

*Northeast Alabama Community College*

2023-24

CATALOG & STUDENT  
**HANDBOOK**



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**NORTHEAST**  
ALABAMA COMMUNITY COLLEGE

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# **COURSE CATALOG & STUDENT HANDBOOK**



Roscoe the Campus Dog & Trouper the Mustang Statue

# Welcome

Post Office Box 159,  
Rainsville, Alabama 35986  
256-228-6001 / 256-638-4418

Northeast Alabama Community College is a member of the Alabama Community College System, the Southern Association of Colleges and Schools Commission on Colleges, Inc., the American Association of Community Colleges, the Alabama Community College Association, the National Association for Developmental Education, the Accreditation Commission for Education in Nursing, the National League for Nursing, the League for Innovation in the Community College, and the National Institute for Staff and Organizational Development.

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

## Message from the President

*Whatever your education needs, Northeast Alabama Community College (NACC) will provide you with an opportunity to set the foundation for your future. As a comprehensive community college, NACC provides educational programs in academic transfer, career and job training, cultural activities, the fine arts, and adult basic education. College personnel strive for excellence and the result is a community college that is one of the best in the South.*

*Know that when you enroll in one of our academic transfer programs and follow the appropriate guidelines that your courses are guaranteed by state law to be accepted at any public college in Alabama. For more information on this visit the Alabama Transfers website at [alabamatransfers.com](http://alabamatransfers.com). Know, also, that our career programs are among the best in the state. Our nursing students, for example, consistently pass National Council Licensure Examination (NCLEX) for registered nurses at a rate much higher than state and national averages. Take part, or simply enjoy our outstanding cultural arts programs at Northeast, such as those in theatre, music, art, and the humanities. NACC has steadily built a reputation as a major center for the arts in North Alabama. Perhaps you need job skills training and refresher courses in developmental studies; these opportunities are available at NACC as well.*

*As you read through this catalog, know also that financially there is a way for you to attend NACC. Our tuition is very affordable — only fifty to sixty percent of that at a four-year school. Additionally, NACC operates an outstanding financial aid and scholarship program. Our student loan program, in fact, provides anyone with the opportunity to attend Northeast. Loans are made with little or no interest in the repayment schedule. The college has never been so accessible.*

*While at Northeast, students may take part in a diverse range of activities, such as intramural sports, physical activities, academic honoraries, professional and career groups, student government, clubs, and organizations. We want our students to enjoy their experiences here at Northeast and our campus is lined with courtyards, flower gardens, sidewalk tables, and benches. The college has a walking/nature trail around a four-acre lake on the north end of campus. We know that at a college much learning takes place in the interaction of fellow students, faculty, and staff. Our college is designed toward providing that interaction.*

*We at Northeast are proud of the national recognition that we have received in recent years. The prestigious Aspen Institute, for example, has named NACC as one of the top community colleges in America. Also, CNNMoney ranked the college the fifteenth best among the approximately 1,000 American community colleges, and BestSchools.org named Northeast the twentieth best in the nation. The college has doubled its enrollment over the past decade and added new programs and buildings. Our state-of-the-art Mathematics, Science, and Engineering Technology Center is our newest facility. We are one of the first complete WiFi access locations in Alabama and we now are a certified Gig campus as provided by Farmers Telecommunications. NACC is the only college or university in Alabama that is Gig certified. We take special pride in the educational technology that we have on campus. This technology includes twenty-five computer labs that serve students.*

*Attend Northeast and find out why our Instructors are so often described as the “best teachers I ever had” by so many people who attend the college. Come join us at Northeast and feel the energy and pride of an institution that is on the move. You will forever be a part of the Northeast family! Begin your future here!*

*Dr David Campbell, President  
Northeast Alabama Community College*



# Introduction

## Mission Statement

The mission of Northeast Alabama Community College is to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life for the people of Alabama.

## Goals

To accomplish the mission, Northeast Alabama Community College has established the following goals or intended results:

1. An “open door” admission policy which ensures nondiscriminatory educational opportunities for individuals regardless of race, color, disability, sex, religion, creed, national origin, or age.
2. Available, accessible, and affordable courses that provide quality instruction in general education at the freshman and sophomore levels that lead to the attainment of specified learning outcomes, a certificate, associate degrees, and transfer to senior institutions.
3. Available, accessible, and affordable courses that provide quality instruction in career and technical programs that lead to the attainment of specified learning outcomes, certificates, associate degrees, or institutional awards, and employment in the field of study.
4. Developmental and adult basic education which assists individuals who need to improve their basic learning skills and supports individuals lacking college preparatory backgrounds.
5. Student services which assist individuals to formulate and achieve career, educational and personal goals through academic advisement services and provide opportunities to participate in social and cultural activities.
6. Recruitment and retention of qualified personnel who are afforded professional development opportunities and institutional support needed to provide quality postsecondary education.

7. Services and training specifically designed and delivered to meet the needs of local business, industry, community organizations, and governmental agencies.

8. Community services which support personal growth, cultural enrichment, and societal activities; provide access to college facilities for community activities; and promote community, social, and economic improvement.

9. Procurement and administration of financial resources in an effective manner.

10. Provision for and maintenance of a physical plant with instructional facilities and technology which provide a safe learning environment and are suitable for all the institution's programs and services.

## 2023 -2024 Quick Reference Calendar

Semester	Fall 2023	Spring 2024	Summer 2024
Registration (Regular)	August 22	January 8	May 23
First Day of Classes	August 23	January 9	May 28
Registration Ends - Last Day to Drop Add Classes	August 25	January 12	May 31
Last Day to Drop Classes/ Withdraw	December 6	April 26	July 30
Last Day of Classes	December 13	May 3	August 6
Final Examinations	December 14-20	May 6-9	August 7-8
Holidays/College Closed	September 4	January 1	
	November 10	January 15	May 27
	November 23-24	March 27-29	June 19
	December 25-26		July 4-5
Graduation		May 14	

*\*Academic Calendar subject to change. Please check each semester's Schedule of Classes for registration information.*



# College Calendar

## Fall Semester 2023

(Composite: 79 Instructional Days; 87 Duty Days)

**Registration by appointment begins Monday, June 12, 2023**

**Monday, June 12 (Students with 45 or more earned hours in traditional coursework)**

**Wednesday, June 14 (Students with 30 or more earned hours in traditional coursework)**

**Friday, June 16 (All students)**

August 18	Thursday	Local Professional Development Faculty Duty Day
August 21	Friday	Local Professional Development Faculty Duty Day
August 22	Tuesday	Registration - Faculty Duty Day
August 23	Wednesday	First Day of Class
August 25	Friday	Registration Ends – Last Day to Drop/Add Classes
September 4	Monday	Labor Day Holiday/College Closed
November 10	Friday	Veterans' Day Holiday/College Closed
November 20-22	Monday - Wednesday	Faculty Duty Days (no classes)
November 23-24	Thursday - Friday	Thanksgiving Holidays/College Closed
November 27	Monday	Classes Resume
December 6	Wednesday	Last Day to Drop Class/Withdraw
December 13	Wednesday	Last Day of Class
December 14-20	Thursday-Wednesday	Final Exams
December 21-22	Thursday-Friday	Faculty Duty Days
December 25-26	Tuesday	Christmas Holidays/College Closed
December 27-29	Wednesday-Friday	Staff Duty Days/Non-Instructional

## Spring 2024 Semester

(Composite: 82 Instructional Days; 88 Duty Days)

**Registration by appointment begins Monday, October 2, 2023**

**Monday, October 2 (Students with 45 or more earned hours in traditional coursework)**

**Wednesday, October 4 (Students with 30 or more earned hours in traditional coursework)**

**Friday, October 6 (All students)**

January 1	Monday	New Year's Day Holiday/College Closed
January 2-3	Tuesday-Wednesday	Staff Duty Days/Non-Instructional
January 4	Thursday	Local Professional Development Faculty Duty Day
January 5	Friday	Faculty Duty Day
January 8	Monday	Registration – Faculty Duty Day
January 9	Tuesday	First Day of Class
January 12	Friday	Registration Ends – Last Day to Drop/Add Classes
January 15	Monday	Dr. M.L. King Birthday Observance/College Closed
March 25-29	Monday-Friday	Spring Break – No Classes

March 25-26	Monday-Tuesday	Staff Duty Days/Non-Instructional
March 27-29	Wednesday-Friday	Local Holiday/College Closed
April 1	Monday	Classes Resume
April 26	Friday	Last Day to Drop Class/Withdraw
May 3	Friday	Last Day of Class
May 6-9	Monday-Thursday	Final Exams
May 10-14	Friday-Tuesday	Faculty Duty Days
May 14	Tuesday	Graduation – Faculty Duty Day

## Summer 2024 Semester

(Composite: 50 Instructional Days; 54 Duty Days)

**Registration by appointment begins Monday, April 1, 2024**

**Monday, April 1 (Students with 45 or more earned hours in traditional coursework)**

**Wednesday, April 3 (Students with 30 or more earned hours in traditional coursework)**

**Friday, April 5 (All students)**

May 22	Wednesday	Local Professional Development Faculty Duty Day
May 23	Thursday	Registration – Faculty Duty Day
May 24	Friday	Faculty Duty Day
May 27	Monday	Memorial Day/College Closed
May 28	Tuesday	First Day of Class
May 31	Friday	Registration Ends – Last Day to Drop/Add Classes
June 19	Wednesday	Juneteenth Holiday/College Closed/Local Holiday
July 4	Thursday	Independence Day Holiday/College Closed
July 5	Friday	Local Holiday/College Closed
July 30	Tuesday	Last Day to Drop Class/Withdraw
August 6	Tuesday	Last Day of Class
August 7-8	Wednesday-Thursday	Final Exams
August 9	Friday	Faculty Duty Days

## Holidays 2023-2024

The following days are designated as official holidays, and all twelve-month non-instructional personnel will not be required to work. There are ten prominent and common holidays plus five institutional holidays throughout the twelve-month period. The college will be officially closed on these days; however, a security force will be on duty at all times.

September 4	Monday	Labor Day (State Holiday)
November 10	Friday	Veterans' Day (State Holiday)
November 23-24	Thursday- Friday	Thanksgiving (State Holidays)
December 25-26	Monday-Tuesday	Christmas (State Holidays)
January 1	Monday	New Year's Day (State Holiday)
January 15	Monday	Dr. M.L. King Day (State Holiday)
March 27-29	Wednesday-Friday	Local Holidays
May 27	Monday	Memorial Day (State Holiday)
June 19	Wednesday	Local Holiday
July 4	Thursday	Independence Day Holiday (State Holiday)

# General Information

## History

Northeast is one of the twelve junior colleges created by the State Legislature during the administration of Governor George C. Wallace. Act No. 93, approved May 3, 1963, authorized the College. Act No. 94 approved May 3, 1963, vested in the State Board of Education the authority and responsibility for the operation and maintenance of the community colleges. On May 7, Act No. 2015-125 changed the governance to the Alabama Community College System Board of Trustees.

Many individuals and organizations were instrumental in locating the College on the Jackson-DeKalb County line. The Jackson County Board of Revenue and the DeKalb County Board of Commissioners donated a sixty-acre site for the College. The original site consisted of thirty acres in Jackson County and thirty acres in DeKalb County. An additional 35 acres were purchased in February of 1969, 5.54 acres purchased in 1982, 2.7 acres purchased in 1991, 10 acres purchased and 1-7/10 acres donated in 1996, and approximately 3 acres added in 2009.

The College began operation on the quarter system (fall, winter, spring, and summer). The first classes began September 30, 1965, with 380 freshmen. In the Fall of 1998, Northeast changed to the semester system (fall, spring and summer).

