

# **WALLACE COMMUNITY COLLEGE SELMA**

## **GENERAL CATALOG**

**and**

## **STUDENT HANDBOOK**

**2012 - 2014**

P. O. Box 2530  
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Selma, Alabama 36702-2530  
Tel. 334.876.9227

[www.wccs.edu](http://www.wccs.edu)

Wallace Community College Selma is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4501 for questions about the accreditation of Wallace Community College Selma.

### **ADDITIONAL ACCREDITATION/REGULATORY BODIES**

National League for Nursing Accrediting Commission (NLNAC)  
Alabama State Board of Nursing  
Alabama Department of Health  
Alabama State Board of Cosmetology

This catalog is for informational purposes only. This catalog does not constitute an agreement between Wallace Community College Selma and the student. The college reserves the right to change the cost, curriculum, or any other items contained herein as changing circumstances may dictate.

Widely regarded as one of the finest community colleges in the state, Wallace Community College Selma (WCCS) is known for its academic rigor, outstanding vocational training programs, superb faculty, comprehensive student services, community outreach, and excellent facilities.

I am honored to serve as WCCS' President, and I am proud of the contributions the College makes to the quality of life in the City of Selma and the surrounding counties. Since the College's founding in 1963, WCCS' faculty, staff, and administration have been dedicated to the values that distinguish WCCS' unique role in higher education and make the College a critical community resource - access to educational opportunities, affordability, quality, diversity, and strong student success services.

High standards and quality distinguish WCCS as an institution dedicated to student success. At WCCS we focus on the student, and the successes that our students have achieved are evidence of that attention. Our class sizes are small, and students have the opportunity to work closely with their instructors. Our transfer students who go on to four-year colleges and universities do as well as (and in many cases, better than) students who began their college careers at a four-year institution. Students who complete one of more than 12 vocational programs enter the workforce well trained to succeed in business and industry.

I can assure you that if you make WCCS your first choice, you have chosen the best! I encourage you to visit Wallace Community College Selma to see for yourself what WCCS has to offer. Good luck as you pursue your educational goals, and I hope I have the opportunity to meet you on campus.

Sincerely,

Dr. James M. Mitchell  
President

This Catalog is the official announcement of the programs, requirements, and regulations of the College. Students enrolling in classes at Wallace Community College Selma are subject to the provisions as stated. Fees and other charges, courses, requirements, and conditions are subject to change without prior notice. For availability of courses and programs of study, consult the College's semester course schedule. Class offerings and program availability are subject to change from catalog and semester schedule listings without prior notice.

## TABLE OF CONTENTS

<b>CATALOG .....</b>	<b>Page</b>
Message from the President of WCCS.....	2
College Calendars.....	5
Important Telephone Numbers .....	12
Alabama State Board of Education Members .....	14
History of the College .....	15
Accreditation of the College .....	15
Vision Statement .....	17
Mission Statement .....	17
Diversity Statement.....	18
Universal Human Rights Pledge .....	18
College Network and Internet Usage Policy and Guidelines.....	18
Statement of Academic Freedom .....	19
Intellectual Property Rights .....	19
Non-Discrimination Policy.....	20
Disabled Student Services .....	20
Admissions Policies and Procedures.....	20
Placement Testing.....	21
Transfer Students .....	23
Transient Students.....	24
Readmission to the College.....	24
International Student Admissions .....	25
Credit from Non-traditional Sources .....	26
CLEP Examinations .....	26
Accelerated High School Students .....	27
Dual Enrollment Students.....	28
E-Learning .....	28
Independent Study Policy .....	28
Forgiveness Policy.....	29
Academic Bankruptcy.....	29
Financial Information .....	30
Tuition & Fees .....	30
Tuition for Foreign Students .....	31
Out of State Tuition.....	31
Refunds and Withdrawals Policy .....	31
Academic Grading System.....	32
Academic Honors.....	33
Attendance Policy.....	33
Standards of Progress (Academic Probation & Suspension Policy) .....	33
Maximum Course Loads.....	34
Withdrawal from a Course .....	35
Withdrawal from the College.....	35
Student Records Policy .....	36
Student Transcript Policy .....	36
Non-traditional Class Hours .....	36
General Education Courses Student Learning Outcomes.....	36
Student Support Services Program.....	37
Types of Awards .....	37
Basic Associate Degree Requirements .....	37
Basic Standard Certificate Requirements.....	37
Senior College Transfer Programs.....	38
STARS System .....	38
Associate in Arts Degree .....	39

Associate in Science Degree.....	40
Associate in Applied Science Degree .....	41
Standard Certificate.....	41
Short Term Certificate.....	42
Associate Degree Nursing (ADN) .....	43
Business Administration (BUS) .....	52
Computer Information Systems (CIS) .....	56
Criminal Justice (CRJ) .....	58
Cosmetology (COS).....	62
Cosmetology Instructor Training (CIT) .....	64
Drafting and Design Technology (DDT) .....	65
Electrical Technology (ELT).....	68
Industrial Maintenance Technology (INT) .....	72
Office Administration (OAD).....	76
Accounting Option .....	77
Information Processing Option.....	81
Computer Systems Technology Option .....	86
Medical Transcription Option.....	90
OAD Short-Term Certificate (STC) Options .....	95
Practical Nursing (LPN).....	96
Nursing Assistant (NAS) .....	102
Masonry/Building Trades (MAS) .....	104
Simulated Modeling Technician (SMT).....	107
Welding Technology (WDT) .....	108
Course Descriptions .....	111
Adult Education and Skills Training .....	151
GED Testing .....	151
Training for Business and Industry .....	152
Skills Training Division .....	152
Educational Talent Search.....	152
Community Education .....	152
<b>STUDENT HANDBOOK .....</b>	<b>153</b>
<b>COLLEGE STAFF DIRECTORIES.....</b>	<b>194</b>
<b>CAMPUS MAP.....</b>	<b>200</b>

**IMPORTANT INSTRUCTIONAL CALENDAR DATES  
2012 SUMMER SEMESTER**

**Full Session: May 29 – August 08, 2012**

**(55 Instructional Days)**

- May 14 All students should have their Student Aid Report and related paperwork in the Financial Aid Office by this date to avoid delay in clearing of fees on Pell Grant for the 2012 Summer Semester.
- May 21-23 New & returning student REGISTRATION
- May 23-25 Faculty Duty Days
- May 24-25 LATE REGISTRATION (Requires \$25.00 penalty).
- May 28 HOLIDAY - Memorial Day (College Closed)
- May 29 First day of Classes, 2012 Summer Semester and Add/Drop
- May 30 Last Day to Add/Drop Full Semester or First Mini-Session Classes
- Jun 25-27 Registration for Second Mini-Session classes
- July 2 The 50% point (mid-point) of the Full Semester. Grades of 'I' from the 2012 Spring term change to grades of 'F.'
- July 3 Final grades for all First Mini-Session prerequisite courses (e.g., ENG 101, ENG 102) are due in the Dean of Students' Office not later than 10:00a.m.**
- July 4 HOLIDAY - Independence Day (College Closed)
- July 11 The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
- July 25 The 80% point of the Full Semester. The Last day to withdraw from any course for any reason without penalty and receive a grade of 'W.'
- Aug 7-8 Final Exams for Full Session courses
- Aug 8 End of 2012 Summer Semester
- Aug 9 Final grades for all Full Session and all Mini-Session courses are due in the Dean of Students' Office not later than 10:00a.m.**

**First Mini- Session: May 29 – June 29, 2012  
(27 Instructional Days)**

First Instructional Day .....05/29/12  
 61% point. See full term statement.....06/14/12  
 80% point. See full term statement.....06/22/12  
 Last Exam Day .....06/29/12

**Second Mini-Session: July 02 – Aug. 8, 2012  
(28 Instructional Days)**

First Instructional Day..... 07/02/12  
 61% point. See full term statement ..... 07/25/12  
 80% point. See full term statement ..... 08/01/12  
 Last Exam Day ..... 08/08/12

**IMPORTANT INSTRUCTIONAL CALENDAR DATES  
2012 FALL SEMESTER**

**Full Session: August 20 – December 14, 2012**

**(78 Instructional Days)**

- July 1            Priority date for Work-Study Application Award Year 2012-2013.
- Aug 1            All students should have their Student Aid Report and related paperwork in the Financial Aid Office by this date to avoid delay in clearing of fees on Pell Grant.
- Aug 13-15       New & returning student REGISTRATION
- Aug 16-17       LATE REGISTRATION (Requires \$25.00 penalty) and Faculty Days
- Aug 20           First Day of Classes, 2012 Fall Semester and Add/Drop
- Aug 22           Last Day to Add/Drop Full Semester or First Mini-Session Classes
- Sep 3            LABOR DAY HOLIDAY (College Closed)
- Oct 8-10        Registration for Second Mini-Session classes
- Oct 10           The 50% point (mid-point) of the Full Semester. Grades of 'I' from the Summer term change to grades of 'F'.
- Oct 11-12       LATE REGISTRATION for Second Mini-Session Classes (Requires \$25.00 penalty)
- Oct 15           Final grades for all First Mini-Session prerequisite courses (e.g., ENG 101, ENG 102) are due in the Dean of Students' Office not later than 10:00a.m.**
- Oct 23           The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
- Nov 12           HOLIDAY - Veteran's Day
- Nov 13           The 80% point of the Full Semester. The last day to withdraw from any course for any reason without penalty and receive a grade of "W."
- Nov 19- 21      Faculty Professional Development Days (Faculty present; no classes)
- Nov 22-23      THANKSGIVING HOLIDAY (College Closed)
- Dec 12 - 14     Final Exams for Full Semester and Second Mini-Session Courses
- Dec 14           Last Instructional Day of the 2012 Fall Semester
- Dec 17           Final Grades for all Full-Session and Mini-Session courses are due in the Dean of Students' Office not later than 10:00 am.**
- Dec 24 to
- Jan 2            CHRISTMAS HOLIDAYS (College Closed)

**First Mini- Session:      Aug. 20 – Oct. 12, 2012**

**(39 Instructional Days)**

- First Instructional Day .....08/20/12
- 61% point. See full term statement.....09/19/12
- 80% point. See full term statement.....09/28/12
- Last Exam Day .....10/12/12

**Second Mini-Session:    Oct. 15 – Dec. 14, 2012**

**(39 Instructional Days)**

- First Instructional Day..... 10/15/12
- 61% point. See full term statement ..... 11/16/12
- 80% point. See full term statement ..... 12/04/12
- Last Exam Day ..... 12/14/12

**IMPORTANT INSTRUCTIONAL CALENDAR DATES  
2013 SPRING SEMESTER**

**Full Session: January 07 – May 02, 2013**

**(78 Instructional Days)**

- Dec 10 All students should have their Student Aid Report and related paperwork in the Financial Aid Office by this date to avoid delay in clearing of fees on Pell Grant for the 2013 Spring Semester.
- Dec 17-19 New & returning student REGISTRATION
- Dec 20-21 LATE REGISTRATION (Requires \$25.00 penalty)
- Jan 3-4 Faculty Duty Days
- Jan 7 First Day of Classes, 2013 Spring Semester and Add/Drop
- Jan 9 Last Day to Add/Drop Full Semester or First Mini-Session Classes
- Jan 21 HOLIDAY: Martin Luther King's & Robert E. Lee's Birthday (College Closed)
- Feb 25-27 Registration for Second Mini-Session classes
- Feb28-Mar 1 LATE REGISTRATION for Second Mini-Session Classes (Requires \$25.00 penalty)
- Mar 1 The 50% point (mid-point) of the Full Semester. Grades of 'I' from the Fall term change to grades of 'F.'
- Mar 4 Final grades for all First Mini-Session prerequisite courses (e.g., ENG 101, ENG 102) are due in the Dean of Students' Office not later than 10:00a.m.**
- Mar 7 Honors Ceremony
- Mar 14 The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
- Mar 25-29 Spring Break for Students
- Mar 25-29 Faculty (Non-Instructional Duty Days)
- Apr 10 The 80% point of the Full Semester. The last day to withdraw from any course for any reason without penalty and receive a grade of 'W.'
- May 1-2 Final Exams for Full Semester and Second Mini-Session Courses
- May 2 Last Instructional Day of the 2013 Spring Semester
- May 3 Final Grades for all Full-Session and all Mini-Session courses are due in the Dean of Students' Office not later than 10:00 am.**
- May 10 Graduation

**First Mini- Session: Jan 7 – Mar 01, 2013**

**(39 Instructional Days)**

- First Instructional Day .....01/07/13
- 61% point. See full term statement.....02/08/13
- 80% point. See full term statement.....02/19/13
- Last Exam Day .....03/01/13

**Second Mini-Session: Mar 05 – May 02, 2013**

**(38 Instructional Days)**

- First Instructional Day..... 03/05/13
- 61% point. See full term statement ..... 04/11/13
- 80% point. See full term statement ..... 04/22/13
- Last Exam Day ..... 05/02/13

**IMPORTANT INSTRUCTIONAL CALENDAR DATES  
2013 SUMMER SEMESTER**

**Full Session: May 28 – August 06, 2013**

**(50 Instructional Days)**

- May 14 All students should have their Student Aid Report and related paperwork in the Financial Aid Office by this date to avoid delay in clearing of fees on Pell Grant for the 2013 Summer Semester.
- May 20-22 New & returning student REGISTRATION
- May 23-24 LATE REGISTRATION (Requires \$25.00 penalty).
- May 24 Faculty Duty Day
- May 27 HOLIDAY - Memorial Day (College Closed)
- May 28 First day of Classes, 2013 Summer Semester and Add/Drop
- May 29 Last Day to Add/Drop Full Semester or First Mini-Session Classes
- Jun 24-26 Registration for Second Mini-Session classes
- Jul 1 The 50% point (mid-point) of the Full Semester. Grades of 'I' from the 2013 Spring term change to grades of 'F.'
- Jul 2 Final grades for all First Mini-Session prerequisite courses (e.g., ENG 101, ENG 102) are due in the Dean of Students' Office not later than 10:00a.m.**
- Jul 4 HOLIDAY - Independence Day (College Closed)
- Jul 10 The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
- Jul 23 The 80% point of the Full Semester. The Last day to withdraw from any course for any reason without penalty and receive a grade of 'W.'
- Aug 2-5 Final Exams for Full Session courses
- Aug 6 End of 2013 Summer Semester
- Aug 7 Final grades for all Full Session and all Mini-Session courses are due in the Dean of Students' Office not later than 10:00a.m.**

**First Mini- Session: May 28 – July 01, 2013**

**(25 Instructional Days)**

- First Instructional Day .....05/28/13
- 61% point. See full term statement.....06/17/13
- 80% point. See full term statement.....06/24/13
- Last Exam Day .....07/01/13

**Second Mini-Session: July 02 – Aug. 2, 2013**

**(25 Instructional Days)**

- First Instructional Day..... 07/02/13
- 61% point. See full term statement ..... 07/23/13
- 80% point. See full term statement ..... 07/30/13
- Last Exam Day ..... 08/06/13



**IMPORTANT INSTRUCTIONAL CALENDAR DATES  
2013 FALL SEMESTER**

**Full Session: August 19 – December 13, 2013**

**(78 Instructional Days)**

- Jul 1            Priority date for Work-Study Application Award Year 2013-2014.
- Aug 5            All students should have their Student Aid Report and related paperwork in the Financial Aid Office by this date to avoid delay in clearing of fees on Pell Grant.
- Aug 12-14      New & returning student REGISTRATION
- Aug 15-16      LATE REGISTRATION (Requires \$25.00 penalty) and Faculty Duty
- Aug 19           First Day of Classes, 2013 Fall Semester and Add/Drop
- Aug 21           Last Day to Add/Drop Full Semester or First Mini-Session Classes
- Sep 2            LABOR DAY HOLIDAY (College Closed)
- Oct 7-9          Registration for Second Mini-Session classes
- Oct 10-11      LATE REGISTRATION for Second Mini-Session Classes (Requires \$25.00 penalty)
- Oct 11           The 50% point (mid-point) of the Full Semester. Grades of 'I' from the Summer term change to grades of 'F'.
- Oct 14           Final grades for all First Mini-Session prerequisite courses (e.g., ENG 101, ENG 102) are due in the Dean of Students' Office not later than 10:00a.m.**
- Oct 24           The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
- Nov 11           HOLIDAY - Veteran's Day
- Nov 14           The 80% point of the Full Semester. The last day to withdraw from any course for any reason without penalty and receive a grade of "W."
- Nov 25-27      Faculty Professional Development Days (Faculty present; no classes)
- Nov 28-29      THANKSGIVING HOLIDAY (College Closed)
- Dec 13           Last Instructional Day of the 2013 Fall Semester
- Dec 11-13      Final Exams for Full Semester and Second Mini-Session Courses
- Dec 16           Final Grades for all Full-Session and Mini-Session courses are due in the Dean of Students' Office not later than 10:00 am.**
- Dec 23 to
- Jan 1            CHRISTMAS HOLIDAYS (College Closed)

**First Mini- Session:      Aug. 19 – Oct. 11, 2013**

**(39 Instructional Days)**

- First Instructional Day .....08/19/13
- 61% point. See full term statement.....09/20/13
- 80% point. See full term statement.....10/01/13
- Last Exam Day .....10/11/13

**Second Mini-Session:    Oct. 14 – Dec. 13, 2013**

**(39 Instructional Days)**

- First Instructional Day..... 10/14/13
- 61% point. See full term statement ..... 11/15/13
- 80% point. See full term statement ..... 12/03/13
- Last Exam Day ..... 12/13/13

**IMPORTANT INSTRUCTIONAL CALENDAR DATES  
2014 SPRING SEMESTER**

**Full Session: January 06 – May 01, 2014**

**(78 Instructional Days)**

- Dec 16 All students should have their Student Aid Report and related paperwork in the Financial Aid Office by this date to avoid delay in clearing of fees on Pell Grant for the 2014 Spring Semester.
- Dec 16-18 New & returning student REGISTRATION
- Jan 2-3 LATE REGISTRATION (Requires \$25.00 penalty) and Faculty Duty
- Jan 6 First Day of Classes, 2014 Spring Semester and Add/Drop
- Jan 8 Last Day to Add/Drop Full Semester or First Mini-Session Classes
- Jan 20 HOLIDAY: Martin Luther King’s & Robert E. Lee’s Birthday (College Closed)
- Feb 24-26 Registration for Second Mini-Session classes
- Feb 27-28 LATE REGISTRATION for Second Mini-Session Classes (Requires \$25.00 penalty)
- Feb 28 The 50% point (mid-point) of the Full Semester. Grades of ‘I’ from the Fall term change to grades of ‘F.’
- Mar 3 Final grades for all First Mini-Session prerequisite courses (e.g., ENG 101, ENG 102) are due in the Dean of Students’ Office not later than 10:00a.m.**
- Mar 6 Honors Ceremony
- Mar 13 The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
- Mar 24-28 Spring Break for Students
- Mar 24-28 Faculty (Non-Instructional Duty Days)
- Apr 9 The 80% point of the Full Semester. The last day to withdraw from any course for any reason without penalty and receive a grade of ‘W.’
- Apr 29-May 1 Final Exams for Full Semester and Second Mini-Session Courses
- May 1 Last Instructional Day of the 2014 Spring Semester
- May 2 Final Grades for all Full-Session and all Mini-Session courses are due in the Dean of Students’ Office not later than 10:00 am.**
- May 9 Graduation

**First Mini- Session: Jan. 6 – Feb. 28, 2014**

**(39 Instructional Days)**

- First Instructional Day .....01/06/14
- 61% point. See full term statement.....02/07/14
- 80% point. See full term statement.....02/18/14
- Last Exam Day .....02/28/14

**Second Mini-Session: Mar. 03 – May 01, 2014**

**(39 Instructional Days)**

- First Instructional Day.....03/03/14
- 61% point. See full term statement .....04/10/14
- 80% point. See full term statement .....04/21/14
- Last Exam Day .....05/01/14

**IMPORTANT INSTRUCTIONAL CALENDAR DATES  
2014 SUMMER SEMESTER**

**Full Session: May 27 – August 05, 2014**

**(48 Instructional Days)**

- May 12 All students should have their Student Aid Report and related paperwork in the Financial Aid Office by this date to avoid delay in clearing of fees on Pell Grant for the 2014 Summer Semester.
- May 19-21 New & returning student REGISTRATION
- May 22-23 LATE REGISTRATION (Requires \$25.00 penalty) and Faculty Duty
- May 26 HOLIDAY - Memorial Day (College Closed)
- May 27 First day of Classes, 2014 Summer Semester
- May 28 Last Day to Add/Drop Full Semester or First Mini-Session Classes
- Jun 23-25 Registration for Second Mini-Session classes
- Jul 1 The 50% point (mid-point) of the Full Semester. Grades of 'I' from the 2014 Spring term change to grades of 'F.'
- Jul 1 Final grades for all First Mini-Session prerequisite courses (e.g., ENG 101, ENG 102) are due in the Dean of Students' Office not later than 10:00a.m.**
- Jul 4 HOLIDAY - Independence Day (College Closed)
- Jul 9 The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
- Jul 22 The 80% point of the Full Semester. The Last day to withdraw from any course for any reason without penalty and receive a grade of 'W.'
- Aug 1-5 Final Exams for Full Session courses
- Aug 5 End of 2014 Summer Semester
- Aug 6 Final grades for all Full Session and all Mini-Session courses are due in the Dean of Students' Office not later than 10:00a.m.**

**First Mini- Session: May 27 – June 30, 2014**

**(23 Instructional Days)**

- First Instructional Day .....05/27/14
- 61% point. See full term statement.....06/17/14
- 80% point. See full term statement.....06/23/14
- Last Exam Day .....06/30/14

**Second Mini-Session: July 1 – Aug. 5, 2014**

**(25 Instructional Days)**

- First Instructional Day.....07/01/14
- 61% point. See full term statement .....07/22/14
- 80% point. See full term statement .....07/29/14
- Last Exam Day .....08/05/14

## IMPORTANT TELEPHONE NUMBERS

Admissions.....	876.9295
Adult Education.....	876.9369
Advanced Visualization Center Director.....	876.9233
Advanced Visualization Center Secretary.....	876.9412
Americans with Disabilities Act (ADA) Coordinator .....	876.9294
AMSTI.....	876.9420
Assistant Dean of Instruction .....	876.9292
Associate Degree Nursing Program.....	876.9275
FAX .....	876.9332
Athens State University .....	876.9421
Athletic Director.....	876.9360
ATN/Engineer .....	876.9413
Basketball Coach .....	876.9358
Baseball Coach .....	876.9340
Bookstore .....	876.9284
Business Administration.....	876.9252
Business Education.....	876.9252
Business Office .....	876.9246
FAX .....	876.9250
Campus Police .....	876.9248
Career Counseling.....	876.9302
College Relations .....	876.9233
Computer Services.....	876.9243
Construction Manager .....	876.9287
Continuing Education.....	876.9412
Cosmetology.....	876.9253/9265/9408
Dean of Business & Finance.....	876.9242
Dean of Students .....	876.9305
FAX .....	876.9300
Drafting Design Technology .....	876.9347
Edu./Cultural Affairs .....	876.9240
E-Learning Coordinator .....	876.9319
Electrical Technology .....	876.9348/9409
Financial Aid .....	876.9296
Humanities .....	876.9313
Institutional Research.....	876.9228
Industrial Maintenance.....	876.9386/9407
Library .....	876.9345
LPN/NAS Program.....	876.9339
FAX .....	876.9361
Maintenance.....	876.9326
Masonry/Building Trades.....	876.9357/9405
Math Lab Coordinator .....	876.9262
Mathematics .....	876.9256
Natural & Applied Sciences.....	876.9236
Network Administrator.....	876.9269
PDSO & GED Testing Chief Examiner .....	876.9251

Performing Arts.....	876.9268
Personnel Specialist.....	876.9234
President.....	876.9231
QEP Director.....	876.9331
Reading Lab.....	876.9261
Registrar.....	876.9302
Student Follow-up Coordinator.....	876.9266
Student Services.....	876.9295
Student Support Services.....	876.9306
FAX.....	876.9365
Switchboard.....	876.9227
Talent Search.....	876.9297
FAX.....	876.9365
Training for Business & Industry.....	876.9413
Transportation.....	876.9354
Vice President for Instruction.....	876.9257
FAX.....	876.9392
Veterans Affairs.....	876.9286
Web Design.....	876.9259
Welding Technology (Day).....	876.9350
(Evening).....	876.9351
Writing Center.....	876.9349
Writing Center Coordinator.....	876.9422

**College Evening Coordinator**

The College Evening Coordinator is responsible for College operations during the evening hours and reports directly to the Chief of Campus Police. The office hours of the Coordinator are Monday through Thursday from 4:00 pm to 8:00 pm, and Friday from 4:00 pm to 7:00 pm. The Coordinator is located at the main switchboard in the Administration Building and may be reached by calling 876-9227 from off-campus or by calling "0" from on-campus.

**ALABAMA STATE BOARD OF EDUCATION**

Governor Robert Bentley  
President

Susan Yvette Price  
Interim Chancellor  
Department of Postsecondary Education

Congressional District	Name and Address	Term
First	Randy McKinney P. O. Box 2999 Gulf Shores, AL 36547	2003-2013
Second	Mrs. Betty Peters 3507 Huntington Place Dothan, AL 36303	2003-2012
Third	Stephanie Wolfe Bell 3218 Lancaster Lane Montgomery, AL 36106	1995-2013
Fourth	Dr. Ethel H. Hall 7125 Westmoreland Drive Fairfield, AL 35064	1987-2012
Fifth	Ella B. Bell 2634 Airwood Drive Montgomery, AL 36108	2001-2013
Sixth	David F. Byers, Jr. Vice President 2 Metroplex Drive, Suite 111 Birmingham, AL 35205	1995-2012
Seventh	Gary Warren P. O. Box 704 Haleyville, AL 35565	1995-2013
Eighth	Dr. Mary Jane Caylor P. O. Box 18903 Huntsville, AL 35804	1995-2012

## **HISTORY OF THE COLLEGE**

Wallace Community College Selma had its origin on May 3, 1963. On this date, the Alabama State Legislature approved Acts No. 92, 93, and 94 which provided for the financing, development, and control of Alabama's public junior colleges and technical institutes.

Many individuals and organizations in Selma and Dallas County were active in obtaining Selma as a site for a technical institute. Mr. E. S. Watts donated 20 acres of land in North Selma, just inside the city limits, to be used for the location of the technical institute. The title of this institution was decided to be William Rufus King State Vocational Technical School in honor of a famous Alabamian who served 29 years as a United States Senator, was elected as Vice President in 1852 under President Franklin Pierce, and was responsible for giving Selma its name.

The initial technical institute consisted of an administration building, cafeteria, seven shops and laboratory buildings, and a warehouse. All of the classrooms were provided with central air conditioning and were equipped with modern facilities.

The Alabama Trade School and Junior College Authority approved a resolution under advisement of Governor Albert P. Brewer on February 16, 1970, to establish a junior college in Selma on the same or adjacent site of the William Rufus King State Technical Institute. The State Board of Education gave its approval the same day. Prior to the ground breaking ceremonies, the name of the institution was changed to George C. Wallace State Junior College and Technical Institute in honor of the incoming governor. Mr. Charles L. Byrd, who had been the Director of the Technical Institute, was appointed President. The State Board of Education changed the institution's name to George Corley Wallace State Community College on October 1, 1973. Mr. Stan Frasier served as interim president from January until May, 1989, at which time Dr. Julius R. Brown became president of the College. On August 1, 2000, Dr. James M. Mitchell became president.

Since 2000, the Fine Arts Complex, as well as other new buildings and extensive renovations, have been completed. The WCCS Foundation was formed, Student Support Services has been expanded, and programs like Talent Search, Gear Up, and Tech Prep have been added. Phi Theta Kappa, the international honor society for 2-year colleges, was strengthened and has won various awards. An Office of Institutional Research has been established, the Academic Challenge for Excellence Competition for area high school students was created, new student organizations have been formed, and refinement of the athletics program has occurred. The establishment of a learning development program, career development center and library automation was made possible through the funding efforts of Title III. WCCS provides access to the Internet which was initially made possible through Alabama State Department of Education and National Science Foundation funding. In 2002, the College began offering courses over the Internet. In 1973, a permanent off-campus center was established in Clanton, Alabama. This center was closed in 2008. The College also operates a small facility at Craig Field in Selma. When the U. S. Air Force closed Craig Air Force Base, the newly created Craig Field Airport Authority (authorized to administer the land and buildings on the base after the site reverted to Selma and Dallas County) gave several buildings to WCCS. These buildings now house the Adult Education Program administered by WCCS.

## **ACCREDITATION OF THE COLLEGE**

Wallace Community College Selma is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679.4501 for questions about the accreditation of Wallace Community College Selma. Initial accreditation was granted in December, 1974, and accreditation was reaffirmed in December, 1979, 1989, 1999, and 2009. The most recent institutional Self-Study report is available for review in the College Library.

### **Substantive Change Policy**

Wallace Community College Selma established and implemented the following procedures to ensure that the College remains in compliance with the Commission on College's Substantive Change Policy. The procedures outline the approval process for substantive changes for the College. The College will meet in April of each year to review substantive change requests and policies.

1. The WCCS Substantive Change Review Committee consists of the following administrative staff: Accreditation Liaison (Chairperson), College President, Dean of Business and Finance, Dean of Students, Vice President for Instruction, Director of Institutional Management, Instructional Division Administrator, Arts & Sciences Department Chairperson, Technical Division Department Chair, Director of Distance Education & Dual Enrollment, Director of ADN Program, Director of LPN Program,

BUS/CIS/OAD Program Department Chair, Director of Institutional Effectiveness, Library Director, and Financial Aid Director.

2. Substantive changes are submitted to the Chairperson of the Substantive Change Review Committee one month prior to the April meeting. The Substantive Change Review Committee convenes in April of each year, or as needed, to review the Commission's Substantive Change policy; to discuss any possible changes planned for the College that might be substantive in nature based on a review of the College's mission statement; and to examine the College's current offerings and operations to make certain that the College is in compliance with the Commission's policy on Substantive Change.
3. Proposed changes are reviewed by the Committee to determine if the changes are substantive by reviewing each type of change described by the Commission. The Committee will determine the specific Commission procedure to follow (1, 2, or 3) for reporting the change to the Commission.
4. The President of the College is responsible for notifying the Commission of any substantive changes.
5. The Commission may require the College to write a prospectus or prepare additional documentation with the notification letter. The department of the College initiating change must work with the SACS Liaison and the Substantive Change Committee to draft the notification letter with the required documentation. Additional committees may be organized to assist with the Substantive Change preparation. The final Substantive Change documents will be submitted to the President at least one month before the final deadline date for approval.
6. Wallace Community College Selma's Substantive Change policy is published on the College's website, and College Catalog and Student Handbook. Minutes of the Substantive Change Review Committee meetings will be sent to the College's Library for review and placed in the Documents section of the College's Intranet.

#### **CAMPUS AND BUILDINGS**

The College's Technical Programs are housed in classroom/shop areas located within eight different buildings. Each building is of masonry construction containing classrooms and laboratories designed to provide an excellent learning atmosphere for students.

A general Classroom Building contains a variety of classrooms and learning areas and is scheduled for renovation in fall, 2010. Included in this building are the offices of the Vice President for Instruction and the Technical Training Programs Department Chair; eight conventional classrooms; the Drafting and Design Technology Program; an open PC Lab, and the offices and laboratories of *Write Now!*, the College's Quality Enhancement Plan (QEP).

A Library-Gym Complex contains a library-learning resources center, gymnasium, and twelve classrooms. This building is of the same type construction as the other buildings.

In Spring, 1990 the College opened a new Fine Arts Center (Earl Goodwin Theatre). In 2010, the Goodwin Theatre was renovated to house the major components of the College's Advanced Visualization Center (AVC). This center includes a Development Lab, a Broadcast & Studio/Visual Learning/Tele-presence Lab, an Experience & Discovery Lab, a Visual Learning Classroom, an Immersive Floating Model Lecturing Lab and AVC Offices.

In Fall, 2008 the College opened the Hank Sanders Technology Center which houses the offices of the President and Dean of Business and Finance. The center also contains facilities for the Computer Information Systems, Business Administration and Office Administration Programs.

In Spring, 2010 the offices of the Dean of Students, Director of Financial Aid, Student Support Services, Campus Police, and the Bookstore moved to a newly-renovated Administration Building.

In Summer, 2010 the College opened the Health Sciences Building which houses the offices, classrooms, and pre-clinical laboratories of the Associate Degree Nursing (ADN), Licensed Practical Nursing (LPN) and Nursing Assistant (NAS) programs.



## **VISION STATEMENT**

The College shares a vision of student-centered educational excellence that is responsive to the needs of our service area and is manifested by quality teaching, educational support services, and access to opportunity. Challenged by change and innovation, the College will move forward to create a future responsive to the diverse needs of students, community, and state.

## **PHILOSOPHY, MISSION, AND GOALS OF WALLACE COMMUNITY COLLEGE SELMA**

The philosophy of Wallace Community College Selma is expressed in the following beliefs:

- Education is essential to the economic, social, environmental, and political well-being of the citizens of West Central Alabama.
- Education should be made academically, geographically, physically, and financially accessible to students.
- Wallace Community College Selma is uniquely qualified to deliver excellent and equitable educational opportunities and services.

The mission of Wallace Community College Selma is to provide high-quality educational opportunities and services that are responsive to individual, community and state needs. To accomplish this mission, Wallace Community College Selma shall provide the following:

- General education and collegiate programs at the freshman and sophomore levels that prepare students for transfer to other colleges and universities.
- Workforce development initiatives, which promote local and state economic competitiveness, including GED preparation, specialized job-readiness and vocational training, and career/technical education programs.
- Training for Business and Industry that meets employer needs.
- Developmental education programs that assist individuals in improving learning skills and overcoming educational deficiencies.
- Student services and activities that assist individuals in formulating and achieving their educational goals.
- Continuing education and personal enrichment opportunities that support life-long learning and the civic, social, and cultural quality of life.

### **Imperative I: Accessibility**

**Goal 1:** To provide educational access to individuals with a desire and documented ability to benefit from the College's offerings.

**Goal 2:** To provide affordable tuition and fees and make available comprehensive financial aid programs.

**Goal 3:** To provide educational offerings in locations, at times, and in facilities that can best serve the College's communities.

### **Imperative II: Quality**

**Goal 1:** To assure quality in all programs and services by employing a continuing cycle of effective planning, evaluation, and improvement.

**Goal 2:** To strengthen teaching and learning by promoting innovative and effective teaching methods.

**Goal 3:** To facilitate course and program transferability, equivalency, and articulation between the college and Alabama's public universities.

**Goal 4:** To attract, retain and support qualified personnel and to provide comprehensive opportunities for their professional growth.

**Goal 5:** To secure funding sufficient to assure a quality learning environment.

**Goal 6:** To assure that the institution maintains accreditation by the Southern Association of Colleges and Schools, and individual programs acquire and maintain appropriate accreditation.

### **Imperative III: Diversity**

**Goal 1:** To assure that educational opportunities are available without regard to race, gender, ethnicity, socio-economic status, disability or age to those who have documented ability to benefit.

**Goal 2:** To assess special educational needs of diverse student populations and provide support and educational services to meet those special needs.

### **Imperative IV: Economic Development**

**Goal 1:** To stimulate economic development in Alabama through education, training and retraining to meet the needs of private and public sector employers.

**Goal 2:** To integrate the College fully into the local economic development effort and to increase public awareness of the College in this role.

### **Imperative V: Community Services**

**Goal 1:** To provide community service activities and establish partnerships which support civic, economic, educational, and cultural needs within the college's service area.

**Goal 2:** To provide adequate and flexible facilities, equipment and institutional services to cooperating businesses, agencies and other non-profit groups for community program activities consistent with institutional goals and policies.

**Imperative VI: Public Relations Strategies**

**Goal 1:** To foster public awareness of the College and its mission and to promote clear identity.

**Goal 2:** To reach potential consumers of education and training.

**Goal 3:** To increase community support for the community college.

**ACADEMIC YEAR**

The College Academic Year consists of a fall semester, a spring semester, and a summer semester. The Fiscal Year runs from July 1 one year through June 30 the following year. For the purpose of awarding Federal Student Aid; the definition of an Academic Year at Wallace Community College Selma is the period in which a student completes a minimum of 30 weeks of instruction and 30 semester credit hours.

**DIVERSITY STATEMENT**

Wallace Community College Selma is committed to create and maintain a quality educational environment that promotes and supports a student body, faculty, staff, and administration that is multicultural and diverse and reflective of our student body and community population.

**UNIVERSAL HUMAN RIGHTS PLEDGE**

I believe that every individual has infinite and eternal worth.

I believe that recognition of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice, and peace in the world.

I believe that every individual is entitled to dignity and respect, without prejudice toward race, color, gender, disability, language, religion, creed, national origin, property, age or other status.

I believe that every thought and every act of such prejudice is harmful. If it is my thought or act, then it is harmful to me as well as others.

Therefore, from this day forward, I will strive daily to eliminate such prejudice from my thoughts and actions.

I will discourage such prejudice by others at every opportunity.

I will treat all people with dignity and respect.

I will strive to honor this pledge, knowing that the world will be a better place because of my efforts.

