for facilitating and assisting individuals to seek a variety of social experiences and interests. Emphasis is placed on outlets for such needs as status, security and other emotional feelings and
problems to be expressed in a non-threatening atmosphere. Upon completion of this course the student will have attained leadership techniques and skills that enable him/her to work through the different stages of the group effectively.

HUS 223 (CORE) (3 Hours)
Guidance and Counseling Techniques
Prerequisite: Admission to HUS Program and Instructor Approval
This course provides an introduction to the role and function of guidance and counseling with various types of clients. Emphasis is placed on the different models of behavior. Upon completion of this course the student will understand the dynamics of the counseling process and the creation of an interview climate in which effective problem solving takes place.

HUS 224 (3 Hours)
Clinical Internship I
Prerequisite: Admission to HUS Program and Instructor Approval
This course includes field experience in agencies, treatment centers, hospitals, institutions, outpatient clinics, etc. Emphasis is placed on "hands-on" experience under the supervision of professional staff workers. Upon completion of this course, the student will have an understanding of the role of the human services worker through an observational experience with professional staff. CORE

HUS 225 (CORE) (3 Hours)
Clinical Internship II
Prerequisite: Admission to HUS Program and Instructor Approval
This course includes field experience in agencies, treatment centers, hospitals, institutions, outpatient clinics, etc. Emphasis is placed on implementing previously learned theory and techniques through an assigned patient load under the supervision of the agency's professional staff. Upon completion of this course, the student should be able to apply theories and techniques to practice in the clinical setting.

Industrial Maintenance Technology (INT)

INT 111 (CORE) (6 Hours)
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.

INT 112 (CORE) (3 Hours)
Industrial Maintenance Safety Procedures
This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous material safety, and safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial production setting.

INT 113 (CORE) (3 Hours)
Fundamental of Industrial Hydraulics
This course includes the fundamental concepts and theories for the safe operation of hydraulic components and systems used with industrial production equipment. Topics include the physical concepts, theories, laws, and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic systems.
INT 114 (CORE) (3 Hours)
Mechanical Measurements and Technical Drawings
This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers, micrometers, steel rules, dial indicators, identifying types of lines and symbols of technical drawings, recognition and interpretation to various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawing.

INT 121 (3 Hours)
Industrial Hydraulics Troubleshooting
Prerequisite: INT 113 or Instructor Approval
This course provides instruction in maintenance and troubleshooting procedures needed for safe and proper repair of hydraulic systems used with industrial production equipment. Topics include maintenance and troubleshooting procedures, hydraulic system maintenance and troubleshooting techniques, effects of heat, leakage, and contamination on components and system operation, component maintenance and troubleshooting, reading and interpreting system diagrams, and design and troubleshooting of hydraulic circuits and systems. Upon course completion students will be able to demonstrate the ability to troubleshoot and repair industrial hydraulic systems.

INT 122 (CORE) (2 Hours)
Preventive and Predictive Maintenance
This course focuses on the concepts and application of preventive and predictive maintenance. Topics include the introduction to optic alignment equipment, vibration testing and analysis, data collection, job safety, tool safety, system analysis, preventive maintenance concepts. Upon course completion, students will demonstrate the ability to apply the planning process for proper preventive and predictive maintenance.

INT 131 (6 Hours)
Industrial Electrical Fundamentals
This course provides instruction in the fundamentals of electricity from electron theory through polyphase electrical power. Topics include the basic concepts of electricity, electrical components, basic circuits, measurement and instruments, the laws of direct and alternating current, motors polyphase electricity, and electrical safety with lock-out procedures. Upon course completion, students should be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial electrical components.

INT 132 (CORE) (3 Hours)
Manufacturing Plant Utilities
This course focuses on the theory of operating and maintaining plant utilities. Topics include the operation/control and maintenance of boilers, FARC systems, and air compressors. Upon course completion, students will demonstrate the ability to repair and maintenance utilities systems in an industrial setting.

INT 133 (CORE) (3 Hours)
Industrial Maintenance Metal Welding Cutting Techniques
This course provides instruction in the fundamentals of acetylene cutting and the basics of SMAW welding needed for the 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.

INT 142 (CORE) (3 Hours)
Fundamentals of Industrial Pneumatics
This course provides instruction in fundamental concepts and theories for the safe operation of pneumatic components and systems used with industrial production equipment. Topics include the physical concepts, theories, laws, and the application of these concepts to perform work, air flow characteristics, actuators, valves, accumulators, symbols and circuitry, filters, servicing safety, and preventive maintenance. Upon course completion, students will be able to troubleshoot, repair and maintain industrial pneumatic systems.

INT 192, 193, 291, 292, 293 (NDC) (3 Hours)
Industrial Maintenance Technology Co-op
These series of courses enable students to work on a part-time basis in a job directly related to Industrial Maintenance Technology. The employer evaluates the student’s performance and the student submits a descriptive report of
his or her work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Masonry (MAS)

MAS 111 (NDC, CORE) (3 Hours)
Masonry Fundamentals
Corequisite: MAS 151
This course is designed as an introduction and orientation to masonry construction, specifically to brick and block construction. Topics include the identification and safe use of tools, equipment, and masonry materials. Upon completion, the students should be able to properly apply masonry techniques.

MAS 121 (NDC, CORE) (3 Hours)
Brick/Block Masonry
Prerequisite: MAS 111—Corequisite: MAS 121
This course is designed to provide the student with a working knowledge of the various concrete block and brick sizes as well as types of joints. Emphasis is placed on understanding the modular system, wall types, joints, and wall insulation. Upon completion of this course, the students should be able to identify methods of brick and block reinforcements, wall supports, and wall types, joints, insulation, and sample panels and prisms.

MAS 153 (NDC, CORE) (3 Hours)
Special Topics/Projects
This course provides practical application of bonds and construction and layout of brick panels. Emphasis is placed on building common bond, return corners, block corners, block wall stack bond. Upon completion, the student should be able to describe and demonstrate appropriate bonds and layout and construct brick panels, and dry bond masonry projects in preparation for construction.

MAS 161 (NDC, CORE) (3 Hours)
Concrete Block Masonry
Prerequisite: MAS 111—Corequisite: MAS 121
This course provides practical application of concrete block advanced laying techniques. Emphasis is placed on developing skill in laying concrete block, constructing and reinforcing wall, joints, and sample panels and prisms. Upon completion, the student should be able to construct concrete block walls to entry-level standards.

MAS 162 (NDC, CORE) (3 Hours)
Brick Masonry Lab
Prerequisite: MAS 111—Corequisite: MAS 121
This course provides practical application of advanced brick laying techniques. Emphasis is placed on developing skills in laying brick, constructing and reinforcing walls, joints, and sample panels and prisms. Upon completion, the student should be able to construct brick walls to entry-level standards.

MAS 171 (NDC, CORE) (3 Hours)
Residential/Commercial
Prerequisite: MAS 111—Corequisite: MAS 131
This course provides application of residential and commercial techniques for plans and layouts, as well as brick veneer, composite walls, expansion joints, and moisture control. Emphasis is placed on developing skill in reading residential and commercial drawings and applying specifications to acceptable code standards, job costing, job preparation, and brick and block moisture control. Upon completion, the student should be able to demonstrate use of scaling rule for a set of plans; identify and sketch standard symbols for walls, openings, floors, and materials; estimate job costs according to plans; utilize appropriate methods to ensure moisture control; lay brick and block to the line; and build brick and block foundations to entry level standards.

MAS 131 (NDC, CORE) (3 Hours)
Residential/Commercial
Prerequisite: MAS 111—Corequisite: MAS 171
This course introduces the student to residential and commercial construction, plans and layouts, and reinforced masonry. Emphasis is placed on home building, shopping centers and high rise buildings, residential and commercial drawings and specifications, job costing, job preparation, as well as brick and block moisture control. Upon completion, the student should be able to read full-scale construction drawings, estimate job costs, specify job preparation techniques, and identify methods for veneering a wall, constructing a composite wall, install expansion joints, setting coping, and moisture control.
MAS 151 (NDC, CORE) (3 Hours)
Masonry Fundamental Lab
Corequisites: MAS 111
This course provides a practical application of introductory brick and block construction. Emphasis is placed on mixing mortar, using masonry equipment and tools, job preparation, spreading and furrowing mortar, and dry bonding. Upon completion, the student should be able to demonstrate appropriate practices, including safety in brick and block construction to entry-level standards.

MAS 152 (NDC, CORE) (3 Hours)
Masonry Fundamentals Lab
Corequisites: MAS 111
This course provides a practical application of introductory brick and block construction. Emphasis is placed on spreading mortar and laying bricks, coursing bricks, laying bricks in a running bond, building course pyramids, building stretcher, wall common, Flemish, English and stack bonds. Upon completion, the students should be able to demonstrate appropriate practices, including safety, in brick and block construction to entry-level standards.

MAS 211 (NDC) (3 Hours)
Stone Masonry
Prerequisite: MAS 131, MAS 171 —
Corequisites: MAS 251
This course provides an introduction to stone and decorative masonry techniques, fireplace construction, and repair and restoration of brick structures. Topics include brick arches, fireplace construction, stone materials, laying techniques, moisture control, wall supports, joints, coping, sample panels, and cultured stone. Upon completion, the student should be able to identify appropriate materials and techniques for the stated topics.

MAS 221 (NDC) (3 Hours)
Specialized Masonry
Prerequisite: MAS 211, MAS 251, MAS 252 —
Corequisites: MAS 261
This course provides an introduction to geographically specific masonry techniques. Topics include panel construction, acid brick, refractory, structural glazed tile, glass block, passive solar design, barrier walls and hollow metal frames. Upon completion, students should be able to define and recognize types and applications of specialized techniques and materials as well as identify proper installation and laying techniques.

MAS 231 (NDC) (3 Hours)
Basic Cement Masonry
Corequisites: MAS 271
This course is designed to introduce the various types of cement masonry, concrete requirements, flat work, estimating, and finishing methods. Emphasis is placed on estimating concrete for small to medium size projects, flat work, form work, footings, and the correct tools and methods of finishing and placing.