In May, 1992, the Alabama State Board of Education renamed the College Northeast Alabama State Community College. The Chancellor of the Alabama Community College System approved the change in the name of the College to Northeast Alabama Community College in 1996.

## Campus

The campus of Northeast consists of 117 acres and eighteen buildings. Two large, lighted directional signs, each with a campus map, are placed in strategic locations for the assistance of students and visitors. One of these signs is located just off the front parking lot, between the Pendley Administration Building and the quadrangle. The other is near the east entrance to the Student Center, between the Learning Resources Center and the Business Education Building. Additionally, a sign at the entrance to each building displays the building name and the corresponding two-letter code used to identify class location in the schedule of classes each term. A feature of special interest is the .7-mile Nature and Walking Trail, a paved, fully

accessible pathway circling a four-acre lake on the north side of campus. This trail is open to students and to the community during daylight hours.

The George C. Wallace Administration Building accommodates faculty, professional and administrative support staff members, a photocopying facility, general classrooms, Financial Aid, College and Career Planning Center, and Dean of Administrative Services.

The Social Sciences Building provides the laboratories and classrooms for social sciences and criminal justice. It also has faculty offices and a tiered lecture room.

The Annex contains classrooms and the college bookstore.

The English Building accommodates classrooms, faculty offices, and the Student Government Association.

The Student Center provides a cafeteria, a large dining or lounging area for students, a guest dining room, Kahva Cafe, first aid facilities, Dean of Student Services and admissions offices, campus police, and the Center for Student Success.

The W. M. Beck Health and Fine Arts Building houses art, music, Music Auditorium, and the Adult Basic Education program.

The Maintenance Building provides facilities for the care and upkeep of the buildings and grounds.

The Harry Campbell Business Education Building contains faculty offices, business and office administration classrooms.

The Cecil B. Word Learning Resources Center features an audiovisual room and resources, a distance learning facility, online resources, classrooms, and faculty offices, as well as the college library.

The E. R. Knox Science Laboratory Building houses chemistry and biology laboratories, along with faculty offices.

The Tom Beville Lyceum houses the theatre and drama classrooms. It features a 730 seat auditorium.

The Charles M. Pendley Administration Building provides offices for the President, the Vice President/Dean of Instruction, the Dean of Workforce Development and Skills Training, the Director of Extended Day/Distance Education Program, Director of Development, Director of Educational Technology, High School Relations/Recruiting, Event Planning and Alumni Relations, and the Director of Promotions and

Marketing. The Management Information Services and Registrar's Offices are also in this building, along with classrooms and computer laboratories.

The Technology Center houses the Industrial Electronics and Computer Aided Drafting programs, with laboratories and faculty offices.

The Health Education/Workforce Technology Building houses all health-related programs as well as the Alabama Technology Network Center.

The Industry Training Center provides classrooms and faculty offices for the workforce development division.

The Industrial Systems Technology Center houses workforce development programs with classrooms, laboratories, and faculty offices.

The Math, Science and Engineering Technology Center houses classrooms, anatomy, biology, chemistry, mathematics, and physics/engineering tech laboratories, faculty offices, and student study areas, as well as a storm shelter.

Building	Year
George C. Wallace Administration Building	1965
Social Sciences Building	1966
English Building	1966
Student Center	1966
Annex	1968
W. M. Beck Health and Fine Arts Building	1970
Maintenance Building	1974
Industry Training Center	1975
Student Center Addition	1975
Harry Campbell Business Education Building	1977
Cecil B. Word Learning Resources Center	1979
E. R. Knox Science Laboratory Building	1984
Tom Beville Lyceum	1994
Charles M. Pendley Administration Building	1994
Technology Center	2002
Health Education/Workforce Technology Center	2007
Industrial Systems Technology Center	2009
Math, Science, and Engineering Technology Center	2014

# Admission Requirements

## Admission Requirements

Applications for admission to Northeast may be completed before the semester begins; however, it is suggested that all admissions requirements be completed at least two weeks before the semester in which the student plans to attend. Admission to the College does not ensure admission to any individual program or course. An application must be completed online. An applicant who has no prior post-secondary experience who is attending the College for the first time will be designated a first-time college student. An applicant who is attending the College for the first time and has previously attended a post-secondary institution will be designated as a transfer student. The student may transfer with or without credit but must still send their previous institution transcripts

Students who have submitted all required documentation will be admitted as unconditional status.

Students who have not submitted all required documentation will be admitted as conditional status. Failure to provide documentation by the end of the first semester will prevent a student from future registration and official transcript release. If all required admissions documentation has not been received by the College prior to the issuance of first semester grades, the grades will be reported on the transcript, but the transcript will not be released until all required documentation is received.

Students previously enrolled at Northeast who have not been in attendance for one year will be required to complete a readmission application. If the student attended college elsewhere during this period, official transcript(s) must be sent to the Registrar's Office.

An applicant must provide the following required admissions documentation:

1. **High School Graduates/GED® students must complete the NACC orientation program and placement testing. Students must also provide:**
  - a. Admission application
  - b. Official transcript directly from the institution – high school or GED®. Students who have received an Associate's degree or higher are not required to request their high school or GED Transcripts.
  - c. Official transcript – all previous colleges attended.
2. **Transient Students** – A student enrolled at another college or university who is taking classes at Northeast for the express purpose of transferring credit back to the home college or university is classified as a transient student.

- a. Admission application
  - b. Official documentation letter from the institution which certifies that the credit earned at Northeast will be accepted as a part of the student's academic program. Transient students are not required to provide transcripts of previously earned credits from other postsecondary institutions.
3. **Non-High School Graduates/Non-GED students must complete the NACC orientation program and placement testing. Students must also provide:**
- a. Admission application
  - b. Official transcript – high school (if attended) or GED
  - c. Official transcript(s) directly from the institution(s) – any college attended
  - d. Written consent from the appropriate secondary administrator if the student is under age 17
  - e. Evidence of a required Assessment Score
4. **International Students** – A student who is a citizen of another country is designated as an international student. For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the *Aviation Transportation and Security Act*, regulations of the Immigration and Naturalization Service, and all other applicable directives. International students must pay out-of-state tuition. There is no financial aid available for international students. International students must complete the NACC orientation program and placement testing. An international student must provide:
- a. Admission application
  - b. Acceptable F1 student VISA
  - c. Official transcripts in English that document graduation from a secondary school that is equivalent to a U.S. high school. All domestic transcripts must be mailed directly to Northeast Alabama Community College from the institution attended. Personal copies are not accepted. All foreign transcripts must be evaluated by an approved transcript evaluation service. International students are responsible for contacting a transcript evaluation service such as SPANTRAN: The Evaluation Company and must make arrangements for all necessary fees or requirements. International students must request that an official transcript evaluation be mailed to Northeast Alabama Community College. The transcripts must be evaluated, not just translated.
  - d. Official transcripts in English from all colleges and universities previously attended. All domestic transcripts must be mailed directly to Northeast Alabama Community College from the institution attended. Personal copies are not accepted. All foreign transcripts must be evaluated by an approved transcript evaluation service. International students are responsible for contacting a transcript evaluation service such as SPANTRAN: The Evaluation Company and must make arrangements for all necessary fees or requirements. International students must request that an official transcript evaluation be mailed to Northeast Alabama Community College. The transcripts must be evaluated, not just translated.
  - e. Official transcript showing a minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a total score of 500 on the paper-based TOEFL, or a 2A on the Step EIKEN Test in Practical English Proficiency.
  - f. A current and valid passport or other official documentation to verify lawful presence.
  - g. A current photo (passport-size, preferred).
  - h. Payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.
  - i. A medical health history with proof of vaccinations
  - j. A signed notarized statement dated within the last six months verifying adequate financial support.
  - k. Documentation demonstrating adequate accident, sickness, and life insurance that includes evacuation repatriation, which must be maintained during all periods of enrollment.
  - l. International students transferring from another college must also provide a current Form I-20.
5. **High School Students** – Students currently enrolled in high school may enroll in courses at Northeast if the student is participating in the Dual Enrollment for Dual Credit or Accelerated High School Programs. Students participating in the Dual Enrollment for Dual Credit program must provide:
- a. Dual Enrollment/Accelerated Admissions Application
  - b. Documentation of a minimum (unweighted) high school GPA of 2.5 on a 4.0 scale.
  - c. Written approval of the designated school official.

- d. Documentation that the student is in grade 10, 11, or 12 or has an exception granted by the Chancellor upon the recommendation of the principal and superintendent in accordance with Alabama Administrative Code §. 290- 8-9.12.

Students participating in the Accelerated High School program must provide:

- a. Dual Enrollment/Accelerated Admissions Application

- b. Documentation from the local principal or his or her designee certifying that the student has a minimum cumulative 3.0 average on a 4.0 scale.
- c. Written recommendation from the designated school official for the student to be admitted in the accelerated program.
- d. Documentation that the student has completed the 10th grade or has an exception granted by the Chancellor upon the recommendation of the principal and superintendent in accordance with Alabama Administrative Code §. 290-8-9.12.