-- Adapted from the Birmingham Pledge and the Universal Declaration of Human Rights

**COLLEGE NETWORK AND INTERNET USAGE  
POLICIES AND GUIDELINES**

**Section A: Usage Policies**

1. Any use of College telecommunication or networking services for illegal, unethical, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall be defined as a violation of the College's mission, goals, policies, or procedures.
2. Through electronic means or otherwise, network users shall not violate the conditions of the Education Code dealing with a student's right to privacy.
3. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of fair use. The Digital Millennium Copyright Act (DMCA) and Peer-To-Peer File Sharing Policy expressly prohibits the copying and distribution of copyrighted electronic materials (including music, games, electronic mail, text, images, software or data) without the explicit permission of the copyright holder, except as permitted by the principle of fair use. Any responsibility for the consequences of copyright infringement lies with the user. The College expressly disclaims any liability or responsibility resulting from such use.

**Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing

context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

Additional examples of unacceptable use of the Wallace Community College Selma network and Internet connection include, but are not limited to, the following:

- X Libeling or slandering other users;
- X Malicious destruction or damage to equipment, software, or data including the willful and spreading of computer viruses;
- X Disruption or unauthorized monitoring of electronic communications;
- X Plagiarism or violation of copyrights or trademarks;
- X Downloading, viewing, or printing of pornographic material;
- X Commercial gain or private profit.

### **Section B: General Guidelines**

In addition to complying with College network/Internet policies, users are expected to adhere to the policies and procedures established by other networks and facilities not owned by the College but which are accessed or traversed while using the Internet. Internet connections and computing resources provided by the College must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or other local jurisdiction in any material way. In addition, the College reserves the right to monitor, under appropriate conditions, the use of computer resources to protect the integrity of the system and to ensure compliance with regulations. In addition, the following should be taken into consideration:

1. Users of the Wallace Community College Selma network and Internet connections should be aware that non-business or non-College related software downloaded from the Internet may affect a workstation's performance through the random changing system settings thus affecting system and network performance. In addition, the downloading and installation of non-authorized software may render a workstation unusable, and loss of valuable data may occur.
2. All users should observe proper NET etiquette. Be polite in all communications. Do not send messages that are abusive or contain swearing or vulgarity. Sending a message in CAPITAL letters is considered shouting at the reader.
3. The Internet is not a secure environment. Users should take precautionary measures before making personal identification or information available over the Internet. In addition, the College is not responsible for any and all claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of the Internet or caused thereby or arising therefrom.

### **STATEMENT OF ACADEMIC FREEDOM**

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

1. The instructor is free to conduct independent research and to publish the results so long as such activity does not interfere with his/her assigned duties; however, research for pecuniary gain should not be undertaken without an understanding with the President.
2. In the classroom, the instructor has full freedom to discuss his/her subject. He/she should not introduce into his/her teaching irrelevant, controversial matter. Within this limitation, the institution protects the right of both the student and the instructor to a "free search and its free exposition."
3. The institution respects the rights and privileges of the instructor as a citizen, but believes that his/her position imposes special obligations. Hence, the instructor is free from instructional censorship or discipline when he/she speaks, writes, or acts as a citizen; however, he/she should always be mindful of the fact that the public may judge the institution by his/her words and behavior, and should therefore be accurate, exercise restraint, respect the opinions of others and make it clear that he/she is not a spokesman for the College.

### **INTELLECTUAL PROPERTY RIGHTS**

Wallace Community College Selma maintains rights to intellectual property created at the College's expense. The College reserves rights of ownership of all intellectual property including, but not limited to, curricula

materials, books, web pages, electronic publications, and other programs written or created by students, faculty, and staff using college equipment, and during time compensated by the College. Rights to intellectual property created by WCCS employees at their own expense, utilizing their personal equipment/resources and during their personal time will be retained by the employee.

#### **NON-DISCRIMINATION POLICY**

Wallace Community College Selma has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant thereunder, to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, or physical disability 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. Under this Assurance, this institution is committed not to discriminate against any person on the grounds of race, color, national origin, sex, or physical disability in its admission policies and practices or any other policies and practices of the institution relating to the treatment of students and other individuals, including the provision of services, financial aid and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property. The College's facilities are accessible to and usable by disabled persons, thereby insuring that no qualified disabled person shall be denied the benefits of, be excluded from participation in, or be otherwise subjected to discrimination under any program or activity. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the College shall not tolerate such conduct. Any person who believes him/her, or any specific class of individuals, to be subjected to discrimination prohibited by Title VI Public Law 88-352, 1964; Title IX, Public Law 88-380, 1972; Section 504, Rehabilitation Act, 1973; the Americans with Disabilities Act of 1990; and Regulations issued thereunder may, by him/her or a representative, file with the United States Commissioner of Education, or with this institution, or both, a written complaint.

Ms. Sheila Theiss, of Wallace Community College Selma, is designated as the A.D.A. Coordinator to contact regarding any complaints under the above named Acts. Interested persons can obtain needed information from Ms. Theiss's office (334-876-9294) as to the existence and location of federally assisted services, activities, and facilities that are accessible to and usable by disabled persons. Materials and equipment necessary to provide services to physically disabled persons are provided on a case-by-case basis.

#### **Disabled Student Services**

The ADA Coordinator is available to assist any enrolled or prospective student who is disabled. The College will provide academic support services to students with learning disabilities, mobility impairments, hearing impairments, visual impairments and other disabilities. Upon certification of disability by an appropriate medical authority, the ADA Coordinator will ensure that services will be tailored to meet students' needs according to their specific disability and their academic major.

#### **Compliance with Title VI, Title VII, Title IX and Section 504 U.S. Department of Education and Health and Human Services Office of Education**

It is the policy of Wallace Community College Selma; Selma, Alabama not to discriminate on the basis of race, color, national origin, sex or disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the Civil rights Act of 1964, title IV of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance may be directed to:

Dr. James Mitchell, President  
Title VI, Title VII, Title IX and Section 504 Coordinator  
Wallace Community College Selma  
P.O. Box 2530  
Selma, Alabama 36702-2530  
Telephone: (334) 876-9230

#### **ADMISSIONS POLICIES AND PROCEDURES**

In keeping with the philosophy that the capabilities of each individual should be developed, Wallace Community College Selma operates under an "open door" admissions policy. This policy grants admission to entering freshmen, transfer students, transient students, audit students, accelerated high school students, dual enrolled students, and international students as well as any student seeking readmission. Admission to the college does not guarantee entrance into a particular course or program. Certain programs have specific program entry requirements. These program requirements are listed in the Academic and Technical Programs of Study.

For admission to Wallace Community College Selma an applicant must provide:

1. One primary form of documentation such as an unexpired Alabama driver's license; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card; OR
2. Two secondary forms of documentation, one which must be a photo identification card other than those specified, AND one additional form of identification such as a Certificate of Naturalization; a Social Security card; a certified copy of a U.S. birth certificate; OR

All male students between the ages of 18 and 26 must register with the U.S. Selective Service System prior to enrolling in any state institution of higher education.

**Note:** Any and all elements of the College's admission requirements are subject to change without prior notice.

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

Applicants who have not previously attended any regionally accredited postsecondary institution will be considered first-time college students or "native" students.

As early as possible prior to the semester in which they plan to enroll, applicants must complete the Application for Admission which may be obtained upon request from the Office of Student Services, Wallace Community College Selma, P.O. Box 2530, Selma, AL 36702-2530 or downloaded from [www.wccs.edu](http://www.wccs.edu).

#### **PLACEMENT TESTING IN THE ALABAMA COLLEGE SYSTEM**

The Alabama State Board of Education requires that all entering students (exemptions are noted below) who enroll for more than four (4) credit hours or eight (8) weekly contact hours per semester will be assessed by administration of the COMPASS computerized assessment test. Recommended COMPASS Test cut-off scores are:

##### **Writing Skills:**

ENG092	0	-	37
ENG093	38	-	66
ENG101	67	-	100

##### **Reading Skills:**

RDG084	0	-	40
RDG085	41	-	64

##### **Numeric Skills:**

MTH090 & MAH101	22	-	37
MTH098	38	-	46
MTH116	38	+	

##### **Pre-Algebra General:**

MTH090 & MAH101	0	-	35
MTH116	36	-	100

##### **Algebra General:**

MTH098 or 116	0	-	27
Depending on Major			
MTH100 or 116	28	-	62
Depending on Major			
MTH110, 112, 113, or 116	63	-	100
Depending on Major			

##### **Note:**

- 1) A student must have a current picture I.D. to take the Compass or other placement test.
- 2) A student desiring to test at WCCS, but enroll at another institution, will be assessed a \$15.00 fee.
- 3) LPN majors cannot be exempted from taking the placement test. For additional information, please contact the LPN Program Director at (334) 876-9335.

##### **Placement Retesting Procedure**

Examinees desiring a retest of the COMPASS placement examination must notify the Office of Student Services within five (5) days from the initial test date for a retest appointment. Examinees will be permitted one free retest. A \$8.00 fee will be assessed for each part of the COMPASS retaken the third time. After the third test examinees will be placed in the appropriate class(es). The highest score on each part of the COMPASS will be used to determine course level placement in English, Reading, and Mathematics.

### **Placement Testing Exemptions**

Students may receive full or partial testing exemptions if they comply with the following criteria (official documentation must be provided for verification of exemptions):

1. Successful completion, defined as a grade of C or better, of transferable English and/or mathematics courses from a regionally accredited college or university.
2. ACT or SAT scores within three years of high school graduation that meet the following minimums:  
ACT - English score of 20  
SAT - verbal score of 480  
ACT - mathematics score of 20  
SAT - mathematics score of 480
3. Students who are enrolled at other colleges or universities and are given permission by their parent institution to take a specific course or courses per a transient approval form (or Letter of Good Standing) may be exempted from placement testing.

### **Placement Testing Hours**

Compass Placement Testing is given by appointment only. A student must have an admission application and other pertinent paperwork on file **before** scheduling a COMPASS test. Contact the Office of Student Services at (334) 876-9295 to schedule testing. *Compass Placement Testing will not be administered to any student more than three times. If you cannot use a computer please notify Student Services.*

### **Admission to Courses Creditable Toward an Associate Degree:**

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

1. The student holds The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
  2. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has passed the Alabama Public High School Graduation Examination; or
  3. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
  4. The student holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
  5. The student holds a GED Certificate issued by Alabama or another appropriate state education agency.
- A student who meets the above criteria shall be classified as "Degree-Eligible."

### **Admission to Courses and Programs Not Creditable Toward an Associate Degree**

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

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

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 student must achieve a minimum score to enter one of the designated ability-to-benefit programs including the following:

1. Cosmetology \*
2. Masonry/Building Trades
3. Nursing Assistant
4. Welding Technology

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

\* Each Cosmetology Program student must have completed the tenth (10<sup>th</sup>) grade. **This is an Alabama State Board of Cosmetology policy.**

### **Unconditional Admission of First-Time College Students**

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

1. An **official transcript** showing graduation with the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. An **official transcript** showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or
3. An **official transcript** showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or
4. An **official Alabama Occupational Diploma**, the high school diploma of another state equivalent to The Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or
5. An **official GED Certificate** issued by the appropriate state education agency.

**Note:** Male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System.

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

An applicant who does not meet at least one of the requirements listed for an unconditional admission may be granted a conditional admission for one term only. The College will accept copies of “unofficial” transcripts, certificates, or diplomas as documentation for conditional admission.

**No student who has been conditionally admitted will be allowed to enroll for a second term unless all required admission records have been received by the College prior to registration.** Although the student’s grades will be reported on the transcript, the College will not release an official transcript of the first-term grades until required records are received.

### **Admission of Transfer Students**

Applicants who have previously attended another regionally accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. The College may also require the transfer of student documents required of first-time college students. Transfer students who meet requirements for admission to courses creditable toward an Associate Degree will be classified as “degree-eligible” students. A transfer student who does not meet these requirements will be classified as a non-degree-eligible student.

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

### **Unconditional Admission of Transfer Students**

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

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

### **Conditional Admission of Transfer Students**

Transfer students who do not have on file **official** transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted conditional admission. No transfer student will be allowed to enroll for a second term unless all required admission records have been received by the College prior to registration for the second term. Students who do not have transcripts on file at the time of registration and are enrolling for a math or an English course must present a transcript or grade report to satisfy prerequisite requirements for these courses.

If all required admission records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript; however, an official transcript will not be issued. The transcript will read: CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admission records.

### **Initial Academic Status of Transfer Students**

1. Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on **Clear Academic Status**.
2. Transfer students whose cumulative grade point at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read **Student Admitted on Academic Probation**.
3. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at this institution for “native” students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read **Admitted Upon Appeal – Academic Probation**.
4. An applicant who has been suspended from another institution for disciplinary reasons will not be considered for admission to WCCS until approved by the College Disciplinary Committee.

**Note:** Applicants who have been academically suspended from another regionally accredited postsecondary institution must check with that institution for transferability of any course work completed during suspension.

### **General Principles for Transfer Credit**

1. Transfer credit will be evaluated and recorded by the Office of Student Services. Evaluations will be performed on official transcripts only.
2. Transfer credit will be awarded based on the following criteria: Courses completed at other regionally accredited colleges or postsecondary technical institutions with a grade of “C” or better will be accepted for transfer and applicability toward a degree. Higher grades also may be required by WCCS for selected courses provided the higher grades are also required in said courses for native WCCS students. Only those credits for which WCCS has an equivalent course (must meet laboratories, required attendance at performances, and prerequisite requirements) will be counted toward graduation requirements.
3. Awarding transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought. Course work accepted for transfer can count for no more than 75 percent of the credits needed for an associate degree.
4. International students must obtain from Educational Credential Evaluators, Inc., P.O. Box 17499, Milwaukee, WI 53217, an English translation of their transcript and a detailed report outlining the recommendation for the awarding of credit in order for their foreign credits to be evaluated by WCCS. Each student is responsible for the cost involved in obtaining the evaluation. The criteria for awarding credit from these institutions is the same as for other institutions within the United States.

### **Transient Students**

A student in good standing from another college may attend WCCS as a transient or as a visiting student during any semester. Such a student must submit a completed WCCS application for admission and an official Transient Student Form or a Letter of Good Standing from his/her parent institution. The letter should list the courses approved by the student’s parent institution and the notation that the courses will be accepted for transfer. A Letter of Good Standing is valid for one semester only. Transient students are not eligible for financial aid. Transient students are not required to present transcripts of previously earned credit at other postsecondary institutions.

### **Readmission to the College**

1. Students previously enrolled at this institution, who have not been in attendance during one or more semesters, will need to complete a Readmission Application. If the curriculum has changed since the last date of enrollment, the student must follow the current curriculum. If these students have attended other institutions during this period, official transcripts must be on file in the Office of Student Services.
2. Students previously enrolled at this institution, who have not been in attendance during one or more semesters, will need to update their application upon enrollment. If the curriculum has changed since last date of enrollment, the student must follow the current curriculum. If these students have attended other institutions during this period, official transcripts must be on file in the Office of Student Services.
3. Re-admittance of a student who has been dismissed will depend upon the reason for dismissal and will be at the discretion of the Committee which recommended the dismissal. A student has the right to appeal the Committee recommendation to the President, and the President may approve, overturn, or amend any recommendation of the Committee.

### **Readmission of Service Members**

The College will not deny readmission to a service member on the basis of service. The student will be admitted into the same or similar program.

1. The student must provide advance notice of military service.
2. Must reenroll within three (3) years of completion of military service.
3. Cumulative absence for service does not exceed 5 (five) years.



### **International Student Admission Requirements:**

1. A transient or transfer international student must complete an application no later than three weeks prior to the semester of enrollment. An international student coming from another country must apply no later than three months prior to the semester in which enrollment is planned. Application forms are available from the Office of Student Services.
2. An international student must submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL) to this institution or a transcript showing at least six semester hours of English composition completed from an accredited college.
3. An international student must show proof of adequate accident and health insurance prior to a decision on admission.
4. Each international student without prior credit in English composition must complete the English placement test. If an unacceptable score is obtained, the student is required to successfully complete ENG 092 and ENG 093. The preceding requirements must be met before the applicant is considered for admission. For additional information, contact the Office of Student Services.

### **Additional Information for International Students**

WCCS has the primary responsibility of serving the educational needs of the citizens of its service area. It is the College's desire to afford students, faculty, and staff with opportunities to interact with those of other countries and cultures. Hence, non-citizens of the United States of America are welcome to apply for admission to the College. In order to facilitate a mutually satisfying educational experience for both citizens and non-citizens, the following policies are applicable:

#### **1. I-20 and Basic Requirements**

International students (non-citizens) who are not permanent residents or parolees are required to meet all established requirements for admission from a secondary school, college, or university. The college will not issue acceptance letters and I-20 forms until additional requirements are met. Requirements listed below must be completed at least 30 days prior to the beginning of the term for which the student is applying for admission. Part-time transient students will not be issued I-20 forms.

#### **2. TOEFL**

The Test of English as a Foreign Language (TOEFL) must be taken by each international student and a minimum score of 500 submitted prior to the student's being considered for admission. Applicants who have completed English as a second language must also submit TOEFL scores. Scores must be sent directly from the Educational Testing Service. **NOTE:** TOEFL applications and information may be obtained by writing to the following:

TOEFL  
Box 899  
Princeton, New Jersey 08542 US

#### **3. Transcript in English Language**

One official transcript (in English) from each college and/or a notarized copy must be forwarded to WCCS directly from the institution(s) attended. Personal copies cannot be accepted.

#### **4. Accident and Health Insurance**

International students are required to purchase and maintain an accident and sickness insurance plan which includes repatriation expenses. This premium is paid before the time of registration. A copy of the insurance policy or similar documentation is required.

#### **5. Deposit of \$2,500**

All international applicants are required to present evidence of sufficient finances to cover college and personal expenses while enrolled at WCCS. A certified financial statement must be completed and submitted. In addition, a deposit of \$2,500 is required before an applicant may be officially enrolled and the I-20 released. The student must have deposited a minimum of \$2,500 by the beginning of each academic year. The academic year begins in August. This deposit will be used for tuition, books, and fees. There must be at all times enough money on deposit in the Business Office to pay for the following semester's tuition and books. Upon completion of the student's studies or transfer, the remaining balance may be withdrawn by providing two weeks' notice to the Business Office.

#### **6. Housing**

WCCS has no dormitory facilities. Students attending WCCS must secure personal housing. New students who are recent arrivals in the United States will need to plan for temporary room and board until permanent residence can be secured.

#### **7. Tuition**

All international students must pay the non-citizen tuition fees which are subject to change without prior notice.

#### **8. Financial Aid**

International students do not qualify for financial aid at WCCS. Financial aid does not honor academic bankruptcy. All credits within your degree plan will be counted to determine academic progress.

#### **9. Affidavit of Support**

All prospective international students must complete an affidavit of support, providing documentation of financial support for their educational expenses. This is completed by the person or persons financially

responsible for the student.

### Special Students

Applicants not meeting the requirements stated above may be admitted only to non-credit or early entrance programs.

### Credit from Nontraditional Sources

Wallace Community College Selma provides an opportunity for students to earn a reasonable amount of credit toward the Associate Degree or Certificate through methods other than formal classroom instruction. While nontraditional credit applies toward degree and certificate programs granted by the College, it should not be assumed that such credit will automatically be accepted by senior institutions. Students are advised to consult a counselor to obtain information regarding policies at other colleges.

A maximum of 20 semester hours earned through nontraditional methods may be applied toward a degree from WCCS. The types of nontraditional credit and procedures to follow are listed below:

#### 1. College Level Examinations Program (CLEP)

Wallace Community College Selma honors credit earned through CLEP examinations. A minimum score at or above the 50<sup>th</sup> percentile on both general examinations and subject examinations is required for specific course credit. Any exception to this policy must have prior approval from the Dean of Students. The policy of granting credit through CLEP at WCCS may differ from policies at other colleges. Check with a counselor/advisor at WCCS or other colleges to obtain additional information. WCCS does not administer CLEP tests. The student is responsible for having the scores sent to WCCS Office of Admissions and Records.

#### CLEP SUBJECT EXAMINATIONS

Examinations	50 <sup>th</sup> Percentile Score	Course	Credit	Equival. Awarded SH
American Government	50	POL 211		3
American History	49	HIS 201		3
American Literature	50	ENG 251		3
Biology	49	BIO 103		3
College Algebra	49	MTH 112		3
College Composition (with essay)	50	ENG101		3
Data Processing	49	CIS 130		3
English Literature	49	ENG 261		3
General Chemistry	50	CHM 111		4
General Psychology	50	PSY 200		3
Introduction to Business Management	50	BUS275		3
Introduction to Accounting	50	BUS 241		3
Legal & Social Environment	51	BUS 263		3
Cal. Elem. Functions	49	MTH 115		3
Introduction to Macroeconomics	50	ECO 231		3
Introduction to Microeconomic	50	ECO 232		3
Introduction to Marketing	50	BUS 285		3
Introduction to Sociology	50	SOC 200		3
Trigonometry	54	MTH 113		3
Western Civilization	49	HIS 101		3
Anatomy & Physiology I	50	BIO201*		4

**Note:** Any student enrolled in BIO 202 or BIO 220 will not be awarded CLEP credit for BIO 201.

#### 2. LAW ENFORCEMENT ACADEMY WORK

In accordance with Alabama State Board of Education Policy 706.01, transfer credit may be awarded through portfolio review for certain non-traditional courses completed at specialized governmental training institutions such as Alabama law enforcement academies. Following successful completion of 9 SH of credit toward a standard certificate (CER), or short-term certificate (STC), a student may request a portfolio review by the Dean of Students and approval by the Vice President for Instruction. The review process includes a detailed accounting of non-traditional course content, experiences, skills learned, continuing education units, transfer records, instructor credentials and employer records. Once the portfolio review process is completed and approved by the Vice President for Instruction, a Prior Learning Credit document becomes part of the student's permanent academic record and the appropriate courses are recorded on the student's official college transcript.

- A. Graduates of the Alabama State Trooper Academy are eligible for 15 semester credit hours in the following courses for prior learning experience:

CRJ 110 Introduction Law Enforcement	3 SH
CRJ 116 Police Patrol	3 SH
CRJ 216 Police Organization & Admin	3 SH
CRJ 220 Criminal Investigation	3 SH
PED Physical Education Activity Elective	3 SH

- B. Graduates of the Alabama Police Academy are eligible for 9 semester credit hours in the following courses for prior learning experience:

CRJ110 Introduction to Law Enforcement	3 SH
CRJ116 Police Patrol	3 SH
PED Physical Education Activity Elective	3 SH

- C. Graduates of the Alabama Corrections Academy are eligible for 9 semester credit hours in the following courses for prior learning experience:

CRJ 110 Introduction Law Enforcement	3 SH
CRJ 150 Introduction to Corrections	3 SH
PED Physical Education Activity Elective	3 SH

### 3. Defense Activity for Non-Traditional Education Service

Credit for courses taken while in the military will be evaluated according to nationally recognized guidelines or through other statewide programs identified by the department. Credit may be granted for any **military service school** or for any **United States Armed Forces Institute/Defense Activity** for Non-Traditional Education Services (**USAFI/DANTES**) subject test that has been satisfactorily completed and is determined to have a course equivalent in the student's program major. Additional information on DANTES credit should be provided by the student and sent to WCCS Office of Admissions and Records

### 4. CREDIT FOR PRIOR EXPERIENCE: See the Dean of Students

Students who satisfactorily demonstrate knowledge of, or skills in, a program in which they are training may receive advanced standing credit which may result in early program completion. This applies to individuals who have prior work experience or vocational training, especially at the high school level. Credit may be granted only through the following methods:

1. Comprehensive Departmental Challenge Examination.
2. CLEP General or Subject Examinations. Students should contact the instructor of the program for which they are applying and/or the Office of Student Services for additional information.

### 5. ADVANCED PLACEMENT TEST (AP)

Three or more semester hours of credit for the Advanced Placement Test will be given for a minimum score of three or higher on the subject tests. A maximum of 15 credits may be accepted through the AP Program for credit hours at the institution granting the degree. The student is responsible for having the scores sent to WCCS Office of Admissions and Records.

### Accelerated High School Students

WCCS offers qualified high school juniors and seniors the chance to enroll in a special academic program. During the junior and senior years in high school, the student may take courses which fulfill college requirements. College courses earned through Accelerated High School program may not substitute for high school credit. Upon graduation from high school, the student may continue at WCCS or transfer the college credits to another postsecondary institution. An important point to remember is that the course content and teaching methodology of all classes is at the college level.

Students are eligible for the Accelerated High School Program if they meet the following criteria:

1. The student must have successfully completed the 10<sup>th</sup> grade.
2. The student must have completed any required high school prerequisites (for example, a student may not take English Composition until all required high school English courses have been completed).
3. The local principal or his or her designee must certify that the student has a minimum cumulative "B" average and recommend that the student be admitted to this program. A letter must be submitted each semester that the student attends the college.
4. WCCS will not officially award college credit to accelerated high school students until proof of high school graduation (an official transcript with a graduation date or proof of GED) is provided. In other words, college credits earned by the student and release of transcript information are held in escrow by the College until the student provides the necessary documents required for admission to the college.
5. Exceptions may be made to requirement number one for students documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Permission must be obtained from the Chancellor of the Alabama College System.

Students who attend a non-accredited high school must meet criteria listed below:

1. Comply with items 1, 2, 3, and 4 noted above.
2. Provide ACT scores with a composite of at least 16 or a SAT score of 790.

Students who are home schooled are not eligible for the Accelerated High School Program unless they are under the auspices of a cover high school and can provide proper documentation of all items noted above.

**Students enrolled in the Accelerated High School Program are not eligible for Dual Enrollment Credit.**

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

The Dual Enrollment/Dual Credit for High School Students Program allows qualified students the opportunity to receive both high school credit and college credit. Students in dual enrollment/dual credit courses must pay normal tuition as required by the institution. Tuition may be provided by alternative resources. The program is qualified students in Alabama public and private high schools who have signed a working agreement with WCCS or other participating postsecondary institution(s).

Criteria for student eligibility are developed by each individual school system and may be more restrictive than the minimum criteria that follow:

1. The student must have a “B” average in completed high school courses.
2. The student must have written approval of his or her principal and the local superintendent of education.
3. The student must be in grade 10, 11, or 12.

Students who attend a non-accredited high school must meet criteria listed below:

1. Comply with items 1, 2, 3, and 4 noted under “**Accelerated High School Students.**”
2. Provide ACT scores with a composite of at least 16 or a SAT score of 790.

Students who are home schooled are not eligible for the Dual Enrollment Program unless they are under the auspices of a cover high school that has entered into an agreement with WCCS and can provide proper documentation of all items noted above.

Determination of the equivalencies of WCCS course work toward high school graduation requirements is at the discretion of the high school system. Typically, a 3 semester hour course is equated to one-half unit of high school credit and a 6 semester hour course is equated to one unity of high school credit.

For additional and more specific information, contact your high school counselor or the Office of Student Services at WCCS.

### **E-LEARNING**

WCCS offers a number of E-Learning (Internet Based) courses in several academic disciplines. The content of each of these courses is identical to the content of traditional classroom courses because of requirements established by the Statewide Articulation and Reporting System (STARS), and the Southern Association of Colleges and Schools. Therefore, all WCCS E-Learning courses are transferable to senior colleges and universities. Students should refer to the listing of E-Learning course offerings in the schedule of classes.

### **INDEPENDENT STUDY POLICY & PROCEDURE**

**Policy:** Under limited and extraordinary circumstances, a student may request permission to receive instruction via the means of an Independent Study class. In general, there are two conditions which must exist for a student to request an Independent Study. They are as follows:

- a. a specific course is required in a student’s degree plan for that student to graduate;
- b. no other course is available during that term as an appropriate substitute for the required course.

**Procedure:** A request for an Independent Study class must be initiated by a student, not an instructor. In addition, the student must request the Independent Study in writing from a specific instructor citing the specific justification for the Independent Study. The instructor must make the request with written justification to the appropriate Department Chair. That request must then be approved by the Department Chair, the Vice President for Instruction, and the President. If approved, the President will transmit approval to the Dean of Students office who will create the Independent Study section.

Following approval of the Independent Study course by the President, but before instruction begins, the instructor will provide the Department Chair and the Vice President for Instruction with a course syllabus and a Plan of Instruction citing how and when course content will be delivered to the student. Upon successful completion of the course by the student, the instructor will timely provide the Department Chair and the Vice President for Instruction with a summary report of all course activities and all evaluation instruments.

### **E-LEARNING ATTENDANCE VERIFICATION**

WCCS attendance verification requires all students enrolled in a distance education course to participate in an engaging activity within the first three days of class. Therefore, students must login to each course, read syllabi, and respond to an initial post from the instructor via the message board within the first three days of the course start date. Students must reply to the instructor’s initial thread and introduce themselves to the class to prevent being removed from course.

### **FORGIVENESS/REPEATING COURSES**

In order to improve academic background, a student may repeat courses in which the student has previously been enrolled if a grade of "D" or "F" was received. Both the original grade and the repeated course grade will be entered on the student's official transcript; the second grade awarded (excluding grades of W) replaces the first grade in computation of the cumulative grade point average. The semester grade point average during the semester in which the course was first attempted will not be affected. Credit hours for graduation, however, may be counted only once.

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

It is the student's responsibility to request at registration that the forgiveness policy be implemented. Implementation of the forgiveness policy at WCCS does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

### **ACADEMIC BANKRUPTCY**

1. A student may request in writing to the Dean of Students to declare academic bankruptcy under the following conditions:
  - a. If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare academic bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester provided the student has taken a minimum of 18 semester credit hours of course work at Wallace Community College Selma since the bankruptcy semester occurred. All course work attempted, even hours completed satisfactorily, during the semester for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
  - b. 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 provided the student has taken a minimum of 18 semester credit hours of course work at Wallace Community College Selma since the bankruptcy semester occurred. All course work attempted, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
2. 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 be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED."
3. A student may declare academic bankruptcy only once.
4. Implementation of academic bankruptcy at Wallace Community College Selma does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

**FINANCIAL INFORMATION**

The following fees are required for Academic and Technical Program Students:

<b>TUITION &amp; FEES SCHEDULE</b>					
	<b>Tuition</b>	<b>Tech Fee</b>	<b>Fac. Ren. Fee</b>	<b>ACS Reserve</b>	<b>Total</b>
1	\$109.00	\$9.00	\$9.00	\$1.00	\$128.00
2	\$218.00	\$18.00	\$18.00	\$2.00	\$256.00
3	\$327.00	\$27.00	\$27.00	\$3.00	\$384.00
4	\$436.00	\$36.00	\$36.00	\$4.00	\$512.00
5	\$545.00	\$45.00	\$45.00	\$5.00	\$640.00
6	\$654.00	\$54.00	\$54.00	\$6.00	\$768.00
7	\$763.00	\$63.00	\$63.00	\$7.00	\$896.00
8	\$872.00	\$72.00	\$72.00	\$8.00	\$1,024.00
9	\$981.00	\$81.00	\$81.00	\$9.00	\$1,152.00
10	\$1,090.00	\$90.00	\$90.00	\$10.00	\$1,280.00
11	\$1,199.00	\$99.00	\$99.00	\$11.00	\$1,408.00
12	\$1,308.00	\$108.00	\$108.00	\$12.00	\$1,536.00
13	\$1,417.00	\$117.00	\$117.00	\$13.00	\$1,664.00
14	\$1,526.00	\$126.00	\$126.00	\$14.00	\$1,792.00
15	\$1,635.00	\$135.00	\$135.00	\$15.00	\$1,920.00
16	\$1,744.00	\$144.00	\$144.00	\$16.00	\$2,048.00
17	\$1,853.00	\$153.00	\$153.00	\$17.00	\$2,176.00
18	\$1,962.00	\$162.00	\$162.00	\$18.00	\$2,304.00
19	\$2,071.00	\$171.00	\$171.00	\$19.00	\$2,432.00
20	\$2,180.00	\$180.00	\$180.00	\$20.00	\$2,560.00
21	\$2,289.00	\$189.00	\$189.00	\$21.00	\$2,688.00
22	\$2,389.00	\$198.00	\$198.00	\$22.00	\$2,816.00
23	\$2,507.00	\$207.00	\$207.00	\$23.00	\$2,944.00
24	\$2,616.00	\$216.00	\$216.00	\$24.00	\$3,072.00
25	\$2,725.00	\$225.00	\$225.00	\$25.00	\$3,200.00

**OTHER FEES**

Late Registration Fee .....	\$25.00
Graduation Fee .....	\$20.00

Caps and gowns are ordered directly from the company by the students.

Parking Fine .....	Varies with violation
Library Fine (Overdue books) Daily Rate .....	\$.25
Replace I.D. Card Fee.....	\$5.00

Tuition and fees are due and payable at the time of registration. Students on scholarship, Pell Grant, or students whose tuition is being paid by a sponsoring organization must make prior arrangements with the offices of Student Services and/or Business Office in order to register for classes without immediate payment of fees.

**SPECIAL CHARGES**

Some programs require special charges in addition to tuition and general fees. See specific programs (e.g., ADN and L.P.N.) for a listing of additional charges.

### **TUITION FOR FOREIGN STUDENTS**

Each full-time or part-time student who is not a citizen of the United States shall pay tuition and other institutional charges at 2.00 times the rate for an Alabama resident who is a citizen of the United States.

### **OUT-OF-STATE TUITION**

Each full-time or part-time student who is not a resident of the State of Alabama shall pay tuition at 2.00 times the rate for an Alabama resident who is a citizen of the United States.

### **REFUNDS AND WITHDRAWALS**

#### **Refund for Complete Withdrawal (full session)**

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

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

Complete Withdrawal during first week:

- 75% of tuition and other institutional charges less a 5% administrative fee;

Complete Withdrawal during second week:

- 50% of tuition and other institutional charges less a 5% administrative fee;

Complete Withdrawal during third week:

- 25% of tuition and other institutional charges less a 5% administrative fee;

Complete Withdrawal after end of third week:

- No Refund.

#### **Refund for Partial Withdrawal**

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in 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.

#### **Administrative Fee**

An administrative fee not to exceed five (5) percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

#### **Books and Supplies**

To purchase books with any financial aid, including, but not limited to, Pell Grant, WIA, VA, and scholarships you must:

- 1) Have a picture I.D. in hand.
- 2) Purchase on specified dates; usually no earlier than 2 business days before the first day of class. (Dates will be posted around campus.)

Scholarship students may only purchase books on one day each semester. Students will be notified in advance of the dates. Scholarship students must return **all** books at the end of each semester. Students who withdraw and who have purchased returnable books, and/or supplies from the College and return the items in new/unused condition by the end of the first week of the semester will be refunded the full purchase price. The one week limit is necessary in order to accommodate WIA, VA, and Title IV grant distribution requirements. The College Bookstore only refunds book purchases due to dropped or cancelled classes, or timely withdrawal from a course. In order to return books for credit, a student must:

- Provide proof of drop or withdrawal from the course requiring book,
- Return book in original condition. If book was purchased in plastic wrapper, the student will not receive a refund for the full price if it is opened.
- Present original Bookstore receipt.
- Present picture I.D.

The College Bookstore purchases books at the end of each semester during the week of full session finals. The College Bookstore pays fifty (50) percent of the book's purchase price before tax. The bookstore will not buy back books which are:

- Purchased from other bookstores, including Internet purchases.
- Have pending new editions.

- Are overstocked.
- Are damaged beyond normal wear and usage.

Note: At least \$5.00 will be deducted from any book that is turned in without included software.

The Bookstore does not issue cash for purchased books. Vouchers are issued at the time of buyback, and are followed by a check in the mail. Checks are usually mailed within ten (10) working days.

**Refunds for Semester Mini-Sessions**

Students withdrawing from classes scheduled in either of the mini-sessions of any Semester will be refunded on the following basis:

Complete Withdrawal during first two (2) days starting with the first day of instruction .....	75%
Complete withdrawal during next two (2) days .....	50%
Complete withdrawal during next two (2) days .....	25%
Complete withdrawal after expiration of six (6) day .....	<b>No Refund</b>

**Note: All Refunds are in Compliance with Federal Regulations.**

The College is in compliance with Federal Regulations relative to refund of tuition and other institutional charges for first time, first term Title IV Recipients.

**Return of Title IV Funds**

This policy applies to **ALL** students who are Title IV Aid recipients. For this category of students the federal government requires a “Pro-Rata” refund up to the 61 percent point (in instructional days) in the period of enrollment. Therefore, this category of students will receive a pro-rata refund of tuition and fees assessed to the student by the institution if his/her last date of attendance was prior to the 61 percent point of the semester. The exception to this is if the College’s normal refund policy yields a greater refund, in which case, the normal refund policy would be used. The formula for calculating the pro-rata refund percentage is as follows:

Number of weeks left in the semester refund (round down to nearest 10%):  
 \_\_\_\_\_ = No. of weeks in the semester percentage.

After the refund amount is calculated, a 5% administrative fee is deducted from the refund as allowed by the Federation Regulations. The remaining amount of the pro-rata refund calculated for the student will be returned to the Pell Grant account.

**Refund for Alabama National Guard and Reservists called to Active Duty**

Students who are active members of the Alabama National Guard or reservists who are called to active duty in time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the term due to active duty orders or assignment to another location.

**ACADEMIC GRADING SYSTEM**

Letter grades are assigned according to the following system for all courses for which students have registered except courses in the Associate Degree Nursing Program, Nursing Assistant Program, and the Licensed Practical Nursing Program.