MAS 251 (NDC) (3 Hours)
Stone Masonry Lab
Prerequisite: MAS 131, MAS 171.
Corequisites: MAS 211
This course provides practical application of stone and decorative masonry techniques, repair and restoration of brick structures, and brick arches. Emphasis is placed on developing skill in performing these techniques. Upon completion, the student should be able to lay stone, repair and restore brick structures, and build brick arches to entry-level standards.

MAS 252 (NDC) (3 Hours)
Fireplace Construction
Prerequisite: MAS 131, MAS 171 —
Corequisites: MAS 211
This course provides practical application of techniques for constructing fireplaces and other decorative work. Emphasis is placed on developing skill in constructing decorative masonry techniques. Upon completion, the student should be able to construct a variety of fireplaces to entry-level standards.

MAS 253 (NDC) (3 Hours)
Brick Arches Lab
Prerequisite: MAS 131, MAS 171—
Corequisites: MAS 211
This course provides practical application of techniques of constructing brick arches and other decorative work. Emphasis is placed on developing skill in constructing decorative masonry techniques. Upon completion, the student should be able to construct brick arches and other decorative masonry techniques to entry-level standards.

MAS 261 (NDC) (3 Hours)
Specialized Masonry
Prerequisite: MAS 211, MAS 251, MAS 252 —Corequisites: MAS 211)
This course provides practical application of geographically specific masonry techniques.
Emphasis is placed on developing skill in laying and installing panel construction, acid brick, refractories, structural glazed tile, glass block, passive solar design, barrier walls, and hollow metal frames. Upon completion, students should be able to perform, to entry-level standards, appropriate techniques for selection, laying, and installation of geographically specific masonry applications.

MAS 271 (NDC) (3 Hours)
Basic Cement Masonry Lab
Corequisites: MAS 231
This course introduces the students to basic concrete masonry, including the use of various tools, estimating, and placing concrete. Emphasis is placed on correct methods used in placing concrete, finishing concrete, placing forms, and proper care of concrete tools. Upon completion of this course, the student should demonstrate entry-level skills for placing, finishing, estimating, and curing concrete.

MAS 272 (NDC) (3 Hours)
Advanced Cement Masonry
Prerequisite: MAS 271
This course continues skill building in concrete masonry. Emphasis is placed on correct methods used in placing concrete, finishing concrete, placing forms, and maintenance of concrete tools. Upon completion of this course, the student should be able to demonstrate increased speed and accuracy in building structures covered in this course.

MCM 100 (3 Hours)
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.

MCM 113, 114, 115, 213, 214, 215 (2 Hours)
Student Publications
These courses offer practical experience in journalism skills through working on the staff of student publications.

MCM 120 (3 Hours)
Introduction to Journalism
A first writing course in journalism, this course features journalistic style, copy reading, story types, headlines, typography, and page make up.

MCM 130 (3 Hours)
News Reporting
This course includes instruction and practice in news gathering and newswriting techniques, including methodology, observation, interviews, and use of sources.

MCM 140 (3 Hours)
Feature Writing
This course includes instruction and practice in writing feature articles for newspapers, magazines, and broadcast media.

MCM 200 (3 Hours)
News Photography
This course includes practice in camera techniques, film developing, and print making for newspapers and other publications.

MCM 210 (3 Hours)
Mass Media and Society
This course traces the effects of media upon American moral, cultural, economic, and political trends.

MCM 220 (3 Hours)
Introduction to Broadcast Journalism
This course includes instruction and practice in basic skills and techniques of broadcasting, including announcing, producing, advertising, newsgathering, and writing.

MCM 230 (3 Hours)
Survey of Advertising
This course includes instruction in the structure and functions of the advertising agency and the elements of effective advertisement.

MCM 240 (3 Hours)
Introduction to Public Relations
This course is an introduction to public relations techniques, including the grouping of publics, publication strategies, and preparation of publicity for various media.

MCM 250 (3 Hours)
Mass Communication Practicum
This course provides practical experience in media through supervised part-or full time employment with a newspaper, radio or
television station, or public relations/advertising agency.

Mathematics (MTH)

MTH 080 (NCA) (1 Hours)
Mathematics Laboratory
This course is designed to offer supplemental help to students in mathematics. Students work in a laboratory situation under qualified instructors. This course may be repeated as needed. Emphasis is on arithmetic and algebra as determined by the individual need of the students.

MTH 090 (NCA) (3 Hours)
Basic Mathematics
This is a developmental course reviewing arithmetical principles and computations designed to help the student’s mathematical proficiency for selected curriculum entrance.

MTH 091-092 (NCA) (3 Hours)
Developmental Algebra I – II
Prerequisite: MTH 090 or Appropriate Mathematics Placement Score
This sequence of developmental courses provides the student with a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into Intermediate College Algebra.

MTH 098 (NCA) (3 Hours)
Elementary Algebra
Prerequisite: MTH 090 or Appropriate Mathematics Placement Score
This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs.

MTH 100 (3 Hours)
Intermediate College Algebra
Prerequisite: MTH 098 or Appropriate Mathematics Placement Score
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.

MTH 110 (CORE) (3 Hours)
Finite Mathematics
Prerequisite: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with C or higher (S if taken as pass/fail) Intermediate College Algebra.
This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics and algebraic skills. This course includes sets, counting, permutations, combinations, basic probability (including Baye’s Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications.

MTH 112 (Core) (3 Hours)
Calculus Algebra
Prerequisite: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with C or higher (S if taken as pass/fail) Intermediate College Algebra.
This course emphasizes the algebra of functions-including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer’s Rule, and mathematical induction.

MTH 113 (CORE) (3 Hours)
Precalculus Trigonometry
Prerequisite: A minimum prerequisite 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 C or higher (S if taken as pass/fail) MTH 112
This course emphasized the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. This course also covers vectors, complex numbers, DeMoivre’s Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to save linear systems.

MTH 115 (CORE) (4 Hours)
Precalculus Algebra and Trigonometry
PREREQUISITE: A minimum prerequisite 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 C or higher (S if taken as pass/fail) MTH 100 and receive permission from the department chairperson.
This course is a one semester combination of 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 equations, vectors complex number, DeMoiver’s Theorem, and polar coordinates.

MTH 126 (CORE) (4 Hours)
Calculus II
Prerequisite: A minimum prerequisite 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 C or higher (S if taken as pass/fail) MTH 125.
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, are length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

MTH 231 (3 Hours)
Math for the Elementary Teacher I
Prerequisite: Regular Admission Status
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 manipulative by teachers to demonstrate proficiency and the learning of teaching concepts.

MTH 232 (3 Hours)
Math for the Elementary Teacher II
Prerequisite: MTH 231
This course is the second of a three-course sequence and is designed to provide appropriate insight into mathematics for students majoring in elementary education and to ensure that students going to elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulative and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.
MTH 233 (3 Hours)
Math for the Elementary Teacher III
Prerequisite: MTH 232
This course is the third of a three-course sequence and is designed to provide appropriate insight into mathematics for students majoring in elementary education and to ensure that students going to elementary education are more proficient at performing basic arithmetic operations. Topics include concepts for plane and solids geometry. Emphasis is on linear measurement as well as fundamental concepts of geometry dealing with lines, angles, triangles, polygons, and solids. The metric system is used for measurement through the course. The use of manipulative and calculators in the teaching and learning process is emphasized. Upon completion, students will be given exams to test for mathematical proficiency and the learning of teaching concepts. Additionally, students will demonstrate teaching techniques by preparing a lesson and teaching it to the class for their final exam grade.

MTH 237 (CORE) (3 Hours)
Linear Algebra
Prerequisite: MTH 126 or Appropriate Mathematics Placement Score
This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigen-values and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations.

MTH 238 (3 Hours)
Applied Differential Equations I
Prerequisite: MTH 238
This course is 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 a constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameter), emphasizes interpreting the behavior of the solutions and applications to physical models whose governing equations are of higher order. The Laplace transform, a tool for the solution of initial value problems, inhomogeneous terms are discontinuous.

MUS 101 (CORE) (3 Hours)
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 lectures, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multicultural perspective, and include both vocal and instruments 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.

MUS 102 (2 Hours)
Afro-American Music
This course provides a study of music composed by black Americans. Topic 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 perception of the stylistic characteristic of Afro-American music.

MUS 103 (2 Hours)
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 different style characteristics of jazz music.

MUS 104 (2 Hours)
Jazz: An Introduction and History
This course provides a study of the origins, development and existing styles of jazz. Topics includes the blues, piano styles, Dixieland, swing, bebop, stream, cool, free jazz/rock fusion. Upon completion, students should be able to demonstrate a knowledge, understanding and an aural perception of the different styles characteristics of jazz music.
MUS 111 (3 Hours)
Music Theory I
Prerequisite: MUS 110 or Suitable Placement Score or Permission of the Instructor—
(Corequisite: MUS 113 (If Ear Training Lab Is A Separate Course))
This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

MUS 112 (3 Hours)
Music Theory II
Prerequisite: MUS 111— (Corequisite: MUS 113 (If Ear Training Lab Is A Separate Course))
This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three and four-part triadic harmony and diatonic seventh chords, non-chords 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.

MUS 113 (1 Hour)
Music Theory Lab I
Prerequisite: MUS 110 or Suitable Placement Score or Permission of the Instructor—
(Corequisite: MUS 111 (If Ear Training Lab Is A Separate Course))
This course provides the practical application of basic musical materials through sight singing: melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position.

MUS 114 (1 Hour)
Music Theory Lab II
Prerequisite: MUS 113— (Corequisite: MUS 112 (If Ear Training Lab Is A Separate Course))
This course continues the practical application of diatonic musical material through sight singing: melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggios, 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.

MUS 115 (3 Hours)
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, and 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.

MUS 201 (3 Hours)
Survey of Music Literature I
Prerequisite: Permission of the Instructor
This is the first of a two-course sequence that 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.