## Financial Information

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# Fees, Cost, and Tuition

Semester	ALABAMA RESIDENT								NON-RESIDENT							
	REGULAR CLASS							Distance	REGULAR CLASS							Distance
	Hours	Tuition	Enhance	Facility	Tech	Spec Bldg	Bond	Total	Learning	Tuition	Enhance	Facility	Tech	Spec Bldg	Bond	Total
1	\$127	\$10	\$9	\$9	\$10	\$1	<b>\$166</b>	\$166	\$254	\$10	\$9	\$9	\$10	\$1	<b>\$293</b>	\$293
2	\$254	\$20	\$18	\$18	\$20	\$2	<b>\$332</b>	\$332	\$508	\$20	\$18	\$18	\$20	\$2	<b>\$586</b>	\$586
3	\$381	\$30	\$27	\$27	\$30	\$3	<b>\$498</b>	\$498	\$762	\$30	\$27	\$27	\$30	\$3	<b>\$879</b>	\$879
4	\$508	\$40	\$36	\$36	\$40	\$4	<b>\$664</b>	\$664	\$1,016	\$40	\$36	\$36	\$40	\$4	<b>\$1,172</b>	\$1,172
5	\$635	\$50	\$45	\$45	\$50	\$5	<b>\$830</b>	\$830	\$1,270	\$50	\$45	\$45	\$50	\$5	<b>\$1,465</b>	\$1,465
6	\$762	\$60	\$54	\$54	\$60	\$6	<b>\$996</b>	\$996	\$1,524	\$60	\$54	\$54	\$60	\$6	<b>\$1,758</b>	\$1,758
7	\$889	\$70	\$63	\$63	\$70	\$7	<b>\$1,162</b>	\$1,162	\$1,778	\$70	\$63	\$63	\$70	\$7	<b>\$2,051</b>	\$2,051
8	\$1,016	\$80	\$72	\$72	\$80	\$8	<b>\$1,328</b>	\$1,328	\$2,032	\$80	\$72	\$72	\$80	\$8	<b>\$2,344</b>	\$2,344
9	\$1,143	\$90	\$81	\$81	\$90	\$9	<b>\$1,494</b>	\$1,494	\$2,286	\$90	\$81	\$81	\$90	\$9	<b>\$2,637</b>	\$2,637
10	\$1,270	\$100	\$90	\$90	\$100	\$10	<b>\$1,660</b>	\$1,660	\$2,540	\$100	\$90	\$90	\$100	\$10	<b>\$2,930</b>	\$2,930
11	\$1,397	\$110	\$99	\$99	\$110	\$11	<b>\$1,826</b>	\$1,826	\$2,794	\$110	\$99	\$99	\$110	\$11	<b>\$3,223</b>	\$3,223
12	\$1,524	\$120	\$108	\$108	\$120	\$12	<b>\$1,992</b>	\$1,992	\$3,048	\$120	\$108	\$108	\$120	\$12	<b>\$3,516</b>	\$3,516
13	\$1,651	\$130	\$117	\$117	\$130	\$13	<b>\$2,158</b>	\$2,158	\$3,302	\$130	\$117	\$117	\$130	\$13	<b>\$3,809</b>	\$3,809
14	\$1,778	\$140	\$126	\$126	\$140	\$14	<b>\$2,324</b>	\$2,324	\$3,556	\$140	\$126	\$126	\$140	\$14	<b>\$4,102</b>	\$4,102
15	\$1,905	\$150	\$135	\$135	\$150	\$15	<b>\$2,490</b>	\$2,490	\$3,810	\$150	\$135	\$135	\$150	\$15	<b>\$4,395</b>	\$4,395
16	\$2,032	\$160	\$144	\$144	\$160	\$16	<b>\$2,656</b>	\$2,656	\$4,064	\$160	\$144	\$144	\$160	\$16	<b>\$4,688</b>	\$4,688
17	\$2,159	\$170	\$153	\$153	\$170	\$17	<b>\$2,822</b>	\$2,822	\$4,318	\$170	\$153	\$153	\$170	\$17	<b>\$4,981</b>	\$4,981
18	\$2,286	\$180	\$162	\$162	\$180	\$18	<b>\$2,988</b>	\$2,988	\$4,572	\$180	\$162	\$162	\$180	\$18	<b>\$5,274</b>	\$5,274
19	\$2,413	\$190	\$171	\$171	\$190	\$19	<b>\$3,154</b>	\$3,154	\$4,826	\$190	\$171	\$171	\$190	\$19	<b>\$5,567</b>	\$5,567
20	\$2,540	\$200	\$180	\$180	\$200	\$20	<b>\$3,320</b>	\$3,320	\$5,080	\$200	\$180	\$180	\$200	\$20	<b>\$5,860</b>	\$5,860
21	\$2,667	\$210	\$189	\$189	\$210	\$21	<b>\$3,486</b>	\$3,486	\$5,334	\$210	\$189	\$189	\$210	\$21	<b>\$6,153</b>	\$6,153
22	\$2,794	\$220	\$198	\$198	\$220	\$22	<b>\$3,652</b>	\$3,652	\$5,588	\$220	\$198	\$198	\$220	\$22	<b>\$6,446</b>	\$6,446
23	\$2,921	\$230	\$207	\$207	\$230	\$23	<b>\$3,818</b>	\$3,818	\$5,842	\$230	\$207	\$207	\$230	\$23	<b>\$6,739</b>	\$6,739
24	\$3,048	\$240	\$216	\$216	\$240	\$24	<b>\$3,984</b>	\$3,984	\$6,096	\$240	\$216	\$216	\$240	\$24	<b>\$7,032</b>	\$7,032

2023-2024 Tuition and Fees Addendum to include the Enhancement Fee.

Northeast Alabama Community College will not charge VA students a penalty/late fee if unable to meet financial obligations due to delayed disbursement by the U.S. Department of Veteran Affairs (PL 115-407 Sec. 103).

## Other Costs

Late Registration Fee (incurred if registration is not completed on designated date without special provision being made)	25.00
Returned Check Fee	30.00
Graduation Expense: A fee of the actual cost of graduation is charge	

Fees for drops/adds, parking decals, transcripts, and applications have been eliminated.

Students may pay tuition and fees by check, cash, money order, MasterCard, Visa, or Discover Card.

**FEES AND TUITION ARE SUBJECT TO CHANGE  
WITHOUT NOTICE UPON ACTION BY THE  
COLLEGE'S GOVERNING BODY.**

## Guidelines for Determining Student Eligibility for "In-State" or "Out-of-State" Tuition Rates

For purposes of assessing tuition, applicants for admission shall be classified in one of three categories as outlined below:

### 1.1 Resident Student

A Resident Student shall be charged the in-state tuition rate established by the Board.

- 1.11 A Resident Student is an applicant for admission who is a citizen of the United States or a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission.

**Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.**

- 1.12 In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

**MINOR:** An individual who because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of nonage have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.

**SUPPORTING PERSON:** Either or both of the parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

- 1.13 In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission
  - a. Students having graduated from an Alabama high school, or having obtained a GED in the state of Alabama, within two years of the date of application for admission shall be considered Residential students for tuition purposes.
  - b. An individual claiming to be a resident shall certify by a signed statement each of the following:
    1. A specific address or location within the State of Alabama as his or her residence.
    2. An intention to remain at this address indefinitely.
    3. Possession of more substantial connections with the State of Alabama than with any other state.
  - c. Though certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a

resident, ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation shall include the consideration of all of the following connections.

1. Consideration of the location of high school graduation.
2. Payment of Alabama state income taxes as a resident.
3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
4. Full-time employment in the state.
5. Residence in the state of a spouse, parents, or children.
6. Previous periods of residency in the state continuing for one year or more.
7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
8. Possession of state or local licenses to do business or practice a profession in the state.
9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
11. Membership in religious, professional, business, civic, or social organizations in the state.
12. Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

- 1.14 Students determined to be eligible for resident tuition will maintain that eligibility upon reenrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment



## 2.1 Non-Resident Student (additional persons for resident tuition)

A Non-Resident Student, one who does not meet the standard of having resided in the State of Alabama for at least 12 months immediately preceding application for admission, shall be charged the in-state tuition rate established by the Board under the following circumstances, provided such student is a citizen of the United States.

- 2.11 The dependent student
  - a. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
  - b. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
  - c. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
  - d. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
- 2.12 The student is not a dependent (as defined by Internal Revenue Codes) who
  - a. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
  - b. can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or
  - c. is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
  - d. is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama
- 2.13 In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The college may request proof that the applicant meets the stipulations noted above prior to admission.

## Refund Policy

Refunds are based on the first official day for the term and are not based on the first-class day for individual courses.

### **Prior to Beginning of Semester:**

A student who officially or unofficially withdraws from college or drops a class prior to the first day of class will be refunded 100% of the total tuition and other institutional charges.

### **Partial Withdrawal:**

During the Add/Drop period, a student who does not completely withdraw from the college but drops a class will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the class dropped. There is no refund due to a student who partially withdraws after the official add/drop period.

### **Complete Withdrawal:**

After the Add/Drop period ends, students may receive a partial refund only if they completely withdraw (both full and mini terms) for which they are enrolled.

During the first three weeks, refunds for complete withdrawals will be made on the following basis:

- Withdrawal during the first week 75% of tuition and other institutional charges.
- Withdrawal during the second week 50% of tuition and other institutional charges.
- Withdrawal during the third week 25% of tuition and other institutional charges.
- Withdrawal after the end of the third week – No Refund.
- Note: Refunds for mini terms are based on prorated days.

### **Administrative Fee:**

A five (5) percent administrative fee will be assessed for each withdrawal processed within the above refund schedule.

### **Federal Regulations:**

All colleges shall comply with federal regulations relative to the return of Title IV funds.

### **Alabama National Guard and Reservist Called to Active Duty:**

Students who are active members of the Alabama National Guard or reservists or who are active-duty military who are called to active duty in the 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.

## Payment Plan

Students can set up a payment plan for their tuition and fees through the MyNACC student portal. Our payment plan provides a flexible payment option with no interest and a \$40 set up fee.

# Registration Process for Institutional, Private, And Agency Scholarships

Each semester a student must meet with the academic advisor to pre-register for classes online through the MyNACC account. A student may pre-register online only if authorized by the advisor. Recipients of private scholarships (civic clubs, churches, corporations and businesses, etc.) should take proof of scholarship to the Financial Aid Office. Students will also need to complete a Scholarship Processing Form for each private scholarship they are awarded. Scholarship Processing Forms are available on the website and in the Financial Aid Office. Students whose tuition is being paid by an agency or governmental source (WIOA, TRA, GI Dependents, Voc Rehab, VA Rehab) should see the Financial Aid Office.

## Scholarships

Institutional scholarships are provided by Northeast, as authorized by the Alabama Community College System, to high school seniors who will attend Northeast. Students must complete the "Scholarship Application" to qualify for institutional scholarships. These applications are provided on the NACC website in November of each year. The deadline to apply is late January.

## Agency Sponsorship Programs

Northeast participates in the following agency programs which assist qualified students with funding and/or services:

- WORKFORCE INVESTMENT OPPORTUNITY ACT (WIOA)
- TRADE READJUSTMENT ACT (TRA) V
- VETERANS ADMINISTRATION REHABILITATION
- VOCATIONAL REHABILITATION
- ALABAMA COMMISSION ON INDIAN AFFAIRS

Northeast will assist students interested in these programs by referring them to the proper sponsorship agency and by coordinating funding and services provided by an agency.

## Employer Sponsored Programs

Northeast also coordinates employer sponsorship programs through the Business Office. Contact Barbara Cook.

## GED Scholarship

GED recipients are eligible to apply for the Northeast Alabama Community College GED scholarship. Full tuition, two-year scholarships and summer scholarships are available. Applications are due by the middle of April, and scholarship recipients are announced at the

annual Adult Education Graduation Ceremony. Additionally, any person who passes the GED can receive one free class to any community college in the state of Alabama. For more information about these scholarship opportunities, please contact Taña Andres at [andrest@nacc.edu](mailto:andrest@nacc.edu).

## Senior Adult Scholarship Program

The Alabama Community College System has authorized a Senior Adult Scholarship Program at Northeast. The scholarship automatically waives tuition for college-credit courses for any student who is 60 years of age or older and who meets the admissions standards of the College and program. The scholarships apply only to credit courses in which space is available and only to tuition. Participants are responsible for paying for all course fees, textbooks, materials and supplies.

## Alabama G.I. Dependent Scholarship Program

Alabama Department of Veterans Affairs offers financial assistance to eligible dependents (child, stepchild, spouse or unremarried widow(er)) of disabled veterans (living or deceased) who were permanent civilian residents of Alabama prior to entry into military service. Special consideration is given to permanently and totally disabled veterans who are bona fide residents or were prior to their death. Other qualifying veterans' categories are former prisoners of war (POW), declared missing in action (MIA) and those who died in service.

Maximum educational benefits include free tuition, required textbooks and laboratory fees for four standard academic years or a prescribed technical course at any state supported junior or community college, university or technical school. Currently, participants must pay \$9 per credit hour for facility renewal fee, and \$10 per credit hour for Special Building fee. This program will not pay for tuition or books for developmental courses.

Dependent children must file an application prior to age 26 (may be extended to age 30 in certain cases). A spouse or widow(er) does not have a filing deadline or age limitation.

For more information and application procedures, contact your nearest Veterans Affairs Office located in each county courthouse or you may write to the Alabama G.I. Dependents' Scholarship Program, P.O. Box 1509, Montgomery, AL 361021509.

Students who qualify for Alabama benefits (books and tuition) should contact the Financial Aid Office.

## VA Educational Benefits (Monthly Check Programs)

The college is approved for veterans' training. Students who are eligible for monthly VA educational assistance

checks should contact the Financial Aid Office in the Wallace Building for additional information. This office will submit the proper paperwork to the Veterans' Administration on behalf of veterans, GI Dependents who are eligible for Chapter 35 (federal) benefits, National Guardsmen/Reservists, and VA Rehabilitation students.