A – Excellent	(90–100)	S – Satisfactory	A=	4 quality points per hour
B - Good	(80–89)	U – Unsatisfactory	B=	3 quality points per hour
C - Average	(70–79)	W – Withdrawal	C=	2 quality points per hour
D - Poor	(60-69)	I – Incomplete	D=	1 quality points per hour
F - Failure	(Below 60)	AU - Audit	F, S, & U=	0 quality points per hour

The student’s academic standing (grade-point average or GPA) is obtained by dividing total number of quality points by the total number of semester hours attempted; for each course, multiply credit hours by the number of quality points earned by your grade.

Satisfactory grades are A, B, and C. Senior colleges and universities may not grant credit for a course in which the student has made a grade of D and never for an F. A grade of Incomplete (I) is assigned when the quality of completed work has been passing, but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examination. A student who must miss a final examination has the responsibility of notifying the instructor prior to the examination or as soon as possible thereafter, and of



furnishing acceptable evidence concerning the cause of absence. If the cause is serious illness, the student should present to the instructor a statement signed by the attending physician. A grade of Incomplete must be cleared by the 50% point of the next semester. If not so done, the "I" becomes an "F."

### **ACADEMIC HONORS**

The College recognizes superior scholastic achievement by compiling the President's List and the Dean's List at the end of each regular term. The President's List recognizes students who scheduled 12 or more semester hours and who have a grade-point average of 4.00. The Dean's List recognizes students who scheduled 12 or more semester hours and who have a grade-point average of 3.50 to 3.99.

### **ATTENDANCE (Absences)**

Students are expected to attend each class session, to arrive on time, and to remain for the entire class session. Faculty may record attendance from the first class meeting. However, it is the student's responsibility to keep track of their class attendance. The instructor is not required to notify the student when the student has been excessively absent. Frequent absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course. In such cases, the student should withdraw from the class before the last date to drop with a grade of "W." Withdrawal from a class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information concerning federal financial aid issues.

When a student is absent from class, the student is responsible for all material covered in class and for any assignments made in class. The instructor is not required to review with the student any material missed as a result of being absent, nor is the instructor required to notify a student if a student is in danger of a lowered grade due to any graded work missed. The instructor is not required to provide an opportunity for make-up. The instructor's policies regarding attendance issues (including make-up work) shall be clearly defined in the syllabus to be distributed on the first day of class. Attendance requirements in career/technical programs may differ from (and be more restrictive than) this policy.

#### **Absences for Approved College Activities**

Absences for students participating in official College activities that have been approved by the President or his designee will be excused upon receipt of written notification from the appropriate coach or sponsor. This notification will meet the following guidelines:

1. Notification must be given to the instructor prior to the absence(s); and
2. Notification must state the time frame of the activity including, specifically, the time for which the student must leave for the activity and when the student will return to campus.

It is the responsibility of each student engaged in approved College activities to make arrangements to complete any missed assignments, examinations, or other course requirements, at a time convenient for the instructor.

### **STANDARDS OF PROGRESS (Academic Probation and Suspension)**

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 two semesters in length may have higher standards of progress than the institutional standards of progress.

1. Selected transfer students will be placed on Academic Probation upon admission and must transition to these standards of academic progress.
2. 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.

#### **A. Standards of Progress Policy**

Required GPA levels for students according to number of hours attempted at the institution:

1. Students who have attempted 12 - 21 credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.
2. Students who have attempted 22 - 32 credit hours at the institution must maintain a 1.75 Cumulative Grade Point Average.
3. Students who have attempted 33 or more credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

#### **B. Intervention for Student Success**

When a student is placed on Academic Probation, One Semester Academic Suspension, or One Calendar Year Academic Suspension, college officials may provide intervention for the student by taking steps, including but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

### C. Changes in Program of Study

During matriculation at Wallace Community College Selma, a student may change his/her major program of study only three (3) times.

### D. Application of Standards of Progress

1. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is "Clear".
2. When 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.
3. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution 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 **Academic Suspension – One Semester**. When the Cumulative GPA is at or above the required GPA for the total number of credit hours attempted at the institution, the student's status is "Clear."

4. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read **Academic Suspension – One Semester/ Readmitted Upon Appeal**. The student who is readmitted upon appeal re-enters the institution on Academic Probation. The student who serves one semester on academic suspension re-enters the institution on Academic Probation.
5. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on Academic Probation.
6. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose Semester GPA is below 2.0 will be suspended for one calendar year. The transcript will read **Academic Suspension – One Year**.
7. The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read **Academic Suspension–One Year/Readmitted upon appeal**.
8. The student who is readmitted upon appeal re-enters the institution on Academic Probation. The student who serves the calendar suspension re-enters the institution on Academic Probation.

All applicable academic designations except Clear will appear on the student's transcript.

### E. Process of Appeal for Readmission

A student may be considered for readmission after suspension only upon appeal to the Grievance and Appeal Committee. The Grievance and Appeal Committee consists of the Vice President for Instruction, the Dean of Students, the Student Support Services Counselor, the President of the Student Government Association, and a member of the Student Government Association.

### MAXIMUM COURSE LOADS

The minimum load for a regular full-time student is 12 hours. Students who wish to pursue more than 19 semester hours must receive approval for an overload (a signed Overload Permission Form) from the Vice President for Instruction. No student shall be permitted to pursue more than 24 semester hours in any one term for any reason. Students with less than 2.0 GPA for the preceding semester may schedule a maximum of 19 semester hours.

In order for a student to be considered a dependent for health insurance purposes, insurance companies require that the student be enrolled as a *full-time* student—i.e., enrolled in at least 12 semester hours each semester.

### ACADEMIC SCHEDULE CHANGES

1. **Drop/Add** A student who has a justifiable reason for making a schedule change may do so during the official change in registration period by (1) reporting to the Office of Student Services for course changes, and (2) reporting to the Business Office to pay additional fees, or request a refund (if applicable).
2. **Audit** Students may apply to audit one or more courses without credit. The same registration procedure is followed as for courses bearing credit and the same fee is charged as for courses bearing credit. Students registered for credit may change to audit at any time through the first three weeks of the semester. No

change from credit to audit will be permitted after this date. Changes must be made with the instructor and the Vice President for Instruction. Students who choose to change from credit to audit are expected to attend classes in the same manner as students who are taking the class for credit, and audit students must perform normal class activities. The only exception to this is that the audit student is not required to take the final examination. If the audit student does not perform class activities assigned to him by the instructor, the instructor may change the grade from Audit to F on the final grade report. A student may audit an ADN course only after successfully completing that course.

#### **WITHDRAWAL FROM A COURSE**

1. **Non Health-related Programs** A student who wishes to withdraw from a course after the official drop/add period may do so only by completing and signing an official Withdrawal Form in the Office of Student Services. Students who complete this Form will receive a grade of "W." A student may withdraw from a course without prejudice until the 80% point of the term. After this date, the student will receive a grade of "F."
2. **Health-related Programs** (ADN, LPN, NAS). The withdrawal policy for each health related program is carefully defined and described in the respective program handbook. Please refer to the handbook of the specific health related program for detailed withdrawal information.

#### **WITHDRAWAL FROM THE COLLEGE**

A student may completely withdraw from the institution up to two weeks prior to final exams by completing a Withdrawal Form from the Office of Student Services.

#### **STUDENT RECORDS POLICY**

All students and parents should be aware of the provision of Public Law 93-380, the Family Education Rights and Privacy Act of 1974, also known as "The Buckley Amendment." Under the provision of this law, all students and former students of Wallace Community College Selma have the right to inspect their official educational records in the Office of Student Services. This right of inspection does not apply to any information submitted to this office as confidential prior to January 1, 1975. Parents or guardians of a student may not see records nor receive any grades unless the student specifically designates that his/her records and /or his/her grades may be made available to the parents or guardians. Grades are mailed to the address indicated by the student on the registration form. Information classified as "Directory Information" may be released by Wallace Community College Selma unless a student specifically informs the Office of Student Services at the beginning of each semester of his/her desire to be excluded in a directory. "Directory Information" includes the following:

1. Name, address, telephone listing
2. Date and place of birth
3. Major or minor fields of study
4. Participation in officially recognized athletics and other activities, including weight and height of members of athletic teams
5. Dates of attendance
6. Degrees and awards received
7. The most recent previous education institution attended

Wallace Community College Selma may release students' education records to the following without prior written consent:

1. College officials who have a legitimate education interest in the records. College officials are defined as instructors, administrative personnel, and other employees, who in the performance of their normal duties require access to students' records. If college officials are required in the performance of the duties to review the educational records of a student, this will be considered to be a legitimate educational interest.
2. Government representatives of the Comptroller General of the United States, the Secretary of Human Resources, the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary of Education, State educational authorities, and State officials to which such information is specifically required to be reported or disclosed by State law adopted prior to November 19, 1974.
3. Accrediting organizations to carry out their accrediting functions.
4. To comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
5. Appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that information be released to a party who would be in a position to deal with the emergency, and that the student will be notified insofar as possible of the information released, the purpose for the release, and to whom the information was released.
6. For additional information see the Student Handbook.

### STUDENT TRANSCRIPT POLICY

The transcript policy of Wallace Community College Selma includes the following:

1. In compliance with the Family Education Rights and Privacy Act, Wallace Community College Selma does not release transcripts of a student's work except upon the student's written request.
2. Official transcripts are sent to institutions, companies, agencies, etc., on the student's written request.
3. Official transcripts will not be issued to the individual student; however, the student may request an unofficial transcript from the Office of Student Services, or the student may print an unofficial copy from the WCCS website. An unofficial transcript does not bear the college seal.
4. Transcript requests are processed as they are received. Requests should be made at least two weeks prior to need.
5. There is no charge for transcripts.

Written transcript requests should be sent to: Wallace Community College Selma  
Office of Student Services  
P. O. Box 2530  
Selma, AL 36702-2530

Be sure to include name, dates of attendance, social security number, and address to which transcript is to be sent. **NOTE:** (Students with name changes should include all former names.)

6. The Office of Student Services does not issue or reproduce transcripts from other institutions. Requests for transcripts of course work completed at another institution must be directed to the institution concerned.
7. Transcript requests may be denied for students who have a financial obligation to the college.

### NON-TRADITIONAL CLASS HOURS

To meet the needs of our students, the number and variety of traditional and non-traditional (E-Learning) classes have been expanded to provide greater flexibility in scheduling. While the majority of College course offerings occur at traditional times (Monday through Thursday, 8:00 a.m. to 3:15 p.m. and 8:00 a.m. to 2:15 p.m. on Fridays), the College makes no assurance that all courses needed to complete a given curriculum will be offered during traditional hours. Availability of laboratory facilities, adjunct faculty, and external training sites may require that certain courses be offered in the evening or on weekends. Any student who is concerned about evening or weekend class attendance should consult with appropriate program faculty before enrollment.

### GENERAL EDUCATION STUDENT LEARNING OUTCOMES

General Education is that part of the total educational program, as distinguished from vocational or occupational education, which seeks primarily to develop student skills, knowledge, attitudes, and values to provide for effective personal and family living and responsible citizenship in a democratic society. Upon successful completion of certain General Education courses, the student will have acquired the several skills and abilities described in the General Education Student Learning Outcomes listed below. A more comprehensive list of General Education outcomes may be found in specific course syllabi. The General Education Student Learning Outcomes for all degree programs (AA, AS and AAS) at Wallace Community College Selma are:

- **Expected Student General Education Learning Outcome I – Critical Thinking:**  
Students will demonstrate the ability to think critically and effectively and will be able to apply the principles of the research method.
- **Expected Student General Education Learning Outcome II – Communicate Effectively:**  
Students will demonstrate oral and written communication that is characterized by clarity, critical analysis, logic, coherence, persuasion, and rhetorical awareness.
- **Expected Student General Education Learning Outcome III – Historical Perspective:**  
Students' historical perspective will be characterized by the ability to describe and analyze situations in terms of past and present significance.
- **Expected Student General Education Learning Outcome IV – Natural Sciences:**  
Students will understand and describe the role of science in modern society.
- **Expected Student General Education Learning Outcome V – Social/Behavioral Sciences:**  
Students will understand and describe the characteristics of social, economic and political relationships.
- **Expected Student General Education Learning Outcome VI – Humanities and Fine Arts:**  
The aesthetic perspective of students will be characterized by a critical appreciation of the arts and by the ability to make informed aesthetic judgments about the arts.
- **Expected Student General Education Learning Outcome VII – Ethics:**  
Students will be able to recognize ethical issues and to apply ethical models to personal and societal problems.
- **Expected Student General Education Learning Outcome VIII – Computer Literacy:**  
Students will demonstrate the basic computer skills necessary to function effectively in a technological society.

- **Expected Student General Education Learning Outcome IX – Quantitative Reasoning – Mathematics:** Students will manifest quantitative reasoning ability and use of mathematics characterized by logic, analysis, and verbal, numeric, graphical, and symbolic problem solving.

### **STUDENT SUPPORT SERVICES PROGRAM**

This institution recognizes that students enter college with various levels of academic preparedness and that all students are not equally prepared for traditional college level study. The Student Support Services Program funded by the federal government and the College is designed to help students whose placement scores indicate a need to strengthen reading and English skills prior to their enrolling in selected college level courses or technical programs.

Students are placed into the Student Support Services Program following basic skills evaluation. The academic needs of students are assessed individually, and those services needed are provided. The following services are available to the student: developmental classes in English and reading, tutorial assistance, counseling, academic advising, and cultural enrichment activities.

Students in the Student Support Services Program may enroll in traditional college courses upon successful completion of prerequisite courses.

### **TYPES OF AWARDS**

Wallace Community College Selma is empowered by the Alabama State Board of Education to award both associate degrees and certificates. WCCS awards the Associate in Arts Degree and the Associate in Science Degree to individuals whose primary educational objective is to transfer to a senior college or university. In addition, the College awards the Associate in Applied Science Degree, the Standard Certificate and the Short Term Certificate to individuals desiring to pursue a career/technical program of study leading to a specific occupational objective.

### **BASIC ASSOCIATE DEGREE REQUIREMENTS**

A student shall be awarded the Associate in Arts, Associate in Science, or the Associate in Applied Science degree upon the satisfactory completion of the requirements of the specific program as specified by Wallace Community College Selma. Degrees are awarded on an annual basis after the completion of spring semester.

Upon a student's completion of 45 semester credit hours, the Office of Student Services will contact the student regarding graduation eligibility. The student must schedule a pre-graduation conference during which an evaluation of academic status will be conducted. It is the responsibility of the student to apply for graduation and comply with the following minimum standards:

1. Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. A course may be counted only once for purposes of meeting graduation requirements. Only courses numbered 100 or above will be counted toward graduation.
3. Complete at least 25 percent of semester credit hours at the college granting the degree.
4. Meet all requirements for graduation within one calendar year from the last semester/term of attendance.
5. All certificate and degree-seeking students will demonstrate computer literacy by either integral curriculum content (e.g., ELT 231, DDT 104, CIS 146, NUR 204, etc., or by completing one or more of the following courses: CIS 130, CIS 146, ENG 100, ENG 101, or any E-learning course.
6. Fulfill all financial obligations to the College.
7. The Vice President for Instruction shall approve the formal award when the student meets all requirements for graduation satisfactorily.
8. Receive approval by the President.

### **BASIC STANDARD CERTIFICATE REQUIREMENTS**

In certain occupational areas, a student may be granted an award other than a degree (i.e., a certificate) upon satisfactory completion of the requirements of the specific program. The College's certificate-only programs include Cosmetology, Cosmetology Instructor Training, Criminal Justice, Masonry/Building Trades, Licensed Practical Nursing, Nursing Assistant, and Welding. In order to be awarded a Certificate by this College, a student must:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in developmental courses. Courses may be counted only once for purposes of meeting graduation requirements.

3. Complete at least one-half of the total semester credit hours required in the program at this College.
4. Be enrolled during the semester in which the award is earned or, with the approval of the Dean of Students and within a calendar year of the last semester of attendance, transfer from a regionally accredited institution no more than the last six semester hours required for completion of the program, with a minimum grade of "C" in the courses transferred.
5. Complete a formal application for a Certificate.
6. Fulfill all financial obligations to the College.

#### **SENIOR COLLEGE TRANSFER PROGRAMS**

The Associate in Arts and Associate in Science degrees are often referred to as "transfer degrees" because they are primarily designed to prepare the student for transfer into a baccalaureate program at a senior college or university. However, since acceptance of transfer credits is ultimately determined by the senior institution, students planning to transfer must consult their advisor at this College as well as the catalog of the institution to which they are planning to transfer to insure that credit courses from this College will transfer to the senior college. Students are advised that they should establish contact with a counselor at the senior college to which the student intends to transfer. Students are also advised that it is usually to their advantage to complete all the requirements for an appropriate associate degree at Wallace Community College Selma and graduate prior to transferring to a senior college in order to best insure transfer to that institution with junior standing.

For the freshman and sophomore years, the nature and number of pre-professional courses required varies among universities and colleges. Students who have determined which profession or occupation they plan to enter should study the list of courses prescribed by the four-year college they plan to attend. It is the student's responsibility to become familiar with the requirements of the four-year college.

#### **TRANSFER CREDIT DISCLAIMER**

**Students Please Note:** Some courses taught at Wallace Community College Selma are not designed for transfer credit to four-year colleges and universities. If transfer to a four-year institution is planned, it is necessary to follow a prescribed program of study designed to transfer in order to prevent loss of course credit upon transferring.

#### **ALABAMA ARTICULATION PROGRAM (STARS)**

The Alabama Articulation Program (also called **STARS**– State-wide Articulation Reporting System) is a computerized articulation and transfer planning system designed to inform students who attend Alabama's public community colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four-year institution. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made. STARS is the information link between the state's public two-year and four-year institutions. The STARS database, if used properly, can prevent the loss of course work and can ease the transition from one institution to another. Students who are interested in receiving a STARS "Transfer Guide & Contract" should contact:

**Office of Student Services  
(334) 876-9302**

**ASSOCIATE IN ARTS (AA) DEGREE PROGRAM**

The Associate in Arts degree program is intended to meet the needs of students who plan to transfer to a senior institution and pursue a course of study in a liberal arts area. This is a planned university-parallel program designed to meet the requirements of the first two years of a Bachelor of Arts degree. The primary purpose of the Associate in Arts Program is to serve as a curriculum for individuals intending to transfer to a four-year college or university to pursue a bachelor's degree in fine arts, humanities, law, foreign language, social sciences, and education-related disciplines. Secondly it serves as a General Studies curriculum for students who are interested in a liberal arts baccalaureate education but have not yet made a firm decision with respect to their baccalaureate major. Area V requirements vary with individual four-year institutions; thus, students must obtain an approved university parallel (STARS) plan from the appropriate academic advisor.

<b>Semester Hour (SH) Distribution Requirements by Academic Area*</b> .....	<b>SH</b>
<b>Area I: Written Composition</b> .....	<b>6</b>
<i>Must Complete Written Composition I and II (ENG 101 and ENG 102)</i>	
<b>Area II: Humanities and Fine Arts</b> .....	<b>12</b>
<i>Must complete 3 semester hours in Literature**</i>	
<i>Must complete 3 semester hours in the Arts</i>	
<i>Must complete 3 semester hours in oral communications (SPH 106 or 107).</i>	
<i>Must complete 3 additional semester hours in humanities.</i>	
<b>Area III: Natural Sciences &amp; Math</b> .....	<b>11</b>
<i>Must complete 3 semester hours in Math at the Pre-calculus Algebra or Finite Math Level.</i>	
<i>Must complete 8 semester hours in the Natural Sciences which must include one laboratory experience.</i>	
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>12</b>
<i>Must complete 3 semester hours in History**</i>	
<i>Must complete at least 9 semester hours from among other disciplines in the Social and Behavioral Sciences.</i>	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b> .....	<b>19-23</b>
<i>Must complete additional Associate in Arts Degree courses appropriate to the degree requirements and the intended baccalaureate major of the individual student ***</i>	
<b>Semester Credit Hour Total in Areas I-V of the AA Program</b> .....	<b>60-64</b>

\* *Requirements in one area do not satisfy or substitute for requirements in another area.*  
 \*\* *Students must complete a six semester hour sequence either in literature or history. The sequence in Area II in literature, or Area IV in history, should be determined by the requirements of the student's intended major and transfer plans.*  
 \*\*\* *Respective programs of study for bachelor's degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor's degree, institutions in The Alabama College System are only authorized to provide only (i.e., transfer) fifty (50) percent of that total (60-64).*

**ASSOCIATE IN SCIENCE (AS) DEGREE PROGRAM**

The Associate in Science degree program is intended to meet the needs of students who plan to transfer to a senior institution and pursue a course of study in a general field or a specialized professional field. This is a planned university-parallel program designed to meet the requirements of the first two years of a Bachelor of Science degree. The primary purpose of the Associate in Science Program is to serve as a curriculum for individuals intending to obtain a bachelor's degree in the natural sciences, computer sciences, architecture, engineering, mathematics, nursing, pharmacy, forestry, pre-medicine and pre-dentistry. Area V requirements vary with individual four-year institutions; thus, students must obtain an approved university parallel (STARS) plan from the appropriate academic advisor.

**Semester Hour (SH) Distribution Requirements by Academic Area:\*** .....SH

**Area I: Written Composition** .....6

*Must complete* Written Composition I and II (ENG 101 and 102)

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

*Must complete* 3 semester hours in Literature.\*\*

*Must complete* 3 semester hours in the Arts

*Must complete* 3 semester hours in oral communications (SPH 106 or 107)

*Must complete* 3 additional semester hours in humanities

**Area III: Natural Sciences & Math**..... 11

*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

**Area IV: History, Social, and Behavioral Sciences** ..... 12

*Must complete* 3 semester hours in history.\*\*

*Must complete* at least 9 semester hours from among other disciplines in the Social and Behavioral Sciences

**Area V: Pre-Professional, Pre-Major, and Elective Courses** ..... 19-23

*Must complete* additional Associate in Science Degree courses appropriate to the degree requirements and the intended baccalaureate major of the individual student\*\*\*

**Semester Hour Credit Total in Areas I-V of the AS Program** ..... 60-64

\* *Requirements in one area do not satisfy or substitute for requirements in another area.*

\*\* *Students must complete a six semester hour sequence either in literature or history. The sequence in Area II in literature, or Area IV in history should be determined by the requirements of the student's major and transfer plans.*

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



**ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE PROGRAMS**

The Associate in Applied Science degree is offered in certain academic occupational programs such as Associate Degree Nursing, Business Administration, and Computer Information Systems.

The Associate in Applied Science degree is also offered to students who satisfactorily complete the prescribed general education requirements during or after the completion of a Career/Technical Program. More specifically, the Associate in Applied Science degree is available in the following Career/Technical programs: Drafting and Design Technology, Electrical Technology, Industrial Maintenance Technology and Office Administration.

**Semester Hour (SH) Distribution Requirements by Academic Area:\*** .....SH

**Area I: Written Composition** ..... 3-6  
*Must complete Written Composition I (ENG 101)*

**Area II: Humanities and Fine Arts** .....6  
*Must complete 3 semester hours in the Humanities or Fine Arts*  
*Must complete 3 semester hours in oral communication (SPH 106 or 107)*

**Area III: Natural Sciences and Math**.....9-11  
*Must complete 3 semester hours in Mathematics (MTH 100 or above).*  
*Must complete an additional 3 semester hours in Mathematics, Natural Sciences or Computer Sciences*  
*Must demonstrate Computer Literacy Skills, or must complete one 3 semester hour Computer Science Course*

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

**Area V: Pre-Professional, Pre-Major, and Elective Courses** ..... 37-53

**Maximum Semester Hour Credit Total in Areas I-V for the AAS Program**..... 76

(Depending on specific program of study)  
*\* Requirements in one area do not satisfy or substitute for requirements in another area.*

**STANDARD CERTIFICATE (CER) PROGRAMS  
(30-60 Semester Hours)**

Standard Certificate programs are career development opportunities designed primarily for students who wish to obtain employable skills in the shortest amount of time possible. Each curriculum contains college level occupational courses which are pertinent to that particular field as well as general education courses intended to strengthen the student’s basic skills and employability potential.

**Minimum Semester Hour Distribution Requirements by Academic Area:\*** ..... SH

**Area I: Written Composition** .....3  
*Must Complete Written Composition I (ENG 100 or ENG 101)*

**Area II: Humanities and Fine Arts** .....3  
Speech is required in Standard Certificate Programs unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline specific course.

**Area III: Natural Science and Mathematics** .....6  
*Must complete 6 semester hours in mathematics, Natural sciences or Computer Sciences*  
*Must demonstrate computer literacy skills by completing at least one computer science course, or by demonstrating computer proficiencies within at least one required discipline-specific course*

**Area IV: History, Social, and Behavioral Sciences** .....0

**Area V: Maximum Additional General Education Courses, Technical Concentration, and Electives** .....18-48  
Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses and electives.

**Maximum Program Total Semester Hours** ..... 60

**SHORT TERM CERTIFICATE (STC) PROGRAMS  
(9-29 Semester Hours)**

Short Term Certificate programs are career development opportunities designed primarily to accommodate those students who are already employed and who desire to acquire new skills on a part time basis. A Short Term Certificate curriculum may be offered in a program area in which a Standard Certificate or an Associate in Applied Science Degree is possible, or in an area in which the Standard Certificate or Associate Degree is not possible. Short Term Certificates must include at least 9 credit hours and may not exceed 29 credit hours. Short Term Certificates provide students with an opportunity to obtain training in career/technical programs in a limited amount of time allowing students to obtain employment quickly. Each Short Term Certificate curriculum contains college level occupational courses which are pertinent to that particular field and may also require students to complete some minimum academic requirements. WCCS offers Short Term Certificates in the following areas: Cosmetology Instructor Training, Criminal Justice, Industrial Maintenance Technology, Masonry/Building Trades, Nursing Assistant and Office Administration.

<b>Minimum Semester Hour Distribution Requirements by Academic Area:*</b> .....	<b>SH</b>
<b>Area I: Written Composition</b> .....	<b>0-3</b>
One technical writing course is recommended	
<b>Area II: Humanities and Fine Arts</b> .....	<b>0</b>
<b>Area III: Natural Sciences and Math</b> .....	<b>0-3</b>
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>0</b>
<b>Area V: Maximum Additional General Education Courses, Technical Concentration, and Electives</b> .....	<b>23-29</b>
Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses and electives.	
<b>Maximum Program Total Semester Hours</b> .....	<b>29</b>

## ASSOCIATE DEGREE NURSING (ADN) PROGRAM

CIP: 51.3801

The Associate Degree Nursing (ADN) Program at Wallace Community College Selma is designed to prepare students to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and to become professional nurses prepared to meet the health care needs of individuals of all ages at any point on the health-illness continuum. The ADN curriculum incorporates general academic courses in addition to the nursing courses. Methods of instruction within the nursing courses include classroom instruction, laboratory experiences, and guided clinical experiences in varied health care agencies. ADN graduates are prepared to fulfill entry level positions as staff nurses and may be employed in a variety of settings such as outpatient clinics, hospitals, long term care facilities, physician's offices, and home health care agencies. Salaries are varied, dependent upon location, job description, skill, and individual attributes.

The ADN program offers two educational options for an Associate Degree in Nursing:

- 1) **The Generic Program** offers beginning nursing students the opportunity to complete the Associate in Applied Science Degree (Nursing) in five semesters. Students entering the generic program are not required to have any prior knowledge or skills in nursing.
- 2) **The Mobility Program** is designed for Licensed Practical Nurses and enables them to complete the Associate in Applied Science Degree (Nursing) in three semesters.

Graduates of both options may be eligible to take the NCLEX-RN. However, graduation from this program does not guarantee eligibility to take the National Council Licensure Examination - Registered Nurse. The Alabama Board of Nursing has the option of denying eligibility to any candidate who fails to produce evidence of good moral character, such as, but not limited to, an arrest or conviction of a criminal offense or for driving under the influence of drugs/alcohol. Any questions regarding this matter may be directed to the Associate Degree Nursing Director at Wallace Community College Selma. Selection of each class is made by the Nursing Admissions Committee.

ADN students are required to have an overall grade-point average of 2.0 ("C") from WCCS in order to graduate. In addition, students must have a grade of "C" or better in the didactic (theory) and clinical/laboratory components of all nursing courses. Special grading criteria are in effect for all nursing courses. The grading criteria for all courses with the prefix NUR are as follows:

A	=	90	-	100
B	=	80	-	89
C	=	75	-	79
D	=	60	-	74
F	=	59	-	and below

Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary. In order to be admitted and to progress in the nursing program, one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations. Applicants must submit the completed Essential Functions Form prior to enrollment in the program and must update as applicable.

All students are required to have a physical examination before entering the program and again on a yearly basis. Students who become pregnant during the course of the program will be required to present a signed statement from their physician stating it is permissible for them to continue in the program. Pregnant students must be physically able to complete all clinical requirements as scheduled. In addition, all students are required to have a negative drug screen (at the students' expense) in order to participate in the clinical component of a nursing course. The random drug screen will be scheduled by the ADN Department. Students are advised that if health or behavioral problems (physical, mental, emotional) become evident during the student's enrollment in the program, the Director of the ADN Program can request, at the student's expense, that an appropriate, professional evaluation be made of the student's behavior. Students in the Nursing Program shall abide by and be governed by both the rules and regulations of the Nursing Program as stated in the ADN Student Handbook and the Student Handbook of the College. The Alabama College System endorses The Americans' with

Disabilities Act. In accordance with College Policy, when requested, reasonable accommodations may be provided for students with disabilities.

The ADN Program has received full approval of the Alabama Board of Nursing and continuing full accreditation from the National League for Nursing Accrediting Commission. Further information regarding the ADN Program and its accreditation status may be obtained by telephoning (404)-975-5000 or by writing to: NLNAC 3343 Peachtree Road NE, Suite 500 Atlanta, Georgia 30326

### **ADN Admission Criteria for Generic Students**

Applicants admitted into the ADN Generic Program each fall semester will be selected from high school graduates/GED recipients, students currently enrolled at WCCS, and students transferring from other colleges, according to established criteria. Space available at clinical sites and student-teacher ratios required by the Alabama Board of Nursing limit the number of applicants accepted each year.

### **General Requirements for Admission:**

1. Application Deadline: June 1 prior to the fall semester in which the student desires consideration for admission.
2. Applicants must submit the following to be eligible for the ADN Generic Program which begins in the fall semester of each year:
  - a. Application for admission to the College
  - b. Application Packet for admission to the Generic Program which is obtained from the Office of Student Services (334) 876-9305, or the WCCS website. If the Application Packet is found to be incomplete, the applicant will not be considered for entrance into the ADN Program.
  - c. Official transcript(s) from all college(s) attended must be sent to the Office of Student Services
  - d. Unofficial transcript(s) from all college(s) attended must be enclosed in the Application Packet
  - e. Official high school transcript or GED scores if no college-level courses have been completed
  - f. Be in good standing with Wallace Community College Selma (2.0 or higher GPA)
  - g. Must have a cumulative GPA of 2.5 or higher. GPA will be calculated based on the last 24 hours of credit attempted excluding all developmental coursework and work in progress.
  - h. Must take the Essential Academic Skills (TEAS) test by the application deadline date. The actual percentage score made by the student will be calculated into the compilation of points. The TEAS score is good for three years. A student may repeat the TEAS V (or current version) once during any semester admission time frame. A student must wait at least six weeks between taking each test. Specific information for scheduling the TEAS test is enclosed in the Application Packet.
  - i. Meet Essential Functions required for nursing
  - j. WCCS Health form signed by a physician or nurse practitioner
3. Applicants must be eligible to enroll in to Basic Pharmacology (NUR 104). This eligibility requires a suitable mathematics placement test score or successful completion of Developmental Algebra (MTH 098).
4. Applicants must be eligible to enroll in English Composition I (ENG 101). This eligibility requires a suitable English Placement test score or successful completion of Basic English II (ENG 093).

### **Specific Requirements for Admission:**

After meeting all minimum requirements, applicants are ranked using a point system based on:

1. Total number of points obtained on the TEAS test.
2. Points for grades in **selected** college courses:

<u>Generic</u>	<u>A</u>	<u>B</u>	<u>C</u>
BIO201	30	20	10
BIO202	30	20	10
BIO220	30	20	10

**OR**

Points for grades in selected high school courses if applicant has not attended college. (Maximum 90 points).

	A	B	C
Highest Level Biology (including A & P)	30	20	10
Algebra II or Higher Level Math	30	20	10
Chemistry	30	20	10

3. Additional points (Maximum 11) - Students may be awarded up to 11 additional points as follows: Current enrollment or previously earned credit at WCCS = 6 points. Permanent residence in the WCCS service area (Autauga, Chilton, Dallas, Lowndes or Perry County) = 5 points. In order to increase one's chances for successful progression, we strongly recommend that students complete all academic courses before entering this program. Admission to the Associate Degree Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance. Selection of each class is made by the Nursing Admissions Committee. All applicants will be notified by mail of their eligibility or ineligibility.

#### **ADN Admission Criteria for Mobility Students**

Applicants admitted into the ADN Mobility Program each summer semester will be selected from applicants who are graduates of an accredited Practical Nursing Program and are currently licensed in the State of Alabama.

##### **I. Application Deadline:**

December 1<sup>st</sup> of the year prior to enrollment

##### **II. General requirements for admission:**

Applicants must submit the following to be eligible for the ADN Mobility Program which begins in the summer semester of each year:

- a. Application for admission to the College
- b. Application Packet for admission to the Mobility Program which is obtained from the Office of Student Services (334-876-9305). If the Application Packet is found to be incomplete, the applicant will not be considered for entrance into the program
- c. Official transcript(s) from all college(s) and technical school(s) attended must be sent to the Office of Student Services
- d. Unofficial transcript(s) from all college(s) and technical school(s) attended must be enclosed in the Application Packet
- e. A valid, unencumbered Alabama LPN License
- f. Meet Essential Functions required for nursing
- g. WCCS Health form signed by a physician or nurse practitioner
- h. Be in good standing with Wallace Community College Selma (2.0 or higher GPA)
- i. Must have a cumulative GPA of 2.5 or higher. GPA will be calculated based on the last 24 hours of credit attempted
- j. Must take the Essential Academic Skills (TEAS) test by the application deadline date. The actual percentage score made by the student will be calculated into the compilation of points. The TEAS score is good for three years. A student may repeat the TEAS V (or current version) once during any semester admission time frame. A student must wait at least six weeks between taking each test. Specific information for scheduling the TEAS test is enclosed in the Application Packet.
- k. Must complete the following courses with a "C" or higher, prior to enrollment in the LPN to RN Mobility Program:
  - MTH 100 College Algebra (or higher math, i.e. Pre-Calculus, Finite Math, etc.) (3 credit hours)
  - BIO 201 Human Anatomy & Physiology I (4 credit hours)
  - BIO 202 Human Anatomy & Physiology II (4 credit hours)
  - ENG 101 English Composition (3 credit hours)
  - \*NUR 200 Nursing Career Mobility Assessment

\*This course is not required if you graduated from the Approved Alabama College System practical nursing curriculum within the previous two years. Once enrolled in the mobility program, WCCS LPN-RN mobility student will receive 6 hours credit for NUR 200.

- III. Applicants must be eligible to enroll in ENG 101, English Composition I. This eligibility requires a suitable English Placement Test score or successful completion of ENG 093. Selection of each class is made by the Nursing Admissions Committee. All applicants will be notified by mail of their eligibility or ineligibility.

#### **Additional Requirements upon Admission:**

Both the Generic and the Mobility students must meet the following requirements after admission into the Associate Degree Nursing Program:

1. All students must purchase professional liability insurance which is provided through a group policy.
2. All students must submit proof of current CPR certification during the first week of each semester which must remain current for the entire semester.
3. All students are required to attend the scheduled in-service program on blood-borne pathogens. Each student must sign a statement signifying initiation/completion or refusal of the hepatitis vaccine series prior to the first clinical assignment within the curriculum.

4. All students are required to complete a Medical Liability and Release Form prior to the first clinical assignment.
5. In order to meet the requirements of clinical agencies, all students are required to have a completed background check prior to the first day of class. This is to ensure a safe environment for both the students and the public. Students who have not completed the background check by the first day of class will be required to withdraw from the ADN program. If any information is found that would negatively affect your enrollment status, you will be required to withdraw from the A. D. N. program.
6. All students are required to have a drug screen prior to the first clinical assignment at a time designated by the ADN department.

**Specific requirements regarding Associate Degree Nursing Policies are contained in the ADN Student Handbook.**

### **Progression**

All students entering the ADN program are governed by the policies in the *College Catalog*, the *ADN Student Handbook*, and the clinical facilities to which they are assigned for clinical practice.

1. In order to satisfactorily progress in the nursing program, the student must:
  - a. Maintain a grade of C or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA from WCCS.
  - b. Unless completed previously, students must complete all required general education courses according to The Alabama College System Nursing Education curriculum. Any exceptions must be approved by the nursing program director.
  - c. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
  - d. Maintain current CPR at the health care provider level.
  - e. Adhere to the WCCS Conduct Code and the Code of Ethics for Professional Nurses. The nursing faculty reserves the right to determine legal, moral, emotional, or performance behaviors that may cause harm to a client. Additionally the ADN Department reserves the right to permanently dismiss from the program any student who is refused the use of the facilities by a clinical agency.
  - f. Submit an updated WCCS health form annually.
  - g. Adhere to the current ADN Program attendance policy.
  - h. Obtain the required WCCS student uniform.
2. If a student withdraws or makes a D or an F in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.
3. All A. D. N. students will participate in a Comprehensive Assessment Program (CAP) to guide both student and program evaluation. The CAP is continuous throughout the program and will be calculated into course grades.
4. A student who has been dismissed from a specific program (ADN/PN/Mobility) can apply for admission as a new student to any nursing program within the Alabama College System, provided:
  - a. the student meets current entry requirements;
  - b. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.
5. Definition of a **new student**  
A new student is defined as:
  - a. A student who has never been previously accepted to either a LPN Program or an ADN Program; or
  - b. A student who has failed one or more courses in two separate semesters or has withdrawn from one or more courses in two separate semesters is required to repeat the entire nursing curriculum from its beginning;
  - c. More than one (1) year has elapsed since enrollment in any nursing course.
7. Students previously dismissed from a nursing program for disciplinary reasons and / or unsafe / unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.