MUS 202 (3 Hours)
Survey of Music Literature II
Prerequisite: Permission of the Instructor
This is the second of a two-course sequence that surveys instrumental and vocal music to acquaint the student with musical compositions. Composers and styles from Classical Period
through 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.

MUS 203 (3 Hours)
Music History I
This course provides a study of the development of music from ancient 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.

MUS 204 (3 Hours)
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.

MUS 211 (3 Hours)
Music Theory III
Prerequisite: MUS 112—Corequisite: MUS 213 (If Ear Training Lab is A Separate Course)
This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills.

MUS 212 (3 Hours)
Music Theory IV
Prerequisite: MUS 211—Corequisite: MUS 214 (If Ear Training Lab is A Separate Course)
This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth cords, sonata form, late nineteenth-century tonal harmony and twentieth-century practices and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth-century techniques through analysis, writing, sight singing, dictation and keyboard skills.

MUS 213 (1 Hour)
Music Theory Lab III
Prerequisite: MUS 114—Corequisite: MUS 211, (If Ear Training Lab is A Separate Course)
This course provides the practical application of chromatic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, students should be able to write, sing and play modulating melodies, rhythmic patterns and beat subdivisions and four-part chromatic harmony.

MUS 214 (1 Hour)
Music Theory Lab IV
Prerequisite: MUS 213—Corequisite: MUS 212 (If Ear Training Lab is A Separate Course)
This course provides the practical application of chromatic musical materials and simple twentieth-century practices through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include chromatic and atonal melodies; complex rhythmic patterns in simple, compound and asymmetric meters; chromatic chords and twentieth-century harmony. Upon completion, students should be able to write, sing and play chromatic and atonal melodies, complex rhythms and meters, four-part chromatic harmony and simple twentieth-century chord structures.

MUP 101-102, 201-202 (2 Hours)
Private Piano I, II, III, IV
Prerequisite: Permission of the Instructor
Individual performance instruction is available in keyboard instruments, and voice. 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.
MUP 111-112, 211-212 (2 Hours)
Private Voice I, II, III, IV
Prerequisite: Instructor Approval
Individual performance instruction is available in keyboard instruments, and voice. 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.

NUR 101 (1 Hour)
Basic Life Support
Prerequisite: Permission of the Instructor
This course includes theory and application in the area of cardiopulmonary resuscitation (CPR). Emphasis is placed on single-rescuer of the adult, two-rescuer CPR, managing obstructed airways, and infant and child CPR. The student should be able to successfully demonstrate CPR.

NUR 111 (CORE) (4 Hours)
Fundamentals of Nursing
Prerequisite: Permission of the Instructor — (Corequisites NUR 121)
This course presents concepts and theories to the art and science of nursing. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Students are introduced to the concepts of needs, growth and development, safety, communication, teaching-learning, critical thinking, ethical-legal, nursing history, and the program's philosophy nursing. Students should be able to demonstrate beginning competence in providing care for the individuals with common health alterations.

NUR 121 (CORE) (2 Hours)
Clinical Nursing Skills
Prerequisite: Instructor Approval—Corequisites NUR 111
This course presents psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. Students will demonstrate a beginning level of competency in performing basic nursing skills. (Lab/Clinical is required).

NUR 131 (Core) (1 Hour)
Health Assessment
Prerequisite: Instructor Approval
This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages. The focus is on symptoms analysis along with physical, psychosocial, and growth and development assessment. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnosis and documenting findings appropriate to nursing. (Lab is required).

NUR 207 (1 Hour)
Directed Study in Nursing
Prerequisite: Permission of the Instructor
This course is designed to increase the opportunity for exploring, reading, and reporting on specific theoretical topics related to the field of nursing. The topics must be approved by the instructor. 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.

NUR 209 (3 Hours)
Directed Study in Nursing
Prerequisite: Instructor Approval
This course is designed to provide the opportunity for study in a specific area of nursing. Emphasis is placed on the increase in 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.

NUR 211 (5 Hours)
Nursing Concepts for Mobility Students
Prerequisite: Instructor Approval
This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. The program's philosophy, objectives, and conceptual framework are also introduced. Emphasis is placed on the nursing process, communication, selected theory, and nursing skills and the role of the registered nurse. Upon completion, students should be able to articulate into the ADN program. (Clinical is required).
NUR 241 (Core) (1 Hour)
Basic Pharmacology
Prerequisite: Instructor Approval
This course introduces the student to basic principles of pharmacology, and the skills necessary to safely administer medications. Areas of emphasis include concepts of legal implications, pharmacokinetics, pharmacodynamics, calculation of drug dosages, and medication administration. Students will be able to demonstrate accurate dosage calculations, correct medication administration and knowledge of drug classifications. (Lab is required).

NUR 242 (CORE) (2 Hours)
Advanced Pharmacology
Prerequisite: NUR 241, Validation or Instructor Approval
This course is designed to provide the student comprehensive knowledge of drug classifications and applications of pharmacology. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. The actions, dosages, side effects, adverse reactions are presented for drug prototypes from each classification of drugs. The student will be able to synthesize knowledge of drug therapy in a variety of settings with individuals across the life span.

NUR 251 (CORE) (5 Hours)
Adult Nursing I
Prerequisite: NUR 111, 121, 211, Validation or Instructor Approval—Corequisites NUR 241
This course provides an opportunity to utilize the provider of care and manager of care roles to meet nursing needs of adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the adult. Topics include fluid and electrolytes, preoperative care, stress, pain management and nursing care related to the integumentary, genitourinary, reproductive, digestive, and sensory systems. Students should be able to apply the nursing process in caring for adults in a variety of settings. (Clinical is required).

NUR 252 (5 Hours)
Adult Nursing II
Prerequisite: NUR 111, 121, 211, 241, Validation or Instructor Approval
This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals. Students should be able to apply the nursing process to individuals experiencing acute and chronic health alterations in a variety of settings. (Clinical is required).

NUR 253 (5 Hours)
Adult Nursing III
Prerequisite: NUR 111, 121, 211, 241, Validation or Instructor Approval
This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse’s role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health in a variety of settings. (Clinical is required).

NUR 271 (4 Hours)
Maternal-Newborn Nursing
Prerequisite: NUR 111, 121, 211, 241, Validation or Instructor Approval
This course provides a family centered approach to the nursing care of the childbearing family. Emphasis is placed on concepts related to the antepartal, intrapartal, post-partal, and neonatal periods. The student should be able to manage and provide care to the childbearing family in a variety of health care settings. (Clinical is required).

NUR 274 (2 Hours)
Concepts of Pediatric Nursing I
Prerequisite: NUR 111, 121, 211, 241, Validation or Instructor Approval
This course provides a family centered approach to the care of children from infancy through adolescence. Emphasis is on the concepts of growth and development, health promotion, and common alterations in health. The student should be able to apply these concepts in providing and managing nursing care in a variety of health care settings. (Clinical is required).

NUR 275 (2 Hours)
Concepts of Pediatric Nursing II
Prerequisite: NUR 111, 121, 211, 241, 274, Validation or Instructor Approval
This course provides expanded concepts related to care of children from infancy through adolescence. Emphasis is on utilizing the
nursing process as a framework for providing and managing care for children. The student should be able to provide comprehensive care for children experiencing acute and chronic health alterations in a variety of settings. (Clinical is required).

NUR 280 (4 Hours)
Psychosocial Nursing
Prerequisite: NUR 111, 121, 211, Validation or Instructor Approval
This course focuses on psychosocial nursing concepts as they relate to individuals in a variety of settings. Utilizing a multidisciplinary approach, emphasis is placed on psychodynamic theories as they relate to mental health and psychiatric alterations. Students will be able to apply the nursing process in providing care to individuals exhibiting psychosocial needs. (Clinical is required).

NUR 291 (CORE) (3 Hours)
Transition into Nursing Practice
Prerequisite: Instructor Approval
This course prepares the student for transition into nursing practice. Emphasis is placed on the roles of the professional nurse, concepts of leadership and management, and trends in health care delivery. The student will apply these concepts in the preceptor experience. (Preceptorship is required).

NUR 292 (2 Hours)
Nursing Licensure Examination Review
Prerequisite: Instructor Approval
This course is designed to assist the student in preparation for the nursing licensure examination. Emphasis is placed on test taking skills, computer assisted simulations, and content basic to the practice of nursing. The student should be able to pass the nursing licensure exam.

OAD 101 (3 Hours)
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 the microcomputer keyboard. Upon completion, the student should be able to demonstrate proper techniques and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables.

OAD 102 (3 Hours)
Keyboarding Skill Building
Prerequisite: OAD 100 or Instructor Approval
This course is designed to develop speed and accuracy in the use of the keyboard through classroom instruction and outside lab. Emphasis is on identification of deficiencies and incorrect technique through the use of individualized prescriptive practice. Upon completion the student should be able to demonstrate improved speed and accuracy.

OAD 103 (3 Hours)
Intermediate Keyboarding
Prerequisite: OAD 101 or Instructor Approval
This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tales, and outlines. Upon completion, the student should be able to demonstrate proficiency, and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

OAD 111 (3 Hours)
Beginning Shorthand
This course is designed to introduce the student to shorthand theory. Emphasis is on the development of skill in reading/writing outlines, taking dictation, and transcribing documents. Upon completion, the student should be able to take dictation and read from shorthand outlines.

OAD 112 (3 Hours)
Intermediate Shorthand
Prerequisite: OAD 111 or Instructor Approval
This course is designed to reinforce shorthand theory. Emphasis is on developing speed and accuracy. Upon completion, the student should be able to take dictation at an acceptable rate and produce mailable transcripts.

OAD 125 (3 Hours)
Word Processing
Prerequisite: OAD 101 or Instructor Approval
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 memo, letters, and multi-page documents.

OAD 126 (3 Hours)
Advanced Word Processing
This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productively. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

OAD 138 (3 Hours)
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 forms. Upon completion, the student should be able to perform basic filing procedures.

OAD 203
Legal Office Procedures
Prerequisite: OAD 125 or Instructor Approval
This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and outside lab. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment.