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

- A Veteran using educational assistance under either chapter 30 (Montgomery GI Bill ® – Active Duty Program) or chapter 33 (Post-9/11 GI Bill ®), of title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill ® benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using transferred Post 9/11 GI Bill ® benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under Chapter 31, Vocational Rehabilitation/Employment (VR&E), also be charged the resident rate. Effective for courses and terms beginning after March 1, 2019.
- Terms beginning 8/1/2019 and thereafter – Students utilizing VA Educational Benefits shall not be charged a penalty, including the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial

obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

## Suspension from VA Benefits

It is the policy for VA educational benefits recipients at Northeast to achieve certain academic standards of progress satisfactory to the Veterans Administration's rules and regulations. Therefore, in order to comply with the Veterans Administration GI Bill ® of Rights, the following minimal cumulative grade point averages must be achieved:

1-24 semester hours	1.5
25-48 semester hours	1.75
49 or more semester hours	2.0

It is not intended for this policy to be in conflict with approved institutional policies relative to probation and suspension. There may be cases in which a VA educational benefits recipient could remain enrolled at Northeast as a regular student who could not make these minimal cumulative grade point averages; however, he or she would be suspended from VA educational assistance payments.

### Complaint Policy for Students Receiving VA Education Benefits

– For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill™ Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily

## Financial Aid Program

- **A FAFSA (Free Application for Federal Student Aid) must be submitted to determine eligibility for financial assistance including: Pell, student loans, Alabama Student Assistance Program Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study and certain scholarships. [www.studentaid.gov](http://www.studentaid.gov)**
- **Students will also need to obtain a FSA ID at [www.studentaid.gov](http://www.studentaid.gov) to e-sign the FAFSA. Parents of dependent students must obtain a FSA ID, also.**

**To have funds available by the first day of class, students should complete the FAFSA 3 to 4 weeks in advance.** All additional paperwork will need to be turned in within 2 weeks of the first day of class.

## Special Circumstance

Eligibility is normally based upon the prior year's income. Under certain circumstances, however, eligibility may be based on current income. Death of a parent or a spouse, loss of income due to natural disaster, unemployment or displaced worker status may

allow one to file for special conditions and base eligibility on current income. A student with one of these conditions should contact the Financial Aid Office.

## General Information

The objective of the Financial Aid Program is to assist students who have a financial need by providing an aid package that may include scholarships, grants, loans and work on campus.

The primary responsibility for meeting college costs lies with the student's family and with the student. A financial need is established when it is determined that the resources of the family (expected family contribution) do not meet the cost of attending a particular college. Costs include items such as board, books and supplies, personal expenses and allowable transportation costs. For financial aid purposes, the cost of attendance budget for dependent and independent students is \$14,220. A student's computed financial need is the total cost of attending a particular college minus the expected family contribution.

Any student enrolled or any prospective student may apply for financial aid. However, no offer of financial assistance will be made until the student has been accepted for admission.

## Verification of Student Aid

Verification is a process used to make sure that the information applicants report is accurate. This prevents ineligible students from receiving aid by reporting false information, and it ensures that eligible students receive all of the aid for which they are qualified.

Each year the Department of Education selects a group of applications for verification. Some of these applicants are selected because of FAFSA information that is inconsistent with information elsewhere on the application; others are chosen at random.

In any case, a student whose application is selected must give the financial aid office certain documentation to show that the application information is correct. The sooner the student verifies this information, the sooner he/she will be able to receive financial aid, if eligible.

**The Student Must Apply for Aid Each School Year. At Northeast, Fall always begins the new year and Summer is always the last semester.**

The priority deadline to apply for financial aid is July 15th. FSEOG funds and ASAP funds are awarded to those students with the greatest need. Students who apply after the priority deadline are given consideration only if funds are available.

## Federal Title IV Aid and Programs Available (Need Based)

**FEDERAL PELL GRANT** – The Pell Grant is an entitlement program which does not have to be repaid. The award will vary based on EFC and class schedule, with maximum award of \$7,395 for two semesters. Pell Grant funds may be used for tuition and books/supplies. Any funds remaining will be paid directly to the student by direct deposit or check. The Business Office will release funds within 3 weeks after the first day of class.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)** – The Federal Supplemental Educational Opportunity Grant may range from \$100 to \$1,200 per academic year and does not have to be repaid. It is based on the lowest expected family contribution (EFC). The Business Office will issue and mail checks in a timely manner.

**ALABAMA STUDENT ASSISTANCE PROGRAM GRANT (ASAP)** – The Alabama Student Assistance Program Grant may range from \$300 to \$1,200 per academic year and is determined by the lowest Expected Family Contribution (EFC) number and need based. The Business Office will issue and mail checks in a timely manner.

**FEDERAL COLLEGE WORK-STUDY** – Federal College Work-Study provides jobs on campus for students who need financial aid and who must earn a part of their educational expenses. Students work an average of 15 hours per week at the minimum wage rate and are paid at the end of each month. Limited positions are available each year. The Business Office will issue checks on the last day of each month.

## Direct Loans

**To receive a Direct Loan, students**

- **Must have submitted a FAFSA.**
- **MUST complete required entrance counseling and MPN at [www.studentaid.gov](http://www.studentaid.gov).**

William D. Ford Federal Direct Loans are either subsidized or unsubsidized. Repayment of these loans will begin six months after the student's enrollment level drops below half-time. With a subsidized loan you will not be charged any interest while enrolled. With an unsubsidized loan you will be charged interest from the time the loan is disbursed until it is paid in full.

The William D. Ford Federal Direct Loans are need-based loans. Annual loan limits will be determined using information received from the Free Application for Federal Student Aid (FAFSA).

## Enrollment Policy

Students must be enrolled or accepted for enrollment in a program leading to a degree or certificate from Northeast. Students admitted as special, dual enrolled

temporary, transient, post-baccalaureate, and non-degree graduate do not meet this requirement. Students will not be paid retroactively for terms for which they were classified as ineligible. The list below can be used to determine your status

- Full time: 12-24 plus semester credit hours
- 3/4 time: 9-11 semester credit hours
- 1/2 time: 6-8 semester credit hours
- 1/4 time: 1-5 semester credit hours

## Dependent/Independent Policy

The Federal Government has identified, for student financial assistance programs, certain categories of students who must be considered independent financial aid applicants. For 2023-2024, a student is considered an independent financial aid applicant if he or she meets one of the following criteria:

- was born before January 1, 2000
- is a veteran of the U.S. Armed Forces
- is an orphan or ward of the court
- has a legal dependent other than a spouse
- is a married student
- is a graduate or professional student
- see FAFSA Application

An independent financial aid applicant is not required to submit parental information in the application process.

However, if the independent applicant is married, spousal information must be reported. A student who cannot meet at least one of the criteria is considered a dependent applicant and must provide parental information in the application process.

## Northeast Alabama Community College Return of Title IV Student Financial Aid Funds for Withdrawals

*Sec. 484B, 485(a)(1)(F), 34 CFR 668.22 The Higher Education Amendments of 1998, Public Law 105-244*

*The Higher Education Amendments of 1998, Public Law 105-244 changed substantially the way funds paid toward a student's education are to be handled when a recipient of Student Financial Aid Program funds withdraws from school.*

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much Student Financial Aid (SFA) Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds.

## Calculation of Amount of SFA Program Assistance Earned

The amount of SFA Program assistance earned by the student is determined by multiplying the percentage of the payment period completed by the total amount of SFA Program assistance that was disbursed or that could have been disbursed for the payment period or period of enrollment as of the day the student withdrew.

## Percentage of the Payment Period or Period of Enrollment Completed

The percentage of the payment period or period of enrollment completed is the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew.

## Disposition of Differences between Amount Earned and Amount Received

If the student receives less SFA Program assistance than the amount earned, the school must comply with the procedures for late disbursement specified by the Department in regulations. If the student receives more SFA Program assistance than the amount earned, the school, or the student, or both, must return the unearned funds as required, and in the order specified, below.

## Return of Unearned SFA Program Funds

*Northeast Alabama Community College must return the lesser of*

- The amount of SFA Program funds that the student does not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.
- The student must return or repay, as appropriate, the remaining unearned SFA Program grant funds.

## Method of Return of Funds by the Student

Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the Secretary of Education. In the event of overpayment, students will be notified of terms of repayment.

## Order of Return of SFA Program Funds

- Federal Student Loan
- Federal Pell Grants for the payment period for which a return of funds is required.

- Federal Supplemental Educational Opportunity Grants (FSEOG) for the payment period for which a return of funds is required.
- Other assistance under this Title for which a return of funds is required.

Typical cost of education for students attending Northeast Alabama Community College during the academic year 2023-2024 is:

Tuition/fees (in-state)	\$4,860
Books/Supplies	2,400
Room/Board	3,500
Transportation	2,400
Personal/Miscellaneous	1,000
<b>Total</b>	<b>\$14,160</b>

Northeast Alabama Community College students who register for classes, benefit from Title IV student financial aid and then withdraw are subject to the withdrawal policy as stated in the Higher Education Amendments of 1998.

Students who do not repay will be reported to the Federal government for collection.

## Procedures for Students in Default of Loans

Students who owe a repayment on Title IV funds or who are in default on a federal loan are not eligible to receive Title IV funds and will have a hold placed on their file for registration and for requesting an official transcript.

Students in default of a federal loan must see the Student Financial Aid Director who will counsel the student concerning his/her financial obligations and assist the student in contacting the lender. The Student Financial Aid Director will determine whether the student can enroll or receive an official transcript once satisfactory repayment arrangements have begun.

Follow-up counseling sessions will be scheduled each semester until the student is taken out of default status. Students who refuse to adhere to the counseling schedule will not be permitted to enroll in subsequent semesters or receive an academic transcript.

When reimbursement of Title IV funds has been made or a loan has been taken out of default, the student can be reinstated for financial aid, register for classes and become eligible to receive official transcripts without review by the Student Financial Aid Director.

## Academic Requirements for Receiving Financial Aid Satisfactory Academic Progress Requirement

The Higher Education Act of 1965, as amended, mandates that institutions of higher education establish a standard of satisfactory academic progress for students who receive financial aid. This standard will apply to the student's entire college academic history at NACC and/or other colleges, whether Title IV financial aid was received or not. In order to remain eligible to receive aid at Northeast Alabama Community College, students must meet the standards specified for acceptable academic performance and for satisfactory progress toward completion of their program of study.

**Incremental Progress.** To receive financial aid at Northeast Alabama Community College, a student must achieve the completion rate below:

### Quantitative-Pace of Progression (PACE) – Completion rate (attempted class hours)

- If the student has attempted 0-21 hours, 58% completion rate.
- If the student attempted 22-32 hours, 62% completion rate.
- If the student attempted 33 or more hours, 67% completion rate

**Academic Progress.** To receive financial aid at Northeast Alabama Community College, a student must maintain the following Grade Point Average (GPA) of 2.0.

### GPA requirements:

- If the student attempted 0-21 hours, 1.5 GPA required.
- If the student attempted 22-32 hours, 1.75 GPA required.
- If the student attempted 33 or more hours, 2.0 GPA required.

**Maximum Time Frame.** Students may receive consideration for financial aid during the first 96 hours of coursework attempted at Northeast Alabama Community College for a two-year program; eligibility is limited to 45 hours of attempted coursework for a one-year certificate program. This applies regardless of whether or not the student received financial aid for coursework. Students may receive funding for up to 30 hours of required remedial coursework.

## Review Procedures

Satisfactory progress is measured at the end of each semester. The Student Financial Aid Office will determine each semester whether the student has successfully completed the minimum expected number

of hours with the required grade point average and shows progress toward the educational objectives for all completed semesters.

A grade of “W” will be treated as attempted coursework and will be computed in the quantitative measure of satisfactory academic progress.

Grades of “A,” “B,” “C,” “D,” “F,” and “I” will be treated as completed grades and will be taken into consideration when calculating the number of hours completed and the GPA.