### **PROGRESSION POLICY**

In order to progress in the nursing program, the student must:

1. Achieve a grade of "C" or better in all required general education and nursing courses.
2. Be acceptable by clinical agencies for clinical experiences.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Maintain current CPR at the health care provider level.

### **Nursing Non-Progression**

Nursing non-progression is defined as failure of one or more courses in a two separate semesters OR withdrawal (for any reason) from one or more courses in two separate semesters. Students withdrawing from one or more courses in the same semester are not considered under this definition to have experienced a nursing non-progression, and should return to repeat the required courses at the first course offering. Students returning to repeat a course due to withdrawal will be allowed to register for said course(s) on a space available basis.

### **Reinstatement**

Students who experience non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program.

Reinstatement to the nursing program is based on space availability and is not guaranteed. Selection for reinstatement is based on GPA in nursing program required courses. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. Reinstatement can be denied due to, but not limited to, any of the following circumstances:

1. Space unavailability;
2. Refusal by clinical agencies to accept the student for clinical experiences;
3. Twelve months have elapsed since the student enrollment in a nursing course;

### **Criteria for Reinstatement**

1. Demonstrate a 2.0 GPA in nursing program required courses.
2. Student has had no more than one non-progression since program admission.
3. Demonstrate acceptable skills proficiency.
4. Meet acceptability criteria for placement at clinical agencies for clinical experiences.
5. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
6. Demonstrate current CPR at the health care provider level.

### **Process for Reinstatement**

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application by published deadlines.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update all drug testing and background screening according to program policy.

### **Readmission**

Students not eligible for program reinstatement may apply for program admission as a new student. If accepted, all nursing program courses (NUR prefix) will have to be taken.

### **TRANSFER POLICY**

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

### **Criteria for Transfer**

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree /certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
8. Student selection for transfer is based on GPA in nursing program required courses.

### **TRANSIENT STUDENT POLICY**

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

#### **Criteria for Transient Status**

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
9. Student selection for transient status is based on GPA in nursing program required courses.

#### **ADN Student Transfer to LPN Program**

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program after they have completed the first two semesters of ADN coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106 – with a grade of C or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission/readmission requirements. Students will be admitted on a space available basis to the LPN program.

#### **To be eligible for this option:**

1. Student must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the LPN program.
6. Students who have two attempts in the RN program are only allowed one attempt in the LPN program.
7. Students who are successful may apply for the LPN to RN Mobility Option as outlined in the college catalog.
8. If unsuccessful in the LPN transfer option, the student must meet current admission/ progression requirements.

#### **Tardiness**

Punctual attendance is required in the ADN program. A student who is not in the class/lab/clinical at its beginning will be counted tardy. Three tardies will count as one absence and will be applicable to excessive absence policies.

#### **Transfer Students:**

Students wishing to transfer must:

1. Meet the entry and progression requirements of the institution and the nursing program.
2. Provide evidence that all required general education and nursing courses maintain a grade of “C” or better taken at another institution and maintain a 2.0 cumulative GPA.
  - a. Alabama College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus.
  - b. Nursing courses from any other institution are accepted only after review by the accepting institution to ensure content consistency.
3. Must be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the Dean/Director of the previous program.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.
7. Validation of skills and knowledge may be required to determine program placement.



**Approximate Required ADN Program Expenses:**

Tuition: (in state) 3 Semesters LPN to RN Mobility Program (includes academic courses)	\$5,130.00
Tuition: (in State) 5 Semesters Generic Program (includes academic courses)	\$8,480.00
Textbooks (Nursing & Academic Courses) –Mobility	\$3,120.00
Textbooks (Nursing & Academic Courses) -Generic	\$4,000.00
Malpractice Insurance per year	\$15.00
Drug Screen	\$40.00
Background Checks	\$45.00
Uniforms/Clinical Supplies/Lab Kits	\$250.00
Basic Physical Examination	\$40.00
Required Testing Fees:	\$40.00
Generic Students	\$200.00
Mobility Students	\$115.00
College Graduation Fee	\$20.00
Cap and Gown Fee	\$30.00
NCLEX-RN Licensure Examination Fee	\$200.00
Alabama Board of Nursing Application Fee	\$85.00
Temporary Permit Fee	\$50.00

**Approximate Total Program Costs**

Mobility	\$8,900.00
Generic	\$13,295.00

***Fees are subject to change.***

*All of the above cost estimates are not due at one time, but throughout the Program, as you progress. Costs listed here are estimates only and are subject to change.*

**CURRICULUM PLANS**  
**ASSOCIATE DEGREE NURSING (ADN) PROGRAM**  
**ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE**  
**CIP 51.3801**

Credit hours are determined by the average hours designated per week for theory, laboratory, and/or clinical practice over a 15 week semester. The number of credit hours for courses in the listing below is determined by the number of hours designated as theory (1:1 ratio), experimental laboratory (1:2 ratio), skills laboratory (1:3 ratio), and clinical practice (1:3 ratio) Students are required to have an overall grade point average of 2.0 in order to graduate.

The curriculum plan must be followed in sequence. General education courses (academics) must be taken in the semester listed or may be completed prior to the required semester.

**ACADEMIC COURSES REQUIRED FOR THE GENERIC ADN PROGRAM**

BIO 201	Human Anatomy & Physiology I (4 credit hours)
BIO 202	Human Anatomy & Physiology II (4 credit hours)
BIO 220	General Microbiology (4 credit hours)
MTH 100	Intermediate College Algebra or a higher level Math (3 credit hours)
ENG 101	English Composition I (3 credit hours)
PSY 200	General Psychology (3 credit hours)
PSY 210	Human Growth & Development (3 credit hours)
SPH106/107	Fundamentals of Speech (3 credit hours)
	Humanities/Fine Arts Elective (3 credit hours)

**ASSOCIATE DEGREE NURSING (ADN) PROGRAM**  
**Generic ADN Program**  
**CIP 51.3801**

**Associate in Applied Science (AAS) Degree Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Sem. Hrs.</b>
NUR 102	Fundamentals of Nursing	3	2	1	6
NUR 103	Health Assessment	0	1	0	1
NUR 104	Introduction to Pharmacology	0	1	0	1
BIO 201	Human Anatomy & Physiology I	3	1	0	4
MTH 100	Intermediate College Algebra	3	0	0	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Sem. Hrs.</b>
NUR 105	Adult Nursing	5	1	2	8
NUR 106	Maternal and Child Nursing	4	0	1	5
BIO 202	Human Anatomy & Physiology II	3	1	0	4
ENG 101	English Composition I	3	0	0	3

**Semester Total = 20 SH**

<b>Prefix #</b>	<b>Second Year – Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Sem. Hrs.</b>
NUR 201	Nursing Through the Lifespan II	3	0	2	5
BIO 220	General Microbiology	2	2	0	4
PSY 200	General Psychology	3	0	0	3

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Sem. Hrs.</b>
NUR 202	Nursing Through the Lifespan II	3	0	3	6
PSY 210	Human Growth & Development	3	0	0	3
SPH 106/SPH107	Fundamentals of Speech	3	0	0	3

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Sem. Hrs.</b>
NUR 203	Nursing Through the Lifespan III	3	0	3	6
NUR 204	Transition into Nursing Practice	2	0	2	4
	Humanities/Fine Arts Elective	3	0	0	3

**Semester Total = 13 SH**

**Degree Program Total = 72 SH**

**\* A grade of “C” or better is required for all academic and nursing courses.**

Program Totals:

Total Credit Hours: 72 Hours  
 Total Contact Hours: 1680 (112 x 15)  
 General Education: 30 Hours (41.7%)  
 Nursing Hours: 42 Hours (58.3%)

**ASSOCIATE DEGREE NURSING (ADN) PROGRAM**  
**Mobility ADN Program**  
**CIP 51.3801**  
**Pre-Requisite Courses**

Prefix #	Pre-Requisites	Credit Hours
*MTH 100	Intermediate College Algebra (or higher math, i.e. MTH112, etc.)	3 hours
BIO 201	Human Anatomy and Physiology I	4 hours
BIO 202	Human Anatomy and Physiology II	4 hours
ENG 101	English Composition I	3 hours

**Prerequisites Total = 14 SH**

**\*Note: MTH116 (Mathematical Applications) does not meet the math requirement.**

**Curriculum subject to revision based on job market changes and/or academic requirements. Always check with ADN Department for the latest requirements.**

**STUDENTS ARE CONDITIONALLY ACCEPTED PENDING THE COMPLETION OF NUR 200 WITH A GRADE OF "C" OR HIGHER.**

**ASSOCIATE DEGREE NURSING (ADN) PROGRAM**  
**Mobility ADN Program**  
**CIP 51.3801**  
**Associate in Applied Science (AAS) Degree Curriculum Display by Semester**

Prefix #	Pre-Nursing – Spring	Theory	Lab	Clinical	Sem. Hrs.
NUR200	Nursing Career Mobility Assessment	3	3	0	6

**Semester Total = 6 SH**

Prefix #	Second Year – Summer	Theory	Lab	Clinical	Sem. Hrs.
NUR 201	Nursing Through The Lifespan I	3	0	2	5
BIO 220	General Microbiology	2	2	0	4
PSY 200	General Psychology	3	0	0	3

**Semester Total = 12 SH**

Prefix #	Second Year – Fall	Theory	Lab	Clinical	Sem. Hrs.
SPH 106/107	Fundamentals of Speech	3	0	0	3
PSY 210	Human Growth and Development	3	0	0	3
NUR 202	Nursing Through the Lifespan II	3	0	3	6

**Semester Total = 12 SH**

Prefix #	Second Year – Spring	Theory	Lab	Clinical	Sem. Hrs.
NUR 203	Nursing Through the Lifespan III	3	0	3	6
NUR 204	Transition Into Nursing Practice	2	0	2	4
	Humanities/Fine Arts Elective	3	0	0	3

**Semester Total = 13 SH**

Upon successful completion of the LPN mobility curriculum, students will receive 15 non-traditional credit hours for the following Alabama Community College System courses (NUR 102, 103, 104, 105, 106)

Total Non-Traditional Credit Hours	15
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**Degree Program Total = 15 SH**  
**Degree Program Total = 72 SH**

**BUSINESS ADMINISTRATION (BUS) PROGRAM**  
**Generic Option**  
**CIP: 52.0201**  
**Associate in Applied Science (AAS) Degree**

The Associate in Applied Science Degree in Business Administration is designed to provide students with a terminal degree in a career program containing a high concentration of business related courses. This career program is not designed for transfer although many of the courses are transferable to some senior institutions.

**Associate in Applied Science (AAS) Degree Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area*</b> .....	<b>SH</b>
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
ENG 102 English Composition II; or BUS 215 Business Communications.....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
Oral Communications .....	3
SPH 106 Fundamental of Oral Communication; or, SPH 107 Fundamental of Public Speaking	
<b>Humanities (Choose <u>one</u> of the following)</b> .....	<b>3</b>
ART 100 Art Appreciation	
MUS 101 Music Appreciation	
PHL 206 Ethics in Society	
REL 151 Survey of the Old Testament	
REL 152 Survey of the New Testament	
THR 120 Theater Appreciation	
<b>Area III: Natural Sciences &amp; Math</b> .....	<b>3</b>
MTH 100 Intermediate College Algebra .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>6</b>
ECO 231 Principles of Macroeconomics .....	3
ECO 232 Principles of Microeconomics .....	3
<b>Area V: Additional General Education Courses, Major Courses and Electives</b> .....	<b>41</b>
BUS 100 Introduction to Business .....	3
BUS 177 Salesmanship .....	3
BUS 241 Principles of Accounting I.....	3
BUS 242 Principles of Accounting II.....	3
BUS 246 Accounting on the Microcomputer .....	3
BUS 262 Business Law .....	3
BUS 263 Legal & Social Environment of Business.....	3
BUS 271 Business Statistics I.....	3
BUS 275 Principles of Management .....	3
BUS 285 Principles of Marketing .....	3
CIS 130 Introduction to Information Systems.....	3
CIS 146 Microcomputer Applications.....	3
CIS, Natural Science, or Math Elective .....	3
ORI 100 Orientation to College .....	2
<b>Total SH Required for the AAS degree</b> .....	<b>62</b>

**BUSINESS ADMINISTRATION (BUS) PROGRAM**  
**Generic Option**  
**CIP: 52.0201**  
**Associate in Applied Science (AAS) Degree**

The Associate in Applied Science Degree in Business Administration is designed to provide students with a terminal degree in a career program containing a high concentration of business related courses. This career program is not designed for transfer although many of the courses are transferable to some senior institutions.

**BUSINESS ADMINISTRATION (BUS) PROGRAM**  
**Generic Option**  
**CIP: 52.0201**  
**Associate in Applied Science (AAS) Degree Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
BUS 100	Introduction to Business	3	0	3
CIS 130	Introduction to Information Systems	3	0	3
ECO 231	Principles of Macroeconomics	3	0	3
ENG 101	English Composition	3	0	3
ORI 101	Orientation to College	2	0	2
	Humanities or Fine Arts <b>Elective</b>	3	0	3

**Semester Total = 17 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 146	Microcomputer Applications	3	0	3
ECO 232	Principles of Microeconomics	3	0	3
ENG 102	English Composition II*	3	0	3
MTH 100	Intermediate College Algebra	3	0	3
SPH 106	Fundamentals of Oral Communications	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
BUS 177	Salesmanship	3	0	3
BUS 241	Principles of Accounting I	3	0	3
BUS 263	Legal & Social Environment of Business	3	0	3
BUS 271	Business Statistics*	3	0	3
BUS 285	Principles of Marketing	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
BU S 242	Principles of Accounting II*	3	0	3
BUS 246	Accounting on the Microcomputer	3	0	3
BUS 262	Business Law II	3	0	3
BUS 275	Principles of Management	3	0	3
	<b>Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

**Degree Program Total = 62 SH**

**BUSINESS ADMINISTRATION (BUS) PROGRAM**  
**Management/Supervision Option**  
**CIP: 52.0201**  
**Associate in Applied Science (AAS) Degree**

The Business Management and Supervision option of the Business Administration Program is designed for individuals who are seeking employment in business and industrial management positions, or for persons already employed in management and supervision who are seeking professional development opportunities leading to promotion.

<b>Associate in Applied Science (AAS) Degree Course Requirements by Academic Area</b>	
<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>6</b>
Oral Communications.....	3
SPH 106 Fundamental of Oral Communication; or SPH 107 Fundamental of Public Speaking	
<b>Humanities (Choose <u>one</u> of the following) .....</b>	<b>3</b>
ART 100 Art Appreciation	
MUS 101 Music Appreciation	
PHL 206 Ethics in Society	
REL 151 Survey of the Old Testament	
REL 152 Survey of the New Testament	
THR 120 Theater Appreciation	
<b>Area III: Natural Sciences &amp; Math .....</b>	<b>3</b>
MTH 100 Intermediate College Algebra .....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>6</b>
ECO 231 Principles of Macroeconomics .....	3
PSY 200 General Psychology .....	3
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>47</b>
BUS 186 Elements of Supervision .....	3
BUS 189 Human Relationships .....	3
BUS 241 Principles of Accounting I.....	3
BUS 263 Legal & Soc. Environment of Business .....	3
BUS 271 Business Statistics I.....	3
BUS 275 Principles of Management .....	3
BUS 276 Human Resource Management .....	3
BUS 280 Industrial Management.....	3
BUS 285 Principles of Marketing .....	3
CIS 130 Introduction to Information Systems.....	3
CIS 146 Microcomputer Applications.....	3
MST 224 Special Studies Industry.....	3
MST 231 Management Seminar .....	3
MST 280 Management Workshop .....	3
MST 281 Management Workshop .....	3
ORI 101 Orientation to College .....	2
<b>Total SH Required for the AAS degree.....</b>	<b>65</b>

**BUSINESS ADMINISTRATION (BUS) PROGRAM**  
**Management/Supervision Option**  
**CIP: 52.0201**  
**Associate in Applied Science (AAS) Degree**

The Business Management and Supervision option of the Business Administration Program is designed for individuals who are seeking employment in business and industrial management positions, or for persons already employed in management and supervision who are seeking professional development opportunities leading to promotion.

**BUSINESS ADMINISTRATION (BUS) PROGRAM**  
**Management/Supervision Option**  
**CIP: 52.0201**  
**Associate in Applied Science (AAS) Degree Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
BUS 186	Elements of Supervision	3	0	3
BUS 241	Principles of Accounting I	3	0	3
ECO 231	Principles of Macroeconomics	3	0	3
ENG 101	English Composition I	3	0	3
ORI 101	Orientation to College	2	0	2
SPH 106	Fundamentals of Oral Communication	3	0	3

**Semester Total = 17 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
BUS 189	Human Relationships	3	0	3
CIS 146	Microcomputer Applications or CIS 130 Intro Info Systems	3	0	3
MTH 100	Intermediate College Algebra	3	0	3
	Humanities or Fine Art <b>Elective</b>	3	0	3
	Natural Sciences <b>Elective</b>	4	1	4

**Semester Total = 16 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
BUS 263	Legal & Social Environment of Business	3	0	3
BUS 271	Business Statistics I*	3	0	3
BUS 285	Principles of Marketing	3	0	3
MST 224	Special Studies Industry	3	0	3
MST 280	Management Workshop	3	0	3
PSY 200	General Psychology	3	0	3

\*Prerequisite Required

**Semester Total = 18 SH**

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
BUS 275	Principles of Management	3	0	3
BUS 276	Human Resource Management	3	0	3
BUS 280	Industrial Management	3	0	3
MST 231	Management Seminar	3	0	3
MST 281	Management Workshop	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

**Degree Program Total = 66 SH**

**COMPUTER INFORMATION SYSTEMS (CIS) PROGRAM**  
**CIP: 11.0101**  
**Associate in Applied Science (AAS) Degree**

This program is designed to serve students planning to enter the business data processing field and those already employed who need specialized skills required by the computing industry. This curriculum is not designed to transfer to a four-year institution.

**Associate in Applied Science (AAS) Degree Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>6</b>
Oral Communications .....	3
SPH 106 Fundamental of Oral Communication; or SPH 107 Fundamental of Public Speaking	
<b>Humanities (Choose <u>one</u> of the following) .....</b>	<b>3</b>
ART 100 Art Appreciation	
MUS 101 Music Appreciation	
PHL 206 Ethics in Society	
REL 151 Survey of the Old Testament	
REL 152 Survey of the New Testament	
THR 120 Theater Appreciation	
<b>Area III: Natural Sciences &amp; Math .....</b>	<b>3</b>
MTH 100, MTH 116, or higher level math .....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>3</b>
<i>Must complete 3 SH in History, or Social/ Behavioral Sciences.</i>	
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>50</b>
CIS 111 Word Processing Software Applications - MS Word.....	3
CIS 113 Spreadsheet Software Applications - MS Excel .....	3
CIS 115 Presentation Graphics Software Applications - MS PowerPoint .....	3
CIS 117 Database Management Software Applications - MS Access.....	3
CIS 130 Introduction to Information Systems.....	3
CIS 146 Microcomputer Applications.....	3
CIS 150 Introduction to Computer Logic & Program .....	3
CIS 161 Introduction to Networking Comm. ....	3
CIS 207 Introduction to Web Development.....	3
CIS 212 Visual Basic Programming .....	3
CIS 249 Microcomputer Operating Systems.....	3
CIS 268 Software Support.....	3
CIS 269 Hardware Support.....	3
CIS 291 Case Study in Computer .....	3
ORI 101 Orientation to College .....	2
<i>Must complete six semester hours in free electives (consult academic advisor) .....</i>	<b>6</b>
<b>Total SH Required for the AAS degree.....</b>	<b>65</b>



**COMPUTER INFORMATION SYSTEMS (CIS) PROGRAM**  
**CIP: 11.0101**  
**Associate in Applied Science (AAS) Degree**

This program is designed to serve students planning to enter the business data processing field and those already employed who need specialized skills required by the computing industry. This curriculum is not designed to transfer to a four-year institution. Students must have a "C" average or better in all courses credited toward the degree.

**COMPUTER INFORMATION SYSTEMS (CIS) PROGRAM**  
**CIP: 11.0101**  
**Associate in Applied Science (AAS) Degree Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 130	Introduction to Information Systems	3	0	3
CIS 146	Microcomputer Applications	3	0	3
CIS 150	Introduction to Computer Logic and Program	3	0	3
CIS 249	Microcomputer Operating Systems	3	0	3
ORI 101	Orientation to College	2	0	2
	<b>Elective</b>	3	0	3

**Semester Total = 17 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 113	Spreadsheet Software (Excel)*	3	0	3
CIS 268	Software Support*	3	0	3
CIS 269	Hardware Support*	3	0	3
ENG 101	English Composition	3	0	3
	Humanities or Fine Arts <b>Elective</b>	3	0	3
	<b>Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 18 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 111	Word Processing Software (Microsoft Word)*	3	0	3
CIS 115	Presentation Graphics (PowerPoint)*	3	0	3
CIS 117	Database Management Software (Access)*	3	0	3
CIS 207	Introduction to Web Development*	3	0	3
SPH 106	Fundamentals of Oral Communication	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 161	Introduction to Networking*	3	0	3
CIS 212	Visual Basic*	3	0	3
CIS 291	Case Study in Computers*	3	0	3
MTH 100	Mathematics (May take MTH 116 or higher)	3	0	3
	Social Science <b>Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**  
**Degree Program Total = 65 SH**

**CRIMINAL JUSTICE**  
**CIP: 24.0102**  
**Associate in Science (AS) Degree Course Requirements by Academic Area**

This plan of study is intended to meet the needs of students who plan to transfer to an Alabama senior college to pursue a baccalaureate degree in the criminal justice field. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with a criminal justice advisor. This is a planned university – parallel program designed to meet the requirements of the first two years of a Bachelor of Science degree in Criminal Justice. Area V requirements vary with individual four-year institutions; thus students must obtain an approved STARS plan from the appropriate academic advisor.\*

<b>Associate in Science (AS) Degree in Criminal Justice</b>	
<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>6</b>
ENG 101 English Composition I.....	3
ENG 102 English Composition II.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>12</b>
<b>Oral Communication.....</b>	<b>3</b>
SPH 106 Fundamental of Oral communication; or SPH 107 Fundamental of Public Speaking	
<b>Humanities.....</b>	<b>9</b>
ENG 271 World Literature I.....	3
PHL 206 Ethics and Society .....	3
MUS 101 Music Appreciation .....	3
<b>Area III: Natural Sciences &amp; Math .....</b>	<b>11</b>
MTH110 Finite Mathematics (or higher level math course) .....	3
Must complete 8 semester hours in natural sciences course with labs .....	8
(BIO 103 & BIO 104 or CHM 111 & CHM 112)	
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>12</b>
Must complete 6 semester hours in history .....	6
(HIS 101 & HIS 102 or HIS 201 & HIS 202)	
PSY 200 General Psychology .....	3
SOC 200 Introduction to Sociology .....	3
<b>Area V: Additional General Education Courses, Major Courses and Electives*.....</b>	<b>21</b>
<b>Typically Recommended Courses: .....</b>	<b>21</b>
CRJ 100 Introduction to Criminal Justice .....	3
CRJ 110 Introduction to Law Enforcement .....	3
CRJ 116 Police Patrol.....	3
CRJ 140 Criminal Law and Procedures.....	3
CRJ 150 Introduction to Corrections.....	3
CRJ 178 Narcotics and Dangerous Drugs .....	3
CRJ 216 Police Administration & Organization .....	3
CRJ 220 Criminal Investigation .....	3
CRJ 290 Seminar in Criminal Justice (Selected Topics).....	3
PED Elective .....	3
<b>Total SH Required for the Associate in Science (AS) degree .....</b>	<b>62</b>

\*Some four-year institutions require a specific course or courses in the indicated areas. Check the STARS Guide and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the four-year degree.

**CRIMINAL JUSTICE (CRJ) PROGRAM**  
**CIP: 43.0107**  
**Standard Certificate (CER) Course Requirements by Academic Area**  
**Law Enforcement Option**

The Criminal Justice Program is designed to accommodate the needs of officers currently employed in the various criminal justice professions as well as novice students who are planning to enter the criminal justice field. The law enforcement curriculum option contains a core of academic and criminal justice courses essential to the well-rounded law enforcement officer. Following successful completion of 9 SH of credit toward the standard certificate (CER) graduates of the Alabama State Trooper Academy are eligible for 15 semester hours of transfer credit for CRJ 110, CRJ 116, CRJ 216, CRJ 220, and a PED elective. Following successful completion of 9 SH of credit toward the standard certificate (CER) graduates of the Alabama Police Academy are eligible for 9 semester hours of transfer credit for CRJ 110, CRJ 116, and a PED elective. *(Application to offer the Standard Certificate (CER) Law Enforcement Option pending approval by the Alabama Department of Postsecondary Education and the Alabama Commission on Higher Education. Anticipated available date: 2012 spring semester)*

**Standard Certificate (CER) in Law Enforcement**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>3</b>
SPH 106 Fundamental of Oral Communication; or SPH 107 Fundamental of Public Speaking .....	3
<b>Area III: Natural Sciences &amp; Math .....</b>	<b>6</b>
<i>Must complete 3 semester hours in Mathematics (MTH 116 or higher level math course)</i>	
CIS 146 Microcomputer Applications .....	3
MTH116 Mathematical Applications.....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>36</b>
CRJ 100 Introduction to Criminal Justice .....	3
CRJ 110 Introduction to Law Enforcement .....	3
CRJ 116 Police Patrol.....	3
CRJ 140 Criminal Law and Procedures.....	3
CRJ 146 Criminal Evidence.....	3
CRJ 150 Introduction to Corrections.....	3
CRJ 178 Narcotics and Dangerous Drugs .....	3
CRJ 208 Introduction to Criminology .....	3
CRJ 209 Juvenile Delinquency.....	3
CRJ 216 Police Administration & Organization .....	3
CRJ 220 Criminal Investigation .....	3
PED Elective .....	3
<b>Total SH Required for the Standard Certificate (CER) .....</b>	<b>48</b>

**CRIMINAL JUSTICE (CRJ) PROGRAM**  
**CIP: 43.0107**  
**Standard Certificate (CER) Course Requirements by Academic Area**  
**Corrections and Parole Option**

The Criminal Justice Program is designed to accommodate the needs of officers currently employed in the various criminal justice professions as well as novice students who are planning to enter the criminal justice field. The corrections and parole curriculum option contains a core of academic and criminal justice courses essential to the well-rounded corrections and parole officer. Following successful completion of 9 SH of credit toward the standard certificate (CER) graduates of the Alabama Corrections Academy are eligible for 9 semester hours of transfer credit for CRJ 110, CRJ 150, and a 3 semester hour PED elective. (*Application to offer the Standard Certificate (CER) Corrections and Parole Option pending approval by the Alabama Department of Postsecondary Education and the Alabama Commission on Higher Education. Anticipated available date: 2012 spring semester*)

**Standard Certificate (CER) in Corrections and Parole**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>3</b>
SPH 106 Fundamental of Oral Communication; or SPH 107 Fundamental of Public Speaking .....	3
<b>Area III: Natural Sciences &amp; Math .....</b>	<b>6</b>
<i>Must complete 3 semester hours in Mathematics (MTH 116 or higher level math course)</i>	
CIS 146 Microcomputer Applications .....	3
MTH116 Mathematical Applications.....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>36</b>
CRJ 100 Introduction to Criminal Justice .....	3
CRJ 110 Introduction to Law Enforcement .....	3
CRJ 140 Criminal Law and Procedures.....	3
CRJ 150 Introduction to Corrections.....	3
CRJ 156 Correctional Institutions .....	3
CRJ 157 Community Based Corrections .....	3
CRJ 178 Narcotics and Dangerous Drugs .....	3
CRJ 209 Juvenile Delinquency.....	3
CRJ 212 Correctional Counseling Techniques.....	3
CRJ 256 Correctional Rehabilitation.....	3
CRJ 259 Issues in Corrections .....	3
PED Elective .....	3
<b>Total SH Required for the Standard Certificate (CER) .....</b>	<b>48</b>

**CRIMINAL JUSTICE (CRJ) PROGRAM**  
**CIP: 43.0107**  
**Short-Term Certificate (STC) in Law Enforcement**

<b>Required Courses</b> .....	<b>SH</b>
CIS 146 Microcomputer Applications.....	3
CRJ 110 Introduction to Law Enforcement .....	3
CRJ 116 Police Patrol.....	3
CRJ 216 Police Administration and Organization.....	3
CRJ 220 Criminal Investigation .....	3
ENG 101 English Composition I.....	3
MTH116 Mathematical Applications.....	3
PED Elective .....	3
<b>Total SH Required for the Short-Term Certificate (STC)</b> .....	<b>24</b>

(All courses in the Short-Term Certificate in Law Enforcement are creditable toward the Standard Certificate (CER) in Law Enforcement)

**CRIMINAL JUSTICE (CRJ) PROGRAM**  
**CIP: 43.0107**  
**Short-Term Certificate (STC) in Corrections and Parole**

<b>Required Courses</b> .....	<b>SH</b>
CIS 146 Microcomputer Applications.....	3
CRJ 110 Introduction to Law Enforcement .....	3
CRJ 150 Introduction to Corrections.....	3
CRJ 156 Correctional Institutions .....	3
CRJ 157 Community Based Corrections .....	3
ENG 101 English Composition I.....	3
MTH116 Mathematical Applications.....	3
PED Elective .....	3
<b>Total SH Required for the Short-Term Certificate (STC)</b> .....	<b>24</b>

(All courses in the Short-Term Certificate in Corrections and Parole are creditable toward the Standard Certificate (CER) in Corrections and Parole)

**COSMETOLOGY (COS) PROGRAM**  
**CIP: 12.0401**  
**Standard Certificate (CER) Program**

The Cosmetology Program provides students with entry-level skills necessary to enter and to advance in the cosmetology workplace through educational experiences that include skills in the area of academics, technical proficiency, employment opportunities, application/interview skills, multicultural awareness, and relevant technology. Because of the various educational opportunities offered to students in the COS Program, students who are eligible to take the State Cosmetology Board Examination will be well-prepared to pass both written and practical sections of this exam. Students are also prepared to become life-long learners, learning management skills and providing all clients with personal customer service.

The Cosmetology Program has a caring faculty who are dedicated to meeting student needs to ensure that they learn the technical and relational skills necessary for success in the workplace.

**All states require cosmetologists to be licensed by law.** After satisfactory completion of 1200 credit unit hours of training, the students are eligible to take the Alabama State Board examination. Day classes meet Monday through Thursday, from 7:30 a.m. to 3:00 p.m., for 3 semesters. Night classes meet Monday, Tuesday, and Thursday, from 5:00 p.m. to 10:00 p.m., for 6 semesters.

**Standard Certificate (CER) Program Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 100 Vocational Technical English I .....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics ... ..</b>	<b>3</b>
MAH 101 Introductory Mathematics I.....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>36</b>
COS 111 Introduction to Cosmetology.....	3
COS 112 Introduction to Cosmetology Lab .....	3
COS 113 Theory of Chemical Services.....	3
COS 114 Chemical Services Lab .....	3
COS 115 Hair Coloring Theory .....	3
COS 116 Hair Coloring Lab.....	3
COS 117 Basic Spa Techniques .....	3
COS 118 Basic Spa Techniques Lab .....	3
COS 119 Business of Cosmetology.....	3
COS 123 Cosmetology Salon Practices .....	3
COS 144 Hair Shaping and Design.....	3
COS 145 Hair Shaping Lab.....	3
<i>Student competence in the basic use of computers is accomplished within ENG 100.</i>	
<i>Student competence in Oral Communications is accomplished within discipline-specific courses.</i>	
<b>Total SH Required for the Standard Certificate.....</b>	<b>42</b>

**COSMETOLOGY (COS) PROGRAM**  
**CIP: 12.0401**  
**Standard Certificate (CER)**

The Cosmetology Program provides students with entry level skills necessary to enter and advance in the cosmetology workplace through challenging educational experiences including academics, technical skills, employability skills, multi-cultural experiences and technology skills. The student that is eligible to take the state board examination will be prepared to pass both written and practical exam and become life-long learners, learning management skills and providing all clients with personal customer service.

The Cosmetology Department provides a caring faculty that is dedicated to meeting the needs of our students to ensure that they learn the technology skills necessary for success.

Day classes meet Monday through Thursday, from 8:00 a.m. to 3:00 p.m. for 3 semesters. Night classes meet Monday through Thursday, from 3:30 p.m. to 10:30 p.m. for 3 semesters. After satisfactory completion of 1200 credit unit hours of training, the students are eligible to take the Alabama State Board examination. **All states require cosmetologists to be licensed by law.**

**COSMETOLOGY (COS) PROGRAM**  
**CIP: 12.0401**  
**Standard Certificate (CER) Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
COS 111	Introduction to Cosmetology	3	0	3
COS 112	Introduction to Cosmetology Lab	0	3	3
COS 113	Theory of Chemical Services	3	0	3
COS 114	Chemical Services Lab	0	3	3
MAH 101	Introductory Mathematics I	0	0	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
COS 115	Hair Coloring Theory	3	0	3
COS 116	Hair Coloring Lab	0	3	3
COS 119	Business of Cosmetology	3	0	3
COS 123	Cosmetology Salon Practices	0	3	3
ENG 100	Vocational Technical English I	0	0	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
COS 117	Basic Spa Techniques	3	0	3
COS 118	Basic Spa Techniques Lab	0	3	3
COS 144	Hair Shaping and Design	1	2	3
COS 145	Hair Shaping Lab	0	3	3

**Semester Total = 12 SH**

**Standard Certificate Program Total = 42 SH**

**COSMETOLOGY INSTRUCTOR TRAINING (CIT) PROGRAM**  
**CIP: 12.0499**  
**Short Term Certificate (STC)**

Instructional success depends upon many factors. Perhaps the most vital of these is the instructor's relationship with students. Cosmetologist must not only be highly trained and skilled in the practice beauty culture, but must also develop and maintain good relationships with students. In addition to enhanced technical skills, the Cosmetology Instructor Training Program provides an understanding of the different methods of instructional procedures used in developing lesson plans and designing visual aids used in practice instructional situations. To apply for admission to this program, a student must have a Managing Cosmetology License and five (5) years of in-field experience.

The Cosmetology Student Instructor Program provides an understanding of the different methods of procedures used in making lesson plans and designing visual aids to be used in practice. **In order to apply for admission to this program, a student must have a Managing Cosmetology License and five (5) years of in-field experience.**

**Short Term Certificate (STC) Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>0</b>
<b>Area II: Humanities and Fine Arts .....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics .....</b>	<b>0</b>
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>18</b>
CIT 211 Teaching & Curriculum Development.....	3
CIT 212 Teacher Mentorship.....	3
CIT 213 Lesson Plan Development .....	3
CIT 221 Lesson Plan Implementation .....	3
CIT 222 Instructional Materials & Methods.....	3
CIT 223 Instructional Materials & Methods Applications .....	3
<b>Total SH Required for the Short Term Certificate.....</b>	<b>18</b>

**COSMETOLOGY INSTRUCTOR TRAINING (CIT) PROGRAM**  
**CIP: 12.0499**  
**Short Term Certificate (STC) Curriculum Display by Semester**

Prefix #	First Semester	Theory	Lab	Sem. Hrs.
CIT 211	Teaching and Curriculum Development	3	0	3
CIT 212	Teacher Mentorship	0	3	3
CIT 213	Lesson Plan Development	3	0	3
Prefix #	Second Semester	Theory	Lab	Sem. Hrs.
CIT 221	Lesson Plan Implementation	0	3	3
CIT 222	Instructional Materials & Methods	3	0	3
CIT 223	Instructional Materials & Methods Applications	0	3	3

**Semester Total = 18 SH**



**DRAFTING AND DESIGN TECHNOLOGY (DDT) PROGRAM**  
**CIP: 15.1301**  
**Associate in Applied Science (AAS) Degree**  
**Standard Certificate (CER)**

This program is designed to provide the technical training necessary for students considering a career in the field of construction, fabrication, manufacturing, design, and architecture where engineering documentation is required. State-of-the-art, computer-aided drafting and design is incorporated throughout the curriculum. The program provides a strong academic and technical base to give the graduate the necessary skills and knowledge for immediate employment and professional growth.