OAD 214 (3 Hours)
Medical Office Procedures
Prerequisite: OAD 125 or Instructor Approval
This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and outside lab. Emphasis is on medical terms, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

OAD 230 (3 Hours)
Electronic Publishing
Prerequisite: Instructor Approval
This course is designed to introduce the student to the elements and techniques of page design, layout and typography through classroom instruction and outside lab. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

OAD 232 (3 Hours)
The Electronic Office
Prerequisite: Instructor Approval
This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and outside lab. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

OAD 243 (3 Hours)
Spreadsheet Applications
Prerequisite: Instructor Approval
This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and outside lab. Emphasis is on spreadsheet terminology and design, common formulas, proper file and disk management procedures. Upon completion the student should be able to use spreadsheet
features to design, format, and graph effective spreadsheets.

OAD 246 (3 Hours)
Office Graphics and Presentations
Prerequisite: OAD 125 or Instructor Approval
This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and outside lab. Emphasis is on available software tools, presentation options and design as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.

OAD 247 (3 Hours)
Special Projects
Prerequisite: OAD 125 or Instructor Approval
This course is designed to provide the student with an opportunity for the expansion knowledge in an area of special interest, under the direct supervision of an instructor. Emphasis is on the student's use of modern technology to study, research and/or accumulate additional knowledge and to 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.

Parks, Recreation, and Leisure (RER)

RER 250 (Hours)
Introduction to Recreation
This course includes instruction in the philosophy, purposes, objectives, and principles of recreation with emphasis on program content and development.

RER 255 (3 Hours)
Camping and Outdoor Recreation
This course provides instruction and experience in camping. Camping leadership program planning, the function of camping education and personal, staff organization, maintenance of property, buildings, and equipment, and financial management are considered. Emphasis is on laboratory work, field trips, and development of outdoor skills.

RER 256 (3 Hours)
Organization and Management of Recreation
This course covers planning and administration of recreational programs in communities, private agencies, and industry. It includes legal aspects, policies, operations, personal management, financing, budgeting, and maintenance of recreation programs.

RER 257 (3 Hours)
Recreational Leadership
This course is a study of theory and practice in planning, organization, and administration of recreational activities in the public, private, or industry setting.

RER 258 (3 Hours)
Therapeutic Recreation for the Physically Handicapped
This course is designed to enable students who plan to work with the handicapped to develop an understanding of individuals with physical and multiple disabilities so that they can successfully devise and provide unusual and enjoyable recreational activities that meet special needs and situations.

RER 259 (3 Hours)
Therapeutic Recreation for the Emotionally Disturbed, Learning Disabled, and Mentally Retarded
This course is designed to enable student to develop competencies in planning, organizing, and conducting movements and leisure experiences for the emotionally disturbed and learning disabled.

RER 290 (3 Hours)
Practicum in Recreation
This course is designed to provide field experiences in the observation and assistance in the student's area of specialization. Students will work under the supervision of trained recreation leaders.
PHL 106 (CORE) (3 Hours)
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 an historical survey from the early Greeks to the modern era.

PHL 206 (CORE) (3 Hours)
Ethics and Society
This course involves the study of ethical issues that 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.

PHL 210 (CORE) (3 Hours)
Ethics and the Health Sciences
This course is a study of ethical issues related to the health sciences such as contraception, abortion, and eugenics; human experimentation; truth in drugs and medicine; death and dying; and other health related issues. The student should be able to clarify relevant ethical considerations and have a philosophical basis for decisions on right and wrong, good and bad, rights and responsibilities.

PFC 173 (3 Hours)
Photography I
This course, to be taken in sequence, is an introduction to photography. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student will be able to produce well composed photographs.

PFC 174 (3 Hours)
Photography II
Prerequisite: Instructor Approval
This is a sequence to Photography I and serves as an introductory photography course. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student will be able to produce well composed photographs.

PFC 176 (3 Hours)
Filmmaking I
This course is an introduction to filmmaking. It includes familiarization with equipment, procedures, sound, and editing. Upon completion, students should have a basic understanding of film production.

PFC 177 (3 Hours)
Color Photography
Prerequisite: Art 173 or Art 176 or Instructor Approval
This course covers the primary materials and processes of color photography. Emphasis is placed on the correct exposure, processing, creative color usage, and printing of both positive/negative color materials through exploration of films, filters, processes, and color temperature. Upon completion, students should be able to correctly execute the technical controls of color materials and explore the creative possibilities of color photography.

PFC 178 (3 Hours)
Audio-Visual Techniques
This course is an exploration of the area of linkage between the visual and auditory senses. Work with sound and recording equipment, projected images and multimedia hardware and software is included. Students will produce finished multimedia pieces.

PFC 187 (3 Hours)
Photography, Film, and Media I, II
Prerequisite: ART 173 or ART 176 or Instructor Approval
This course is designed to help the student explore creative approaches to photography, film, and related media. They include problems in darkroom techniques, laboratory techniques, and special effects. Upon completion, the student should be able to apply these techniques to professional quality finished pieces.
### PFC 258 (3 Hours)
**Photographic and Media Problems**
This course deals with special problems in the student's area of interest. Emphasis is placed on design, technique and results. Upon completion, the student will be able to produce professional quality photographs in one particular area of photography.

### PFC 273 (3 Hours)
**Studio Photography I, II**
This course stresses image-making problems requiring studio or other controlled environment solutions. Lights, props, and related equipment and techniques are utilized. The student will produce quality photographs using studio techniques.

### PFC 276 (3 Hours)
**Filmmaking II, III**
*Prerequisite: Art 176 or Instructor Approval*
This course is a continuation of the study of film production. Emphasis is on various aspects of filmmaking that may include design, special effects, digital and linear production techniques, and machine control. Upon completion, students should have hands-on experience and an understanding of professional filmmaking.

### PED 100 (1 Hour)
**Fundamentals of Fitness**
This lecture course includes the basic principles of physical education and physical fitness. It explores psychological 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 gymnastics, weight training, and conditioning. This course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

### PED 103 (1 Hour)
**Weight Training**
Introduction to weight training equipment and planned weight training programs.

### PED 107-108 (2 Hour)
**Aerobics Dance (Beg-Inter)**
Vigorous exercising designed to increase cardiovascular fitness by strengthening the heart, lungs, and circulatory systems.

### PED 109 (1 Hour)
**JOGGING**
Introduction to proper technique of jogging and a jogging program.

### PED 113 (1 Hour)
**Gymnastics**
This course provides the skills and techniques for learning apparatus.

### PED 116-117 (1 Hour)
**Tumblings (Beg-Inter)**
This course provides the skills and techniques of mat tumbling, routines and stunts including floor exercises.

### PED 121 (1 Hour)
**Bowling**
This course provides the fundamental skills of bowling.

### PED 122 (1 Hour)
**Advanced Bowling**
This course provides advanced techniques of bowling for the students who was previously enrolled in PED 121.

### PED 123-123 (1 Hour)
**Golf**
This course provides the skills and strategy of golf.

### PED 127 (1 Hour)
**Archery**
This course provides the fundamental skills and strategy of archery as a carry over spot.

### PED 131-132 (1 Hour)
**Badminton**
This course entails the fundamental skills and strategy of badminton.

### PED 133 (1 Hour)
**Tennis**
This course entails the fundamental skills and strategy of tennis.
PED 134 (1 Hour)
Advanced Tennis
This course entails a further study of the techniques of tennis skills for students who have taken tennis 133.

PED 140 (1 Hour)
Beginning Swimming
This course is designed to teach non-swimmers the basic skills in beginning swimming.

PED 141 (1 Hour)
Intermediate Swimming
Prerequisite: PED 140
This course entails the development of advanced swimming skills in preparation for lifesaving, rescue and water safety.

PED 142 (1 Hour)
Advanced Swimming
This course entails a continuation of basic skills in swimming with the addition of self-preservation skills.

PED 146 (1 Hour)
Advanced Life Saving
Prerequisite: PED 141 or Equivalent Skills
This course provides the individual with knowledge and skills designed to save his/her life, or the life of another in an emergency. This is not a complete lifeguard training course, although all lifeguard candidates must compete this course successfully to be certified by the Red Cross.

PED 155 (1 Hour)
Self-Defense (Karate)
This course entails the fundamental skills of self-defense.

PED 156 (1 Hour)
Wrestling
This course entails the current problems and new trends in wrestling with special emphasis on rules and conditioning, also teaching techniques and strategy.

PED 163 (1 Hour)
Square Dancing
This course introduces methods and materials of Square Dancing with emphasis on the new upbeat Square Dance.

PED 171 (1 Hour)
Basketball
This course introduces the new trends and rules in basketball with emphasis on team offense and defense.

PED 176 (1 Hour)
Volleyball
This course emphasizes the basic fundamentals of the new volleyball rules.

PED 200 (3 Hours)
Foundations of Physical Education
This course entails the history, philosophy, and objectives of health, physical education, and recreation. Emphases are on the physiological, sociological, and psychological values of physical education. It is requested of all physical education majors.

PED 216 (3 Hours)
Sports Officiating
This course surveys the basic rules and mechanics of officiating a variety of sports including both team and individual. A definitive number of hours of practical experience in officiating will be assigned.

PED 225 (2 Hours)
Jazz Dancercise
This course entails a routine exercise using jazz and dance steps down to popular music. These exercises are designed to tone muscles, burn up calories, as well as make you aware of the importance of keeping the body fit.

PED 295 (3 Hours)
Practicum in Physical Education
This course is designed to provide field experiences in observation and assistance with the student working under the supervision of trained physical education teachers.

PHS 111 (CORE) (3 Hours)
Physical Science
This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. (Lab is required).
PHS 112 (CORE) (3 Hours)
Physical Science II
This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. (Lab is required).

Physics (PHY)

PHY 120 (3 Hours)
Introduction to Physics
Prerequisite: MTH 108
This course provides an introduction to general physics for non-science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, electricity and magnetism, optics and modern physics. (Lab is required).