## Course Repeats

Courses for which a “A,” “B,” “C,” or “D” was received may be repeated a maximum of one time. Such courses are counted as enrollments toward the hours attempted for calculation of required grade point average and the maximum time the student is eligible to receive aid.

Financial Aid will not be provided for courses taken by audit, nor for any non-credit coursework not leading to a certificate or degree.

## Financial Aid Warning/Probation/Suspension/Termination

Following the first semester in which the standards of academic progress are not met, the student will be placed on warning for the next semester. The student who fails to meet the standards of academic progress during the semester of attendance while on warning will be placed on suspension for financial aid purposes and denied further funding. Students who are suspended from aid may become eligible again, by bringing themselves into compliance with the requirements at their own expense. Students who have attempted 96/45 hours (see maximum time frame) are automatically ineligible for financial aid and are placed on financial aid termination.

## Appeal

A student whose financial aid has been suspended or terminated may submit an appeal to the Director of Financial Aid for consideration of mitigating circumstances. Appeal forms are available in the Student Financial Aid Office. The appeal must be in writing and supporting documentation regarding special circumstances must be provided. Appeals are considered for extenuating circumstances such as serious personal injury, illness, death in the immediate family or undue hardship. Students who have their appeals approved will continue on financial aid probation with academic plan provided the student meets the terms and conditions set forth in the appeal approval letter.

# Academic Requirements and Regulations

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## Grading System

Letter grades will be assigned for all courses for which students have registered as follows:

- A — Excellent
- B — Good
- C — Average
- D — Poor
- F — Failure
- W — Withdrawal
- I — Incomplete
- AU — Audit

Satisfactory grades are A, B, and C. Although D is a pass, it is not considered as satisfactory work. Students must hold a C average to graduate. The Associate Degree Nursing, Practical Nursing, and Emergency Medical Services Programs are governed by separate grading policies.

A grade of W is assigned to all students who officially withdraw. A grade of W will not be used in computing the student’s semester grade point average.

A grade of F will be assigned to a student who fails to meet the requirements of a course.

If a grade of I (Incomplete) is granted by an instructor, the student must complete the course in the following semester. If the student fails to complete the course during the following semester, the Incomplete automatically becomes an F.

Students enrolling as auditors follow the regular admissions procedures and are governed by the regulations applied to regular students. An auditor pays the regular course fees, but is not required to participate in class discussions, take tests, make reports, and take the final examination and does not receive credit. Online courses may require the completion of coursework to progress in the course credit. The auditor is listed on the class roll and receives Audit on the final grade report. Students may change from Credit to Audit or from Audit to Credit only during the registration period but may not change thereafter. Information about auditing a course should be directed to the Admissions Office.

## Course Cancellation

College staff will notify students that the class has been cancelled and that the student will need to revise his/her

schedule. If the student does not change his/her schedule, College staff will drop the student from the cancelled course.

## Course Forgiveness

Course forgiveness occurs when a student repeats a course and the last grade awarded (excluding grades of W) replaces the previous grade in the computation of the cumulative GPA.

A student must request that the Office of the Registrar implement the course forgiveness policy after a course has been repeated. A forgiven course may only be replaced one time.

The official transcript will list the course and grade each time it is attempted. Once implemented, all grades excluding forgiven courses will be used in computing the cumulative GPA. Course forgiveness may only be applied to coursework taken at Northeast.

Coursework in which course forgiveness has been applied will not be used to fulfill degree requirements.

Students should check financial aid regulations regarding course forgiveness and repetition of courses.

Implementation of course forgiveness at Northeast does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

## Academic Bankruptcy

Academic bankruptcy is the removal of one to three semesters of grades, including any passing grades, from the calculation of a student's cumulative GPA. Academic bankruptcy may be applied to no more than 3 semesters. All courses will remain on the transcript.

A student must request that the Office of the Registrar implement academic bankruptcy. A student will qualify for academic bankruptcy under the following conditions:

1. The student must have completed 12 semester credit hours of coursework at Northeast since the most recent semester for which the academic bankruptcy is requested.
2. A grade of "C" or higher is required in each course in the 12 semester hours in the post-bankruptcy period.

When academic bankruptcy is declared, the transcript will reflect the semester of its implementation and the transcript will indicate "ACADEMIC BANKRUPTCY IMPLEMENTED." Academic bankruptcy may be implemented only ONCE.

Coursework taken in a semester in which academic bankruptcy has been declared will not be used to fulfill

degree requirements. Developmental courses which are bankrupted may still be used to fulfill prerequisite requirements.

Students should check financial aid regulations regarding academic bankruptcy.

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

## Quality Points

To evaluate the academic standing of students, the following quality points are assigned to grades:

- A— 4 quality points per hour
- B— 3 quality points per hour
- C— 2 quality points per hour
- D— 1 quality point per hour
- F— 0 quality points per hour

The student's academic standing or quality point average is obtained by dividing the total number of quality points by the total number of attempted semester credit hours for which the grades of A, B, C, D, or F are assigned. A course repeated is counted as many times as such grades are recorded.

## Graduation Requirements, Degrees, and Certificates

NACC is authorized to award the Associate in Arts (AA) Degree, Associate in Science (AS) Degree, Associate in Applied Science (AAS) Degree, Certificate (CER), CTE Short Term Certificate (STC) and the General Education Short Term Certificate (STC). A student will be considered a graduate upon satisfactory completion of the requirements of the specific program. A student must:

1. Earn a 2.0 cumulative grade point average in all courses attempted at the institution. A course may be counted only once for purposes of meeting graduation requirements.
2. Complete at least 25 percent of the semester credit hours counted for the degree or certificate at NACC.
3. Have the approval from the chief academic officer indicating the student has obtained satisfactory completion of the requirements of the specific program.

A student is not required to pay graduation fees or participate in commencement ceremonies in order to be designated as a graduate on the transcript. Transcripts will not be provided to a student nor forwarded to any other institution or organization until after the student has fulfilled all financial obligations to the institution.



# Academic Honors: Upon Graduation

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

Graduation with Honors (or <b>Cum Laude</b> )	3.50 to 3.89 GPA
Graduation with High Honors (or <b>Magna Cum Laude</b> )	3.70 to 3.89 GPA
Graduation with Highest Honors (or <b>Summa Cum Laude</b> )	3.90 to 4.00 GPA
Graduation Honors for Other Formal Awards (Diploma or Certificate) Graduation with Distinction	3.50 to 4.00 GPA

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

## Degree Requirements

Northeast Alabama Community College is authorized to award the Associate in Arts degree, the Associate in Science degree, and the Associate in Applied Science degree. The Associate in Arts degree and the Associate in Science degree are two-year transfer degree programs; that is, a student in one of these degree programs intends to transfer to a four-year college or university and obtain a baccalaureate degree. The Associate in Applied Science degree is a two-year terminal degree program; however, some colleges and universities will transfer a number of credits from the A.A.S. degree program to apply to baccalaureate degrees at their institutions.

Thanks to the work of the Articulation and General Studies Committee (AGSC), a statewide general studies curriculum has been developed, and strategies for articulation of transfer credit among public two-year and four-year institutions of higher education in Alabama have been implemented. Coursework in Areas I through IV, regardless of the student's major, transfers to all public four-year colleges and universities in Alabama.

Coursework in Area V for students in the Associate in Arts and the Associate in Science degree programs also transfers; Area V coursework for students in the Associate in Applied Science degree program may transfer to some institutions, depending on the student's major and four-year institution. Regardless of which degree a student is seeking, the student should be mindful of the requirements at the four-year institution to

which he/she plans to transfer. For additional information, the student should consult this catalog and the following website address: [alabamatransfers.com](http://alabamatransfers.com).

It is the student's responsibility to stay informed about Alabama Transfers and the senior institution's requirements regarding individual programs of study.

## Transfer Core Courses

Based on Alabama's articulation system, the following "core courses" are guaranteed to transfer to any public college in Alabama to satisfy degree requirements in Areas I-IV. Courses not listed in the core may satisfy graduation requirements at Northeast and also may be accepted for transfer to other colleges. Please consult your advisor for additional information.

### Area I — Written Composition

[ENG 101](#) English Composition I  
[ENG 102](#) English Composition II

### Area II — Humanities and Fine Arts

[ART 100](#) Art Appreciation  
[ART 203](#) Art History I  
[ART 204](#) Art History II  
[ENG 251](#) American Literature I  
[ENG 252](#) American Literature II  
[ENG 261](#) English Literature I  
[ENG 262](#) English Literature II  
[ENG 271](#) World Literature I  
[ENG 272](#) World Literature II  
[MUS 101](#) Music Appreciation  
[PHL 206](#) Ethics and Society  
[REL 100](#) History of World Religions  
[REL 151](#) Survey of Old Testament  
[REL 152](#) Survey of New Testament  
[SPA 101](#) Introductory Spanish I  
[SPA 102](#) Introductory Spanish II  
[SPA 201](#) Intermediate Spanish I  
[SPA 202](#) Intermediate Spanish II  
[SPH 106](#) Fundamentals of Oral Communication  
[SPH 107](#) Fundamentals of Public Speaking  
[THR 120](#) Theatre Appreciation  
[THR 126](#) Introduction to Theatre

### Area III — Natural Sciences and Mathematics

[AST 220](#) Introduction to Astronomy  
[BIO 103](#) Principles of Biology I  
[BIO 104](#) Principles of Biology II  
[CHM 104](#) Introduction to Chemistry  
[CHM 105](#) Introduction to Organic Chemistry  
[CHM 111](#) College Chemistry I  
[CHM 112](#) College Chemistry II  
[MTH 110](#) Finite Mathematics  
[MTH 112](#) Precalculus Algebra  
[MTH 113](#) Precalculus Trigonometry  
[MTH 120](#) Calculus and Its Applications  
[MTH 125](#) Calculus I  
[MTH 126](#) Calculus II  
[MTH 227](#) Calculus III  
[MTH 237](#) Linear Algebra  
[MTH 238](#) Applied Differential Equations I

[MTH 265](#) Elementary Statistics\*  
[PHS 111](#) Physical Science I  
[PHS 112](#) Physical Science II  
[PHY 120](#) Introduction to Physics  
[PHY 201](#) General Physics I  
[PHY 202](#) General Physics II  
[PHY 213](#) General Physics with Calculus I  
[PHY 214](#) General Physics with Calculus II

#### Area IV— History, Social, and Behavioral Sciences

[ECO 231](#) Principles of Macroeconomics  
[ECO 232](#) Principles of Microeconomics  
[GEO 100](#) World Regional Geography  
[HIS 101](#) Western Civilization I  
[HIS 102](#) Western Civilization II  
[HIS 201](#) United States History I  
[HIS 202](#) United States History II  
[POL 211](#) American National Government  
[PSY 200](#) General Psychology  
[PSY 210](#) Human Growth & Development  
[SOC 200](#) Introduction to Sociology  
[SOC 210](#) Social Problems

The General Education Programs for the A.A., A.S., and A.A.S. Degrees is comprised of a minimum of 15 semester hours of course work with at least one course from each of the following: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. These courses comprise a substantial component of the A.A., A.S., and A.A.S., Degrees and include a breadth of knowledge appropriate for the collegiate-level student, not narrowly focusing on skills, techniques, and procedures specific to a particular occupation or profession.

\*MTH 265 is now approved for Non-STEM majors.