**Associate in Applied Science (AAS) Degree Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>6</b>
Oral Communications.....	3
SPH 106 Fundamental of Oral Communication; or SPH 107 Fundamental of Public Speaking	
<b>Humanities (Choose <u>one</u> of the following) .....</b>	<b>3</b>
ART 100 Art Appreciation	
MUS 101 Music Appreciation	
PHL 206 Ethics in Society	
REL 151 Survey of the Old Testament	
REL 152 Survey of the New Testament	
THR 120 Theater Appreciation	
<b>Area III: Natural Sciences &amp; Math .....</b>	<b>9</b>
CIS 130 Introduction to Information Systems.....	3
CIS 146 Microcomputer Applications.....	3
MTH 116 Mathematic Applications.....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>3</b>
Elective .....	3
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>48</b>
DDT 104 Introduction to Computer Aided Drafting .....	3
DDT 111 Fundamental of Drafting & Design Technology.....	3
DDT 117 Manufacturing Processes.....	3
DDT 124 Technical Drawing I.....	3
DDT 122 Advanced Technical Drawing.....	3
DDT 127 Intermediate CADD .....	3
DDT 128 Technical Drawing II.....	3
DDT 125 Surface Development .....	3
DDT 132 Architectural Drafting .....	3
DDT 134 Descriptive Geometry .....	3
DDT 212 Intermediate Architect Drafting .....	3
DDT 226 Technical Illustration .....	3
DDT 227 Strength of Materials.....	3
DDT 233 Solids Modeling.....	3
DDT 236 Design Project .....	3
DDT 239 Independent Studies.....	3
<b>Total SH Required for the AAS Degree .....</b>	<b>69</b>

**DRAFTING AND DESIGN TECHNOLOGY (DDT) PROGRAM**  
**CIP: 15.1301**  
**Associate in Applied Science (AAS) Degree Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
DDT 111	Fundamental of Drafting & Design. Tech	1	2	3
DDT 124	Technical Drawing I	1	2	3
DDT 134	Descriptive Geometry	1	2	3
DDT 104	Introduction to Computer Aided Drafting	1	2	3
MTH 116	Mathematical Applications	3	0	3
<b>Semester Total = 15 SH</b>				

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
DDT 117	Manufacturing Processes	3	0	3
DDT 128	Technical Drawing II	1	2	3
DDT 122	Advanced Technical Drawing	1	2	3
DDT 127	Intermediate CADD	1	2	3
ENG 101	English Composition I	3	0	3
<b>Semester Total = 15 SH</b>				

<b>Prefix #</b>	<b>First Year – Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 130	Intro to Information Systems	3	0	3
	<b>Humanities Elective</b>	3	0	3
	<b>History, Science and Behavioral Science Elective</b>	3	0	3
<b>Semester Total = 9 SH</b>				

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
DDT 132	Architectural Drafting	1	2	3
DDT 226	Technical Illustration	1	2	3
DDT 125	Surface Development	1	2	3
DDT 233	Solids Modeling	1	2	3
CIS 146	Microcomputer Applications	3	0	3
<b>Semester Total = 15 SH</b>				

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
DDT 227	Strength of Materials	3	0	3
DDT 212	Intermediate Arch. Drafting	1	2	3
DDT 236	Design Project	1	2	3
DDT 239	Independent Studies	1	2	3
SPH 106	Fundamentals of Oral Communication	3	0	3
<b>Semester Total = 15 SH</b>				
<b>Degree Program Total = 69 SH</b>				

**DRAFTING AND DESIGN TECHNOLOGY (DDT) PROGRAM**

**CIP: 15.1301**

**Standard Certificate (CER) Requirements**

<b>Minimum Semester Hour Distribution Certificate Requirements by Academic Area .....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics .....</b>	<b>3</b>
MTH 116 Mathematical Applications.....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>36</b>
DDT 104 Introduction to Computer Aided Drafting.....	3
DDT 111 Fundamentals of Drafting & Design Technology.....	3
DDT 117 Manufacturing Processes.....	3
DDT 124 Technical Drawing I.....	3
DDT 122 Advanced Technical Drawing.....	3
DDT 127 Intermediate CADD.....	3
DDT 128 Technical Drawing II.....	3
DDT 125 Surface Development .....	3
DDT 132 Architectural Drafting .....	3
DDT 134 Descriptive Geometry .....	3
DDT 226 Technical Illustration .....	3
DDT 233 Solids Modeling.....	3
<b>Total SH Required for the Standard Certificate.....</b>	<b>42</b>

**DRAFTING & DESIGN TECHNOLOGY (DDT) PROGRAM**

**CIP: 15.1301**

**Standard Certificate (CER) Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
DDT 111	Fundamental of Drafting & Design Tech	1	2	3
DDT 124	Technical Drawing I	1	2	3
DDT 134	Descriptive Geometry	1	2	3
DDT 104	Introduction to Computer Aided Drafting	1	2	3
MTH 116	Mathematical Applications	3	0	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
DDT 117	Manufacturing Processes	3	0	3
DDT 128	Technical Drawing II	1	2	3
DDT 122	Advanced Technical Drawing	1	2	3
DDT 127	Intermediate CADD	1	2	3
ENG 101	English Composition I	3	0	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
DDT 132	Architectural Drafting	1	2	3
DDT 226	Technical Illustration	1	2	3
DDT 125	Surface Development	1	2	3
DDT 233	Solids Modeling	1	2	3

**Semester Total = 12 SH**

**Standard Certificate Program Total = 42 SH**

**ELECTRICAL TECHNOLOGY (ELT) PROGRAM**  
**CIP: 46.0302**  
**Associate in Applied Science (AAS) Degree**  
**Standard Certificate (CER)**

This program presents theory, laboratory and workshop experiences which relate to the generation and transmission of electricity and the installation and maintenance of electrical equipment. Specialized classroom and practical instruction is related to the maintenance of a variety of industrial machinery which is driven by motors or which is controlled by electrical or electronic devices. Instruction emphasizes practical applications of mathematics, the science of circuit diagrams and blueprint reading, sketching, and other subjects essential to preparation for employment in the electrical occupations. The program is centered towards the industrial and commercial field of construction and maintenance. The student must have at least a "C" average in all academic courses attempted (e.g., MTH, CIS, ENG, etc.) to receive the degree. Some of the occupations for which this program prepares students are industrial wireman, commercial wireman, industrial maintenance electrician, programmable controller specialist, electrical estimator, and motor control specialist.

**Associate in Applied Science (AAS) Degree Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>6</b>
Oral Communications .....	3
SPH 106 Fundamental of Oral Communication; or SPH 107 Fundamental of Public Speaking .....	3
<b>Humanities (Choose <u>one</u> of the following) .....</b>	<b>3</b>
ART 100 Art Appreciation	
MUS 101 Music Appreciation	
PHL 206 Ethics in Society	
REL 151 Survey of the Old Testament	
REL 152 Survey of the New Testament	
THR 120 Theater Appreciation	
<b>Area III: Natural Sciences &amp; Math .....</b>	<b>9</b>
CIS 130 Introduction to Information Systems .....	3
CIS 146 Microcomputer Applications.....	3
MTH 116 Mathematical Applications.....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>3</b>
Elective .....	3
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>48</b>
ELT 108 DC Fundamentals .....	3
ELT 109 AC Fundamentals .....	3
ELT 110 Wiring Methods.....	3
ELT 114 Residential Wiring Methods .....	3
ELT 115 Residential Wiring Methods II .....	3
ELT 117 AC/DC Machines.....	3
ELT 131 Wiring I Commercial and Industrial .....	3
ELT 132 Commercial/Industrial Wiring II.....	3
ELT 181 Special Topics in ELT Technology .....	3
ELT 209 Motor Controls I .....	3
ELT 212 Motor Controls II .....	3
ELT 231 Introduction to Programmable Controllers .....	3
ELT 232 Advanced Programmable Controllers .....	3
ELT 241 National Electric Code.....	3
ELT 242 Journeyman Master Prep Exam.....	3
ELT 244 Conduit Bending and Installation.....	3
<b>Total SH Required for the AAS degree.....</b>	<b>69</b>

**ELECTRICAL TECHNOLOGY (ELT) PROGRAM****CIP: 46.0302****Associate in Applied Science (AAS)**

This program presents theory, laboratory and workshop experiences which relate to the generation and transmission of electricity, and the installation and maintenance of electrical equipment. Specialized classroom and practical instruction is related to the maintenance of a variety of industrial machinery which is driven by motors or which is controlled by electrical or electronic devices. Instruction emphasizes practical applications of mathematics, the science of circuit diagrams and blueprint reading, sketching, and other subjects essential to preparation for employment in the electrical occupations. The program is centered towards the industrial and commercial field of construction and maintenance. Some of the occupations for which this program prepares students are industrial wireman, commercial wireman, industrial maintenance electrician, programmable controller specialist, electrical estimator, and motor control specialist.

**ELECTRICAL TECHNOLOGY (ELT) PROGRAM****CIP: 46.0302****Associate in Applied Science (AAS) Degree Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year - Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ELT108	DC Fundamentals	1	2	3
ELT109	AC Fundamentals	1	2	3
ELT114	Residential Wiring Methods	2	1	3
ELT115	Residential Wiring Methods II	2	1	3

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>First Year - Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ELT118	Commercial/Industrial Wiring I	1	2	3
ELT132	Commercial/Industrial Wiring II	2	1	3
ELT209	Motor Control I	1	2	3
ELT212	Motor Controls II	2	1	3
ENG 101	English Composition I	3	0	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year - Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ELT117	AC/DC Machines	1	2	3
ELT231	Introduction to Programmable Controllers	2	1	3
ELT232	Advanced Programmable Controllers	2	1	3
ELT244	Conduit Bending & Installation	2	1	3
MTH116	Mathematical Applications	3	0	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>Second Year - Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ELT241	National Electric Code	3	0	3
ELT110	Wiring Methods	1	2	3
ELT181	Special Topics in ELT Technology	3	0	3
ELT242	Journeyman Master Prep Exam	3	0	3
CIS130	Introduction to Information Systems	3	0	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>Second Year - Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS146	Microcomputer Applications	3	0	3
SPH106	Fundamentals of Oral Communication	3	0	3
HIS101	Western Civilization I	3	0	3
MUS101	Music Appreciation	3	0	3

**Semester Total = 12 SH****Degree Program Total = 69 SH**

**ELECTRICAL TECHNOLOGY (ELT) PROGRAM**

**CIP: 46.0302**

**Standard Certificate (CER) Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics .....</b>	<b>6</b>
CIS 130 Introduction to Information Systems.....	3
MTH 116 Mathematical Applications.....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>48</b>
ELT 101 DC Principles of Electricity.....	3
ELT 102 AC Principles of Electricity.....	3
ELT 110 Wiring Methods.....	3
ELT 111 Residential Wiring Methods .....	3
ELT 115 Residential Wiring Methods II .....	3
ELT 121 Basic AC/DC Machines.....	3
ELT 131 Commercial/Industrial Wiring I.....	3
ELT 132 Commercial/Industrial Wiring II.....	3
ELT 181 Special Topics in ELT Technology .....	3
ELT 211 Motor Control I.....	3
ELT 212 Motor Controls II .....	3
ELT 231 Introduction to Programmable Controllers.....	3
ELT 232 Advanced Programmable Controllers.....	3
ELT 241 National Electric Code.....	3
ELT 242 Journeyman-Master Prep Exam .....	3
ELT 244 Conduit Bending and Installation.....	3
<i>Student competence in Oral Communications is accomplished within discipline-specific courses.</i>	
<b>Total SH Required for the Standard Certificate.....</b>	<b>57</b>

**ELECTRICAL TECHNOLOGY (ELT) PROGRAM**  
**CIP: 46.0302**  
**Standard Certificate (CER) Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year - Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ELT108	DC Fundamentals	1	2	3
ELT109	AC Fundamentals	1	2	3
ELT114	Residential Wiring Methods	2	1	3
ELT115	Residential Wiring Methods II	2	1	3

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>First Year - Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ELT118	Commercial/Industrial Wiring I	1	2	3
ELT132	Commercial/Industrial Wiring II	2	1	3
ELT209	Motor Control I	1	2	3
ELT212	Motor Controls II	2	1	3
ENG 101	English Composition I	3	0	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year - Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ELT117	AC/DC Machines	1	2	3
ELT231	Introduction to Programmable Controllers	2	1	3
ELT232	Advanced Programmable Controllers	2	1	3
ELT244	Conduit Bending & Installation	2	1	3
MTH116	Mathematical Applications	3	0	3
	Student competence in oral communications is accomplished within discipline-specific courses.			

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>Second Year - Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ELT241	National Electric Code	3	0	3
ELT110	Wiring Methods	1	2	3
ELT181	Special Topics	3	0	3
ELT242	Journeyman/Master Preparation Exam	3	0	3
CIS130	Introduction to Information Systems	3	0	3

**Semester Total = 15 SH**

**Standard Certificate Program Total = 57 SH**

**INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM**  
**CIP: 47.0303**  
**Associate in Applied Science (AAS) Degree**  
**Standard Certificate (CER)**  
**Short-Term Certificate (STC)**

Modern industry depends upon individuals with the knowledge, skills, and abilities necessary to keep production running smoothly and efficiently. Individuals who possess the technical skills necessary to maintain industrial equipment are in high demand and are well compensated. The Associate in Applied Science degree program in Industrial Maintenance Technology (INT) provides students with both theoretical and practical learning experiences which, in turn, provide INT Program graduates with the technical skills necessary for employment in a variety of industrial settings. More specifically, the purposes of the INT Program follow are to enable students to obtain immediate entry to industrial and manufacturing settings locally, statewide, and regionally; to provide the local industrial manufacturing community with highly skilled industrial maintenance technicians that are able to setup, install, maintain, and troubleshoot industrial equipment and systems; and to supplement the supply of skilled workers in the College's service area by offering short-term training opportunities which are components of, or are related to, industrial maintenance technology.

**INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM**  
**CIP: 47.0303**

**Associate in Applied Science (AAS) Degree Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>6</b>
Required Oral Communications.....	3
SPH 106 Fundamentals of Oral Communication; or SPH 107 Fundamentals of Public Speaking	
<b>Humanities (Choose <u>one</u> of the following).....</b>	<b>3</b>
ART 100 Art Appreciation	
MUS 101 Music Appreciation	
PHL 206 Ethics in Society	
REL 151 Survey of the Old Testament	
REL152 Survey of the New Testament	
THR 1210 Theater Appreciation	
<b>Area III: Natural Sciences &amp; Mathematics .....</b>	<b>3</b>
MTH 116 Mathematical Applications.....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>3</b>
PSY 200 General Psychology .....	3
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>54</b>
CIS 146 Microcomputer Applications.....	3
INT 101 DC Fundamentals.....	3
INT 103 AC Fundamentals.....	3
INT 104 Principles of Technology .....	3
INT 112 Industrial Maintenance Safety Procedures .....	3
INT 113 Industrial Motor Control I.....	3
INT 117 Principles of Industrial Mechanics.....	3
INT 118 Fundamentals of Industrial Hydraulics & Pneumatics .....	3
INT 119 Principles of Mechanical Measurement & Technical Drawing .....	3
INT 121 Industrial Hydraulics Troubleshooting .....	3
INT 126 Preventive Maintenance .....	3
INT 127 Principles of Industrial Pumps & Piping Systems .....	3
INT 134 Principles of IM Welding & Metal Cutting Techniques .....	3
INT 213 Industrial Motor Control II.....	3
INT 222 Special Topics.....	3



INT 284 Applied Principles of Programmable Controls.....	3
INT 288 Advanced Principles of Programmable Controls .....	3
ORI 101 Orientation to College .....	2
WKO 101 Workplace Skills Development I .....	1
<i>Student competence in Oral Communications is accomplished within discipline-specific courses.</i>	

**Total SH Required for the AAS Degree ..... 69**

**INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM**  
**CIP: 47.0303**  
**Associate in Applied Science (AAS) Degree Curriculum Display by Semester**

Prefix #	First Year – Fall	Theory	Lab	Sem. Hrs.
INT 104	Principles of Technology	2	1	3
INT 112	Industrial Maintenance Safety Procedures	3	0	3
INT 117	Principles of Industrial Mechanics	1	2	3
INT 119	Principles of Mechanical Measurement & Tech. Drawing	1	2	3
ORI101	Orientation to College	2	0	2
WKO101	Workplace Skills Development I	1	0	1

**Semester Total = 15 SH**

Prefix #	First Year – Spring	Theory	Lab	Sem. Hrs.
INT 118	Fundamentals Of Industrial Hydraulics & Pneumatics	1	2	3
INT 121	Industrial Hydraulics Troubleshooting	1	2	3
INT 126	Preventive Maintenance	1	2	3
INT 127	Principles of Industrial Pumps & Piping Systems	2	1	3
CIS 146	Microcomputer Applications	3	0	3
ENG 101	English Composition I	3	0	3

**Semester Total = 18 SH**

Prefix #	First Year – Summer	Theory	Lab	Sem. Hrs.
INT 101	DC Fundamentals	2	1	3
INT 103	AC Fundamentals	2	1	3

**Semester Total = 6 SH**

Prefix #	Second Year – Fall	Theory	Lab	Sem. Hrs.
INT 113	Industrial Motor Control I	1	2	3
INT 213	Industrial Motor Control II	1	2	3
INT 284	Applied Principles of Programmable Controls	2	1	3
INT 288	Advanced Principles of Programmable Controls	1	2	3
SPH107	Fundamentals of Public Speaking	3	0	3
PSY 200	General Psychology	3	0	3

**Semester Total = 18 SH**

Prefix #	Second Year – Spring	Theory	Lab	Sem. Hrs.
INT 134	Principles of IM Welding & Metal Cutting Techniques	2	1	3
INT 222	Special Topics	2	1	3
MTH 116	Mathematical Applications	3	0	3
PHL 206	Ethics and Society	3	0	3

**Semester Total = 12 SH**

**Degree Program Total = 69 SH**

**INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM**

**CIP: 47.0303**

**Standard Certificate (CER) Program Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area*</b> .....	<b>SH</b>
<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101 English Composition I .....	3
 <b>Area II: Humanities and Fine Arts</b> .....	 <b>0</b>
 <b>Area III: Natural Sciences &amp; Mathematics</b> .....	 <b>3</b>
MTH 116 Mathematical Applications .....	3
 <b>Area IV: History, Social and Behavioral Sciences</b> .....	 <b>0</b>
 <b>Area V: Additional General Education Courses, Major Courses and Electives</b> .....	 <b>44</b>
INT 101 DC Fundamentals.....	3
INT 103 AC Fundamentals.....	3
INT 104 Principles of Technology .....	3
INT 112 Industrial Maintenance Safety Procedures .....	3
INT 113 Industrial Motor Control I.....	3
INT 117 Principles of Industrial Mechanics.....	3
INT 118 Fundamentals of Industrial Hydraulics & Pneumatics .....	3
INT 119 Principles of Mechanical Measurement & Technical Drawing .....	3
INT 121 Industrial Hydraulics Troubleshooting .....	3
INT 126 Preventive Maintenance .....	3
INT 127 Principles of Industrial Pumps & Piping Systems .....	3
INT 213 Industrial Motor Control II.....	3
INT 284 Applied Principles of Programmable Controls.....	3
INT 288 Advanced Principles of Programmable Controls .....	3
ORI 101 Orientation to College .....	2
<i>Student competence in Oral Communications is accomplished within discipline-specific courses.</i>	
 <b>Total SH Required for the Standard Certificate</b> .....	 <b>50</b>

**INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM**

**CIP: 47.0303**

**Standard Certificate (CER) Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
INT 104	Principles of Technology	2	1	3
INT 112	Industrial Maintenance Safety Procedures	3	0	3
INT 117	Principles of Industrial Mechanics	1	2	3
INT 119	Principles of Mechanical Measurement & Technical Drawing	1	2	3
MTH 116	Mathematical Applications	3	0	3
ORI101	Orientation to College	2	0	2

**Semester Total = 17 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
INT 118	Fundamentals Of Industrial Hydraulics & Pneumatics	1	2	3
INT 121	Industrial Hydraulics Troubleshooting	1	2	3
INT 126	Preventive Maintenance	1	2	3
INT 127	Principles of Industrial Pumps & Piping Systems	2	1	3
ENG 101	English Composition I	3	0	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
INT 101	DC Fundamentals	2	1	3
INT 103	AC Fundamentals	2	1	3

**Semester Total = 6 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
INT 113	Industrial Motor Control I	1	2	3
INT 213	Industrial Motor Control II	1	2	3
INT 284	Applied Principles of Programmable Controls	2	1	3
INT 288	Advanced Principles of Programmable Controls	1	2	3

**Semester Total = 12 SH**

**Certificate Program Total = 50 SH**

**INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM**

**CIP: 47.0303**

**Short Term Certificate (STC) Program**

**Principles of Industrial Maintenance I Curriculum Display**

<b>Prefix #</b>	<b>Course Title</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
INT 104	Principles of Technology	2	1	3
INT 112	Industrial Maintenance Safety Procedures	2	1	3
INT 117	Principles of Industrial Mechanics	1	2	3
INT 119	Principles of Mechanical Measurement & Technical Drawing	1	2	3

**Semester Total = 12 SH**

**INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM**

**CIP: 47.0303**

**Short Term Certificate (STC) Program**

**Principles of Industrial Maintenance II Curriculum Display**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
INT 118	Fundamentals of Industrial Hydraulics & Pneumatics	1	2	3
INT 121	Industrial Hydraulics Troubleshooting	1	2	3
INT 126	Preventive Maintenance	1	2	3
INT 127	Principles of Industrial Pumps & Piping Systems	1	2	3

**Semester Total = 12 SH**

**OFFICE ADMINISTRATION (OAD) PROGRAM  
ACCOUNTING OPTION  
CIP: 52.0401**

**Associate in Applied Science (AAS) Degree**

The Accounting Option provides the student with an understanding of the nature of the accounting process. The student is taught how to journalize business transactions for a service and merchandising businesses. The student is also taught how to record adjusting and closing entries and how to prepare financial statements manually and on the computer. Procedures used in accounting for payroll, notes, uncollectibles, inventory, and depreciation are included.

All business enterprises, government bodies, churches, clubs, fraternal organizations, etc., require some type of accounting records. These accounting records provide information necessary for the efficient operation of the unit and make the information available in the usable form to the owners, members, creditors, government agencies, etc. Upon completion of this program, students should be prepared to enter the job market as an accounting clerk.

The student must have a "C" average or better in all courses credited toward a certificate or degree.

**OFFICE ADMINISTRATION (OAD) PROGRAM  
Office Administration Program Re-entry Policy**

In the best interest of the student, the institution has established the following re-entry policy for a student who has previously enrolled in Office Administration courses but who did not complete his/her program and is now attempting to return in order to complete his/her program:

- A. Some Office Administration courses required for a certificate or degree completed five (5) or more years prior to re-entry must be repeated.
- B. Any Office Administration course in which the student received a grade below a "C" must be repeated if it was completed one (1) or more years prior to re-entry.

**OFFICE ADMINISTRATION (OAD) PROGRAM  
ACCOUNTING OPTION  
CIP: 52.0401**

**Associate in Applied Science (AAS) Degree Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area*</b> .....	<b>SH</b>
<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101 English Composition I .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
Required Oral Communications.....	3
SPH 106 Fundamentals of Oral Communication; or SPH 107 Fundamentals of Public Speaking	
<b>Humanities</b> (Choose <u>one</u> of the following) .....	3
ART 100 Art Appreciation	
MUS 101 Music Appreciation	
PHL 206 Ethics in Society	
REL 151 Survey of the Old Testament	
REL 152 Survey of the New Testament	
THR 120 Theater Appreciation	
<b>Area III: Natural Sciences &amp; Math</b> .....	<b>3</b>
MTH 116 Mathematical Applications .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
<i>Must complete 3 semester hours in History or Social/ Behavioral Sciences from the following courses:</i>	
GEO 100 World Regional Geography .....	3
HIS 101 Western Civilization I .....	3
HIS 201 U.S. History I .....	3
HIS 256 Afro-American History .....	3
POL 211 American National Government.....	3
POL 220 State and Local Government .....	3
PSY 200 General Psychology .....	3
SOC 200 Introduction to Sociology .....	3
ECO 231 Principles of Macroeconomics .....	3
ECO 232 Principles of Microeconomics .....	3
<b>Area V: Additional General Education Courses, Major Courses and Electives</b> .....	<b>56</b>
CIS 130 Introduction to Information Systems .....	3
CIS 146 Microcomputer Applications.....	3
OAD 101 Beginning Keyboarding* .....	3
OAD 103 Intermediate Keyboarding* .....	3
OAD 104 Advanced Keyboarding* .....	3
OAD 125 Microsoft Word* .....	3
OAD 126 Advanced Microsoft Word* .....	3
OAD 130 Electronic Calculations .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications.....	3
OAD 135 Financial Recordkeeping* .....	3
OAD 136 Advanced Financial Recordkeeping* .....	3
OAD 137 Computerized Financial Recordkeeping .....	3
OAD 138 Records & Information Management .....	3
OAD 201 Legal Terminology.....	3
OAD 218 Office Procedures w/lab* .....	3
OAD 219 Accounting Concepts & Applications .....	3
OAD 232 Excel/PowerPoint*.....	3
ORI 101 Orientation to College .....	2
<i>Student competence in Oral Communications is accomplished within discipline-specific courses.</i>	
<b>Total SH Required for the AAS degree</b> .....	<b>71</b>
<i>*Two hours of outside lab work required per week.</i>	

**OFFICE ADMINISTRATION (OAD) PROGRAM  
ACCOUNTING OPTION  
CIP: 52.0401**

**Associate in Applied Science (AAS) Degree Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 101	Beginning Keyboarding	3	2	3
OAD 131	Business English	3	0	3
OAD 135	Financial Recordkeeping	3	2	3
OAD 138	Records Management	3	0	3
ORI 101	Orientation to College	2	0	2

**Semester Total = 14 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 103	Intermediate Keyboarding*	3	2	3
OAD 125	Word Processing (Microsoft Word)*	3	2	3
OAD 130	Electronic Calculations	3	0	3
OAD 136	Advanced Financial Recordkeeping*	3	2	3
OAD 201	Legal Terminology	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ENG 101	English Composition	3	0	3
OAD 104	Advanced Keyboarding*	3	2	3
OAD 137	Computerized Financial Recordkeeping (QuickBooks)*	3	0	3
OAD 219	Accounting Concepts and Applications*	3	2	3

\*Prerequisite Required

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
MTH 116	Mathematical Applications*	3	0	3
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 133	Business Communications*	3	0	3
OAD 218	Office Procedures*	3	2	3
OAD 232	Electronic Office (Excel/PowerPoint)*	3	2	3

\*Prerequisite Required

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
SPH 106	Fundamentals of Oral Communication	3	0	3
	Social Science <b>Elective</b>	3	0	3
	Humanities or Fine Arts <b>Elective</b>	3	0	3
	CIS <b>Elective</b>	3	0	3
	CIS <b>Elective</b>	3	0	3

**Semester Total = 15 SH**

**Degree Program Total = 71 SH**

**OFFICE ADMINISTRATION (OAD) PROGRAM  
ACCOUNTING OPTION  
CIP: 52.0401**

**Standard Certificate (CER) Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics .....</b>	<b>3</b>
MTH 116 Mathematical Applications (or higher level math).....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>50</b>
OAD 101 Beginning Keyboarding* .....	3
OAD 103 Intermediate Keyboarding* .....	3
OAD 104 Advanced Keyboarding* .....	3
OAD 125 Microsoft Word* .....	3
OAD 126 Advanced Microsoft Word .....	3
OAD 130 Electronic Calculations .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications.....	3
OAD 135 Financial Recordkeeping* .....	3
OAD 136 Advanced Financial Recordkeeping* .....	3
OAD 137 Computerized Financial Recordkeeping .....	3
OAD 138 Records/Information Management.....	3
OAD 201 Legal Terminology.....	3
OAD 218 Office Procedures w/lab* .....	3
OAD 219 Accounting Concepts & Applications .....	3
OAD 232 Excel/PowerPoint*.....	3
ORI 101 Orientation to College .....	2
<i>Student competence in Oral Communications is accomplished within discipline-specific courses.</i>	
<b>Total SH Required for the Certificate .....</b>	<b>56</b>
<i>*Two hours of outside lab work required per week.</i>	

**OFFICE ADMINISTRATION (OAD) PROGRAM**  
**ACCOUNTING OPTION**  
**CIP: 52.0401**  
**Standard Certificate (CER) Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 101	Beginning Keyboarding	3	2	3
OAD 131	Business English	3	0	3
OAD 135	Financial Recordkeeping	3	2	3
OAD 138	Records Management	3	0	3
ORI 101	Orientation to College	2	0	2

**Semester Total = 14 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 103	Intermediate Keyboarding*	3	2	3
OAD 125	Word Processing (Microsoft Word)*	3	2	3
OAD 130	Electronic Calculations	3	0	3
OAD 136	Advanced Financial Recordkeeping*	3	2	3
OAD 201	Legal Terminology	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ENG 101	English Composition	3	0	3
OAD 104	Advanced Keyboarding*	3	2	3
OAD 137	Computerized Financial Recordkeeping (QuickBooks)*	3	0	3
OAD 219	Accounting Concepts and Applications*	3	2	3

\*Prerequisite Required

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
MTH 116	Mathematical Applications*	3	0	3
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 133	Business Communications*	3	0	3
OAD 218	Office Procedures*	3	2	3
OAD 232	Electronic Office (Excel/PowerPoint)*	3	2	3

\*Prerequisite Required

**Semester Total = 15 SH**

**Certificate Program Total = 56 SH**



**OFFICE ADMINISTRATION (OAD) PROGRAM  
INFORMATION PROCESSING OPTION**

**CIP: 52.0401**

**Associate in Applied Science (AAS) Degree  
Standard Certificate (CER)**

The Information Processing Option is designed to prepare graduates to be secretaries or administrative assistants. There are secretarial openings available in virtually every phase of commerce. Secretaries and administrative assistants work in banks, insurance companies, wholesale and retail establishments, educational institutions, and government organizations as well as the professional offices of doctors, lawyers and accountants. In order to properly prepare for these positions, the microcomputer is incorporated into the legal and medical transcription classes. The student must demonstrate ability in transcribing letters, memorandums, and reports. Other skills such as the ability to spell, punctuate, use correct grammar, compose routine letters, and operate the microcomputer are also emphasized. Completion of this program will enable a student to efficiently handle all common office procedures.

The student must have a "C" average or better in all courses credited toward a certificate or degree.

**OFFICE ADMINISTRATION (OAD) PROGRAM  
INFORMATION PROCESSING OPTION  
CIP: 52.0401**

**Associate in Applied Science (AAS) Degree Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area*</b> .....	<b>SH</b>
<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101 English Composition I .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
Oral Communications .....	3
SPH 106 Fundamentals of Oral Communication; or SPH 107 Fundamentals of Public Speaking	
<b>Humanities</b> (Choose <u>one</u> of the following) .....	3
ART 100 Art Appreciation	
MUS 101 Music Appreciation	
PHL 206 Ethics in Society	
REL 151 Survey of the Old Testament	
REL 152 Survey of the New Testament	
THR 120 Theater Appreciation	
<b>Area III: Natural Sciences &amp; Math</b> .....	<b>3</b>
MTH 116 Mathematical Applications .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
<i>Must complete 3 semester hours in History or Social/ Behavioral Sciences from the following courses:</i>	
GEO 100 World Regional Geography .....	3
HIS 101 Western Civilization I .....	3
HIS 201 U.S. History I .....	3
HIS 256 Afro-American History .....	3
POL 211 American National Government.....	3
POL 220 State and Local Government .....	3
PSY 200 General Psychology .....	3
SOC 200 Introduction to Sociology .....	3
ECO 231 Principles of Macroeconomics .....	3
ECO 232 Principles of Microeconomics .....	3
<b>Area V: Additional General Education Courses, Major Courses and Electives</b> .....	<b>59</b>
CIS 130 Introduction to Information Systems .....	3
CIS 146 Microcomputer Applications.....	3
OAD 101 Beginning Keyboarding* .....	3
OAD 103 Intermediate Keyboarding* .....	3
OAD 104 Advanced Keyboarding* .....	3
OAD 125 Microsoft Word* .....	3
OAD 126 Advanced Microsoft Word* .....	3
OAD 130 Electronic Calculations .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications.....	3
OAD 135 Financial Recordkeeping* .....	3
OAD 136 Advanced. Financial Recordkeeping* .....	3
OAD 137 Computerized Financial Recordkeeping .....	3
OAD 138 Records & Information Management .....	3
OAD 200 Machine Transcription* .....	3
OAD 201 Legal Terminology.....	3
OAD 202 Legal Transcription* .....	3
OAD 214 Medical Office Procedures* .....	3
OAD 218 Office Procedures* .....	3
ORI 101 Orientation to College .....	2
<b>Total SH Required for the AAS degree</b> .....	<b>74</b>

\* Two hours of outside lab work required per week.

**OFFICE ADMINISTRATION (OAD) PROGRAM  
INFORMATION PROCESSING OPTION**

**CIP: 52.0401**

**Associate in Applied Science (AAS) Degree Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 101	Beginning Keyboarding	3	2	3
OAD 131	Business English	3	0	3
OAD 135	Financial Recordkeeping	3	2	3
OAD 138	Records Management	3	0	3
ORI 101	Orientation to College	2	0	2

**Semester Total = 14 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 103	Intermediate Keyboarding*	3	2	3
OAD 125	Word Processing (Microsoft Word)*	3	2	3
OAD 130	Electronic Calculations	3	0	3
OAD 136	Advanced Financial Recordkeeping*	3	2	3
OAD 201	Legal Terminology	3	0	3
	<b>CIS Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 18 SH**

<b>Prefix #</b>	<b>First Year – Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ENG 101	English Composition	3	0	3
OAD 104	Advanced Keyboarding*	3	2	3
OAD 137	Computerized Financial Recordkeeping (QuickBooks)*	3	0	3
OAD 133	Business Communications*	3	0	3

\*Prerequisite Required

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 214	Medical Office Procedures*	3	2	3
OAD 218	Office Procedures*	3	2	3
SPH 106	Fundamentals of Oral Communication	3	0	3
	<b>Social Science Elective</b>	3	0	3
	<b>Humanities or Fine Arts Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 200	Machine Transcription*	3	2	3
OAD 202	Legal Transcription*	3	2	3
MTH 116	Mathematical Applications	3	0	3
	<b>CIS Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

**Degree Program Total = 74 SH**

**OFFICE ADMINISTRATION (OAD) PROGRAM  
INFORMATION PROCESSING OPTION**

**CIP: 52.0401**

**Standard Certificate (CER) Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics .....</b>	<b>3</b>
MTH 116 Mathematical Applications (or higher level math).....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>53</b>
OAD 101 Beginning Keyboarding* .....	3
OAD 103 Intermediate Keyboarding* .....	3
OAD 104 Advanced Keyboarding* .....	3
OAD 125 Microsoft Word* .....	3
OAD 126 Advanced Microsoft Word* .....	3
OAD 130 Electronic Calculations .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications.....	3
OAD 135 Financial Recordkeeping* .....	3
OAD 136 Advanced Financial Recordkeeping* .....	3
OAD 137 Computerized Financial Recordkeeping .....	3
OAD 138 Records/Information Management.....	3
OAD 200 Machine Transcription* .....	3
OAD 201 Legal Terminology.....	3
OAD 202 Legal Transcription.....	3
OAD 214 Medical Office Procedures*.....	3
OAD 218 Office Procedures w/lab* .....	3
ORI 101 Orientation to College .....	2
<b>Total SH Required for the Standard Certificate.....</b>	<b>59</b>

\* Two hours of outside lab work required per week.

**OFFICE ADMINISTRATION (OAD) PROGRAM  
INFORMATION PROCESSING OPTION  
CIP: 52.0401  
Standard Certificate (CER) Curriculum Display by Semester**

Prefix #	First Year – Fall	Theory	Lab	Sem. Hrs.
OAD 101	Beginning Keyboarding	3	2	3
OAD 131	Business English	3	0	3
OAD 135	Financial Recordkeeping	3	2	3
OAD 138	Records Management	3	0	3
ORI 101	Orientation to College	2	0	2

**Semester Total = 14 SH**

Prefix #	First Year – Spring	Theory	Lab	Sem. Hrs.
OAD 103	Intermediate Keyboarding*	3	2	3
OAD 125	Word Processing (Microsoft Word)*	3	2	3
OAD 130	Electronic Calculations	3	0	3
OAD 136	Advanced Financial Recordkeeping*	3	2	3
OAD 201	Legal Terminology	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

Prefix #	Second Year – Fall	Theory	Lab	Sem. Hrs.
ENG 101	English Composition	3	0	3
OAD 104	Advanced Keyboarding*	3	2	3
OAD 133	Business Communications*	3	0	3
OAD 214	Medical Office Procedures*	3	2	3
OAD 218	Office Procedures*	3	2	3

\*Prerequisite Required

**Semester Total = 15 SH**

Prefix #	Second Year – Spring	Theory	Lab	Sem. Hrs.
OAD 137	Computerized Financial Recordkeeping (QuickBooks)*	3	0	3
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 200	Machine Transcription*	3	2	3
OAD 202	Legal Transcription*	3	2	3
MTH 116	Mathematical Applications	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

**Certificate Program Total = 59 SH**

**OFFICE ADMINISTRATION (OAD) PROGRAM  
COMPUTER SYSTEMS TECHNOLOGY OPTION  
CIP: 52.0401**

**Associate in Applied Science (AAS) Degree  
Standard Certificate (CER)**

This Computer Systems Technology Option is designed to prepare graduates to be general office workers capable of installing and repairing personal computer hardware and software as well as maintaining local area networks and providing Internet services. Graduates will also have the training and skills needed to work with computers in small businesses and to successfully take certification exams. Students must have a "C" average or better in all courses credited toward a certificate or a degree.