PHY 201 (CORE) (3 Hours)
General Physics I – Trig Based
Prerequisite: MTH 113 or Equivalent
This course is designed to cover general physics at a level that assures previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. (Lab is required).

PHY 202 (CORE) (3 Hours)
GENERAL PHYSICS II – TRIG BASED
PREREQUISITE: PHY 201
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electroplastics, circuits, magnetism, and modern physics. (Lab is required).

PLB 111 (NDC, CORE) (3 Hours)
Introduction to Plumbing
This course covers fundamental plumbing principles, practices, and history. Topics include basic plumbing principles, safety, job seeking skills, blueprint reading, plumbers math, shop orientation, and school policy. Upon completion, students will be able to seek employment, understand basic plumbing principles, read and interpret blueprints, work safely, and use formulas to solve plumbing problems involving measurement and layouts.

PLB 112 (NDC, CORE) (3 Hours)
Plumbing Applications
Corequisite: PLB 111
This course is an application of PLB 111. Topics include, orientation, basic plumbing principles, safety, history, plumber's math, job seeking skills, interpreting drawings, making drawings using rough-in sheets, and measurements. Upon completion students will be able to apply basic plumbing principles.

PLB 113 (NDC, CORE) (3 Hours)
Pipes and Fittings
This course includes the theory of joining pipes and fittings. Topics include, methods of joining pipe and fittings, selecting and using power tools, and methods of securing piping. Upon completion, students will be able to identify pipes and fittings, identify tools, properly care for tools and identify various types of pipe securing devices.

PLB 114 (NDC, CORE) (3 Hours)
Joining Pipes and Fittings
Corequisite: PLB 113
This course covers identifying pipe and fittings, proper methods for joining all types of pipes and fittings, hanging and securing pipes and using materials and tools. Emphasis is on all plumbing materials, tools, suppliers, equipment and methods. Upon completion, students will be able to join various pipes and fittings.

PLB 115 (NDC, CORE) (3 Hours)
Pressure and Non-Pressure Systems
This course covers pressure and non-pressure systems including piping for potable water, drainage, waste, vent, gas, air, and water. Topics include types of plumbing systems, and system design and size. Upon completion, students will be knowledgeable of system functions.

PLB 116 (NDC, CORE) (3 Hours)
Pressure and Non-Pressure Systems Applications
Corequisite: PLB 115
This course is an application of PLB 115. Emphasis is on the different kinds of plumbing systems, their design, installation and function. Upon completion, students will be able to rough-in plumbing systems.
PLB 117 (NDC, CORE) (3 Hours)
**Plumbing Codes**
This course includes reading and interpreting the Southern Standard Code (SBCCI), local codes and general regulations. Emphasis is on basic principles, definitions, material, facility requirements, and technical review. Upon completion, students will be able to read and interpret state and local codes.

PLB 118 (NDC, CORE) (3 Hours)
**Code Application**
**Corequisite:** PKB 117
This course is an application of PLB 117. Emphasis is on fixture unit value, sizing systems, minimum plumbing requirements and construction, pressure and non-pressure systems according to code. Upon completion students will be able to calculate and construct pressure and non-pressure systems.

PLB 211 (NDC) (3 Hours)
**Plumbing and Repair and Installation**
This course enables students to read and follow schematics/diagrams/rough-in sheets to install or repair plumbing fixtures, to troubleshoot and make repairs. Topics include removing, replacing and repairing plumbing fixtures, new installations and troubleshooting. Upon completion, students will be able to make plumbing repair and install plumbing fixtures.

PLB 212 (NDC) (3 Hours)
**Plumbing and Repair and Installation Lab**
**Corequisite:** PLB 211
This course is an application of PLB 211. Topics include repairing and installing plumbing fixtures, and choosing appropriate fixtures for the job. Upon completion, students will be able to install new fixtures and remove, repair, and replace existing plumbing fixtures.

PLB 213 (NDC) (3 Hours)
**Process Piping**
**Prerequisite:** Instructor Approval (Advanced standing recommended)
This course focuses on various piping procedures and material used to transport materials in industrial processes. Topics include modern materials and installation techniques. Upon completion students will be able to identify and will understand the techniques of process piping installation, layouts and design.

PLB 214 (NDC) (3 Hours)
**Process Piping Applications**
**Corequisite:** PLB 213
This course is an application of PLB 213. Topics include installing process piping. Upon completion, students will be able to install process piping.

PLB 217 (NDC) (3 Hours)
**Pumps and Compressors**
This course introduces students to pump and compressor equipment used in plumbing systems. Topics include using mechanical means to move fluid through piping systems. Upon completion, students will have skills needed in selecting and installing pumps and compressors.

PLB 218 (NDC) (3 Hours)
**Pump and Compressor Application**
This course covers pumps and compressors in plumbing applications. Topics include selection, installation, maintenance and repair of pumps and compressors. Upon completion, students will be able to trouble shoot, remove, repair, maintain, and install pumps and compressors.

PLB 219 (NDC) (3 Hours)
**Medical Gas**
**Prerequisite:** Instructor Approval
This course covers the performance, maintenance, installation, and testing of medical gas systems. The major topics are nonflammable and flammable gas systems, laboratory gas, and vacuum systems and their sub-assemblies. Upon completion students will understand the hazards associated with medical gas systems, and will be knowledgeable of system components.

**Political Science (POL)**

POL 103-104 (2 Hours)
**Current Affairs**
**Prerequisite:** Instructor Approval
This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed upon topics that contribute to student awareness of historical development and political significance of
selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significance of, and express informed judgments about selected contemporary social and political issues.

**POL 105 (2 Hours)**
**Current Affairs**
**Prerequisite: Instructor Approval**
This course is a study of contemporary world events as reflected in current media reports. Emphasis is placed on topics of current significance as 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 significance of; and express informed judgments about selected contemporary social and political issues.

**POL 200 (CORE) (3 Hours)**
**Introduction to Political Science**
**Prerequisite: Instructor Approval**
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.

**POL 211 (CORE) (3 Hours)**
**American National Government**
**Prerequisite: Instructor Approval**
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.

**POL 220 (3 Hours)**
**State and Local Government**
**Prerequisite: Instructor Approval**
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 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.

**POL 230 (3 Hours)**
**Comparative Government**
**Prerequisite: Instructor Approval**
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 contract the organization, institutions, and processes of major types of governmental systems of the world.

**POL 236 (3 Hours)**
**Survey of International Relations**
**Prerequisite: Instructor Approval**
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.

**POL 240 (3 Hours)**
**Political Theory**
**Prerequisite: Instructor Approval**
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.

POL 299 (3 Hours)
Directed Studies
Prerequisite: Recommendation of Instructor and Approval of Department Chairperson
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.

PSY 100 (1 Hour)
Orientation
This course is designed to introduce the student to college life, responsibilities, rule, and regulations.

PSY 200 (CORE) (3 Hours)
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.

PSY 210 (3 Hours)
Human Growth and Development
This course is a study of the psychological, social, and physical factors that affect human behavior from conception to death.

PSY 211 (3 Hours)
Child Growth and Development
Prerequisite: PSY 200
This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications.

PSY 220 (3 Hours)
Human Sexuality
Prerequisite: PSY 200
This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social and emotional aspects.

PSY 230
Abnormal Psychology
Prerequisite: PSY 200
This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered.

PSY 250 (3 Hours)
Social Psychology
Prerequisite: PSY 200
This course is a study of social factors and how they influence individual behavior.

PSY 260 (3 Hours)
Statistics for the Social Sciences
Prerequisite: PSY 200
This course is an introduction to the basic statistical concepts, measures, and techniques used in social science research and report writing. It includes both descriptive and inferential statistics.

PSY 276 (3 Hours)
Human Relations
Prerequisite: Instructor Approval
This course focuses on readings, inter- and intrapersonal experiences, individual testing, employer visits and open discussions. Its goal is to assist the student in making a successful transition from classroom to the world of work.

Radio and Television Broadcasting Technology (RTV) (PFC)

RTV 100 (3 Hours)
Introduction to Broadcasting
Prerequisite: RTV 100
This course surveys the history, growth, and development of Radio, Television, and related media in the United States with emphasis on
social, cultural, and economic implications and special consideration given to regulations and current issues.

RTV 106 (3 Hours)
Broadcast Announcing
Prerequisite: RTV 100
This course offers a study of standard American and foreign pronunciation for radio, television, and related media. Practice in the skills of music announcing, sportscasting, interviewing, copy interpretation, and speaking ad lib is included.

RTV 116 (3 Hours)
Radio Production and Programming
Prerequisite: RTV 100
Theory and application of audio media writing and production techniques are covered in this course. Emphasis is placed on effective use of words, music and/or sound effects in the production of audio programming for radio.

RTV 117 (3 Hours)
Television Production
Prerequisite: RTV 100
The theory and applications of television media writing and production techniques are covered in this course through an examination of the equipment, process, and technology required in production for television and related media.

RTV 143-144-145 (3 Hours)
Practicum in Radio or Television Broadcasting
These courses offer supervised campus experience in radio or television broadcasting with emphasis in the planning, production and editing of electronic media announcements and programs.

RTV 207 (3 Hours)
Broadcast News
Prerequisite: RTV 100, RTV 106
This course covers theory and application of news gathering, writing, editing, and performance for electronic media, including news, sports, commentaries, editorials, documentaries, and public affairs programming.

RTV 216 (3 Hours)
Advanced Radio Production and Programming
Prerequisite: RTV 116
This course is a continuation of RTV 116 with emphasis on radio audio production and programming, directing, and audio theory and applications.

RTV 217 (3 Hours)
Advanced Television Production
Prerequisite: RTV 117
This course is a continuation of RTV 117 with emphasis on television producing, directing, and editing theory and applications.

RTV 220 (3 Hours)
Broadcast Regulation
Prerequisite: RTV 116 or RTV 117
This course covers historical development of control of radio, television and related media by agencies, groups, and organizations through legal, social, and economic means.

RTV 226 (3 Hours)
Broadcast Management
Prerequisite: RTV 216 or RTV 217
This course covers theory and application of management practices in the administration of broadcast and related businesses.