The following table designates the General Education Component which applies to all students—on campus, off-site, and distance education students. By following the appropriate transfer guide the student will be required to complete a minimum of one course in each of the following three areas:

### General Education Component

Humanities/Fine Arts		
The following are considered pure humanities/arts courses:		
<a href="#">ART 100</a>	<a href="#">ENG 262</a>	<a href="#">REL 151</a>
<a href="#">ART 203</a>	<a href="#">ENG 271</a>	<a href="#">REL 152</a>
<a href="#">ART 204</a>	<a href="#">ENG 272</a>	<a href="#">SPA 201</a>
<a href="#">ENG 251</a>	<a href="#">MUS 101</a>	<a href="#">SPA 202</a>
<a href="#">ENG 252</a>	<a href="#">PHL 206</a>	<a href="#">THR 120</a>
<a href="#">ENG 261</a>	<a href="#">REL 100</a>	<a href="#">THR 126</a>
Social/Behavioral Sciences		
<a href="#">ECO 231</a>	<a href="#">HIS 102</a>	<a href="#">PSY 200</a>
<a href="#">ECO 232</a>	<a href="#">HIS 201</a>	<a href="#">PSY 210</a>
<a href="#">GEO 100</a>	<a href="#">HIS 202</a>	<a href="#">SOC 210</a>
Natural Science/Mathematics		
<a href="#">BIO 103</a>	<a href="#">MTH 103*</a>	<a href="#">MTH 238</a>

<a href="#">BIO 104</a>	<a href="#">MTH 116*</a>	<a href="#">PHS 111</a>
<a href="#">BIO 201*</a>	<a href="#">MTH 110</a>	<a href="#">PHS 112</a>
<a href="#">BIO 202*</a>	<a href="#">MTH 112</a>	<a href="#">PHS 121*</a>
<a href="#">BIO 220*</a>	<a href="#">MTH 113</a>	<a href="#">PHY 115*</a>
<a href="#">CHM 104</a>	<a href="#">MTH 120</a>	<a href="#">PHY 120</a>
<a href="#">CHM 105</a>	<a href="#">MTH 125</a>	<a href="#">PHY 201</a>
<a href="#">CHM 111</a>	<a href="#">MTH 126</a>	<a href="#">PHY 202</a>
<a href="#">CHM 112</a>	<a href="#">MTH 227</a>	<a href="#">PHY 213</a>
<a href="#">MTH 100*</a>	<a href="#">MTH 237</a>	<a href="#">PHY 214</a>

*\*Designates A.A.S. Degree Program only.*

Other courses which comprise the general education program at NACC include ENG 101 English Composition I and SPH 107 Fundamentals of Public Speaking. Note that neither of these courses are considered the one pure humanities course required of all students in all degree programs.

## Student Learning Outcomes

### General Education Outcomes

General Education Outcomes are concerned with the global abilities of students once they have earned a two-year college degree. To determine if students have these abilities it is necessary to ask the following questions: What abilities, talents, skills, and attitudes are expected of students when they complete a general education program and how do we know they have those traits? When students complete a major, have they learned what is needed to succeed in that field? When students complete a course, do they have the skills and abilities expected of them? What do students learn? How do we know they have learned it? The College has identified five competencies that students should attain as a result of completing the general education core courses:

- **Written Communication**—Students will demonstrate adequate writing skills by developing ideas and organizing contents effectively. (ENG 100 and 101)
- **Oral Communication**—Students will articulate ideas, concepts, and theories in a clear fashion using language and elocution skills indicative of college-level preparation. (SPH 107)
- **Mathematical Computation**—Students will compute basic mathematical operations accurately, comprehend mathematical information, and utilize analytical thinking skills to solve problems. (MTH 100 and MTH 116)
- **Computer Literacy**—Students will use current technology and develop computer skills for informational, academic, personal, and professional needs. (CIS 146)
- **Information Literacy**—Students will locate, access, and analyze information that facilitates learning and critical inquiry. (Library Orientation in ENG 101 and SPH 107)
- **Critical Thinking**—Students will process and evaluate information carefully and then apply

reasoning in the use of that information to make a decision and employ an action. (BIO 103 and BIO 201)

## A.A. and A.S. Degree Programs

The A.A. and A.S. degree programs are designed for transfer and, as such, constitute a general/pre-liberal arts curriculum. The General Education Outcomes serve as the five competencies identified by the College that students should attain as a result of completing the A.A. or A.S. Degree Programs:

- **Written Communication**—Students will demonstrate adequate writing skills by developing ideas and organizing contents effectively. (ENG 101)
- **Oral Communication**—Students will articulate ideas, concepts, and theories in a clear fashion using language and elocution skills indicative of college-level preparation. (SPH 107)
- **Mathematical Computation**—Students will compute basic mathematical operations

accurately, comprehend mathematical information, and utilize analytical thinking skills to solve problems. (MTH 100 and MTH 116)

- **Computer Literacy**—Students will use current technology and develop computer skills for informational, academic, personal, and professional needs. (CIS 146)
- **Information Literacy**—Students will locate, access, and analyze information that facilitates learning and critical inquiry. (Library Orientation in ENG 101 and SPH 107)

## A.A.S. Degree Programs

In addition to the General Education Outcomes, for each career and technical program the College has identified Program Learning Outcomes based on the principle that each graduate should exhibit, in a professional manner, the knowledge and skills of a qualified practitioner in the field. The Program Learning Outcomes for each career/technical program are listed on the individual programs [here](#).

# Transfer Guides: Associate in Arts Degree and Associate in Science Degree

Students should be reminded that most all required courses can be completed at Northeast for practically all programs of study listed on the [Alabama Transfers website](#). Our listing of programs of study is simply a compilation of some of the more popular options. Following is a comprehensive list of majors from the Alabama Transfers program.

<ul style="list-style-type: none"> <li>• Advertising (UA only)</li> <li>• Agribusiness Economics (AA&amp;MU only)</li> <li>• Agricultural Economics (AU only)</li> <li>• Agriscience Education (AU only)</li> <li>• Agronomy and Soils (AU only)</li> <li>• Animal/Dairy Science</li> <li>• Anthropology</li> <li>• Apparel and Textiles (UA only)</li> <li>• Apparel Merchandising, Design, &amp; Production Management (AU only)</li> <li>• Applied Mathematics (AU only)</li> <li>• Architecture (AU only)</li> <li>• Art Education</li> <li>• Art History, B.A.</li> <li>• Art Studio, B.A.</li> <li>• Art Studio, B.F.A.</li> <li>• Athletic Training</li> <li>• Behavioral Science</li> <li>• Biology</li> <li>• Biology Education: Middle/High School</li> <li>• Biomedical Sciences (USA only)</li> <li>• Building Science (AU only)</li> <li>• Business (All Business Majors)</li> <li>• Business Education: Middle/High School</li> <li>• Career Technical Education (Athens only)</li> <li>• Chemistry</li> <li>• Chemistry Education: Middle/High School</li> <li>• Clinical Lab Sciences/Medical Tech</li> <li>• Communication Studies or Speech</li> <li>• Computer Science</li> <li>• Consumer Sciences (UA only)</li> <li>• Criminal Justice</li> <li>• Dance (UA only)</li> <li>• Economics, B.A.</li> <li>• Elementary or Early Childhood Education</li> <li>• Emergency Management (JSU only)</li> <li>• Engineering—Aerospace</li> <li>• Engineering—Biomedical (UAB only)</li> <li>• Engineering—Biosystems (AU only)</li> <li>• Engineering—Chemical</li> <li>• Engineering—Civil</li> <li>• Engineering—Computer Engineering</li> <li>• Engineering—Computer Science</li> <li>• Engineering—Electrical</li> <li>• Engineering—Industrial</li> <li>• Engineering—Materials</li> <li>• Engineering—Mechanical</li> <li>• English</li> <li>• English/Language Arts Education: Middle/High School</li> <li>• Environmental Science</li> <li>• Environmental Science (AU only)</li> <li>• Exercise Science and Wellness (JSU only)</li> <li>• Family and Consumer Sciences (JSU only)</li> <li>• Family and Consumer Sciences (UM only)</li> </ul>	<ul style="list-style-type: none"> <li>• Fisheries Science (AU only)</li> <li>• Food and Nutrition (UA only)</li> <li>• Foreign Language</li> <li>• Forest Management/Forest Science (AA&amp;MU only)</li> <li>• Forestry (AU only)</li> <li>• French Education: Middle/High School</li> <li>• General Science Education: Middle/High School</li> <li>• General Studies in Human Environmental</li> <li>• Sciences (UA only)</li> <li>• Geography</li> <li>• Geography Education: Middle/High School</li> <li>• Geology</li> <li>• German Education: Middle/High School</li> <li>• Graphic Design (AU only)</li> <li>• Health Education: Middle/High School</li> <li>• Health Information Management (UAB only)</li> <li>• Health Science (Athens only)</li> <li>• Health Sciences (UAB only)</li> <li>• Health Services Administration (AU only)</li> <li>• Health, PE &amp; Recreation (UNA only)</li> <li>• History</li> <li>• History Education: Middle/High School</li> <li>• Horticulture (AU only)</li> <li>• Hotel &amp; Restaurant Management (AU only)</li> <li>• Human Development and Family Studies (AU only)</li> <li>• Human Development and Family Studies (UA only)</li> <li>• Human Environmental Sciences (UNA only)</li> <li>• Human Services (Troy only)</li> <li>• Industrial Design (AU only)</li> <li>• Industrial Hygiene (UNA only)</li> <li>• Information Systems (USA only)</li> <li>• Information Technology (USA only)</li> <li>• Interdisciplinary Arts (UWA only)</li> <li>• Interior Architecture (AU only)</li> <li>• International Studies</li> <li>• Interpreter Training (Troy only)</li> <li>• Journalism</li> <li>• Laboratory Technology (AU only)</li> <li>• Math Education: Middle/High School</li> <li>• Mathematics</li> <li>• Meteorology (USA only)</li> <li>• Music</li> </ul>	<ul style="list-style-type: none"> <li>• Music Education: Middle/High School</li> <li>• Nuclear Medicine Technology (UAB only)</li> <li>• Nursing</li> <li>• Nutrition (AU only)</li> <li>• Philosophy</li> <li>• Physical Education</li> <li>• Physics</li> <li>• Physics Education: Middle/High School</li> <li>• Political Science</li> <li>• Poultry Science (AU only)</li> <li>• Pre-Dentistry</li> <li>• Pre-Law</li> <li>• Pre-Medicine</li> <li>• Pre-Occupational Therapy</li> <li>• Pre-Optometry</li> <li>• Pre-Pharmacy</li> <li>• Pre-Physical Therapy</li> <li>• Pre-Veterinary Medicine</li> <li>• Psychology</li> <li>• Public Administration (AU only)</li> <li>• Public Relations</li> <li>• Public Safety &amp; Health Administration (Athens only)</li> <li>• Radiologic Sciences (USA only)</li> <li>• Recreation Leadership (JSU only)</li> <li>• Rehabilitation, non-certification (Troy only)</li> <li>• Religious Studies</li> <li>• Respiratory Therapy/Cardio Science</li> <li>• Restaurant and Hospitality Management (UA only)</li> <li>• Social Science</li> <li>• Social Studies Education: Middle/High School</li> <li>• Social Work</li> <li>• Sociology</li> <li>• Spanish Education: Middle/High School</li> <li>• Special Education</li> <li>• Speech Pathology</li> <li>• Sport &amp; Fitness Management (Troy only)</li> <li>• Surveying and Geomatic Science (Troy only)</li> <li>• Technology, Industrial Technology or Engineering Technology</li> <li>• Telecommunication and Film or Broadcasting</li> <li>• Textile Management and Technology (AU only) Theatre</li> <li>• Wildlife Sciences (AU only)</li> </ul>
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## Allied Health Linkage

Northeast Alabama Community College is involved in a cooperative linkage program with other community colleges. The first year general education prerequisite courses are completed at Northeast. After acceptance to the health program, students may transfer to

complete coursework in their chosen field of study. The following programs are offered through this arrangement:

- Dental Assisting
- Dental Hygiene
- Diagnostic Imaging
- Diagnostic Medical Sonography

- Health Information Technology
- Clinical Laboratory Technician
- Occupational Therapy Assistant
- Physical Therapy Assistant
- Respiratory Therapy

For specific details regarding each program, students should contact Director of Advising for more information. Office: 100 Wallace Administration Building (WA), phone ext. 2245.