**OFFICE ADMINISTRATION (OAD) PROGRAM  
COMPUTER SYSTEMS TECHNOLOGY OPTION  
CIP: 52.0401**

**Associate in Applied Science (AAS) Degree Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area*</b> .....	<b>SH</b>
<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
Oral Communications .....	3
SPH 106 Fundamentals of Oral Communication; or SPH 107 Fundamentals of Public Speaking .....	3
<b>Humanities</b> (Choose <b>one</b> of the following) .....	<b>3</b>
ART 100 Art Appreciation	
MUS 101 Music Appreciation	
PHL 206 Ethics in Society	
REL 151 Survey of the Old Testament	
REL 152 Survey of the New Testament	
THR 120 Theater Appreciation	
<b>Area III: Natural Sciences &amp; Math</b> .....	<b>3</b>
MTH 116 Mathematical Applications.....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
<i>* Must complete 3 semester hours in History or Social/ Behavioral Sciences from the following courses:</i>	
GEO 100 World Regional Geography.....	3
HIS 101 Western Civilization I.....	3
HIS 201 U.S. History I .....	3
HIS 256 Afro-American History .....	3
POL 211 American National Government.....	3
POL 220 State and Local Government .....	3
PSY 200 General Psychology .....	3
SOC 200 Introduction to Sociology .....	3
ECO 231 Principles of Macroeconomics .....	3
ECO 232 Principles of Microeconomics .....	3
<b>Area V: Additional General Education Courses, Major Courses and Electives</b> .....	<b>60</b>
CIS 117 Data Base Management.....	3
CIS 130 Introduction to Information Systems .....	3
CIS 161 Introduction to Network communication .....	3
CIS 207 Introduction to Web Development.....	3
CIS 249 Microcomputer Operating Systems.....	3
CIS 268 Software Support.....	3
CIS 269 Hardware Support.....	3
OAD 101 Beginning Keyboarding* .....	3
OAD 103 Intermediate Keyboarding* .....	3
OAD 104 Advanced Keyboarding* .....	3
OAD 125 Microsoft Word* .....	3
OAD 126 Advanced Microsoft Word.....	3
OAD 130 Electronic Calculations .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications.....	3
OAD 135 Financial Recordkeeping* .....	3
OAD 136 Advanced Financial Recordkeeping* .....	3
OAD 138 Records & Information Management.....	3
OAD 218 Office Procedures * .....	3
OAD 232 Excel/PowerPoint*.....	3
<b>Total SH Required for the AAS degree</b> .....	<b>75</b>

\* Two hours of outside lab work required per week.

**OFFICE ADMINISTRATION (OAD) PROGRAM  
COMPUTER SYSTEMS TECHNOLOGY OPTION  
CIP: 52.0401**

**Associate in Applied Science (AAS) Degree Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 130	Introduction to Information Systems	3	0	3
OAD 101	Beginning Keyboarding	3	2	3
OAD 131	Business English	3	0	3
OAD 135	Financial Recordkeeping	3	2	3
OAD 138	Records Management	3	0	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 249	Microcomputer Operating Systems	3	0	3
OAD 103	Intermediate Keyboarding*	3	2	3
OAD 125	Word Processing (Microsoft Word)*	3	2	3
OAD 130	Electronic Calculations	3	0	3
OAD 136	Advanced Financial Recordkeeping*	3	2	3

\*Prerequisite Required

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ENG 101	English Composition	3	0	3
MTH 116	Mathematical Applications	3	0	3
OAD 104	Advanced Keyboarding*	3	2	3
OAD 133	Business Communications*	3	0	3

\*Prerequisite Required

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 117	Data Base Management Software (Access)*	3	0	3
CIS 207	Introduction to Web Development**	3	0	3
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 218	Office Procedures*	3	2	3
SPH 106	Fundamentals of Oral Communication	3	0	3
	Humanities or Fine Arts <b>Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 18 SH**

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 161	Introduction to Networking Communications*	3	0	3
CIS 268	Software Support*	3	0	3
CIS 269	Hardware Support*	3	0	3
OAD 232	The Electronic Office (Excel/PowerPoint)*	3	0	3
	Social or Behavioral Science <b>Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

**Certificate Program Total = 75 SH**

**OFFICE ADMINISTRATION (OAD) PROGRAM  
COMPUTER SYSTEMS TECHNOLOGY OPTION  
CIP: 52.0401**

**Standard Certificate (CER) Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics .....</b>	<b>3</b>
MTH 116 Mathematical Applications (or higher level math).....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>54</b>
CIS 130 Introduction to Information Systems.....	3
CIS 117 Data Base Management.....	3
CIS 161 Introduction to Networking Communications.....	3
CIS 207 Introduction to Web Development.....	3
CIS 249 Microcomputer Operating Systems.....	3
CIS 268 Software Support.....	3
CIS 269 Hardware Support.....	3
OAD 101 Beginning Keyboarding* .....	3
OAD 103 Intermediate Keyboarding* .....	3
OAD 104 Advanced Keyboarding* .....	3
OAD 125 Microsoft Word* .....	3
OAD 126 Advanced Microsoft Word .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications.....	3
OAD 135 Financial Recordkeeping* .....	3
OAD 136 Advanced Financial Recordkeeping* .....	3
OAD 218 Office Procedures w/lab* .....	3
OAD 232 Excel/PowerPoint*.....	3
<b>Total SH Required for the Certificate .....</b>	<b>60</b>

*\*Two hours of outside lab work required per week*



**OFFICE ADMINISTRATION (OAD) PROGRAM  
COMPUTER SYSTEMS TECHNOLOGY OPTION  
CIP: 52.0401**

**Standard Certificate (CER) Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 130	Introduction to Information Systems	3	0	3
OAD 101	Beginning Keyboarding	3	2	3
OAD 131	Business English	3	0	3
OAD 135	Financial Recordkeeping	3	2	3

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 249	Microcomputer Operating Systems	3	0	3
OAD 103	Intermediate Keyboarding*	3	2	3
OAD 125	Word Processing (Microsoft Word)*	3	2	3
OAD 136	Advanced Financial Recordkeeping*	3	2	3

\*Prerequisite Required

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>First Year – Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ENG 101	English Composition	3	0	3
MTH 116	Mathematical Applications	3	0	3
OAD 104	Advanced Keyboarding*	3	2	3
OAD 133	Business Communications*	3	0	3

\*Prerequisite Required

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 117	Data Base Management Software (Access)*	3	0	3
CIS 207	Introduction to Web Development**	3	0	3
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 218	Office Procedures*	3	2	3

\*Prerequisite Required

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 161	Introduction to Networking Communications*	3	0	3
CIS 268	Software Support*	3	0	3
CIS 269	Hardware Support*	3	0	3
OAD 232	The Electronic Office (Excel/PowerPoint)*	3	0	3

\*Prerequisite Required

**Semester Total = 12 SH**

**Certificate Program Total = 60 SH**

**OFFICE ADMINISTRATION (OAD) PROGRAM  
 MEDICAL TRANSCRIPTION OPTION  
 CIP: 52.0401  
 Associate in Applied Science (AAS) Degree  
 Standard Certificate (CER)**

The Medical Transcription Option is designed to prepare students to become medical transcriptionists for various medical and health facilities. The medical transcriptionist has long been an important member of the health care team. It is the responsibility of the transcriptionist to put the doctor's thoughts and findings about a patient onto paper accurately and efficiently. Medical transcriptionists must be able to type from the spoken word quickly and accurately, demonstrate advanced proofreading and editing skills, have knowledge of anatomy and medical terminology, and be proficient in English grammar.

As the population increases, there are more medical and health facilities that generate more and more medical records. Clinics, health services, hospitals, doctors' offices, and other medical organizations are expanding their patient load facilities, resulting in a need for more medical transcriptionists.

The student must have a "C" average or better in all courses credited toward a certificate or degree.

**OFFICE ADMINISTRATION (OAD) PROGRAM  
 MEDICAL TRANSCRIPTION OPTION  
 CIP: 52.0401**

**Associate in Applied Science (AAS) Degree Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area:*</b> .....	<b>SH</b>
<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
Oral Communications .....	3
SPH 106 Fundamentals of Oral Communication; or SPH 107 Fundamentals of Public Speaking	
<b>Humanities</b> (Choose <u>one</u> of the following) .....	<b>3</b>
ART 100 Art Appreciation	
MUS 101 Music Appreciation	
PHL 206 Ethics in Society	
REL 151 Survey of the Old Testament	
REL 152 Survey of the New Testament	
THR 120 Theater Appreciation	
<b>Area III: Natural Sciences &amp; Math</b> .....	<b>11</b>
BIO 103 Principles of Biology w/Lab .....	4
BIO 201 Human Anatomy and Physiology w/Lab .....	4
MTH 116 Mathematical Applications.....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
<i>* Must complete 3 semester hours in History or Social/ Behavioral Sciences from the following courses:</i>	
GEO 100 World Regional Geography.....	3
HIS 101 Western Civilization I.....	3
HIS 201 U.S. History I .....	3
HIS 256 Afro-American History .....	3
POL 211 American National Government.....	3
POL 220 State and Local Government .....	3
PSY 200 General Psychology .....	3
SOC 200 Introduction to Sociology .....	3
ECO 231 Principles of Macroeconomics .....	3
ECO 232 Principles of Microeconomics .....	3

<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>50</b>
OAD 101 Beginning Keyboarding* .....	3
OAD 103 Intermediate Keyboarding* .....	3
OAD 104 Advanced Keyboarding * .....	3
OAD 125 Microsoft Word* .....	3
OAD 126 Advanced Microsoft Word .....	3
OAD 130 Electronic Calculators.....	3
OAD 131 Business English .....	3
OAD 133 Business Communications.....	3
OAD 135 Financial Recordkeeping* .....	3
OAD 136 Advanced Financial Recordkeeping .....	3
OAD 138 Records & Information Management .....	3
OAD 211 Medical Terminology.....	3
OAD 212 Medical Transcription * .....	3
OAD 213 Advanced Medical Transcription* .....	3
OAD 214 Medical Office Procedures*.....	3
OAD 218 Office Procedures* .....	3
ORI 101 Orientation to College .....	2
<b>Total SH Required for the AAS degree.....</b>	<b>73</b>

*\*Two hours of outside lab work required per week.*

**OFFICE ADMINISTRATION (OAD) PROGRAM  
MEDICAL TRANSCRIPTION OPTION  
CIP: 52.0401**

**Associate in Applied Science (AAS) Degree Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 101	Beginning Keyboarding	3	2	3
OAD 131	Business English	3	0	3
OAD 135	Financial Recordkeeping	3	2	3
OAD 138	Records Management	3	0	3
OAD 211	Medical Terminology	3	0	3
ORI 101	Orientation to College	2	0	2

**Semester Total = 17 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 103	Intermediate Keyboarding*	3	2	3
OAD 125	Word Processing (Microsoft Word)*	3	2	3
OAD 130	Electronic Calculations	3	0	3
OAD 136	Advanced Financial Recordkeeping*	3	2	3
MTH 116	Mathematical Applications	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ENG 101	English Composition	3	0	3
OAD 104	Advanced Keyboarding*	3	2	3
OAD 214	Medical Office Procedures*	3	2	3
OAD 133	Business Communications*	3	0	3

\*Prerequisite Required

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
BIO 103	Biology	4	1	4
OAD 212	Medical Transcription*	3	2	3
OAD 218	Office Procedures*	3	2	3
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
	Humanities or Fine Arts <b>Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 16 SH**

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 213	Advanced Medical Transcription*	3	2	3
BIO 201	Human Anatomy and Physiology*	4	1	4
SPH 106	Fundamentals of Oral Communication	3	0	3
	Social Science <b>Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 13 SH**

**Degree Program Total = 73 SH**

**OFFICE ADMINISTRATION (OAD) PROGRAM  
MEDICAL TRANSCRIPTION OPTION  
CIP: 52.0401**

**Standard Certificate (CER) Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics .....</b>	<b>11</b>
BIO 103 Principles of Biology w/Lab .....	4
BIO 201 Human Anatomy & Physiology w/Lab .....	4
MTH 116 Mathematical Applications (or higher level math).....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>45</b>
OAD 101 Beginning Keyboarding* .....	3
OAD 103 Intermediate Keyboarding* .....	3
OAD 104 Advanced Keyboarding* .....	3
OAD 125 Microsoft Word* .....	3
OAD 126 Advanced Microsoft Word .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications.....	3
OAD 135 Financial Recordkeeping* .....	3
OAD 136 Advanced Financial Recordkeeping .....	3
OAD 138 Records & Information Management .....	3
OAD 211 Medical Terminology.....	3
OAD 212 Medical Transcription* .....	3
OAD 213 Advanced Medical Transcription* .....	3
OAD 214 Medical Office Procedures*.....	3
OAD 218 Office Procedures w/lab* .....	3
<b>Total SH Required for the Certificate .....</b>	<b>59</b>

\* Two hours of outside lab work required per week.

**OFFICE ADMINISTRATION (OAD) PROGRAM  
MEDICAL TRANSCRIPTION OPTION  
CIP: 52.0401**

**Standard Certificate (CER) Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 101	Beginning Keyboarding	3	2	3
OAD 131	Business English	3	0	3
OAD 135	Financial Recordkeeping	3	2	3
OAD 138	Records Management	3	0	3
OAD 211	Medical Terminology	3	0	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 103	Intermediate Keyboarding*	3	2	3
OAD 125	Word Processing (Microsoft Word)*	3	2	3
OAD 136	Advanced Financial Recordkeeping*	3	2	3
MTH 116	Mathematical Applications	3	0	3

\*Prerequisite Required

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>First Year – Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 214	Medical Office Procedures*	3	2	3
OAD 133	Business Communications*	3	0	3

\*Prerequisite Required

**Semester Total = 6 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
BIO 103	Biology	4	1	4
OAD 212	Medical Transcription*	3	2	3
OAD 218	Office Procedures*	3	2	3
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3

\*Prerequisite Required

**Semester Total = 13 SH**

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 213	Advanced Medical Transcription*	3	2	3
BIO 201	Human Anatomy and Physiology	4	1	4
ENG 101	English Composition	3	0	3
OAD 104	Advanced Keyboarding*	3	2	3

\*Prerequisite Required

**Semester Total = 13 SH**

**Degree Program Total = 59 SH**

**OFFICE ADMINISTRATION (OAD) PROGRAM  
SHORT-TERM CERTIFICATE (STC) PROGRAM OPTION  
CIP: 52.0401  
Administrative Assistant I Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 101	Beginning Keyboarding	3	2	3
OAD 131	Business English	3	0	3
OAD 135	Financial Recordkeeping	3	2	3
OAD 138	Records Management	3	0	3

**Semester Total = 12 SH  
Short Term Certificate Program Total = 12 SH**

The student must have a “C” average or better in all courses credited toward a certificate or degree.

**OFFICE ADMINISTRATION (OAD) PROGRAM  
SHORT-TERM CERTIFICATE (STC) PROGRAM OPTION  
CIP: 52.0401  
Administrative Assistant II Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 101	Beginning Keyboarding	3	2	3
OAD 131	Business English	3	0	3
OAD 135	Financial Recordkeeping	3	2	3
OAD 138	Records Management	3	0	3

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 103	Intermediate Keyboarding*	3	2	3
OAD 125	Word Processing (Microsoft Word)*	3	2	3
OAD 130	Electronic Calculations	3	0	3
OAD 136	Advanced Financial Recordkeeping*	3	2	3
OAD 133	Business Communications*	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH  
Short Term Certificate Program Total = 27 SH**

The student must have a “C” average or better in all courses credited toward a certificate.

**PRACTICAL NURSING (LPN) PROGRAM**  
**CIP 51.3901**  
**Standard Certificate**

The Practical Nursing Program offers educational opportunities that allow persons to complete their goals of becoming Licensed Practical Nurses prepared to practice safe, ethical bedside nursing in a structured care setting under the direct supervision of the registered nurse and/or physician or dentist. Students are prepared to function within guidelines established by the Alabama Board of Nursing.

The Practical Nursing Program has received full approval from the Alabama Board of Nursing and continuing full accreditation from the National League for Nursing Accrediting Council (NLNAC). Further information regarding the program and its accreditation status may be obtained by calling the NLNAC at (404) 975-5000 or by writing the following address:

National League for Nursing  
Accreditation Commission  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326

Applicants to the Practical Nursing Program should be aware that graduation from the program does not guarantee eligibility to take the National Council Licensure Examination (NCLEX-PN). The Alabama Board of Nursing determines/grants eligibility and has the option of denying it to any candidate who fails to produce evidence of good moral character such as, but not limited to, an arrest or conviction of a criminal offense or driving under the influence of drugs/alcohol.

The Practical Nursing Program functions as the second step (level) of the Nursing Career ladder of WCCS. After successful completion of the Practical Nursing Program, the NCLEX-PN, and academic requirements of the Upward Mobility Track of the Associate Degree Nursing Program, LPN graduates qualify for admission into the RN mobility program. In addition, the first semester of the Practical Nursing Program satisfies the requirements of the WCCS Nursing Assistant/Home Health Program. Upon successful completion of the first semester of the Practical Nursing Program, students may apply and pay a 95.00 fee to take the NACEP (state licensure test for Nursing Assistant).

**PRACTICAL NURSING PROGRAM**  
**LPN Admission Criteria**

**Minimum admission standards for the Practical Nursing Program include:**

1. Unconditional admission to the college.
2. Receipt of completed application packet for the Practical Nursing Program by the following deadline dates:
  - **3 semester Curriculum/Spring and Fall only**  
November 1<sup>st</sup> at 12:00 noon for the Spring semester admission and, June 15<sup>th</sup> at 12:00 noon for the Fall semester admission.
  - **4 semester Curriculum/Summer and Fall only**  
April 15<sup>th</sup> at 12:00 noon for the Summer semester admission, and June 15<sup>th</sup> at 12:00 noon for the Fall semester admission.
  - **5 semester Curriculum/Fall only (Evening Program)**  
June 15<sup>th</sup> at 12:00 noon
3. A minimum of 2.50 GPA on the last 24 hours of college courses completed in a transcript term.
4. A minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. Eligibility for English 101 and Math 116 as determined by college policy.
6. Must take the Essential Academic Skills (TEAS) test by the application deadline date. The actual percentage score made will be calculated into the compilation of points. The TEAS score is good for three (3) years. A student may repeat the TEAS V (or current version) once during any semester admission time frame. The student must wait at least six (6) weeks between taking each test.
7. Good standing with the college.
8. Meeting the essential functions required for nursing.
9. Pass a Background Check and Drug Screening.

Admission to the Practical Nursing Day Program is every fall, spring and summer semester. Evening classes are admitted in the fall semester only. Deadline dates are published/advertised well in advance and available in the Office of Practical Nursing, Student Services and on the website [www.wccs.edu](http://www.wccs.edu). All applicants for admission must take the College placement exam (Compass), and meet eligibility for MTH 116 and ENG 101 as determined by College policy. Admission to the Practical Nursing Program is competitive, and the number of students is limited by



the number of faculty and clinical facilities available. Meeting minimal admission requirements does not guarantee acceptance to the program.

All completed application packets must be submitted to the Office of Student Services by the published deadline date. Clinical agencies require that all Practical Nursing students must pass a drug screening and criminal background check. The cost of these tests must be paid by the student.

The Practical Nursing curriculum and admission criteria are subject to change due to statewide standardization of nursing programs.

Applicants must possess a high school diploma or equivalency (GED). Upon acceptance into the program, student are required to: (1) take a physical examination by a Physician or Nurse Practitioner with finding submitted to the department on the designated form, (2) pay a \$15.00 malpractice liability insurance premium, (3) furnish proof of Cardiopulmonary Resuscitation (CPR) certification/recertification, good for a minimum of one year, (4) attend a scheduled preprogram briefing seminar, (5) submit to and pass a drug screening test (6) pass a background check screening. Failure to comply with # 1-6 by the date set forth by the faculty will result in forfeiture of admission.

Upon admission into the Practical Nursing Program, students will be given information including appropriate cost of textbooks, uniforms/supplies, physical examinations, background check screening and drug screening, along with other expenses for the entire program. Students must purchase the nursing uniforms specified by the LPN program. In addition, all curricular information for an ensuing semester will be given to students prior to the start of that semester. Students are expected to adhere to deadline dates.

Students entering the Practical Nursing Program who are pregnant, or become pregnant during the course of the program will be required to present a signed statement from their physician stating it is permissible for them to continue in the program; and verifying that they can meet Postsecondary Education's Essential Function Standards for Nursing. Thereafter, statements will be submitted following monthly or weekly visits to the physician. All statements shall be submitted to the Program Director, and pregnant students must be able to complete all clinical requirements as scheduled.

Nursing is a practice discipline with specific performance requirements in the cognitive, psychomotor sensory and affective domains. Essential Performance Standards expected of students in the Practical Nursing Program are available to students prior to admission. The appraisal measures utilized are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 so as not to discriminate against any person on the basis of disability. Applicants must submit the completed Performance Standards Verification Form prior to enrollment in the program and must update as applicable. In addition, the Practical Nursing Program strictly abides by the WCCS Non-Discrimination Policy as outlined in college and program publications.

This program meets standards for Pell Grants. For further questions concerning the Practical Nursing Program, please call the Program Director at 334-876-9335.

### **Progression**

The Practical Nursing Program may be completed in three (3) or four (4) semesters for the day program, and five (5) semesters for the evening program. All students entering the program are governed by policies in the College Catalog, the Nursing Student Handbook and Policy Manual, and the clinical facilities to which they are assigned for clinical practice. The first semester of the program serves as a prerequisite semester to all other semesters, and all courses must be passed to proceed in the program. The program operates on a progression system. Policies for admission/readmission attendance, progression, health (including HIV and other blood-borne diseases), grievance, advisory, and graduation can be found in the Nursing Student Handbook/Policy Manual.

A minimum grade of "C" (75%) or above is required for all courses in the Practical Nursing curriculum.

1. Students must make a "C" (75%) or above on each comprehensive final examination in each nursing course in order to pass each nursing course. If unsuccessful on the final exam, the student who enters the final with a minimum exam grade average of 75% will be allowed a retake exam. The highest possible score given on a passed retake exam will be 75%.

The grading criteria for all courses in the Practical Nursing curriculum are as follows:

- A=90-100
- B=80-89
- C=75-79
- D=60-74
- F=59 and below

Credit hours for courses are determined by the averaged hours designated per week for theory, lab and/or clinical practice over a 15 week semester. The number of credit hours for course in the Practical Nursing Program is determined by the number of hours designated as theory (1:1 ratio), experimental lab (1:2 ratio), skills lab (1:3 ratio), and clinical practice (1:3 ratio).

Students are required to have a minimum overall grade point average of 2.0 ("C") from WCCS in order to graduate.

**Nursing Scholarships**

Nursing scholarships depend upon funding but may be awarded in the following categories:

- **Academic scholarships:** Amount/Full Tuition  
**Criteria:** 3.0 GPA (**Minimum**)  
ACT: 18
- **Tuition assistance Scholarships:** Amount \$1,000.00 (500.00 (x) 2 semesters)  
**Criteria:** Demonstrated need per FAFSA
- **Career Ladder Scholarships:** Amount/Full Tuition  
**Criteria:** Graduate of the Wallace Community College Selma NAS program 3.0 GPA

Scholarship applications may be obtained at the College website, [www.wccs.edu](http://www.wccs.edu). Scholarship applications should be returned to the Financial Aid Department by the specified deadline. Scholarship awards will be determined by the scholarship committee.

**PRACTICAL NURSING (LPN) PROGRAM**  
**CIP: 51.3901**  
**Standard Certificate (CER) Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area .....</b>	<b>SH</b>
<b>Area I: Written Composition .....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts.....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics.....</b>	<b>3</b>
MTH 116 Mathematical Applications .....	3
BIO 201 Human Anatomy and Physiology I w/lab .....	4
BIO 202 Human Anatomy and Physiology II w/lab .....	4
or NUR101 Body Structure and Function.....	4
<b>Area IV: History, Social and Behavior Science .....</b>	<b>0</b>
<b>Area V: Additional Courses, Major Courses, and Electives .....</b>	<b>39</b>
NUR 101 Body Structure/Function and Medical Vocabulary.....	4
NUR 102 Fundamental of Nursing.....	6
NUR 103 Health Assessment.....	1
NUR 104 Pharmacology .....	1
NUR 105 Adult Nursing .....	8
NUR 106 Family Nursing .....	5
NUR 107 Adult Child Nursing.....	8
NUR 108 Mental Health .....	3
NUR 109 Role Transition/ Current Issues.....	3

**Total SH required for the Certificate .....** **45**

**Note: The licensed Practical Nursing curriculum is subject to change due to statewide standardization of nursing programs.**

**PRACTICAL NURSING (LPN) PROGRAM**  
**CIP: 51.3901**  
**Standard Certificate (CER)**  
**Three Semester Curriculum Display**

<b>Course</b>	<b>First Term</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
NUR101 or BIO201	Body Structure and Function (Student's Choice)	3	1	0	4	6
NUR102	Fundamentals of Nursing	3	2	1	6	12
NUR103	Health Assessment	0	1	0	1	3
NUR104	Introduction to Pharmacology	0	1	0	1	3
MTH116 or Higher	Mathematical Applications	3	0	0	3	3
<b>Term Total</b>		<b>9</b>	<b>5</b>	<b>1</b>	<b>15</b>	<b>27</b>

<b>Course</b>	<b>Second Term</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
NUR105	Adult Nursing	5	1	2	8	14
NUR106	Maternal and Child Nursing	4	0	1	5	7
ENG101	English	3	0	0	3	3
BIO202	Anatomy and Physiology II (If elected BIO201)	3	1	0	4	5
<b>Term Total</b>		<b>12</b>	<b>1</b>	<b>3</b>	<b>16</b>	<b>24</b>

<b>Course</b>	<b>Third Term</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
NUR107	Adult/Child Nursing	5	0	3	8	14
NUR108	Psychosocial Nursing	2	0	1	3	5
NUR109	Role Transition for the Practical Nurse	2	1	0	3	5
<b>Term Total</b>		<b>9</b>	<b>1</b>	<b>4</b>	<b>14</b>	<b>24</b>

**Program Totals**

**Credit Hours: 45 Hours**

**Contact Hours: 1125 Hours**

**PRACTICAL NURSING (LPN) PROGRAM**  
**CIP: 51.3901**  
**Standard Certificate (CER)**  
**Four Semester Curriculum Display**

<b>Prefix #</b>	<b>First Term</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
NUR104	Introduction to Pharmacology	0	1	0	1	3
MTH116	Mathematical applications or Higher	3	0	0	3	3
NUR101or BIO201	Body Structure and Function (201 Student's Choice)	3	1	0	4	6
ORI101	Orientation to College	2	0	0	2	2
<b>Term Total</b>		<b>8</b>	<b>2</b>	<b>0</b>	<b>10</b>	<b>14</b>

<b>Prefix #</b>	<b>Second Term</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
NUR102	Fundamentals of Nursing	3	2	1	6	12
NUR103	Health Assessment	0	1	0	1	3
BIO202	Anatomy and Physiology II (If elected BIO201)	3	1	0	4	5
ENG101	English	3	0	0	3	3
<b>Term Total</b>		<b>6</b>	<b>3</b>	<b>1</b>	<b>10</b>	<b>18</b>

<b>Prefix #</b>	<b>Third Term</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
NUR105	Adult Nursing	5	1	2	8	14
NUR106	Maternal and Child Nursing	4	0	1	5	7
<b>Term Total</b>		<b>9</b>	<b>1</b>	<b>3</b>	<b>13</b>	<b>21</b>

<b>Prefix #</b>	<b>Fourth Term</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
NUR107	Adult/Child Nursing	5	0	3	8	14
NUR108	Psychosocial Nursing	2	0	1	3	5
NUR109	Role Transition for the Practical Nurse	2	1	0	3	5
<b>Term Total</b>		<b>9</b>	<b>1</b>	<b>4</b>	<b>14</b>	<b>24</b>

**Program Totals**

**Credit Hours: 45 Hours**

**Contact Hours: 1125 Hours**

**PRACTICAL NURSING EVENING (LPN) PROGRAM**  
**CIP: 51.3901**  
**Standard Certificate (CER)**  
**Five Semester Curriculum Display**

Prefix #	First Term	Theory	Lab	Clinical	Credit	Contact
NUR104	Introduction to Pharmacology	0	1	0	1	3
MTH116	Mathematical Applications or Higher	3	0	0	3	3
NUR101 or BIO201	Body Structure and Function (201 Student's Choice)	3	1	0	4	6
NUR103	Health Assessment	0	1	0	1	3
<b>Term Total</b>		<b>6</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>15</b>

Prefix #	Second Term	Theory	Lab	Clinical	Credit	Contact
NUR102	Fundamentals of Nursing	3	2	1	6	12
BIO202	Anatomy and Physiology II (If elected BIO201)	3	1	0	4	5
ENG101	English	3	0	0	3	3
<b>Term Total</b>		<b>6</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>15</b>

Prefix #	Third Term (Summer)	Theory	Lab	Clinical	Credit	Contact
NUR106	Maternal and Child Nursing	4	0	1	5	7
<b>Term Total</b>		<b>4</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>7</b>

Prefix #	Fourth Term (Fall)	Theory	Lab	Clinical	Credit	Contact
NUR105	Adult Nursing	5	1	2	8	14
NUR108	Psychosocial Nursing	2	0	1	3	5
<b>Term Total</b>		<b>7</b>	<b>1</b>	<b>3</b>	<b>11</b>	<b>19</b>

Prefix #	Fifth Term (Spring)	Theory	Lab	Clinical	Credit	Contact
NUR107	Adult/Child Nursing	5	0	3	8	14
NUR109	Role Transition for the Practical Nurse	2	1	0	3	5
<b>Term Total</b>		<b>7</b>	<b>1</b>	<b>3</b>	<b>11</b>	<b>19</b>

**Program Totals**

**Credit Hours: 45 Hours**

**Contact Hours: 1125 Hours**

## **NURSING ASSISTANT (NAS) PROGRAM**

**CIP: 51.1614**

### **Short Term Certificate**

The primary purpose of the Nursing Assistant Program (NAS) at WCCS is to prepare persons for employment in the long term and home health care settings at the entry level position. The program meets the training requirements mandated by the Omnibus Budget Reconciliation Act of 1987 (OBRA). It is approved by the Alabama Department of Public Health, Division of Certification and Licensure. The program requires one semester for completion.

The program focuses on nursing assistant care of clients through theory, simulated labs and clinical experiences. Upon completion of the program, candidates are eligible to apply to take the state certification examination (NACEP). Candidates must be successful on both the written and manual sections of the NACEP to receive certification. A \$95.00 application fee is required.

### **NAS Admission Criteria**

Applicants to the NAS Program who possess a high school diploma or equivalency must possess a 1.75 grade point average on any previous college work. Applicants who do not possess a high school diploma or GED must demonstrate an ability to benefit from NAS training as determined by appropriate COMPASS Test Scores/Ability-to-Benefit exam or CPAT scores. Applicants may register fall and spring semester for admission into the program. Deadline for spring admission is November 1<sup>st</sup>, and the deadline for fall admission is June 15<sup>th</sup>. Program acceptance is based on completing both the application process and Compass testing. Upon admission, students become part of the career ladder at WCCS. NAS graduates are eligible for admission into the Practical Nursing Program at WCCS provided they meet admission requirements of the LPN Program. Graduates must successfully make application for admission prior to the deadline date. Applications for admission into the NAS Programs should be submitted to the Practical Nursing Office. Upon acceptance into the program, students are required to: (1) take a physical examination by a physician or nurse practitioner with findings submitted on a departmental form; (2) pay a \$7.00 malpractice liability insurance premium; (3) become CPR certified (4) attend a preprogram briefing seminar; and (5) submit to and pass a drug screening test and a background screening.

Students entering the Nursing Assistant Program who are pregnant, or become pregnant during the course of the program will be required to present a signed statement from their physician stating it is permissible for them to continue in the program; and verifying that they can meet Postsecondary Education's Essential Function Standards for Nursing. Thereafter, statements will be submitted following monthly or weekly visits to the physician. All statements shall be submitted to the Program Director, and pregnant student must be able to complete all clinical requirements as scheduled.

Nursing is a practice discipline with specific performance requirements in the cognitive, psychomotor, sensory, and affective domains. Performance Standards expected of students in the Nursing Assistant Program are available to students prior to admission. The appraisal measures utilized are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 so as not to discriminate against any person on the basis of disability. Applicants must submit the completed Performance Standards Verification Form prior to enrollment in the program and must update as applicable. In addition, the Nursing Assistant Program strictly abides by the WCCS Non-Discrimination Policy as outlined in college and program publications.

All students in the NAS Program are governed by policies in the WCCS Catalog, the Departmental Handbook/Policy Manual, and by policies in effect at clinical facilities to which they are assigned. A minimum grade of 75 is required to pass all final exams. A student who enter the final exam with a 75 average, but is unsuccessful on the final exam will be allowed one (1) retake exam. The maximum grade given on a retake final exam will be 75%. Students must pass the final exams to successfully complete the NAS course. Students are required to have an overall grade point average of 2.0 ("C") from WCCS in order to graduate. The following grading criteria is in effect for students in the program:

- A = 90-100
- B = 80-89
- C = 75-79
- D = 60-74
- F = 59 and Below

Policies on attendance, withdrawal, readmission, progression, evaluation and graduation appear in the Departmental Handbook/Policy Manual. Policies on clinical behavior also appear in the Handbook/Policy Manual. Students are limited to three admissions into the program.

Additional information and estimated cost on CPR certification, uniforms, books, etc., will be given to students upon acceptance into the program. Students must adhere to deadline dates. Further questions can be directed to the NAS Program Director at WCCS, (334) 876-9335.

**Nursing Scholarships**

Nursing scholarships depend upon funding but may be awarded in the following categories:

- **Tuition Assistance Scholarships:** Amount \$200.00  
**Criteria:** Demonstrated need per FAFSA

Scholarship applications may be obtained at the College website, [www.wccs.edu](http://www.wccs.edu). Scholarship applications should be returned to the Financial Aid Department by the specified deadline. Scholarship awards will be determined by the scholarship committee.

**NURSING ASSISTANT (NAS) PROGRAM**

**Short Term Certificate (STC) Course Requirement by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area .....</b>	<b>SH</b>
<b>Area I: Written Composition .....</b>	<b>0</b>
<b>Area II: Humanities and Fine Arts.....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics.....</b>	<b>0</b>
<b>Area IV: History, Social and Behavioral Sciences.....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives.....</b>	<b>16</b>
NAS/HHA115 CPR & Basic First Aid.....	2
NAS/HHA120 Fundamentals of Nursing Assistant/Home Health Aid.....	7
NAS/HHA121 Fundamentals of Nursing Assistant/Home Health Aid Clinical.....	3
<b>Total SH Required for the Short Term Certificate .....</b>	<b>12</b>

**Nursing Assistant Curriculum Display**

<b>Prefix #</b>	<b>Fifth Term (Spring)</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
NAS/HHA115	CPR and Basic First Aid	1	1	0	2	4
NAS/HHA120	Fundamentals of Nursing Assistant/ Home Health Aid	5	2	0	7	11
NAS/HHA121	Fundamentals of Nursing Assistant/ Home Health Aid Clinical	0	0	3	3	9
<b>Term Total</b>		<b>6</b>	<b>3</b>	<b>3</b>	<b>12</b>	<b>24</b>

**Semester Total = 24 SH**

**MASONRY/BUILDING TRADES (MAS) PROGRAM**

**CIP: 46.0101**

**Standard Certificate (CER)**

Brick masons are craftspeople who construct walls, partitions, fireplaces, chimneys, and other structures from brick, concrete and cinder block, tile, and stone. Bricklaying requires careful, accurate work so that the structure has a neat and uniform appearance; is aligned with windows, doors, and other openings; thus preventing excessive waste and cutting. Craftspeople in this trade use the following tools: chisels, trowels, jointers, gauge lines, plumb bobs, and mason's levels. Helpers, who supply the mason with bricks, mix mortar, and set up/move scaffolding, usually assist bricklayers. Masons and bricklayers work on both new building construction and remodeling projects. Recipients of Standard Certificates from this program receive instruction that provides various opportunities to gain masonry/bricklaying skills and to practice these skills in practical situations. Employment opportunities are strong for certificate recipients in this program, both locally and nationwide due to the need for new construction and renovation.