RTV 241-242 (3 Hours)
Internship in Radio or Television Broadcasting
Prerequisite: RTV 216 or RTV 217
These courses offer supervised field experiences in radio or television broadcasting or related areas.

RTV 243-244-254 (3 Hours)
Practicum in Radio or Television Broadcasting
Prerequisite: RTV 143, RTV 144, RTV 145
These courses are a continuation of the RTV 143, RTV 144, and RTV 145 sequence offering supervised campus experience in radio, television, or related media.

Reading (RDG)

RDG 080 (1 Hours)
Reading Laboratory
This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on reading assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in reading courses. A student's success in this
course is measured by success in those other reading courses in which the student is enrolled.

RDG 083 (3 Hours)
Developmental Reading I
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 084 (3 Hours)
Developmental Reading II
Prerequisite: RDG 083 or Equivalent Placement Score
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 085 (3 Hours)
Developmental Reading III
Prerequisite: RDG 084 or Equivalent Placement Score
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 111 (2 Hours)
Critical Reading for College
Prerequisite: College Test Score Placement or Instructor Approval
This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

REL 101 (3 Hours)
Survey of Church History I
This is the first course in sequence of two courses that is a study of the growth and development of the church from the New Testament to the Reformation.

REL 102 (3 Hours)
Survey of Church History II
This is the second in a sequence of two courses that is a study of the growth and development of the church from the reformation to the present day.

REL 151 (3 Hours)
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.

REL 152 (3 Hours)
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.

REL 250 (3 Hours)
Introduction to Pastoral Care
This course is an introduction to the role and function of pastoral counseling. The student should have a basic understanding of the various tasks of pastoral counselor.

Social Work Technician (SWT)

SWT 109 (3 Hours)
Techniques of Behavior Modification I
This course is designed for the student will demonstrate the ability to decrease inappropriate behaviors and to shape appropriate behavior through the use of behavior modification techniques.

REL 100 (CORE) (3 Hours)
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.
SWT 130 (3 Hours)
The Community and the Social Worker
This course is designed to acquaint the student with the demographic, economic and cultural composition of the community. The student will develop technical skills for making practical application of available resources for enhancing the quality of life within the community.

SWT 131 (3 Hours)
Problems of Children and Youth
This course develops an understanding of the emotional, social, psychological and physical needs of children and youth. This course presents the influences and responsibilities of natural and surrogate parents. The student becomes familiar with the nature and causes of the more common problems and develops skills of assisting with the prevention and/or improvement of problems common among children and youth.

SWT 133 (3 Hours)
Geriatrics
This course includes the study of the needs of making adjustments to retirement, activities and hobbies of the older person, and community agencies available for the aged. This course will include common psychological and physical problems of the aging. Actual experience will be provided in helping the elderly accept the changes in later life and teaching them of the many services available to them.

SWT 138 (3 Hours)
Counseling From A Cultural Perspective
This course will acquaint the students with some of the problems facing minorities. It will stress the importance of the counselor's knowledge of, and sensitivity to, the minority client experiences, and how these experiences are greater now than they have been at any time in the past three decades. This course will help counselors and mental health practitioners maximize their effectiveness when working with a culturally diverse population. The student will learn to establish the necessary and sufficient conditions of a counseling relationship with clients who care culturally different. Similarities in race, ethnicity and culture will be stressed.

Sociology (SOC) (CRJ)

SOC 200
Introduction to Sociology
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

SOC/CRJ 208 (3 Hours)
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.

SOC/CRJ 209
Juvenile Delinquency
Prerequisite: SOC 200
This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts.

SOC 210 (3 Hours)
Social Problems
Prerequisite: SOC 200
This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research.

SOC/CRJ 217 (3 Hours)
Criminal and Deviant Behavior
Prerequisite: SOC 200 Or SOC/CRJ 208
This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crime causation.

SOC 246
Modern Women in A Changing Society
Prerequisite: SOC 200
This course explores the role of the contemporary woman in the changing family and the world of work.

SOC 247 (3 Hours)
Marriage and the Family
Prerequisite: SOC 200
This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as
sociological, psychological, biological, and financial factors relevant to success in marriage and family life.

SOC 296
Directed Studies in Sociology
Prerequisite: SOC 200
This course provides students with opportunities to have “hands-on” experience with research methods used in the behavioral sciences or to complete directed readings under faculty supervision.

Spanish (SPA)

SPA 101 (CORE) (4 Hours)
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.

SPA 102 (CORE) (4 Hours)
Introductory Spanish II
Prerequisite: SPA 101 or Equivalent
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

SPA 201 (CORE) (3 Hours)
Intermediate Spanish I
Prerequisite: SPA 102 or Equivalent
This course includes a review and further development of communication skills. Topics include readings of literacy, historical, and/or cultural texts.

SPA 202 (CORE) (3 Hours)
Intermediate Spanish II
Prerequisite: SPA 201 or Equivalent
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

Speech (SPH) (SPC)

SPH 105 (3 Hours)
Basic Theories of Human Communication
This is a survey, non-performance course that provides general introduction to theories of human communications.

SPH 106 (CORE) (3 Hours)
Fundamentals of Oral Communication
This is a performance course that includes the principles of human communication; intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application.

SPH 107 (CORE) (3 Hours)
Fundamentals of Public Speaking
This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized.

SPH 108 (3 Hours)
Voice and Diction
This course provides training for improvement in use of the speaking voice. Attention is focused on range, flexibility, clarity of articulation, and standards of pronunciation with individual help in the correction of faulty speech habits. A study of International Phonetic Alphabet is included.

SPH 116 (CORE) (3 Hours)
Intro to Interpersonal Communication
This course is an introduction to the basic principles of interpersonal communication.

SPH 123-125 (3 Hours)
Forensics Workshop I-II-III
These courses offer experience in speech activities such as debate, discussion, oral interpretation, extemporaneous speaking and original oratory. The student is required to participate in scheduled intercollegiate speech tournaments.
Theatre Arts (THR)

THR 121 (5 Hours)
Theater Appreciation
This course presents a general approach to the organization of the theater. It is especially designed to develop the student's knowledge and appreciation of the theater arts through contemporary and historic study of the drama.

THR 131 (5 Hours)
Acting Techniques I
This course presents a study of the principles and techniques of acting. Training in pantomime stage movements, characterization and motivation is given. Students will present scenes from plays as classroom exercises.

THR 132 (5 Hours)
Acting Techniques II
This course provides participation in dramatic production. Credits will be given for the satisfactory planning and execution of major technical work on the productions.

THR 141 (1 Hour)
Introduction to Dance in Theater I
This course is the first of a two-course sequence that offers the student an introduction to basic dance movements and the use of dance in dramatic productions.

THR 142 (1 Hour)
Introduction to Dance in Theater II
Prerequisite: THR 141 (Continuation of THR 141)

THR 281 (2 Hours)
Stage Movement I
This course is the first in a two course sequence that offers the student a basic introduction to movement for the stage for those interested in acting or dance. They also include consideration of role development through movement.

THR 282 (2 Hours)
Stage Movement II
Prerequisite: THR 281 (A continuation of THR 281)

Urban/Regional Planning (URP)

URP 101 (3 Hours)
Survey of Planning
This course is a review of the purposes and methods of city, metropolitan, and state regional planning as they relate to urban development.

URP 102 (3 Hours)
Survey of Planning II
Prerequisite: URP 101
This course is a continuation of URP 101.

URP 103 (3 Hours)
Urban Geography
This course is a review of the external and internal spatial processes of cities and city systems, with an emphasis on contemporary urban problems.

URP 201
Principles of Community Planning
This course is a study of the ideology and techniques of social and physical planning process, including assumptions, goals, standards, priorities, and directions of change.

URP 202 (3 Hours)
The Community and its Organization
This course is a survey of the theories and principles, and practices in community organization as a component in social work.

URP 203 (3 Hours)
Politics in Urban Areas
This course provides an examination of the nature of politics and political participation. Emphasis is on citizen participation, mechanism, and organizing for local elections.

URP 204 (3 Hours)
Graphic Presentation
This course is an introduction to the presentations and interpretations of graphics, including photographs, line drawings, graphs, layouts, tracings, overlays, charts, and maps.
CIS 100 (2 Hours)
Technical Computer Skill Basics
This course places emphasis on the usage of personal computers and software applications for personal and workplace use. Topics include impact of computers in business and industry, word processing, spreadsheets, ethical issues, database, and related concepts.

CIS 103 (3 Hours)
Technical Computer Skills
This course is designed to focus on the development of computer skills suited to the needs of students in the non-degree occupational programs. This course will generally use software packages appropriate to occupational programs and may include such topics as word processing, database, basic graphics, spreadsheets or other features typically needed in the field.

VTE 101/ENG 100 (3 Hours)
Vocational Technical English I
Prerequisite: Satisfactory Placement Score
This course focuses on basic grammar skills, and word usage, mechanics, sentence skills, paragraph development and proper format. Emphasis is placed on technical reading and job-related vocabulary with substantial focus on occupational performance requirements.

VTE 102/ENG 103 (3 Hours)
Vocational Technical English II
Prerequisite: VTE 101 or Instructor Approval
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and developing interpersonal communication skills with employers and the public with substantial focus on occupational performance requirements and industry standards.

VTM 101/MTH 101 (3 Hours)
Vocational Technical Mathematics I
Prerequisite: Satisfactory Placement Score
This course focuses on business and industry related arithmetic and geometric skills which include operations with whole numbers, decimals, denominate numbers, fractions, percentage, squares and square roots, measurements, ratio and proportions, equations, formulas and statistics.

VTE 102/MTH 102 (3 Hours)
Vocational Technical Mathematics II
Prerequisite: VTM 101 or Instructor Approval
This course introduces the student to common business practices, operation with percentages in business, simple interest, compound interest, insurance calculations, financial statements, payroll taxes and special problems in the workplace with substantial hands-on focus in shop, laboratory or marketplace settings.