Below are some examples of Allied Health Programs:

### Associate in Applied Science in Diagnostic Imaging

This program is designed to provide technologists for Diagnostic Imaging Departments of hospitals and clinics. Students are taught the fundamental principles underlying all phases of Radiologic Technology. Upon graduation, the student is eligible to apply to take the registry examination of the American Registry of Radiologic Technologists (65 1-687-4448). According to the American Registry of Radiologic Technologists, application for certification to practice as an R.T. may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial by law.

### Associate in Applied Science in Physical Therapist Assistant

The Physical Therapist Assistant (PTA) is a skilled technical health care worker who assists the physical therapist in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Patients include accident victims and individuals with disabling conditions such as low-back pain, arthritis, heart disease, fractures, head injuries, and cerebral palsy. Duties of the physical therapist assistant are varied but include rehabilitation of orthopedic, neurological, pediatric, and sports related problems. Once a patient is evaluated and a treatment plan is designed by the physical therapist, the physical therapist assistant can provide many aspects of treatment, as prescribed by the therapist. Components of treatment procedures performed by these workers involve exercise, massage, electrical stimulation, paraffin baths, hot and cold packs, traction, and ultrasound. The physical therapist assistant is responsible for reporting patient responses and treatment outcomes to the physical therapist. Physical therapists assistants are employed by hospitals, rehabilitation centers, nursing homes, home health care agencies, private practices and other specialized health care settings.

### Associate in Applied Science in Respiratory Therapy

A respiratory therapist is responsible for administering, under physician's prescription, many

types of breathing therapeutics, and utilizing specialized breathing, aerosol and humidification equipment. These include the use of oxygen or oxygen mixtures, chest physiotherapy, mechanical ventilation, and aerosol medications. Respiratory therapists evaluate and treat all types of patients, ranging from premature infants whose lungs are not fully developed to elderly people whose lungs may be diseased. Respiratory therapists provide temporary relief to patients with chronic asthma or emphysema, as well as emergency care to patients who are victims of a heart attack, stroke, trauma, drowning, or shock. They perform limited physical examinations, and conduct diagnostic tests that assess breathing capacities and determine the concentration of oxygen and other gases in patients. The respiratory therapist works closely with the physician and also directly with the patient in the treatment situation by performing regular assessments of patients and equipment.

### Associate in Applied Science in Surgical Technician

Surgical technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

### Associate in Applied Science in Funeral Service

Veterinary technicians assist veterinarians by performing duties such as teeth cleaning, electrocardiography, bandaging, wound cleaning, surgical site preparation, radiology (x-rays), some types of injections, administering oral medications, suture removal, surgery assistant, and laboratory duties to include hematology, urinalysis and blood chemistry. An Alabama veterinary technician may not perform surgery or prescribe medications. Most courses require the student to work at least 20 hours per week at an approved clinical site to complete the required clinical tasks.

### Associate in Applied Science in Veterinary Technician

Veterinary technicians assist veterinarians by performing duties such as teeth cleaning, electrocardiography, bandaging, wound cleaning, surgical site preparation, radiology (x-rays), some types of injections, administering oral medications, suture removal, surgery assistant, and laboratory duties

to include hematology, urinalysis and blood chemistry. An Alabama veterinary technician may not perform surgery or prescribe medications. Most courses require the student to work at least 20 hours per week at an approved clinical site to complete the required clinical tasks.

## General Requirements for the Associate in Arts (AA) Degree

The Associate in Arts Degree is designed for students planning to transfer to a senior institution to complete a program of study in a liberal arts area. The outline below provides the general guidelines from Board Policy and is used by the college to design specific degree programs. A student pursuing this degree program should be aware that certain variations may exist for Areas I, II, III, and IV depending on the student's Area V concentration. A student pursuing an AA degree must follow the specific requirements for the program as outlined in the catalog.

<b>Area I: Written Composition</b>	<b>6 Credit Hours</b>
<ul style="list-style-type: none"> <li>Must complete <a href="#">ENG 101</a> and <a href="#">ENG 102</a>.</li> </ul>	
<b>Area II: Humanities and Fine Arts</b>	<b>12 Credit Hours</b>
<ul style="list-style-type: none"> <li>Must complete at least three semester hours in Literature.*</li> <li>Must complete at least three semester hours in the Arts.</li> </ul> <p><i>The remaining semester hours are to be selected from Humanities and/or Fine Arts. Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.</i></p>	
<b>Area III: Natural Science and Mathematics</b>	<b>11 Credit Hours</b>
<ul style="list-style-type: none"> <li>Must complete at least three semester hours in Mathematics at the Pre-Calculus Algebra or Finite Math level or higher.</li> </ul> <p><i>Must complete at least eight semester hours in the Natural Sciences which must include laboratory experiences. Disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.</i></p>	
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12 Credit Hours</b>
<ul style="list-style-type: none"> <li>Must complete at least three semester hours in History.*</li> <li>Must complete at least six semester hours in other disciplines in the Social and Behavioral Sciences.</li> </ul> <p><i>Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.</i></p>	
<b>Area I-IV: General Education Requirements</b>	<b>41 Credit Hours</b>
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>**19-23 Credit Hours</b>
<ul style="list-style-type: none"> <li>Courses appropriate to the degree requirements and major of the individual student and electives.</li> </ul> <p><i>Students completing courses that have been approved for transfer by the AGSC and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities</i></p>	
<b>Total Hours Required</b>	<b>**60-64 Credit Hours</b>
<p><i>*Must complete a six-semester-hour sequence either in Literature or in History. The sequences in Area II and IV in Literature and History need to follow the sequence requirements according to the student's major and transfer plans.</i></p> <p><i>**Respective programs of study for baccalaureate degrees at Alabama public and private universities range from 120 to 128 semester credit hours in length. Colleges are only authorized to provide 50 percent of that total (60-64, depending on the total hours allocated for the bachelor's degree).</i></p>	

## General Requirements for the General Education Short Term Certificate (STC)

The general education short term certificate award is designed to assist students in developing an academic foundation to earn credit toward the associate of arts or associate of science degree. The outline below provides the general guidelines from Board Policy. A student pursuing the general education short term certificate must follow the specific requirements for the program as outlined in the catalog.

<b>Area I: Written Composition</b>	<b>6 Credit Hours</b>
<b>Area II: Humanities and Fine Arts</b>	<b>3-9 Credit Hours</b>
<b>Area III: Natural Science and Mathematics</b>	<b>6-8 Credit Hours</b>
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>6-9 Credit Hours</b>
<b>Area I-IV: General Education Requirements</b>	<b>21-26 Credit Hours</b>
<b>Area V: Electives</b>	<b>1-3 Credit Hours</b>
<b>Total Hours Required</b>	<b>22-29 Credit Hours</b>

## General Requirements for the Associate in Science (AS) Degree

The Associate in Science Degree is designed for students planning to transfer to a senior institution to complete a program of study in the sciences or in a specialized pre-professional field. The outline below provides the general guidelines from Board Policy and is used by the college to design specific degree programs. A student pursuing this degree program should be aware that certain variations may exist for Areas I, II, III, and IV depending on the student's Area V concentration. A student pursuing an AS degree must follow the specific requirements for the program as outlined in the catalog.

<b>Area I: Written Composition</b>	<b>6 Credit Hours</b>
<ul style="list-style-type: none"> <li>Must complete <a href="#">ENG 101</a> and <a href="#">ENG 102</a>.</li> </ul>	
<b>Area II: Humanities and Fine Arts</b>	<b>12 Credit Hours</b>
<ul style="list-style-type: none"> <li>Must complete at least three semester hours in Literature.*</li> <li>Must complete at least three semester hours in the Arts.</li> <li>The remaining semester hours are to be selected from Humanities and/or Fine Arts.</li> </ul> <p><i>Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.</i></p>	
<b>Area III: Natural Science and Mathematics</b>	<b>11 Credit Hours</b>
<ul style="list-style-type: none"> <li>Must complete at least three semester hours in Mathematics at the Pre-Calculus Algebra or Finite Math level or higher.</li> </ul>	

<ul style="list-style-type: none"> <li>Must complete at least eight semester hours in the Natural Sciences which must include laboratory experiences.</li> </ul> <p><i>Disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.</i></p>	
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12 Credit Hours</b>
<ul style="list-style-type: none"> <li>Must complete at least three semester hours in History.*</li> <li>Must complete at least six semester hours in other disciplines in the Social and Behavioral Sciences.</li> </ul> <p><i>Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.</i></p>	
<b>Area I-IV: General Education Requirements</b>	<b>4I Credit Hours</b>
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>**19-23 Credit Hours</b>
<ul style="list-style-type: none"> <li>Area V courses are courses appropriate to the degree requirements and major of the individual student and electives. Students completing courses that have been approved for transfer by the AGSC and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.</li> </ul>	
<b>Total Hours Required</b>	<b>**60-64 Credit Hours</b>
<p><i>*Must complete a six-semester-hour sequence either in Literature or in History. The sequences in Area II and IV in Literature and History need to follow the sequence requirements according to the student's major and transfer plans.</i></p> <p><i>**Respective programs of study for baccalaureate degrees at Alabama public and private universities range from 120 to 128 semester credit hours in length. Colleges are only authorized to provide 50 percent of that total (60-64, depending on the total hours allocated for the bachelor's degree).</i></p>	

## General Requirements for the Associate in Applied Science (AAS) Degree

The Associate in Applied Science Degree is an undergraduate award designed for students planning to specialize in technical, business, semi-professional, and supervisory fields that are career oriented. The outline below provides the general guidelines from Board Policy and is used by the college to design specific degree programs. A student pursuing an AAS degrees must follow the specific requirements for the program as outlined in the catalog.

<b>Area I: Written Composition</b>	<b>3-6 Credit Hours</b>
<ul style="list-style-type: none"> <li>A course or course combination that promotes effective written and oral communication skills.</li> </ul>	
<b>Area II: Humanities and Fine Arts</b>	<b>3-6 Credit Hours</b>
<ul style="list-style-type: none"> <li>In addition to Literature, disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.</li> </ul>	
<b>Area III: Natural Science and Mathematics</b>	<b>6-11 Credit Hours</b>

<ul style="list-style-type: none"> <li>In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.</li> <li>A minimum of 3 hours in Mathematics required.</li> </ul>	
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>3-6 Credit Hours</b>
<ul style="list-style-type: none"> <li>In addition to History, the Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.</li> </ul>	
<b>Area I-IV: General Education Requirements</b>	<b>15-29 Credit Hours</b>
<b>Area V: Technical Core, Technical Concentration, and Electives</b>	<b>31-61 Credit Hours</b>
<ul style="list-style-type: none"> <li>Area V courses are courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.</li> </ul>	
<b>Total Hours Required</b>	<b>60-76 Credit Hours</b>

## General Requirements for the Certificate (CER)

The certificate award is designed for students seeking a specialized set of skills for employment or professional advancement. The outline below provides the general guidelines from Board Policy and is used by the college to design specific certificate programs. A student pursuing any of the certificate programs must follow the specific requirements for the program as outlined in the catalog.