**MASONRY/BUILDING TRADES (MAS) PROGRAM**

**CIP: 46.0101**

**Standard Certificate (CER) Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area .....</b>	<b>SH</b>
<b>Area I: Written Composition .....</b>	<b>3</b>
ENG 100 Vocational Technical English I .....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics .....</b>	<b>3</b>
MAH 101 Introductory Mathematics I .....	
<b>Area IV: History, Social, and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses</b>	
<b>Major Courses and Electives .....</b>	<b>48</b>
MAS 111 Masonry Fundamentals .....	3
MAS 121 Brick/Block Masonry .....	3
MAS 131 Residential/Commercial .....	3
MAS 151 Masonry Fundamentals Lab .....	3
MAS 152 Masonry Fundamentals Lab .....	3
MAS 153 Special Topics/Projects .....	3
MAS 161 Concrete Block Masonry .....	3
MAS 162 Brick Masonry Lab .....	3
MAS 171 Residential/Commercial .....	3
MAS181/281 Special Topics in Masonry .....	3
MAS 211 Stone Masonry .....	3
MAS 231 Basic Cement Masonry .....	3
MAS 252 Fireplace Construction .....	3
MAS 253 Brick Arches Lab .....	3
MAS 261 Specialized Masonry .....	3
MAS 271 Basic Cement Masonry Lab .....	3
<i>Student competence in the basic use of computers is accomplished within ENG 100.</i>	
<i>Student competence in Oral Communications is accomplished within discipline-specific courses.</i>	
<b>Total SH Required for the Certificate .....</b>	<b>54</b>



**MASONRY/BUILDING TRADES (MAS) PROGRAM**  
**CIP: 46.0101**  
**Standard Certificate (CER)**  
**Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Contact Hrs.</b>	<b>Sem. Hrs.</b>
MAS 111	Masonry Fundamentals	2	1	5	3
MAS 121	Brick/Block Masonry Fundamentals	1	2	7	3
MAS 131	Brick/Block Masonry Fundamentals II	1	2	7	3
MAS 151	Brick/Block Masonry Fundamentals III	1	2	7	3
MAH 101	Introductory Mathematics I			3	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Contact Hrs.</b>	<b>Sem. Hrs.</b>
MAS 161	Brick Masonry Lab	0	3	9	3
MAS 162	Brick Masonry Lab	0	3	9	3
MAS 171	Residential/Commercial Masonry	1	2	7	3
MAS 181	Special Topics in Masonry	1	2	7	3
ENG 100	Vocational Technical English I			3	3

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Contact Hrs.</b>	<b>Sem. Hrs.</b>
MAS 182	Special Topics in Masonry	2	1	5	3
MAS 211	Stone Masonry	1	2	7	3
MAS 231	Basic Cement Masonry	1	2	7	3
MAS 271	Basic Cement Masonry Lab	0	3	9	3

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Contact Hrs.</b>	<b>Sem. Hrs.</b>
MAS 183	Special Topics in Masonry	0	3	9	3
MAS 221	Specialized Masonry	1	2	7	3
MAS 252	Fireplace Construction	0	3	9	3
MAS 253	Brick Arches Lab	0	3	9	3

**Semester Total = 12 SH**

**Certificate Program Total = 54 SH**

**MASONRY/BUILDING TRADES (MAS) PROGRAM**  
**Short-Term Certificate (STC) in Fundamental Masonry**  
**Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Contact Hrs.</b>	<b>Sem. Hrs.</b>
MAS 111	Masonry Fundamentals	2	1	5	3
MAS 121	Brick/Block Masonry Fundamentals	1	2	7	3
MAS 131	Brick/Block Masonry Fundamentals II	1	2	7	3
MAS 151	Brick/Block Masonry Fundamentals III	1	2	7	3

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Contact Hrs.</b>	<b>Sem. Hrs.</b>
MAS 161	Brick Masonry Lab	0	3	9	3
MAS 162	Brick Masonry Lab	0	3	9	3
MAS 171	Residential/Commercial Masonry	1	2	7	3
MAS 181	Special Topics in Masonry	1	2	7	3

**Semester Total = 12 SH**

**Certificate Program Total = 24 SH**

**MASONRY/BUILDING TRADES (MAS) PROGRAM**  
**Short-Term Certificate (STC) in Advanced Masonry**  
**Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Contact Hrs.</b>	<b>Sem. Hrs.</b>
MAS 272	Advanced Cement Masonry	0	3	9	3
MAS 282	Special Topics in Masonry	0	3	9	3
MAS 290	Co-op Elective	0	3	9	3
MAS 291	Co-op Elective	0	3	9	3

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Contact Hrs.</b>	<b>Sem. Hrs.</b>
MAS 292	Co-op Elective	0	3	9	3
MAS 293	Co-op Elective	0	3	9	3
MAS 294	Co-op Elective	0	3	9	3
MAS 295	Co-op Elective	0	3	9	3

**Semester Total = 12 SH**

**Certificate Program Total = 24 SH**

**SIMULATION MODELING TECHNICIAN (SMT) PROGRAM**

**CIP: 11.0101**

**Short Term Certificate (STC)**

The role of a Simulation Modeling Technician (SMT) is to produce interactive 3D content to support education, business, and industry needs. Creation of 3D content permits ideas to be virtually and visually communicated in an exciting and stimulating way. SMTs utilize 3D modeling, texturing, programming and related skills in an effort to create interactive 3D content. Typical software used by a SMT includes Photoshop, 3D Studio Max, Java Script, AutoCAD, Unity 3D and many other content creation toolsets.

**Short Term Certificate (STC) Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>0</b>
<b>Area II: Humanities and Fine Arts .....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics .....</b>	<b>0</b>
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>24</b>
CIS 150 Introduction to Computer Logic & Programming .....	3
CIS 160 Multimedia for the World Wide Web .....	3
CIS 223 Three Dimensional Computer Modeling .....	3
CIS 224 Three Dimensional Computer Animation .....	3
CIS 251 C++ Programming.....	3
DDT 104 Introduction to Computer Aided Drafting & Design.....	3
DDT 124 Introduction to Technical Drawing.....	3
DDT 233 Solid Modeling .....	3
<b>Total SH Required for the Short Term Certificate.....</b>	<b>24</b>

**SIMULATION MODELING TECHNICIAN (SMT) PROGRAM**

**CIP: 11.0101**

**Short Term Certificate (STC) Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Semester</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 150	Introduction to Computer Logic & Programming	3	0	3
CIS 160	Multimedia for the World Wide Web	3	0	3
DDT 104	Introduction to Computer Aided Drafting & Design	1	2	3
DDT 124	Introduction to Technical Drawing	1	2	3
<b>Prefix #</b>	<b>Second Semester</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
CIS 223	Three Dimensional Computer Modeling	0	3	3
CIS 224	Three Dimensional Computer Animation	3	0	3
CIS 251	C++ Programming	3	0	3
DDT 233	Solid Modeling	1	2	3

**Semester Total = 24 SH**

**WELDING TECHNOLOGY (WDT) PROGRAM**

**CIP: 48.0508**

**Structural Welding Certificate - 2 Semesters**

**With Pipe - 4 Semesters**

Welding is the process of joining together two pieces of metal so that bonding takes place at their original boundary surfaces. Welding is used in the construction and repair of many thousands of manufactured products. The Welding Technology (WDT) Program at Wallace Community College Selma provides students with the technical skills necessary to enter the construction, manufacturing, and repair industries. WDT students attain hands-on experience in a variety of welding processes used by various industries in the fabrication and repair of steel components. Through practical exercises which are designed to be as realistic as possible and representative of actual world-of-work experiences, WDT students learn to use many different cutting and joining processes. The program offers both the basic Standard Certificate in Structural Welding as well as a more specialized Standard Certificate in Pipe Welding which permits a student to apply for more competitive pipe welding positions found in heavy industries such as refineries and off-shore drilling rigs.

**WELDING TECHNOLOGY (WDT) PROGRAM**

**CIP: 48.0508**

**Structural Welding Certificate Course Requirements by Academic Area - 2 Semesters**

<b>Minimum Semester Hour Distribution Requirements by Academic Area .....</b>	<b>SH</b>
<b>Area I: Written Composition .....</b>	<b>3</b>
ENG 100 Vocational Technical English I .....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics .....</b>	<b>3</b>
MAH 101 Introductory Mathematics I .....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>24</b>
WDT 108 SMAW Fillet OFC .....	3
WDT 109 SMAW Fillet PAC/CAC .....	3
WDT 110 Industrial Blue Print Reading .....	3
WDT 119 Gas Metal Arc/Flux Cored Arc Welding Theory .....	3
WDT 122 SMAW Fillet OFC Lab .....	3
WDT 123 SMAW Fillet PAC/CAC Lab .....	3
WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab .....	3
WDT 125 Shielded Metal Arc Welding Grooves Lab .....	3
<b>Total SH Required for the Standard Certificate .....</b>	<b>30</b>

**Welding Technology (WDT) Program  
Structural Welding Certificate – 2 Semesters  
Curriculum Display by Semester**

Prefix #	First Year – Fall	Theory	Lab	Contact Hrs.	Sem. Hrs.
WDT 108	SMAW Fillet/OFC Theory	3	0	0	3
WDT 109	SMAW Fillet/PAC/CAC Theory	3	0	0	3
WDT 122	SMAW Fillet/OFC Lab	0	3	9	3
WDT 123	SMAW Fillet/PAC/CAC Lab	0	3	9	3
MAH 101	Introductory Mathematics I	0	0	3	3

**Semester Total = 15 SH**

Prefix #	First Year – Spring	Theory	Lab	Contact Hrs.	Sem. Hrs.
WDT 119	GMAW/FCAW Theory	3	0	0	3
WDT 110	Industrial Blueprint Reading	3	0	0	3
WDT 124	GMAW/FCAW Lab	0	3	9	3
WDT 125	SMAW Grooves Lab	0	3	9	3
ENG 100	Vocational Technical English I	0	0	3	3

**Semester Total = 15 SH**

**Standard Certificate Program Total = 30 SH**

**WELDING TECHNOLOGY (WDT) PROGRAM**

**CIP: 48.0508**

**Pipe Welding Certificate Course Requirements by Academic Area - 4 Semesters**

**Minimum Semester Hour Distribution Requirements by Academic Area ..... SH**

**Area I: Written Composition ..... 3**

    ENG 100 Vocational Technical English I ..... 3

**Area II: Humanities and Fine Arts ..... 0**

**Area III: Natural Sciences & Mathematics ..... 3**

    MAH 101 Introductory Mathematics I ..... 3

**Area IV: History, Social and Behavioral Sciences ..... 0**

**Area V: Additional General Education Courses, Major Courses and Electives ..... 48**

    WDT 108 SMAW Fillet OFC ..... 3

    WDT 109 SMAW Fillet PAC/CAC ..... 3

    WDT 110 Industrial Blue Print Reading ..... 3

    WDT 115 GTAW Carbon Pipe Theory ..... 3

    WDT 116 GTAW Stainless Steel Pipe Theory ..... 3

    WDT 119 Gas Metal Arc/Flux Cored Arc Welding Theory ..... 3

    WDT 120 SMAW Grooves Theory ..... 3

    WDT 122 SMAW Fillet OFC Lab ..... 3

    WDT 123 SMAW Fillet PAC/CAC Lab ..... 3

    WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab ..... 3

    WDT 125 Shielded Metal Arc Welding Grooves Lab ..... 3

    WDT 155 GTAW Carbon Pipe Lab ..... 3

    WDT 156 GTAW Stainless Steel Pipe Lab ..... 3

    WDT 217 SMAW Carbon Pipe Theory ..... 3

    WDT 257 SMAW Carbon Pipe Lab ..... 3

    WDT 258 Certification Lab ..... 3

**Total SH Required for the Standard Certificate ..... 54**

*Student competence in the basic use of computers is accomplished within ENG 100.*

*Student competence in Oral Communications is accomplished within discipline-specific courses.*

*All students entering the Pipe Welding Certificate must have passed or be able to pass the 3G & 4G plate test with 6010 root, no backing and 7018 filler on 3/8 inch plate in accordance with the American Welding Society D1.1 Code.*

**WELDING TECHNOLOGY (WDT) PROGRAM**  
**Pipe Welding Standard Certificate – 4 Semesters**  
**Curriculum Display by Semester**

**Plate Certification**

Prefix #	First Year – Fall	Theory	Lab	Contact Hrs.	Sem. Hrs.
WDT 108	SMAW Fillet/OFC Theory	3	0	0	3
WDT 109	SMAW Fillet/PAC/CAC Theory	3	0	0	3
WDT 122	SMAW Fillet/OFC Lab	0	3	9	3
WDT 123	SMAW Fillet/PAC/CAC Lab	0	3	9	3
MAH 101	Introductory Mathematics I				3

**Semester Total = 15 SH**

Prefix #	First Year – Spring	Theory	Lab	Contact Hrs.	Sem. Hrs.
WDT 119	GMAW/FCAW Theory	3	0	0	3
WDT 120	SMAW Grooves Theory	3	0	0	3
WDT 124	GMAW/FCAW Lab	0	3	9	3
WDT 125	SMAW Grooves Lab	0	3	9	3
ENG 100	Vocational Technical English I				3

**Semester Total = 15 SH**

**Pipe Certification**

Prefix #	First Year- Summer	Theory	Lab	Contact Hrs.	Sem. Hrs.
WDT 115	GTAW Carbon Pipe Theory	3	0	0	3
WDT 116	GTAW Stainless Pipe Theory	3	0	0	3
WDT 155	GTAW Carbon Pipe Lab	0	3	9	3
WDT 156	GTAW Stainless Pipe Lab	0	3	9	3

**Semester Total = 12 SH**

Prefix #	Second Year – Fall	Theory	Lab	Contact Hrs.	Sem. Hrs.
WDT 110	Industrial Blueprint Reading	3	0	0	3
WDT 217	SMAW Carbon Pipe Theory	3	0	0	3
WDT 257	SMAW Carbon Pipe Lab	0	3	9	3
WDT 258	Certification Lab	0	3	9	3

**Semester Total = 12 SH**

**Standard Certificate Program Total = 54 SH**

*Student competence in the basic use of computers is accomplished within ENG 100.*

*Student competence in Oral Communications is accomplished within discipline-specific courses.*

*All students entering the Pipe Welding Certificate must have passed or be able to pass the 3G & 4G plate test with 6010 root, no backing and 7018 filler on 3/8 inch plate in accordance with the American Welding Society D1.1 Code.*

**COURSE DESCRIPTIONS  
ART APPRECIATION (ART)**

**ART 100 Art Appreciation**

**3 hours**

**Pre-requisite: None.**

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

**BIOLOGY (BIO)**

**BIO 103 Principles of Biology I**

**4 hours**

**Pre-requisite: 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 Principles of Biology II**

**4 hours**

**Pre-requisite: BIO 103.**

This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180 minute laboratory is required.

**BIO 112 Human Reproduction & Inheritance**

**3 hours**

**Pre-requisite: Regular admission status.**

Human Reproduction and Inheritance is an introductory genetics course with primary emphasis on human inheritance, reproduction, venereal diseases, birth control, and teratology. No laboratory is required.

**BIO 120 Medical Terminology**

**3 hours**

**Pre-requisite: 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 laboratory is required.

**BIO 201 Human Anatomy & Physiology I**

**4 hours**

**Pre-requisite: BIO 103.**

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.

**BIO 202 Human Anatomy & Physiology II**

**4 hours**

**Pre-requisite: BIO 201.**

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.

**BIO 220 General Microbiology**

**4 hours**

**Pre-requisite: BIO 103. (Recommended 4 Semester Hours of Chemistry).**

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120 minute laboratories are required.

**BIO 240 Field Biology**  
**Pre-requisite: BIO 103.**

**4 hours**

This course covers basic principles of taxonomy, classification, and selected ecological concepts. Animal and plant diversity is emphasized through collection, identification, and museum preparation of local flora and fauna. Laboratory is required.

**BASIC STUDY SKILLS (BSS)**

**BSS 118 College Study Skills**  
**Pre-requisite: None.**

**1 hour**

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

**BSS 120 Career Assessment**  
**Pre-requisite: None.**

**1 hour**

This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, student should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.

**BUSINESS ADMINISTRATION (BUS)**

**BUS 100 Introduction to Business**

**3 hours**

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 177 Salesmanship**

**3 hours**

This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior.

**BUS 186 Elements of Supervision**

**3 hours**

This is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

**BUS 189 Human Relationships**

**1-3 hours**

This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace.

**BUS 190 Management Workshop**

**1-3 hours**

This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and may be tailored for the needs of individuals, business and industry.

**BUS 191 Management Workshop**

**1-3 hours**

This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

**BUS 192 Management Workshop**

**1-3 hours**

This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

**BUS 210 Introduction to Accounting**

**3 hours**

This course is an introduction to accounting and financial reporting concepts and the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user approach.



**BUS 215 Business Communications****3 hours**

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

**BUS 241 Principles of Accounting I****3 hours**

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

**BUS 242 Principles of Accounting II****3 hours****Pre-requisite: 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 246 Accounting on the Microcomputer****3 hours**

This course utilizes the microcomputer in a study of accounting principles and practices. Emphasis is on the preparation and analysis of financial statements, measuring business activity, and making rational business decisions.

**BUS 261 Business Law****3 hours****Pre-requisite: As required by program.**

This course provides an overview of legal principles affecting businesses. Topics include contracts, agency and employment, negotiable instruments, bailments, and sale of goods.

**BUS 262 Business Law II****3 hours**

Topics include legal principles related to partnerships, corporations, real property and leases, insurance, security devices, bankruptcy, trust and estates; government regulations of business and labor; civil and criminal liability; and business security.

**BUS 263 Legal & Social Environment of Business****3 hours**

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 271 Business Statistics I****3 hours****Pre-requisite: MTH 100.**

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing.

**BUS 275 Principles of Management****3 hours**

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

**BUS 276 Human Resource Management****3 hours**

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 Management Seminar****3 hours**

This course offers study of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their areas of concentration and employment training.

**BUS 280 Industrial Management****3 hours**

This course provides an overview of management in an industrial setting. Topics include operations analysis, research and development, physical facilities, production planning, productivity improvement, product flow, quality control, jobs and wages, and employee motivation.

**BUS 285 Principles of Marketing****3 hours**

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

**CHEMISTRY (CHM)****CHM 104 Introduction to Inorganic Chemistry****4 hours****Pre-requisite: MTH 092 (Developmental Algebra II) or equivalent math placement score.**

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

**CHM 105 Introduction to Organic Chemistry****4 hours****Pre-requisite: CHM 104 (Introduction to Inorganic Chemistry) or CHM 111 (College Chemistry I).**

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required.

**CHM 111 College Chemistry I****4 hours****Pre-requisite: MTH 112 (Pre-calculus Algebra) or equivalent math placement score.**

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, liquids and solids, solutions, and colloids. Laboratory is required.

**CHM 112 College Chemistry II****4 hours****Pre-requisite: CHM 111 (College Chemistry I).**

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

**CHM 221 Organic Chemistry I****4 hours****Pre-requisite: CHM 112 (College Chemistry II).**

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. A 120 minute laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

**CHM 222 Organic Chemistry II****4 hours****Pre-requisite: CHM 221 (Organic Chemistry I).**

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. A 120 minute laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

## **COMPUTER INFORMATION SYSTEMS (CIS)**

### **CIS 111 Word Processing Software Applications MS Word**

**3 hours**

**Pre-requisite: CIS146.**

This course provides students with hands-on experience using word processing software. Students will develop skills common to most word processing software by developing a wide variety of documents. Emphasis is on planning, developing, and editing functions associated with word processing. Students must complete this course with at least a "C" average.

### **CIS 113 Spreadsheet Software Applications MS Excel**

**3 hours**

**Pre-requisite: CIS146.**

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets. Students must complete this course with at least a "C" average.

### **CIS 115 Presentation Graphics Software Applications MS PowerPoint**

**3 hours**

**Pre-requisite: CIS146.**

This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations. Students must complete this course with at least a "C" average.

### **CIS 117 Database Management Software Applications MS Access**

**3 hours**

**Pre-requisite: CIS146.**

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. Students must complete this course with at least a "C" average.

### **CIS 130 Intro to Information Systems**

**3 hours**

**Pre-requisite: None.**

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware. Students must complete this course with at least a "C" average.

### **CIS 146 Microcomputer Applications**

**3 hours**

**Pre-requisite: Basic Keyboarding Skills Preferred.**

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC3 certification. This course or an equivalent is **CORE** for the AAT and AAS CIS programs. Students must complete this course with at least a "C" average.

### **CIS 150 Introduction to Computer Logic & Programming**

**3 hours**

**Pre-requisite: As required by College.**

This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flow charts, structure charts, and pseudo code will be covered and students will be expected to apply the techniques to designated situations and problems. This is a **CORE** course. Students must complete this course with at least a "C" average.

**CIS 151 Graphics for the World Wide Web****3 hours****Pre-requisite: As required by College.**

This course will provide an overview to the theory, tools, and techniques necessary for creating high-quality graphics using design software tools. This course may be substituted with CAT 150 Imaging I: Principles of Photography and Introduction to Photoshop and CAT180 Imaging II: Techniques of Photoshop and Painter or equivalent. Students must complete this course with at least a "C" average.

**CIS 160 Multimedia for the World Wide Web****3 hours****Pre-requisite: As required by College.**

This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia. Students must complete this course with at least a "C" average.

**CIS 161 Intro to Networking Communications****3 hours****Pre-requisite: CIS249, CIS268 & CIS269.**

This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification. Students must complete this course with at least a "C" average.

**CIS 191 Intro to Computer Programming Concepts****3 hours****Pre-requisite: As required by College.**

This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures and simple data structures are introduced. Students are expected to write programs as part of this course. Students must complete this course with at least a "C" average.

**CIS 207 Intro to Web Development****3 hours****Pre-requisite: CIS130 and CIS146.**

At the conclusion of this course, students will be able to use specified markup languages to develop basic WEB pages. Students must complete this course with at least a "C" average.

**CIS 212 Visual Basic Programming****3 hours****Pre-requisite: CIS110.**

This course emphasizes BASIC programming, using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Students must complete this course with at least a "C" average.

**CIS 223 Three Dimensional Computer Modeling****3 hours****Pre-requisite: As required by College.**

This course is a study in 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation, and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use. Students must complete this course with at least a "C" average.

**CIS 224 Three Dimensional Computer Animation****3 hours****Pre-requisite: As required by College.**

This course is a study in 3D computer animation. Course contents include a review of 3D modeling, rendering the 3D animations, compositing and special effects for both video and digital editing, video and film recording, storyboarding and sound design, technical testing and production estimates and scheduling. Students must complete this course with at least a "C" average.

**CIS 249 Microcomputer Operating Systems****3 hours****Pre-requisite: None.**

This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management. Students must complete this course with at least a "C" average.

**CIS 251 C++ Programming****3 hours****Pre-requisite: As required by College.**

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing. Students must complete this course with at least a "C" average.

**CIS 268 Software Support****3 hours****Pre-requisite: CIS130.**

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a **CORE** course for the AAS CIS program. Students must complete this course with at least a "C" average.

**CIS 269 Hardware Support****3 hours****Pre-requisite: CIS130.**

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a **CORE** course for the AAS CIS program. Students must complete this course with at least a "C" average.

**CIS 291 Case Study in Computer Science****3 hours****Pre-requisite: CIS111, CIS113, CIS115, CIS117 and CIS207.**

This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion, students should be able to design, code, test and document a comprehensive computer information system. Students must complete this course with at least a "C" average.

**COSMETOLOGY INSTRUCTOR TRAINING (CIT)****CIT 211 Teaching and Curriculum Development****3 hours****Pre-requisite: Licensed managing cosmetologist (5 years experience).**

This course focuses on principles of teaching, teaching maturity personality conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans. NDC.

**CIT 212 Teacher Mentorship****3 hours****Pre-requisite: Licensed managing cosmetologist (5 years experience).****Co-requisite: CIT 211 or permission of instructor.**

This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods. NDC.

**CIT 213 Cosmetology Instructor Co-op****3 hours****Pre-requisite: Licensed managing cosmetologist (5 years experience).**

**Co-requisite: CIT 211, CIT 212 or permission of instructor.** The course introduces students to methods for developing lesson plans. Emphasis is placed on writing lesson plans and on the four-step teaching plan. Upon completion, students should be able to write daily lesson plans and demonstrate the four-step teaching method. NDC.

**CIT 221 Lesson Plan Implementation****3 hours****Pre-requisite: Licensed managing cosmetologist (5 years experience).**

This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four step teaching method. NDC,

**CIT 222 Instructional Materials and Methods****3 hours****Pre-requisite: Licensed managing cosmetologist (5 years experience).****Co-requisite: CIT 223 or permission of instructor.**

This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, the student should be able to prepare teaching aids and determine their most effective use. NDC.

**CIT 223 Instructional Materials and Methods Applications****3 hours****Pre-requisite: Licensed managing cosmetologist (5 years experience).****Co-requisite: CIT 222 or permission of instructor.**

This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan. NDC.

**COSMETOLOGY (COS)****COS 111 Introduction to Cosmetology****3 hours****Pre-requisite: As required by college.****Co-requisite: COS 112 – Introduction to Cosmetology Lab**

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

**COS 112 Introduction to Cosmetology Lab****3 hours****Pre-requisite: As required by college.****Co-requisite: COS 111 – Introduction to Cosmetology.**

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in theory component from COS 111. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

**COS 113 Theory of Chemical Services****3 hours****Pre-requisite: As required by college.****Co-requisite: COS 114 – Chemical Services Lab.**

During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

**COS 114 Chemical Services Lab****3 hours****Pre-requisite: As required by college.****Co-requisite: COS 113**

During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

**COS 115 Hair Coloring Theory****3 hours****Pre-requisite: As required by college.****Co-requisite: COS 116 – Hair Coloring Lab.**

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

**COS 116 Hair Coloring Lab****3 hours****Pre-requisite: As required by college.****Co-requisite: COS 115 – Hair Coloring Theory.**

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

**COS 117 Basic Spa Techniques****3 hours****Pre-requisite: As required by college.****Co-requisite: COS 118 – Basic Spa Techniques Lab.**

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

**COS 118 Basic Spa Techniques Lab****3 hours****Pre-requisite: As required by college.****Co-requisite: COS 117 – Basic Spa Techniques**

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

**COS 119 Business of Cosmetology****3 hours****Pre-requisite: As required by college.**

This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the work place. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon. This is a CORE course.

**COS 123 Cosmetology Salon Practices****3 hours****Pre-requisite: As required by college.****Co-requisite: COS 131 or permission of instructor.**

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 Aesthetics****3 hours****Pre-requisite: None.****Co-requisite: COS 132 or permission of instructor.**

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, and hair removal. Upon completion, the student should be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, and disorders of the skin. NDC.

**COS 132 Aesthetics Applications****3 hours****Prerequisite: None.****Co-requisite: COS 131 or permission of instructor.**

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 makeup, and hair removal. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrates facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions. NDC.

**COS 143 Specialty Hair Preparation Techniques****3 hours****Pre-requisite: As required by college.**

This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing.

**COS 144 Hair Shaping and Design****3 hours****Pre-requisite: As required by college.**

In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.

**COS 145 Hair Shaping Lab****3 hours****Pre-requisite: As required by college.**

This course covers the study of the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions.

**COS 151 Nail Care****3 hours****Pre-requisite: As required by college.**

This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

**COS 158 Employability Skills****3 hours****Pre-requisite: As required by college.**

This course provides the study of marketable skills to prepare the student to enter the world of work. Emphasis is placed on resumes, interviews, client and business relations, personality, computer literacy, and attitude. Upon completion, the student should be prepared to obtain employment in the field for which they have been trained.

**CRIMINAL JUSTICE (CRJ)****CRJ 100 Introduction to Criminal Justice****3 hours****Pre-requisite: None.**

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

**CRJ 110 Introduction to Law Enforcement****3 hours****Pre-requisite: None.**

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 Police Patrol****3 hours**

This course studies the duties, and responsibilities of the uniformed police patrol. It emphasizes the importance of patrol functions and includes principles, methods, procedures and resources used in police patrol operations.



**CRJ 117 Community Relations****3 hours****Pre-requisite: None.**

This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service, and mobilizing community involvement and cooperation.

**CRJ 130 Introduction to Law and Judicial Process****3 hours****Pre-requisite: None.**

This course provides an introduction to the basic elements of substantive and procedural law, and the stages in the judicial process. It includes an overview of state and federal court structure.

**CRJ 140 Criminal Law and Procedure****3 hours****Pre-requisite: None.**

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with attention to the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are covered.

**CRJ 146 Criminal Evidence****3 hours****Prerequisite: None.**

This course considers the origins of the law of evidence and current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the court regarding evidence.

**CRJ 147 Constitutional Law****3 hours****Pre-requisite: None.**

This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as right to counsel, search and seizure, due process and civil rights.

**CRJ 150 Introduction to Corrections****3 hours****Pre-requisite: None.**

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

**CRJ 156 Correctional Institutions****3 hours****Pre-requisite: None.**

This course examines correctional institutions and their functions. Topics covered include prison facilities, programs, and the effects of incarceration.

**CRJ 157 Community Based Corrections****3 hours****Pre-requisite: None.**

This course examines various forms of community corrections and alternative sentences. Probation, parole, halfway houses, work release, community service, electronic monitoring, and camps are among the programs considered.

**CRJ 160 Introduction to Security****3 hours****Pre-requisite: None.**

This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial securities are covered.

**CRJ 166 Private and Retail Security****3 hours****Pre-requisite: None.**

This course surveys the legal foundations, regulations, training, and other issues in private security. Typical offences, laws, and law enforcement strategies common in the field are covered. Methods of loss prevention are examined.

**CRJ 177 Criminal and Deviant Behavior****3 hours****Pre-requisite: None.**

This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation.

**CRJ 178 Narcotics/Dangerous Drugs****3 hours****Pre-requisite: None.**

This course surveys the history and development of drug abuse in society. Theories of drug abuse, identification and classification of drugs are covered. Strategies for combating the drug problem are discussed.

**CRJ 205 Treatment of the Offender****3 hours****Pre-requisite: None.**

This course looks at the principles and techniques of dealing with the detained offender. Topics include searching, transporting, interviewing, and counseling.

**CRJ 208 Introduction to Criminology****3 hours****Pre-requisite: None.**

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.

**CRJ 209 Juvenile Delinquency****3 hours****Pre-requisite: None.**

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 212 Correctional Counseling Techniques****3 hours****Pre-requisite: None.**

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 Police Organization and Administration****3 hours****Pre-requisite: None.**

This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

**CRJ 217 Report Writing****3 hours****Pre-requisite: None.**

This course reviews the various types of police reports, including incident, investigative, progress, and others. The course analyzes the different forms of written communications used in law enforcement.

**CRJ 219 Firearms****3 hours****Pre-requisite: None.**

This course covers the moral implications, legal provisions, safety precautions, and restrictions governing the use of firearms. The use of sidearm and riot guns with stationary and combat targets is explored.

**CRJ 220 Criminal Investigation****3 hours****Pre-requisite: None.**

This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized.

**CRJ 230 Criminalistics****3 hours****Pre-requisite: None.**

This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, casts, and the like.

**CRJ 236 Advanced Criminalistics****3 hours****Pre-requisite: None.**

This course covers the collection, handling, and analysis of evidence from crime scene to laboratory to courtroom. Topics include hair, fibers, body fluids, firearms, glass, paint, drugs, documents, etc. Laboratory experience may be utilized.

**CRJ 238 Crime Scene Investigation****3 hours****Pre-requisite: None.**

This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collection and preservation, and courtroom procedures are considered.

**CRJ 239 Issues in Law Enforcement****3 hours****Pre-requisite: None.**

This course involves research, writing, and discussion of selected subjects relating to law enforcement. An analysis of contemporary police problems is provided.

**CRJ 256 Correctional Rehabilitation** **3 hours**  
**Pre-requisite: None.**  
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 259 Issues in Corrections** **3 hours**  
**Pre-requisite: None.**  
This course involves research, writing, and discussion of selected subjects relating to corrections. An analysis of contemporary problems in corrections is provided.

**CRJ 280 Internship in Criminal Justice** **3 hours**  
**Pre-requisite: None.**  
This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head.

**CRJ 290 Selected Topics - Seminar in Criminal Justice** **1-3 hours**  
**Pre-requisite: None.**  
This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head.

#### **DRAFTING AND DESIGN TECHNOLOGY (DDT)**

**DDT 104 Introduction to Computer Aided Drafting & Design** **3 hours**  
**Pre-requisite: None.**  
This course provides an introduction to basic Computer-Aided Design & Drafting (CADD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

**DDT 111 Fundamentals of Drafting and Design Technology** **3 hours**  
**Pre-requisite: None.**  
This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching and drawing.

**DDT 117 Manufacturing Processes** **3 hours**  
**Pre-requisite: None.**  
This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and express and interpret material specifications.

**DDT 122 Advanced Technical Drawing** **3 hours**  
**Pre-requisite: DDT 104, DDT 111, DDT 124 or instructor approval.**  
This course covers methods of providing size description and manufacturing information for production drawings and includes common fasteners and welding symbols. Emphasis will be placed on accepted dimensioning and tolerance practices, including geometric dimensioning and tolerancing for both the customary English system and the ISO system, common fasteners and welding symbols. This course supports CIP code 15.1301.

**DDT 124 Introduction to Technical Drawing** **3 hours**  
**Pre-requisite: None.**  
This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.

**DDT 125 Surface Development** **3 hours**  
**Pre-requisite: DDT 111, DDT 124 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 127 Intermediate Computer Aided Drafting and Design** **3 hours**  
**Pre-requisite:** DDT 104, DDT 111, DDT 124 or instructor approval.  
 This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.
- DDT 128 Intermediate Technical Drawing** **3 hours**  
**Pre-requisite:** DDT 111, DDT 124, or Instructor approval.  
 This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings.
- DDT 132 Architectural Drafting** **3 hours**  
**Pre-requisite:** DDT 111, DDT 124, DDT 104 or instructor approval.  
 This course includes basic terminology, concepts and principles of architectural design. Topics include design consideration, lettering, terminology, site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings to specification.
- DDT 134 Descriptive Geometry** **3 hours**  
**Pre-requisite:** None.  
 This course is designed to teach the fundamental concepts of descriptive geometry through an emphasis on logical reasoning, visualization, and practical applications. Topics include orthographic projection, points and lines in space, auxiliary views, plane representation, intersecting and non-intersecting lines, piercing and intersecting planes, plane development, and calculations. Upon completion, students should be able to project and intersect points, lines, and planes, with their relationships in space.
- DDT 212 Intermediate Architectural Drafting** **3 hours**  
**Pre-requisite:** DDT 132 or instructor approval.  
 This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include interior elevations, plot plans, and interior details. Upon completion, students should be able to draw and specify advanced level plans including various architectural details.
- DDT 227 Strength of Materials** **3 hours**  
**Pre-requisite:** None.  
 This course in statics and strength of materials includes the study of forces and how they act and react on bodies and structures. Topics include the effects of forces as found in structures and machines under conditions of equilibrium, how materials resist forces, strengths of common construction materials and structural components. Force systems such as parallel, concurrent, and non-concurrent are studied in co-planar and non-coplanar situations are included. Upon completion, students should understand and be able to apply the principles of force in engineering drawings.
- DDT 233 Solid Modeling** **3 hours**  
**Pre-requisite:** As required by college.  
 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 235 Specialized CAD** **3 hours**  
**Pre-requisite:** Instructor approval.  
 This course allows the student to plan, execute, and present results of individual projects in Specialized CAD topics. Emphasis is placed on enhancing skill attainment in Specialized CAD skill sets. The student will be able to demonstrate and apply competencies identified by the instructor.
- DDT 236 Design Project** **3 hours**  
**Pre-requisite:** Instructor approval.  
 This course allows the student to plan, execute, and present results of an individual design project. Emphasis is placed on attainment of skills related to a project agreed upon by the instructor and student. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**DDT 239 Independent Studies****3 hours****Pre-requisite: 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.

**ECONOMICS (ECO)****ECO 231 Principles of Macroeconomics****3 hours****Pre-requisite: None.**

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**ECO 232 Principles of Microeconomics****3 hours****Pre-requisite: None.**

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

**ELECTRICAL TECHNOLOGY (ELT)****ELT 108 DC Principles of Electricity****3 hours****Pre-requisite: Permission of instructor.**

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. This course will also incorporate basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, manifest a businesslike personality, and effectively present themselves before co-workers and the public.

**ELT 109 AC Principles of Electricity****3 hours****Pre-requisite: Permission of instructor.**

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 set up, explain, construct AC circuits and properly use AC test equipment.

**ELT 110 Wiring Methods****3 hours****Pre-requisite: Permission of instructor.**

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses.

**ELT 114 Residential Wiring Methods****3 hours****Pre-requisite: Permission of instructor.**

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 115 Residential Wiring Methods II****3 hours****Pre-requisite: Permission of instructor.**

This course provides the student with information on how to interpret electrical residential blueprints, wiring diagrams, layouts, and will teach them to wire many different residential circuits in accordance with the National Electric Code. Emphasis is placed on applying the National Electrical Code, actual wiring of panels, service and branch circuits. Upon completion, students should be able to interpret and wire most aspects of a residential application to code.

**ELT 117 Basic AC/DC Machines****3 hours****Pre-requisite: Permission of instructor.**

This course covers the theory and operation of single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab. Upon completion, students should be able to explain, wire and troubleshoot most single and three phase AC motors.

**ELT 118 Commercial/Industrial Wiring I****3 hours****Pre-requisite: Permission of instructor.**

This course teaches the student the principles and applications of commercial and industrial wiring. Emphasis is placed on blue print symbols, hand and power tools, electrical safety, calculations and the NEC code requirements as applied to commercial and industrial wiring. Upon completion, students should be able to read electrical plans, understand electrical symbols, calculate electrical loads for commercial industrial applications and interpret the NEC code requirements.

**ELT 132 Commercial/Industrial Wiring II****3 hours****Pre-requisite: Permission of instructor.**

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 181 Special Topics in ELT Technology****3 hours****Pre-requisite: Permission of the instructor.**

These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.

**ELT 211 Motor Control I****3 hours****Pre-requisite: Permission of instructor.**

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 Motor Controls II****3 hours****Pre-requisite: Permission of instructor.**

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 231 Introduction to Programmable Controllers****3 hours****Pre-requisite: Permission of instructor.**

This state-of-the art course includes the fundamental principles 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 troubleshoot the system.

**ELT 232 Advanced Programmable Controllers** **3 hours**  
**Pre-requisite: Permission of instructor.**

This state-of-the-art course focuses on PLC hardware, programming and program design. Emphasis is placed on developing working programs, timers, 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 National Electric Code** **3 hours**  
**Pre-requisite: Permission of instructor.**

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 Journeyman-Master Prep Exam** **3 hours**  
**Pre-requisite: Permission of instructor.**

This course is designed to help prepare a student to take either the Journeyman or Master Certification Exam. Emphasis is placed on review of electrical concepts and/or principles, practice tests, and test taking procedures. Upon completion, students should be able to pass the Journeyman/Masters Certifying Exam.