SPH 100 (2 Hours)
Fundamentals of Speech Communications
Prerequisite: Instructor Approval
This performance course includes the study of the principles of human communication: intrapersonal, interpersonal, and public. It surveys communication theory and provides practical application.

SPH 101 (2 Hours)
8Oral Communication Skills
This course introduces the basic concepts of interpersonal communications and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include
overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting.

Water and Wastewater Management (WMT)

WMT 100 (CORE) (3 Hours)
Water Supply and Wastewater Control
This course is designed to familiarize the student with water supply and wastewater control. Emphasis is on the engineering aspects of water supply, water distribution, wastewater collection, and wastewater treatment and disposal. Upon course completion, students should be able to apply engineering and scientific concepts and principles of water supply and wastewater control.

WMT 110 (CORE) (3 Hours)
Basic Hydraulics for Water and Wastewater Technology
This course is designed to provide the student with an understanding of practical hydraulic design related to water supply and wastewater control. Topics include the collection, treatment, and distribution of water and collection and treatment of domestic and industrial wastewater. Upon course completion, students should be able to apply principles of hydraulic systems to water and wastewater management practices.

WMT 120 (CORE) (3 Hours)
Sanitary Chemistry and Biology
This course is designed to acquaint the student with the fundamentals of microbiology and chemistry applicable to water and wastewater management. Emphasis is on laboratory procedures pertinent to water/wastewater treatment. Upon course completion, students should be able to perform relevant laboratory procedures.

WMT 201 (CORE) (3 Hours)
Basic Water Treatment Processes
Prerequisite: WMT 100
This course covers the elementary engineering aspects of the design, operation, and maintenance of wastewater treatment plants. Topics include aeration, coagulation and flocculation, sedimentation, filtration, chlorination, corrosion and mineral control, maintenance programs, environmental regulations and plant records. Upon course completion, students should be able to perform the basic functions of operating a wastewater treatment plant.

WMT 202 (CORE) (3 Hours)
Wastewater Treatment Processes
Prerequisite: WMT 100
This course is a continuation of WMT 201 and covers engineering aspects of the design, operation and maintenance of wastewater treatment plants. Topics include design parameters for all processes; type of operation of miscellaneous equipment, maintenance programs, and typical solutions to be specific operational problems. Upon course completion, students should be able to operate a wastewater treatment plant.
Mr. "Fairway" Finch having fun with Desktop Publishing Project
Administration

Office of the President

Ward, Perry W., President
- B.A., Miles College
- M.S.W., Ph.D., University of Alabama, Tuscaloosa

Office of the Vice President

Kimmons, Willie J., Vice President and Dean of Instructional Services
- B.S., Lincoln University
- M.S., Ed.D., Northern Illinois University

Greene, Barbara, Director of Library Media Services Division
- B.S., Tennessee A & I State University
- M.L.S., University of Alabama, Birmingham
- Ed.S., University of Alabama, Birmingham

Jordan, Charles, Interim Associate Dean of Liberal Science & College Transfer Programs
- B.A., Miles College
- M.A., Atlanta University

Osborne, Margaret, Interim Associate Dean & Vocational, Technical, Occupational, and Career Programs
- B.S., Athens State College
- M.A., University of Alabama, Birmingham

Mencer, Andrew, Evening School Director
- B.S., Alabama State University
- M.S., University of Alabama, Birmingham

Office of Business Affairs

Crews, Sharon S., Dean of Business and Finance
- B.S., Alabama State University
- Certified Public Accountant, State of Alabama
- M.A., Master in Accounting, University of Alabama, Birmingham
Office of Planning, Development, and Support Services

Stephens, Ronnie, Manager of Data Processing
- A.A., Lawson State Community College
- B.A., Miles College

Shields, Nick, Director of Facility Planning and Management
- B.S., Tuskegee University

Williams, Corine, Director of Title III, Federal Programs & Grants
- B.A., Stillman College
- M.A., University of Alabama, Tuscaloosa

Student Development Services Division

Cook, Charlise, Dean of Student Development Services Division
- B.A., M.A., Tuskegee University

Collins, Gwendolyn O., Student Health Nurse
- B.S., Tuskegee University

Crawford, Mattie W., Coordinator of Upward Bound
- B.S., M.Ed., Alabama State University

Davis, Carl, Counselor & Job Placement
- B.S., Alabama A&M University
- M.A., University of Alabama, Birmingham
- M.Ed., Alabama State University

Howard, Sandra E., Counselor & Student Activities
- A.A., Lawson State Community College
- B.A., Stillman College
- M.Ed., Alabama State University
- AA Certificate, Guidance and Counseling, University of Alabama, Birmingham

Davis, Myra P., Coordinator of Admissions & Records
- A.A.S., Lawson State Community College
- B.A., Birmingham Southern College

Orange, Janice H., Counselor & Testing Service
- B.S., Miles College
- M.A., University of Alabama, Birmingham
Threatt, Sheryl, Coordinator of Financial Aid & Scholarships
- A.A.S., Lawson State Community College
- B.S., Miles College

Watkins, Miranda, Counselor & Student Development Services
- B.S., Wilberforce University
- M.A., University of Alabama, Birmingham

Williams, Janice B., Counselor & Testing Service
- B.S., Miles College
- M.A., University of Alabama, Birmingham

**Library Media Services Division**

Adams, Cordell W., Extended Day Librarian
- B.S., Miles College
- M.S.L.S., Atlanta University

Howard, Mary A., Reference Librarian
- B.S., Alabama State University
- M.A., University of Alabama, Birmingham

Clark, Gloria D., Automation Specialist
- United States Navy, Retired

**Office of Financial Aid**

Mahand, Shelia, Veteran Affairs and Financial Aid Assistant
- B.S., Alabama A&M University

Matthews, Cassandra, Financial Aid Specialist/Project Choices
- B.S., Finance, Alabama A&M University
Faculty

Division of Liberal Arts and Sciences, College Transfer Programs

Department of Languages, Literature, and Fine Arts

Matchen, Elizabeth Anne, Chairperson
- B.S., M.A., Ed.D., University of Alabama, Tuscaloosa

Callighan, Robert, Instructor/Drama and Speech
- B.S., M.A., Murray State University

Spruill, Bessie, Instructor/Music and Coordinator of College Choir
- B.A., Tuskegee University
- B.M., University of Michigan
- M.M., University of Montevallo

Walker, Stephen, Instructor/Art
- B.F.A., University of Alabama, Tuscaloosa

White, Mary O., Instructor/College English
- B.S., Miles College
- M.A., University of Alabama, Birmingham

Department of Educational Enrichment

Mencer, Lurlene, Director
- B.S., Tuskegee University
- M.A., University of Alabama, Birmingham
- Ed.S., University of Alabama, Birmingham

Burden, Cedric, Instructor/English
- B.A., University of Montevallo
- M.A., University of Montevallo

Ernest, Sidney, Jr.
- B.S., University of Alabama, Tuscaloosa
- M.A., University of Alabama, Tuscaloosa
Millender, Shelly, Instructor, College Reading
- B.S., University of Alabama, Birmingham
- M.A., University of Alabama, Birmingham

Department of Health, Physical Education and Recreation, and Dance

Evans, Joe E., Athletic Director/Chairperson
- B.S., Bishop College, Dallas, Texas
- M. Ed., Alabama State University

Jefferson, Steve, Men's Basketball Coach
- B.S., Alabama State University
- M.A., Alabama State University

Pitts, Eleanor, Women's Basketball Coach/Women's Volleyball Coach/Instructor
- B.S.Ed., Southwest Missouri State University
- M.A., Alabama State University

Department of Health Professions

Marable, Shelia P., Chairperson
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- M.S., University of Alabama, Birmingham

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Raine, Sandra, Instructor/Nursing
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- M.S., Troy State University

Rose, Linda, Instructor/Nursing
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- M.S., University of South Alabama
Wilson, Lois J., Instructor/Nursing
- B.S., Tuskegee University
- M.A., Atlanta University

Zeigler, Bernice, Instructor/Nursing
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- M.S., Medical College of Georgia

Department of Mathematics

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- M.A., Atlanta University

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- M.S., Jacksonville State University

Department of Natural Sciences

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- M.S., Tuskegee University

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- B.S., Medical Science, University of Osteo Pathological Medicine and Health Science
- M.S., Reproductive/Microbiology, Alabama A&M University
- D.P.M., University of Osteo Pathological Medicine & Health Science

Department of Social and Behavioral Science

McCullum, Patricia G., Chairperson
- B.A., Miles College
- M.A., Atlanta University
Harris, Sadie D., Instructor
- A.A., Lawson State Community College
- B.A., Alabama State University
- M.S.W., Atlanta University

DIVISION OF VOCATIONAL, TECHNICAL AND OCCUPATIONAL PROGRAMS

Department of Business Technologies

Goldman, Uleda, Chairperson
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- M.S., M.Ed., Columbia University

Balaga, Venkateshwar, Instructor/Computer Science
- B.E., University of Poona
- A.M.E.E.T.E., Institute of Electronics & Telecommunications Engineers
- M.W., Alabama A&M University

Carter, Eva O., Director/Small Business Center
- B.S., Johnson C. Smith University
- M.B.A., Samford University

King, Alfreda, Instructor
- A.S., Lawson State Community College
- B.S., Miles College
- M.B.A., Alabama A&M University

Milton, Alice T., Instructor, Consultant, Coordinator of Electronic Campus
- B.S., Alcorn State University
- M.B.Ed., Jackson State University
- Ed.S., Jackson State University
- Ed.D., Mississippi State University
- Certified—111 Endorsement in Computer Literacy
- Certified—Phase One Trainer/Technology
- Certified—Vocational Education

Robinson, Margaret, Instructor, Computer and Information Systems
- B.S., Miles College
- M.S., Virginia State University
- CNI—Certified Network Instructor
- CPT—Certified Technical Trainer
Department of Occupational Education Technologies

Jackson, Earnest, Chairperson
• B.S., Athens State College

Bennett, Myree, Instructor, Cosmetology
• B.S. Athens State College

Collier, Roy, Instructor, Barbering

Cunningham, Tracy, Instructor/Vocational Technical English & Math
• B.A., University of Alabama Birmingham

Douglas, Clarence, Instructor/Electrical Technology
• B.S., Athens State College

Gunn, George, Instructor, Fire Science

Harris, Deborah, Instructor/Commercial Foods
• Certificate, Lawson State Community College

Hill, Nelsena, Instructor/Cosmetology
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• B.S., Athens State College

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• B.S., University of Alabama, Birmingham
• M.A., University of Alabama, Birmingham

Jones, Alfred, Instructor/Electronics
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• M.A., University of Alabama

Moutry, Clarence, Instructor/Drafting & Design Technology
• B.A., Miles College
• M.S., Alabama A&M University

Nance, Henry, Radio & Television Broadcasting Instructor

Pledger, Gwendolyn, Instructor/Cosmetology
• Certificate, Debbie’s School of Beauty Culture
• B.S., Athens State College
Spears, William, Instructor/Industrial Maintenance Technology
- B.S., M.A., University of Alabama, Tuscaloosa

Stone, Anthony, Instructor/Barbering
- Certificate, Lawson State Community College

Taylor, James, Instructor/Plumbing
- Master Plumber, Master Gas Fitter, Master Steam Fitter, Master Pipe Fitter

Turner, Robert, Instructor/Auto Body Repair
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**Department of Correctional Educational Technology**

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- M.S., Alabama A&M University

Sledge, Donald, Instructor, Barbering
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- B.S., Athens State College

Banks, Harold, Instructor/Electrical Technologies
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- B.S., Athens State College
- M.S., Alabama A&M University

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- B.S., M.S., Ed.S., University of Alabama Birmingham

Nelson, Rueben, Instructor/Masonry
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- A.S., Lawson State Community College

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- M.A., University of Alabama, Birmingham

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- B.S., Alabama State University

Hannon, Ruth J., Instructor
- B.A., Miles College
- M.A., Atlanta University

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- B.A., University of Montevallo
- M.A., Birmingham Southern College

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- A.A.S., Booker T. Washington Business College

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- Certificate, Herzing Institute

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- A.A.S., Booker T. Washington Business College

Office of Planning, Development, And Support Services

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- A.S., Lawson State Community College
- B.S., Athens State College

Office of Data Processing

Gardner, Victor, Data Base Management Systems Programmer
- Certificate, Booker T. Washington Business College

Paige, Teresa, Systems Operator
- A.A.S., Lawson State Community College

Office of Job Training

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- B.S., Tuskegee University
- M.A., University of Alabama, Birmingham

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- B.S., Alabama A&M University
- MBA, Alabama A&M University
- Ed.D., University of Alabama, Tuscaloosa
Office of Business Affairs

Blackwell, Nelda F., Secretary/Cashier
- A.S., Lawson State Community College

Carrington, Juanita, Secretary
- A.A.S., Lawson State Community College

Davis, Andre, Internal Auditor
- B.S., Oakwood College

Floyd, Shirley, Manager/Accounts Payable

Hamilton, Vicky, Campus Operator

Jones, Clarence, Transportation Supervisor & Inventory Clerk

Reed, Daniel R., Accountant
- B.S., University of Idaho

Office of Personnel Services

Spears, Vergie B., Manager/Personnel & Payroll
- B.S., Alabama A&M University

Office of Auxiliary Services

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- B.S., Business Administration & History, Huntington College
- B.A., History, Huntington College
- M.S., Human Resource Management, Troy State University
Environmental Services

Fitch, Jeffrey, Maintenance Supervisor
- Certificate, Bessemer Technical College
- A.A., Jefferson State College

Robinson, Charles, Maintenance/Custodian
- A.A.S., Lawson State Community College

Atkins, Howard, Custodian
Bennett, Gary, Custodian
Clark, Robert, Painter
Daniels, Jim, Custodian
Davis, Arthur, Custodian
Jefferson, Frederick, Maintenance/Custodian
Jones, Alvin, Maintenance/Custodian
Kidd, Derek, Maintenance/Custodian
Matthews, Kenneth, Maintenance/Custodian
Pugh, Debra, Custodian
Pugh, Jerome, Grounds/Maintenance
Sheppard, Calvin, Grounds
Stokes, Gregory, Maintenance/Custodian
Tucker, Willie, Grounds
Turman, Russell, HVAC Mechanic
White, Edward, Grounds
White, Willie, Grounds
Wormley, Jeffrey, Grounds
Wren, Linda, Custodian
Police

Williams, Walter, Chief of Police
- B.A., Miles College

Tate, Robert, H., Sergeant

Duff, Albert, Officer
Ferguson, Oliver, Officer
Franklin, Cornelius, Officer
Gibbs, Richard, Officer
Moore, James, Officer
Paige, William, Officer
Richardson, Kenneth, Officer
Stanton, Paul, Officer
Turk, Ira, Officer
Accreditation
Lawson State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. The nursing program is accredited by the National League for Nursing.

Advanced Placement
Placement that is done by evaluating students' present skills. For example—if you take the (ACT/PEP) American College Testing Proficiency Examination in Fundamentals of Nursing and Maternity Nursing and with a passing score, the student can earn course credit for beginning nursing courses or based on work experience without actually taking courses.

ACT
American College Test (a college entrance exam).

Alumnus
A graduate of Lawson State Community College.

Associate in Applied Science
The Associate in Applied Science Degree is awarded to students who complete the requirements of a specific career or professional program outlined in this catalog. These programs may contain no less than 60 and no more than 76 semester hours.

Associate in Arts and Associate in Science
The Associate in Arts and Associate in Science Degrees are the basic degrees awarded to students completing a planned university-parallel program designed to meet the requirements of the first two years of a bachelor of arts or bachelor of science degree. These programs may contain no less than 60 and no more than 64 semester hours.

Associate in Occupational Technologies
The Associate in Occupational Technologies Degree is awarded to students who complete the requirements in the occupational or technical programs outlined in this catalog. These programs may contain no less than 60 and no more than 76 semester hours.

Audit
An option for class registration in which student pays to attend class but does not want to receive credit. Students are not required to take exams or complete assignments.

Certificate
A short-term program that prepares the student for immediate employment. The program provides students with a general knowledge of the field of study.
Clinical Practice/Manipulative Laboratory
Three hours of clinical practice/manipulative laboratory with no regular out-of-class assignments per week. "Clinical Practice/Manipulative Laboratory" involves the development of manual skills and job proficiency.

Community Education
The division of the college that offers non-credit courses designed for upgrading skills or for personal enrichment.

Contact hours
The actual number of hours a student is in a certain class every week. Each course lists the contact hour(s) in the class schedule.

Corequisite
Specified conditions, requirements, or courses that must be completed at the same time as another course.

Credit by Exam
To receive credit for a course without having taken the course by taking an exam.

Credit Hour
Every class is worth a value called a credit hour. Every degree and certificate program requires you to take a minimum of fifty (50) classroom minutes of instruction. In the semester schedule, each course lists its credit hours.

Curriculum
A planned sequence of required courses aimed at an academic or occupational goal. A curriculum is also referred to as a program of study.

Degree-seeking
The program of study that a student seeks for completion before graduation.

Drop/Add
To adjust a schedule by dropping and/or adding courses that was registered. Dropping/Adding usually takes place after the first day of registration.

Dual Enrollment
When a student is currently enrolled in high school and at Lawson State Community College taking college courses for credit. The student must have the permission from the appropriate high school official.
Elective
Any course in a curriculum that is not a specific required course.

Experimental Laboratory
Two hours of experimental laboratory plus an average of one hour of out-of-class study per week. Experimental laboratory involves demonstrations by instructor and experimentations by students.

Full-time/Part-time status: A full-time student must take at least 12 – 16 credit hours.

GPA
Grade Point Average.

In-state Student
The classification of a student that has been a resident of Alabama for at least the past 12 months prior to admission to Lawson.

Internship
Ten hours of internship with no regular out-of-class study per week. “Internship” is the term which will be used to include cooperative education practicums, sponsored work experience, and other “Internships” but not directly involves the development of job skills by providing the student with a structured employment situation that is directly related to, and coordinated with the educational program.

Lab Fee
Required fees for all courses with a lab. The fee covers materials needed for instruction.

Non-Degree Status
A student enrolled for courses without declaring a program of study (also called a “special student”).

Out-of-State Student
The classification of a student that has had residency outside of Alabama for 12 months or longer immediately prior to application to Lawson.

Overload
A student registered for more than 20 credit hours.

Prerequisite
Specified conditions, requirements, or classes that must be completed before enrolling in a class. A prerequisite is intended to provide the student with the background needed to successfully complete certain courses.
Glossary
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Quality Point(s)
Total hours earned after successfully completing a course.

Re-admission
To re-apply for admission at Lawson State Community College—if a student have not attended classes at Lawson for more than a year.

Semester
Traditionally, a semester is half an academic year. A semester entails fifteen (15) weeks of instruction and 1 (one) week of final exams (16 weeks total). The fall semester begins in August and the spring semester begins in January.

SGA
Student Government Association

Student activity fee
Fees that are paid by the student every semester (except summer) for educational and recreational activities.

Theory
An hour of instruction plus an average of two hours of out-of-class study per week.

Transcript
An official/unofficial record of a student's college coursework that is maintained by the college registrar. The record shows courses taken, hours attempted/earned, grades, GPA, and graduation information.

Tuition
The cost per semester credit hour that each student must pay for his or her college courses.

Withdrawal
Officially dropping any or all courses during a semester. THE STUDENT must notify the Office of Admissions. Refunds are based on the refund schedule in the catalog. The forms are located in the Office of Admissions.

NOTE: As per the Alabama Department of Postsecondary Education, the definition of a semester hour of credit and categories of types of instruction are stated as follows:

*Semester hours of credit are based on the average number of hours of instruction taught weekly during the 15 to 16 week period, with an hour of instruction defined as not less than fifty minutes of instructor/student contact.*
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