**ELT 244 Conduit Bending and Installation** **3 hours**  
**Pre-requisite: Permission of instructor.**

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.

#### **ENGLISH LANGUAGE & LITERATURE (ENG)**

**ENG 092 Basic English II** **4 hours**  
**Pre-requisite: None.**

This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

**ENG 093 Basic English II** **4 hours**  
**Pre-requisite: A grade of "S" (Satisfactory) in ENG 092 or an appropriate writing placement score.** This

course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays. A 50-minute lab is required.

**ENG 100 Vocational Technical English I** **3 hours**  
**Pre-requisite: Satisfactory placement score.**

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

**ENG 101 English Composition I** **3 hours**

**Pre-requisite: Successful completion of ENG 093; or a score of 62 or better on the English section of COMPASS; or a score of 20 or better on the ACT; or a transfer credit grade of a "C" or better.** English Composition I provide instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

**ENG 102 English Composition II****3 hours****Pre-requisite: A grade of "C" or better in ENG 101 or the equivalent.**

English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.

**ENG 251 American Literature I****3 hours****Pre-requisite: 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 American Literature II****3 hours****Pre-requisite: 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 English Literature I****3 hours****Pre-requisite: 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 aspect of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 262 English Literature II****3 hours****Pre-requisite: 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 World Literature I****3 hours****Pre-requisite: 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 World Literature II****3 hours****Pre-requisite: 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.



## **GEOGRAPHY (GEO)**

### **GEO 100 World Regional Geography**

**3 hours**

**Pre-requisite: None.**

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.

### **GEO 220 Principles of Physical Geography**

**3 hours**

**Pre-requisite: None.**

This course is an introduction to natural features of the earth. It concentrates on weather, climate, soil, and vegetation associations, on landforms and on the forces that have been active in shaping the earth's surface.

### **GIS 106 Geographic Information Systems**

**3 hours**

**Pre-requisite: As required by program.**

This course is designed to introduce the student to the Geographic Information System (GIS) software. Topics will include storing, managing, and displaying spatial features and geographic data, coordinate systems, vector and raster data models, spatial data editing, and attribute data management. Upon completion students should be able to manipulate and edit GIS data.

## **HEALTH EDUCATION (HED)**

### **HED 221 Personal Health**

**3 hours**

This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.

### **HED 222 Community Health**

**3 hours**

This course introduces principles and practices of community health; it includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer health, health organization, and environmental concerns.

### **HED 224 Personal and Community Health**

**3 hours**

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.

### **HED 226 Wellness**

**1-3 hours**

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.

### **HED 230 Safety and First Aid**

**3 hours**

HED 230 is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e., school, office, shop, etc.). The second part deals with physical injuries, emergency care, and treatment of those injuries. CPR certification and Standard Red Cross Cards are given upon successful completion of American Red Cross requirements.

### **HED 231 First Aid**

**3 hours**

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.

### **HED 232 Care and Prevention of Athletic Injuries**

**3 hours**

This course provides a study of specific athletic injuries, their treatment, and preventive measures.

### **HED 266 Introduction to Health Occupations**

**3 hours**

**Pre-requisite: As required by program.**

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 Drug Education****3 hours**

This course provides an examination of the drug scene with emphasis on the following: pharmacological and sociological aspects of drug use, rehabilitation and treatment resources, and law enforcement procedures.

**HED 277 CPR Recertification****1 hour**

In this course, instruction and review of updated information concerning cardio-pulmonary resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association.

**HISTORY (HIS)****HIS 101 History of Western Civilization I****3 hours****Pre-requisite: None.**

This course is a survey of social, cultural, economic, and political developments which have molded the modern Western world. It covers the ancient and medieval periods and concludes in the era of Renaissance and Reformation.

**HIS 102 History of Western Civilization II****3 hours****Pre-requisite: None.**

This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

**HIS 201 United States History I****3 hours**

**Pre-requisite: None.** This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

**HIS 202 United States History II****3 hours****Pre-requisite: None.**

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

**HIS 256 African-American History****3 hours****Pre-requisite: None.**

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.

**INDUSTRIAL MAINTENANCE TECHNOLOGY (INT)****IDS 104 Problem Solving and Decision Making****3 hours****Pre-requisite: As required by program.**

This course offers an integrated approach designed to increase the ability of the student to analyze problems, comprehend information, and make decisions by explicit training in higher-level thinking skills.

**INT 101 DC Fundamentals****3 hours****Pre-requisite: As required by program.**

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. Supports CIP Codes: **15.0303, 47.0105, 46.0302, and 47.0609.** This course is also taught as ETC 101, EET 103, ILT 160, ELT 108.

- INT 103 AC Fundamentals** **3 hours**  
**Pre-requisite: As required by program.**  
This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of A. C. such as RLC, impedance, phase relationships and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. Supports CIP Codes: 15.0303, 47.0105, 46.0302, and 47.0609. This course is also taught as ETC 102, EET 104, ILT 161, ELT 109.
- INT 104 Principles of Technology** **3 hours**  
**Pre-requisite: As required by program.**  
This course provides an introduction to the application of the principles of physics in technology. Topics include fundamentals of mechanics, properties of matter, heat and temperature, electricity and magnetism, optics and modern physics.
- INT 112 Industrial Maintenance Safety Procedures** **3 hours**  
**Pre-requisite: As required by program.**  
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 materials safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial production setting.
- INT113 Industrial Motor Control I** **3 hours**  
**Pre-requisite: As required by program.**  
This course focuses on information regarding industrial motor controls and basic information regarding process logic controllers. Upon completion students will be able to remove, replace, and wire different types of control devices for operating industrial motors.
- INT 117 Principles of Industrial Mechanics** **3 hours**  
**Pre-requisite: As required by program.**  
This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.
- INT 118 Fundamentals of Industrial Hydraulics and Pneumatics** **3 hours**  
**Pre-requisite: As required by program.**  
This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.
- INT 119 Principles of Mechanical Measurement and Technical Drawing** **3 hours**  
**Pre-requisite: As required by program.**  
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 of various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawings.
- INT 121 Industrial Hydraulics Troubleshooting** **3 hours**  
**Pre-requisite: As required by program.**  
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 demonstrate the ability to troubleshoot and repair industrial hydraulic systems.

**INT 126 Preventive Maintenance**

**3 hours**

**Pre-requisite: As required by program.**

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

**INT 127 Principles of Industrial Pumps and Piping Systems**

**3 hours**

**Pre-requisite: As required by program.**

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

**INT 134 Principles of Industrial Maintenance Welding and Metal Cutting Techniques**

**3 hours**

**Pre-requisite: As required by program.**

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

**INT 213 Industrial Motor Control II**

**3 hours**

**Pre-requisite: As required by program.**

This course is a continuation of INT 212 focusing on additional theory and practice regarding industrial motor control schematics and wiring. Included are multispeed and softstart wiring techniques for industrial motors and synchronous motor control. The student will also be exposed to the theory, setup and programming of variable speed drives. Upon completion students will be able to remove, replace, and wire different types of resistors, reactors and transformers similar to those used in the control of industrial polyphase motors; and large DC motors.

**INT 222 Special Topics**

**3 hours**

**Pre-requisite: Permission of instructor.**

This course provides specialized instruction in various areas related to industrial maintenance. Emphasis is placed on meeting students' needs.

**INT 284 Applied Principles of Programmable Control**

**3 hours**

**Pre-requisite: As required by program.**

This course provides a comprehensive study in the theory and application of specific models of programmable logic controllers. Topics include hardware configuration, memory and addressing detail function of software, instruction types, system troubleshooting, and simple programming techniques.

**INT 288 Advanced Principles of Programmable Control**

**3 hours**

**Pre-requisite: As required by program.**

This course provides instruction in the advanced theory, application, and programming techniques of a specific programmable logic controller, including the hardware/software layout, addressing, communication, and machine interface. In addition, the course covers instruction in timing and memory consideration, and their effects on program and machine performance.

## LIBRARY SCIENCE (LBS)

### **LBS 101 Introduction to Library Use I**

**1 hour**

**Pre-requisite: None.**

This course provides instruction on how to use the library. Emphasis is placed on basic library skills, including use of the Online Public Access Catalog (OPAC), other online resources, reference sources, current information sources, and indexes. Available only during fall and spring semesters.

## MASONRY/BUILDING TRADES (MAS)

### **MAS 111 Masonry Fundamentals I**

**3 hours**

**Pre-requisite: As required by program.**

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. *NDC*

### **MAS 121 Brick/Block Masonry**

**3 hours**

**Pre-requisite: As required by program.**

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. *NDC*

### **MAS 131 Residential/Commercial**

**3 hours**

**Pre-requisite: As required by program.**

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 and job preparation. 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, installing expansion joints, setting coping, and moisture control. *NDC*

### **MAS 151 Masonry Fundamentals Lab**

**3 hours**

**Pre-requisite: As required by program.**

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. *NDC*

### **MAS 152 Masonry Fundamentals Lab**

**3 hours**

**Pre-requisite: As required by program.**

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 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. *NDC*

### **MAS 153 Special Topics/Projects**

**3 hours**

**Pre-requisite: As required by program.**

A selection of topics/projects related to the masonry profession is addressed in this combined theory and lab course. Subject matter and projects will vary according to industry and student needs, and the course may be repeated for credit within institutional policy. Upon completion, students will demonstrate competencies designed to assess course objectives.

### **MAS 161 Concrete Block Masonry**

**3 hours**

**Pre-requisite: As required by program.**

This course provides practical application of concrete block advanced laying techniques. Emphasis is placed on developing skill in laying concrete block, constructing and reinforcing walls, joints, and sample panels and prisms. Upon completion, the student should be able to construct concrete block walls to entry-level standards. *NDC*

- MAS 162 Brick Masonry Lab** **3 hours**  
**Pre-requisite: As required by program.**  
 This course provides practical application of advanced brick laying techniques. Emphasis is placed on developing skill 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. NDC
- MAS 171 Residential/Commercial** **3 hours**  
**Pre-requisite: As required by program.**  
 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 plan, utilize appropriate methods to ensure moisture control, lay brick and block to the line, and build brick and block foundations to entry level standards. NDC
- MAS 181 Special Topics in Masonry** **3 hours**  
**Pre-requisite: As required by program.**  
 These courses provide specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.
- MAS 182 Special Topics in Masonry** **3 hours**  
**Pre-requisite: As required by program.**  
**Co-requisite: As required by program.**  
 This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.
- MAS 183 Special Topics in Masonry** **3 hours**  
**Pre-requisite: As required by program.**  
**Co-requisite: As required by program.**  
 This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.
- MAS 184 Special Topics in Masonry** **3 hours**  
**Pre-requisite: As required by program.**  
**Co-requisite: As required by program.**  
 This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.
- MAS 221 Specialized Masonry** **3 hours**  
**Pre-requisite: As required by program.**  
**Co-requisite: As required by program.**  
 This course provides an introduction to geographically specific masonry techniques. Topics include 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 define and recognize types and applications of specialized techniques and materials as well as identify proper installation and laying techniques. NDC
- MAS 251 Stone Masonry Lab** **3 hours**  
**Pre-requisite: As required by program.**  
**Co-requisite: As required by program.**  
 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. NDC

- MAS 282 Special Topics in Masonry** **3 hours**  
**Pre-requisite: As required by program.**  
**Co-requisite: As required by program.**  
This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.
- MAS 283 Special Topics in Masonry** **3 hours**  
**Pre-requisite: As required by program.**  
**Co-requisite: As required by program.**  
This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.
- MAS 290 Co-op Elective** **3 hours**  
**Pre-requisite: As required by program.**  
**Co-requisite: As required by program.**  
This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.
- MAS 291 Co-op Elective** **3 hours**  
**Pre-requisite: As required by program.**  
**Co-requisite: As required by program.**  
This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.
- MAS 292 Co-op Elective** **3 hours**  
**Pre-requisite: As required by program.**  
**Co-requisite: As required by program.**  
This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.
- MAS 293 Co-op Elective** **3 hours**  
**Pre-requisite: As required by program.**  
**Co-requisite: As required by program.**  
This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.
- MAS 294 Co-op Elective** **3 hours**  
**Pre-requisite: As required by program.**  
**Co-requisite: As required by program.**  
This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.
- MAS 295 Co-op Elective** **3 hours**  
**Pre-requisite: As required by program.**  
**Co-requisite: As required by program.**  
This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

**MAS 211 Stone Masonry I** **3 hours**  
**Pre-requisite: As required by program.**

This course provides 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. NDC

**MAS 231 Basic Cement Masonry** **3 hours**  
**Pre-requisite: As required by program.**

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 252 Fireplace Construction** **3 hours**  
**Pre-requisite: As required by program.**

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. NDC

**MAS 253 Brick Arches Lab** **3 hours**  
**Pre-requisite: As required by program.**

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. NDC

**MAS 261 Specialized Masonry Lab II** **3 hours**  
**Pre-requisite: As required by program.**

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. NDC

**MAS 271 Basic Cement Masonry Lab** **3 hours**  
**Pre-requisite: As required by program.**

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. NDC

**MAS 281 Special Topics in Masonry** **3 hours**  
**Pre-requisite: As required by program.**

These courses provide specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

#### **MANAGEMENT AND SUPERVISION (MST)**

**MST 224 Special Studies in Industrial Management** **3 hours**  
**Pre-requisite: MST 217 or equivalent.**

Under faculty supervision, this course provides a student the opportunity to develop knowledge of current industrial management practices. Emphasis is placed on independent study of current publications approved by the instructor.

**MST 231 Management Seminar** **3 hours**  
**Prerequisite: 9 Credit hours of MST courses.**

This course offers study of current problems, issues, and development in the areas of management. Students are guided through individual projects and outside research related to their areas of concentration and/or employment training.



**MST 280 Management Workshop****1-3 hours**

This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

**MST 281 Management Workshop****1-3 hours**

This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

**MATHEMATICS (MAH & MTH)****MAH 101 Introductory Mathematics I****3 hours****Pre-requisite: Satisfactory placement score.**

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study. N.A.

**MAH 102 Introductory Mathematics II****3 hours****Pre-requisite: MAH 101 and/or as required by program.**

This course introduces the concepts of right triangle trigonometry and geometry with emphasis on applications to problem solving in the workplace. Topics include the basic definitions and properties of plane and solid geometry, area and volume, and right triangle trigonometry with substantial hands-on-focus in shop, laboratory, or marketplace settings. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology where appropriate. N.A.

**MAH 105 Math for Nursing****3 hours****Pre-requisite: Satisfactory placement score.**

This course is a comprehensive review of arithmetic with basic algebra and introduces calculations of solutions and systems of measurement to meet practical nursing program requirement. Topics include a review of basic arithmetic, metric system conversions, ratio and proportion, and conversions among and between the metric, apothecaries, and household unit systems and intravenous infusion rates as well as ethical, cultural, and legal aspects of accurate mathematic skills. Upon completion, students will demonstrate proficiency in calculating drug dosages and IV infusion rates for adults and children. NCD

**MTH 090 Basic Mathematics****4 hours****Pre-requisite: None.**

This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance. A 50-minute lab is required.

**MTH 098 Elementary Algebra****4 hours****Pre-requisite: 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. A 50-minute lab is required.

**MTH 100 Intermediate College Algebra****3 hours****Pre-requisite: MTH 092, 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 meets the minimum mathematics requirement for AAS degrees, but does not meet the minimum mathematics requirement for the AA or AS degrees.

**MTH 103 Introduction to Technical Mathematics****3 hours****Pre-requisite: MTH092, MTH 098, or appropriate mathematics placement score.**

This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills.

**MTH 110 Finite Mathematics****3 hours**

**Pre-requisite: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH100 Intermediate College Algebra.**

This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications.

**MTH 112 Pre-calculus Algebra****3 hours**

**Pre-requisite: 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) MTH100 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 qualities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

**MTH 113 Pre-calculus Trigonometry****3 hours**

**Pre-requisite: A minimum Prerequisite of high school Algebra I, Geometry and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH 112 Pre-calculus Algebra.**

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

**MTH 116 Mathematical Applications****3 hours**

**Pre-requisite: MTH 090 or appropriate mathematics placement score.**

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This course meets the minimum mathematics requirement for AAS degrees, but does not meet the minimum mathematics requirement for the AA or AS degrees.

**MTH 125 Calculus I****4 hours**

**Pre-requisite: A minimum Prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass MTH 113 or MTH 115 with a grade of C or higher.**

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

**MTH 126 Calculus II****4 hours**

**Pre-requisite: A minimum Prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass MTH 125 with a C or higher.**

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

**MTH 131 Mathematics in General Education I****3 hours****Pre-requisite: As required by program.**

This course is designed for general education and for all students in education programs except those who will concentrate on science or mathematics. Emphasis is on the structure of the number system from the integers to the real numbers, logic, numeration systems, prime numbers, basic concepts of algebra, elementary probability and statistics, graphs, informal geometry, and, the metric system. This course does not apply toward the general core requirement for mathematics.

**MTH 227 Calculus III****4 hours****Pre-requisite: MTH 126.**

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem).

**MTH 231 Math for the Elementary Teacher I****3 hours****Pre-requisite: As required by program.**

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; manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts.

**MTH 232 Math for the Elementary Teacher II****3 hours****Pre-requisite: MTH 231.**

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.

**MTH 233 Math for the Elementary Teacher III****3 hours****Pre-requisite: MTH 232.**

This course is the third of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include concepts for plane and solid 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 manipulatives 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 238 Applied Differential Equations I****3 hours****Co-requisite: MTH 227.**

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.

## MUSIC (MUS)

### **MUS 101 Music Appreciation**

**3 hours**

**Pre-requisite: None.**

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of four (4) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

## NURSE ASSISTANT (NAS)

### **NAS/HHA 115 CPR & Basic First Aid**

**2 hours**

**Pre-requisite: As determined by College**

**Co-requisite: As determined by College**

This course is designed to help the student feel more confident and act appropriately in an emergency situation. Emphasis is placed on providing the student with theoretical concepts to develop skills in basic first aid and cardiopulmonary resuscitation. Upon successful course completion, which includes specific competencies in basic life support the student will receive appropriate course completion documentation.

### **NAS/HHA 120 Fundamentals of Nursing Assistant/Home Health Aide**

**7 hours**

**Pre-requisite: As determined by College**

**Co-requisite: NAS 121**

This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of this course, the student will be able to apply concepts and skills in areas required by the omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care.

### **NAS/HHA 121 Fundamentals of Nursing Assistant/Home Health Aide**

**3 hours**

**Pre-requisite: As determined by College**

**Co-requisite: NAS/HHA 120**

This course is designed for students to apply knowledge and skills needed to perform basic nursing care safely and efficiently in various supervised health care setting. Emphasis is placed on safety, therapeutic communication, infection control, critical thinking, and proper documentation. Upon completion of this course, the student will demonstrate beginning competency in the delivery of care to patients and clients in various health care settings.

## NURSING (ADN and LPN)

### **NUR 101 Body Structure and Function**

**4 hours**

This course provides students with basic knowledge of the normal structure and function of the human body. Major content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Medical terminology is integrated throughout course content. Upon completion of this course, students will be able to demonstrate basic knowledge of body systems, their interrelationships and associated medical terminology.

### **NUR 102 Fundamentals of Nursing**

**6 hours**

**Co-requisites: (LPN) NUR 103, NUR 104 - (ADN) NUR 103, NUR 104, BIO 201, MTH 100**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

**NUR 103 Health Assessment****1 hour****Co-requisites: (LPN) NUR 102, NUR 104, MTH 116 - (ADN) NUR 102, NUR 104, MTH 100, BIO 201**

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to Nursing.

**NUR 104 Introduction to Pharmacology****1 hour****Co-requisites: (ADN) NUR 102, NUR 103, MTH 100, BIO 201**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

**NUR 105 Adult Nursing****8 hours****Pre-requisites: (ADN) NUR 102, NUR 103, NUR 104, MTH 100, and BIO 201****Co-requisites: (ADN) NUR 106, BIO 202 and ENG 101**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastrointestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 106 Maternal and Child Nursing****5 hours****Pre-requisites: (LPN) NUR 102, NUR 103, NUR 104, MTH 116****Pre-requisites: (ADN) NUR 102, NUR 103, NUR 104, MTH100 and BIO 201****Co-requisites: (ADN) BIO 202, ENG101**

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings.

**NUR 107 Adult/Child Nursing (LPN)****8 hours****Pre-requisites: NUR 105, NUR 106, and BIO 202****Co-requisite: NUR 108 and NUR 109**

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care of clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated throughout the course.

**NUR 108 Psychosocial Nursing (LPN)****3 hours****Pre-requisite: BIO 202**

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process.

**NUR 109 Role Transition (LPN) 3 hours**

**Pre-requisites:** NUR 105, NUR 106, BIO 202

**Co-requisites:** NUR 107, NUR 108

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing.

**NUR 200 Concepts of Career Mobility 6 hours**

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 organizing framework are introduced. Emphasis is placed on the role of the registered nurse, therapeutic communication, nursing process, and critical thinking. Upon successful completion of this course students will receive non-traditional credit for Alabama College System courses NUR 102, 103, 104, 105, 106.

**NUR 201: Nursing through the Life Span I 5 hours**

**Pre-requisites:** NUR 105 and NUR 106

**Co-requisites:** BIO 220 and PSY200

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 202 Nursing through the Life Span II 6 hours**

**Pre-requisite:** NUR 201

**Co-requisites:** PSY 210 and SPH 106/107

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematological, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 203 Nursing Through the Life Span III 6 hours**

**Pre-requisite:** NUR 202

**Co-requisites:** Humanities Elective and NUR 204

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 204 Role Transition for the Registered Nurse 4 hours**

**Pre-requisite:** NUR 202

**Co-requisites:** Humanities Elective and NUR 203

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN.

## OFFICE ADMINISTRATION (OAD)

### **OAD 101 Beginning Keyboarding**

**3 hours**

**Pre-requisite: None.**

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables. Students must complete this course with at least a "C" average to continue to OAD 103.

### **OAD 103 Intermediate Keyboarding**

**3 hours**

**Pre-requisite: OAD 101 with a grade of "C" or above; or, permission of instructor.**

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, tables, 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. Student must complete this course with at least a "C" average to continue to OAD 104.

### **OAD 104 Advanced Keyboarding**

**3 hours**

**Pre-requisite: OAD 103 with a grade of "C" or above or permission of instructor.**

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents. Students must complete this course with at least a "C" average.

### **OAD 125 Word Processing**

**3 hours**

**Pre-requisite: OAD 101 or permission of instructor.**

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports. Students must complete this course with at least a "C" average to continue to OAD126.

### **OAD 126 Advanced Word Processing**

**3 hours**

**Pre-requisite: OAD 125 or permission of instructor.**

This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents. Students must complete this course with at least a "C" average.

### **OAD 130 Electronic Calculations**

**3 hours**

**Pre-requisite: None.**

This course is designed to teach the touch system and problem solving. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications. Students must complete this course with at least a "C" average.

### **OAD 131 Business English**

**3 hours**

**Pre-requisite: None.**

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to write and speak effectively. Students must complete this course with at least a "C" average.

- OAD 133 Business Communications** **3 hours**  
**Pre-requisite: OAD 101 or permission of instructor.**  
This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications. Students must complete this course with at least a "C" average.
- OAD 135 Financial Recordkeeping** **3 hours**  
**Pre-requisite: None.**  
This course is designed to provide the student with an understanding of the 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. Students must complete this course with a "C" average to continue to OAD136.
- OAD 136 Advanced Financial Recordkeeping** **3 hours**  
**Pre-requisite: OAD 135 with a grade of "C" or above or permission of instructor.**  
This course is designed to provide more in-depth principles and practices of the accounting cycle. Emphasis is on the preparation of financial records such as payroll records, vouchers, accruals and deferrals, and related documents. Upon completion, the student should be able to demonstrate the ability to prepare and manage financial records and information. Students must complete this course with at least a "C" average to continue to OAD 219.
- OAD 137 Computerized Financial Recordkeeping** **3 hours**  
**Pre-requisite: OAD 135 or permission of instructor.**  
This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student should be able to demonstrate the ability to use a microcomputer system to record financial data. Students must complete this course with at least a "C" average.
- OAD 138 Records and Information Management** **3 hours**  
**Pre-requisite: None.**  
This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. Students must complete this course with at least a "C" average.
- OAD 200 Machine Transcription** **3 hours**  
This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. 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. Students must complete this course with at least a "C" average.
- OAD 201 Legal Terminology** **3 hours**  
**Pre-requisite: None.**  
This course is designed to familiarize the student with commonly used legal terms. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology. Students must complete this course with at least a "C" average.
- OAD 202 Legal Transcription** **3 hours**  
**Pre-requisite: OAD 103 or permission of instructor.** (Must complete this course with at least a "C" average.)  
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 demonstrate the ability to transcribe accurately formatted legal documents. Students must complete this course with at least a "C" average.



**OAD 212 Medical Transcription****3 hours****Pre-requisite: OAD 103.**

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. Students must complete this course with at least a "C" average.

**OAD 213 Adv. Medical Transcription****3 hours****Pre-requisite: OAD 212 or permission of instructor.**

This course is designed to develop skill in the transcription of documents generated in the medical office through classroom instruction and outside lab. Emphasis is on 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. Students must complete this course with at least a "C" average.

**OAD 214 Medical Office Procedures****3 hours****Pre-requisite: OAD 125 or permission of instructor.**

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a 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. Students must complete this course with at least a "C" average.

**OAD 218 Office Procedures****3 hours****Pre-requisite: OAD 101.**

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. This course will also incorporate basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, manifest a businesslike personality, and effectively present themselves before coworkers and the public. Students must complete this course with at least a "C" average.

**OAD 219 Accounting Concepts and Applications****3 hours****Pre-requisite: OAD 135 with a grade of "C or above or permission of instructor.**

This course is continuing the study of OAD 136 Advanced Financial Record Keeping. Emphasis is on accounting procedures in accounts receivable, depreciation on long-term assets, merchandising inventory, partnerships, corporations, and statement analysis. This course also implements accounting principles through business applications. Students must complete this course with at least a "C" average.

**OAD 232 The Electronic Office****3 hours****Pre-requisite: Permission of instructor.**

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. Students must complete this course with at least a "C" average.

**ORIENTATION (ORI)****ORI 101 Orientation to College****2 hours****Pre-requisite: None.**

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

**ORI 104 Workkeys Assessment And Advisement****1 hour****Pre-requisite: As required by program.**

This course provides entering students with an introduction to the ACT WorkKeys System. Students will complete WorkKeys assessments in the areas of Applied Mathematics, Reading for Information, and Locating Information. Upon completion, students will be advised of their performance on the assessments and of the methods available to improve their individual performance levels.

**PHYSICAL EDUCATION (PED)****PED 100 Fundamentals of Fitness****3 hours****Pre-requisite: None.**

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as laboratory courses such as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

**PED 118 General Conditioning (Beginning)****1 hour****Pre-requisite: None.**

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

**PED 119 General Conditioning (Intermediate)****1 hour****Pre-requisite: PED 118 or permission of instructor.**

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.

**PED 251 Varsity Basketball****1 hour****Pre-requisite: Permission of Instructor.**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball.

**PED 252 Varsity Baseball****1 hour****Pre-requisite: Permission of Instructor.**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

**PED 258 Varsity Volleyball****1 hour****Pre-requisite: Permission of Instructor.**

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

**PHILOSOPHY (PHL)****PHL 206 Ethics and Society****3 hours****Pre-requisite: None.**

This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues. CORE

### PHYSICAL SCIENCE (PHS)

#### **PHS 111 Physical Science**

**4 hours**

**Pre-requisite: None.**

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and Astronomy. A 120 minute laboratory is required. CORE

#### **PHS 112 Physical Science II**

**4 hours**

**Prerequisite: None.**

This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. A 120 minute laboratory is required. CORE

### PHYSICS (PHY)

#### **PHY 201 General Physics I\_ Trigonometry Based**

**4 hours**

**Pre-requisite: MTH 113 or equivalent.**

This course is designed to cover general physics at a level that assures previous exposure to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A 120 minute laboratory is required. CORE

#### **PHY 202 General Physics II\_ Trigonometry Based**

**4 hours**

**Pre-requisite: PHY 201.**

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light, optics, electrostatics, circuits, magnetism, and modern physics. A 120 minute laboratory is required. CORE

### POLITICAL SCIENCE (POL)

#### **POL 211 American National Government**

**3 hours**

**Pre-requisite: None.**

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, the media, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, the judiciary, and public policy.

#### **POL 220 State and Local Government**

**3 hours**

**Pre-requisite: Permission of instructor.**

This course is a study of the forms of organization, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S., and function as more informed participants of state and local political systems.

### PSYCHOLOGY (PSY)

#### **PSY 200 General Psychology**

**3 hours**

**Pre-requisite: As required by program.**

This course is a survey of behavior with emphasis upon psychological processes. This course also includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

#### **PSY 210 Human Growth and Development**

**3 hours**

**Pre-requisite: PSY 200.**

This course is a study of the psychological, social, and physical factors that affect human behavior from conception to death.

**PSY 211 Child Growth and Development** **3 hours**

**Pre-requisite: 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 230 Abnormal Psychology** **3 hours**

**Pre-requisite: PSY 200.**

This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders, and mental deficiencies will be covered.

**READING (RDG)**

**RDG 080 Reading Laboratory** **1 hour**

**Pre-requisite: None.**

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 084 Developmental Reading I** **4 hours**

**Pre-requisite: Appropriate 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 Developmental Reading II** **4 hours**

**Pre-requisite: 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 114 Critical Reading for College** **4 hours**

**Pre-requisite: College test score placement or permission of the instructor.**

This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

**RECREATION (RER)**

**RER 250 Introduction to Recreation** **3 hours**

This course includes instruction in the philosophy, purpose, objectives, and principles of recreation with emphasis on program content and development.

**REAL ESTATE PRINCIPLES (RLS)**

**RLS 101 Real Estate Principles** **4 hours**

This is an introductory real estate course providing the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. CORE

**RELIGION (REL)**

**REL 151 Survey of the Old Testament** **3 hours**

**Pre-requisite: As required by program.**

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 Survey of the New Testament** **3 hours**

**Pre-requisite: As required by program.**

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.

### **SOCIOLOGY (SOC)**

**SOC 200 Introduction to Sociology** **3 hours**

**Pre-requisite: As required by program.**

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

**SOC 210 Social Problems** **3 hours**

**Pre-requisite: SOC 200 or PSY 200.**

This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research.

### **SPANISH (SPA)**

**SPA 101 Introductory Spanish I** **4 hours**

**Pre-requisite: None.**

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. CORE

**SPA 102 Introductory Spanish II** **4 hours**

**Pre-requisite: 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. CORE

### **SPEECH (SPH)**

**SPH 106 Fundamentals of Oral Communication** **3 hours**

**Pre-requisite: As required by program.**

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. CORE

**SPH 107 Fundamentals of Public Speaking** **3 hours**

**Pre-requisite: None.**

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. CORE

### **THEATER (THR)**

**THR 120 Theater Appreciation** **3 hours**

**Pre-requisite: None.**

This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions to modern media. Emphasis of playwright, actor, director, designer, and technician to modern media. Attendance at a theater production may be required.

**THR 126 Introduction to Theater** **3 hours**

**Pre-requisite: As required by program.**

This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations.

## **WELDING TECHNOLOGY (WDT)**

### **WDT 108 SMAW Fillet OFC**

**3 hours**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. This is a **CORE** course.

### **WDT 109 SMAW Fillet PAC/CAC**

**3 hours**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. This is a **CORE** course.

### **WDT 110 Industrial Blue Print Reading**

**3 hours**

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. This is a **CORE** course.

### **WDT 115 GTAW Carbon Pipe Theory**

**3 hours**

This course is designed to provide the student with the practices and procedures of welding carbon steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, proper joint geometry, joint preparation, and fit-up in accordance with the applicable codes.

### **WDT 116 GTAW Stainless Pipe Theory**

**3 hours**

This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code.

### **WDT 119 Gas Metal Arc/Flux Cored Arc Welding Theory**

**3 hours**

**Pre-requisite: WDT 109 or permission of instructor.**

**Co-requisite: WDT 124.**

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. This is a **CORE** course.

### **WDT 120 SMAW Grooves Theory**

**3 hours**

**Co-requisite: WDT 125.**

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. This is a **CORE** course.

### **WDT 122 SMAW Fillet OFC Lab**

**3 hours**

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code. This is a **CORE** course.

**WDT 123 SMAW Fillet PAC/CAC Lab****3 hours**

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code. This is a **CORE** course.

**WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab****3 hours****Co-requisite: WDT 119.**

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases. This is a **CORE** course.

**WDT 125 Shielded Metal Arc Welding Grooves Lab****3 hours****Pre-requisite: WDT 109 or permission of instructor.****Co-requisite: WDT 120.**

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes. This is a **CORE** course.

**WDT 155 GTAW Carbon Pipe Lab****3 hours****Co-requisite: WDT 115 or permission of instructor.**

This course is designed to provide the student with skills in welding carbon steel pipe with gas tungsten arc weld (GTAW) process using filler metals in the F6 group. Emphasis is placed on welding carbon steel pipe using gas tungsten arc welding technique in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in the 2G, 5G, and 6G position in accordance with the applicable code.

**WDT 156 GTAW Stainless Pipe Lab****3 hours****Co-requisite: WDT 116 or permission of instructor.**

This course is designed to provide the student with the skills in purging and welding stainless steel pipe with the gas tungsten arc weld (GTAW) process using filler metals in the F6 group. Emphasis is placed on purging and welding stainless steel pipe using the gas tungsten arc welding Technique in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the appropriate purging gas and prescribed filler metals in the 2G, 5G and 6G position in accordance to the applicable code.

**WDT 217 SMAW Carbon Pipe Theory****3 hours**

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

**WDT 257 SMAW Carbon Pipe Lab****3 hours****Co-requisite: WDT 217 or permission of instructor.**

This course is designed to provide the student with skills in welding carbon steel pipe with the shielded metal arc weld (SMAW) process using electrodes in the F4 and F3 group. Emphasis is placed on welding pipe in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with prescribed electrodes in the 2G, 5G, and 6G positions to the applicable code.

**WDT 258 Certification Lab****3 hours****Pre-requisite: Permission of instructor.**

This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with D1.1 code requirements.

### **ADULT EDUCATION AND SKILLS TRAINING DIVISION**

The Adult Education Program provides a range of services to adults who wish to earn their GED, to obtain their Career Readiness Certificate, and to acquire basic skills necessary to function in society. GED preparation classes are offered day, night, and online in various locations throughout Dallas, Chilton, Lowndes, and Perry counties. In addition, the program offers literacy tutoring, mentoring, and career counseling. Students must attend orientation. For more information, call (334) 876-9369.

### **GED TESTING**

The Adult Education Program offers GED testing as a service to the residents of Alabama. The test is given twice a month. To take the GED test a person must register prior to the test date, be at least 17 years of age, and not enrolled in school. Persons 17 years of age must have an Exit Interview Form from the last school attended and a notarized permission letter from a parent or guardian. For more information, call (334) 876-9369.

### **TRAINING FOR BUSINESS AND INDUSTRY**

Training for Business and Industry provides courses exclusively for the benefit of a specific company or coalition of companies. Course content is designed to meet specific training objectives that the company has agreed to as being significant to its enterprise. Course enrollment is limited to individuals whose participation has been recommended or required by the client company. Training for Business and Industry courses can be provided through customized course alternative or by regular course alternative. All courses offered are strictly non-credit. Additional information on the Training for Business and Industry Program can be obtained by calling 334-876-9413.

### **SKILLS TRAINING DIVISION**

The Skills Training Division has been established to assist non-traditional college students in obtaining the basic and/or occupational skills necessary to obtain a job in the shortest period possible. The programs are non-credit, non-degree awarding programs. For more information call 334-876-9369.

### **EDUCATIONAL TALENT SEARCH**

Educational Talent Search is a federally funded program designed to assist students in grades 6-12 and out-of-school students in the Selma City, Dallas and Perry County School Systems with the completion of their secondary or postsecondary education. A dropout reduction program that provides counseling and assistance to high school and postsecondary dropouts to help them get back into school or in a GED preparatory program is also offered.

### **COMMUNITY EDUCATION**

The Community Education program covers the non-credit courses offered by the community college to meet the needs of the community. Registration is open to all individuals who have a desire for knowledge and an interest in a course. The Community Education non-credit courses are offered on a regular basis with a core offering of regular subject areas. Additional subjects are offered each semester to meet the requests of groups or individuals of the community. These courses do not carry credit hours but are given continuing education unit value. The continuing education unit (C.E.U.) is defined as ten contact hours of participation in an organized continuing education experience offered by the community college under capable direction of qualified instructors. The C.E.U. is used as a method of recording and recognizing participation by citizens of the community in an organized program of self-improvement. The general policies as to course offerings, C.E.U. values, and instructor qualifications are determined by the Community Education Advisory Committee. Specific course offerings are determined by community surveys, community interests as reflected by individual requests, or requests from business, industrial, civic, and cultural groups of the community. Instructors are generally members of the community who are recognized for their expertise in a specific area or subject, and who are able to impart this knowledge in an acceptable manner. Wallace Community College Selma receives no state funds to provide Community Education classes.

Course Topics are published each semester via WCCS website, local newspaper and other forms of advertisement.