<b>Area I: Written Composition</b>	<ul style="list-style-type: none"> <li>A minimum of one written composition course which may have a discipline specific prefix other than COM or ENG or the integration of written communication proficiencies within a required disciplinespecific course(s).</li> </ul>	<b>3-6 Credit Hours</b>
<b>Area II: Humanities and Fine Arts</b>		<b>0-6 Credit Hours</b>
<b>Area III: Natural Science and Mathematics</b>	<ul style="list-style-type: none"> <li>A minimum of one mathematics course which may have a discipline specific prefix other than MAH or MTH or the integration of mathematics proficiencies within a required discipline-specific course(s).</li> </ul>	<b>3-7 Credit Hours</b>
<b>Area IV: History, Social, and Behavioral Sciences</b>		<b>0 Credit Hours</b>
<b>Area I-IV: General Education Requirements</b>		<b>6-19 Credit Hours</b>
<b>Area V: Technical Core, Technical Concentration, and Electives</b>		<b>11-54 Credit Hours</b>
<b>Total Hours Required</b>		<b>30-60 Credit Hours</b>



## General Requirements for the Career Technical Education Short Term Certificate (STC)

The career technical education short term certificate award is designed to equip students with a focused set of skills for an entry level position in business or industry. The outline below provides the general guidelines from Board Policy and is used by the college to design specific career technical education short term certificate programs. A student pursuing any of the short term certificate programs must follow the specific requirements for the program as outlined in the catalog.

<b>Area I: Written Composition</b>	<b>0-3 Credit Hours</b>
<b>Area II: Humanities and Fine Arts</b>	<b>0 Credit Hours</b>
<b>Area III: Natural Science and Mathematics</b>	<b>0-3 Credit Hours</b>
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>0 Credit Hours</b>
<b>Area I-IV: General Education Requirements</b>	<b>0-6* Credit Hours</b>
<b>Area V: Technical Core, Technical Concentration, and Electives</b>	<b>9-29 Credit Hours</b>
<b>Total Hours Required</b>	<b>9-29 Credit Hours</b>

*\*Certificates with 6 hours of general education credits, must have a minimum of 15 total credit hours.*

## Academic Honors: Upon Graduation

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

Graduation with Honors (or <b>Cum Laude</b> )	3.50 to 3.69 GPA
Graduation with High Honors (or <b>Magna Cum Laude</b> )	3.70 to 3.89 GPA
Graduation with Highest Honors (or <b>Summa Cum Laude</b> )	3.90 to 4.00 GPA
Graduation Honors for Other Formal Awards (Diploma or Certificate) Graduation with Distinction	3.50 to 4.00 GPA

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

## Skills Training Division

The Skills Training Division provides educational opportunities for all adults, regardless of prior educational attainment. Most of these programs do not require a high school diploma or GED. Activities include:

- Non-credit training programs that lead to workforce credentials
- Non-credit workshops and seminars for professional or personal development
- Incumbent worker training programs
- Workforce assessments, including ACT WorkKeys®
- Certification and examination services, including Microsoft and Certiport
- Non-credit online programs and courses that lead to workforce readiness

For information about any of the services provided by the Skills Training Division, contact Ms. Julie George at 256-228-6001 or 638-4418, extension 2214.

### Short-term Non-credit Training Programs

Training programs are offered to meet current workforce needs. Since programs are dependent upon current needs, the following list of programs and requirements are subject to change and reflect requirements at the time of printing.

For more information about any non-credit short-term training programs, contact Ms. Julie George at 256-228-6001, extension 2214 or 256-638-4418, extension 2214. Upcoming class schedules and cost estimates are available on the web at [www.nacc.edu/workforce](http://www.nacc.edu/workforce). Click on "Programs".

### Workshops and Seminars

A variety of workshops and seminars for both personal and professional development are offered throughout the year. For a schedule of upcoming classes, visit [www.nacc.edu/workforce](http://www.nacc.edu/workforce). Click on "Workshops & Seminars".

### Industry Training (Incumbent Worker Training)

Northeast Alabama Community College offers training services to area business and industry. Training can be offered on site or on campus in a variety of areas. Additionally, an Alabama Technology Network (ATN) Center is located on campus, providing a vast array of training and consulting services to business and industry. For more information about or the Alabama Technology Network, contact Mr. Ronny Kisor, ATN Director, at 256-228-6001 or 256-638-4418,

extension 2265. For more information about training for business and industry, contact Julie George at 256-638-4418, ext. 2214.

## ACT WorkKeys® Assessment Career Readiness Certificate

WorkKeys® assessments give students and workers reliable, relevant information about their workplace skill levels. Combined with information about skill levels required for jobs, assessments information can help users make better career and educational decisions. For more information about the WorkKeys® Assessment and Development Center, contact Mrs. Nancy Griggs at 256-228-6001 or 256-638-4418, extension 2217.

## Certification Services

Northeast Alabama Community College offers a certification center where interested persons may take certification examinations for a variety of areas, including Microsoft Office Specialist, Internet and Computing Core Certification (IC3), and Electronics Technicians Association, International (ETA-I). For more information or to schedule an exam, contact Ms. Julie George at 256-228-6001 or 638-4418, extension 2214 or visit [www.nacc.edu](http://www.nacc.edu).

## Diversified Health Occupations

This program is designed to give graduates multiple pathways to employment in the health care field. Upon completion of the program, graduates will be eligible to take certification exams for EKG technician, phlebotomy technician, and pharmacy technician. This program does not offer college credit and will not lead to a college degree.

Courses Required:		
Course Number	Course Title	Clock Hours
SDC 001	WorkKeys	8
SDA 050	Healthcare Fundamentals	80
SDC 013	Pharmacy Technician	50
SDC 036	Phlebotomy Technician	112
SCD 025	EKG Technician	50

## EKG/Cardiovascular Technician

This program is designed to give graduates opportunity for entry level employment as an EKG technician. This program does not offer college credit and will not lead to a college degree. Certification as an EKG technician is available to those who qualify.

Courses Required:		
Course Number	Course Title	Clock Hours
SCD 025	EKG Technician	50

## Home Health/Hospice Aide

This program is designed to give graduates opportunity for entry-level employment as a nursing assistant/home health aide. This program does not offer college credit and will not lead to a college degree. Certification as a nursing assistant is available to those who qualify. Additional training in home health care will be provided as part of this program.

Required:		
Course Number	Course Title	Clock Hours
SDC 001	WorkKeys	8
SDA 051	Nursing Assistant	90
SDC 065	Home Health Aide	50

## Nursing Assistant

This program is designed to give graduates opportunity for entry level employment as a nursing assistant/home health aide. This program does not offer college credit and will not lead to a college degree. Certification as a nursing assistant is available to those who qualify.

Required:		
Course Number	Course Title	Clock Hours
SDC 001	WorkKeys	8
SDA 051	Nursing Assistant	90

## Patient Care Technician

This program is designed to give graduates multiple pathways to employment in the health care field. Upon completion of the program, graduates will be eligible to take certification exams for nursing assistant, EKG technician, and phlebotomy technician. This program does not offer college credit and will not lead to a college degree.

Courses Required:		
Course Number	Course Title	Clock Hours
SDC 001	WorkKeys	8
SDA 050	Healthcare Fundamentals	80
SDA 051	Nursing Assistant	90
SDC 036	Phlebotomy Technician	112
SCD 025	EKG Technician	50

## Pharmacy Technician

This program is designed to give graduates pathways to employment as a pharmacy technician. Successful completers of this program will be eligible to take the

national certification exam for pharmacy technicians. This program does not offer college credit and will not lead to a college degree.

Courses Required:		
Course Number	Course Title	Clock Hours
SDA 013	Pharmacy Technician	50

## Phlebotomy Technician

This program is designed to give graduates pathways to employment as a phlebotomy technician. Successful completers of this program will be eligible to take the national certification exam for phlebotomy technicians. This program does not offer college credit and will not lead to a college degree.

Courses Required:		
Course Number	Course Title	Clock Hours
SDA 036	Phlebotomy Technician	112

# Advisory Boards & Committees

## Advisory Boards/Committees

It is the policy of Northeast Alabama Community College that, with regard to appointments to advisory boards at NACC, no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law (reference ACCS Policies 601.02 and 800.00).

NORTHEAST ADVISORY BOARD	NACC FOUNDATION MEMBERS
Juana Macias-Christian Rita Blair-Essig John Maples Dr. Gary Speers Cole Justice Otis Washington Greg Bell Nita Tolliver Ashley Wigley-Thomas, CRNP Tina Smith-Rainsville Donald Tidmore-Rainsville Abby Benson Rudder Williams David Dodd Jenifer Holt Mike O'Dell Senator Steve Livingston Donna Campbell Fred Johnson Cassie Parker	Mr. Jim Blevins - Stevenson Mrs. Lynn Brewer - Fort Payne Mrs. Cassie Hooks Parker - Mentone Mr. Rex Cresswell - Henagar Mr. Win Harbin - Scottsboro Mr. Reggy Jones - Fyffe Rep. Mike Kirkland - Huntsville Ms. Felicia Mitchell - Rainsville Ms. JoAnn Storey - Henagar Mr. Danny Ashley - Fyffe Mr. Dus Rogers - Scottsboro Mr. Heath Blevins - Rainsville Dr. Anthony Sims - Sylvania Mrs. Amber Harrington - Scottsboro Mrs. Melanie Bradford Holliman - Scottsboro Mrs. Jenna Webb Bell - Scottsboro Mr. Mark Malone - Valley Head

CHARLES M. PENDLEY FOUNDERS CHAIR COMMITTEE	NORTHEAST ADVISORY COMMITTEES STRATEGIC ANALYSIS TEAM FOR CAREER/TECHNICAL EDUCATION
Lallie Leighton, Chair Joyce Kennamer Pat Freeman David Beddingfield Barbara Cole	Dr. David - Campbell President Kerry Wright - Dean of Workforce Development and Skills Training Rodney Bone - Dean of Administrative Services Hayley Johnson - BUS, CIS, OAD Division Director Dr. Myrna Williamson - NUR Division Director Russell Greathouse - NACC Advisory Board Randy McClung - DDT Advisory Committee Jessie Gamez - Fort Payne City Schools Marilyn Dalton - MAT Program Director Jason Davidson - Jackson County Schools Pam Clay - DeKalb County EDA Nathan Lee - Jackson County EDA
PROGRAM ADVISORY COMMITTEES BUSINESS	CHILD DEVELOPMENT
Dr. David Campbell (ex officio) - President Chad Gorham - Dean of Instruction Kerry Wright - Dean of Workforce Development and Skills Training Mary Croft - Gant & Croft Associates Jimmy Durham - DeKalb County Economic Development Authority Dylan Thornberry - Thornberry Insurance Agency Rodger Lingerfelt - Mayor, City of Rainsville Ryan Tramel - DeKalb Regional Paul Higdon - Farmers Telephone Cooperative	Dr. David Campbell, (ex-officio) - President Chad Gorham - Dean of Instruction Kerry Wright - Dean of Workforce Development and Skills Training Joan Reeves - Director, Div. English and Fine Arts/Director of Student Activities Lisa Murphy - Instructor/Advisor of Child Development Judy Davidson, (Committee Chair) - DeKalb County Childcare Resource Network Kimberly Reese - Childcare Resource Network Education Coordinator Erynn Lusk - State Dept. of Early Childhood Education Jenny Copeland - Education Administrator, State of Ala. Dept. Early Childhood Education Cathy Mitchell - Scottsboro Impact Learning Center Deborah Fanning - Scottsboro High School FCS Instructor Myra Holt - Regional Manager for Office of School Readiness Pre-K Bob Johnston - DeKalb County Chief Deputy District Attorney Greta Mosley - Fort Payne Head Start Theresa Dalton - Area Team Leader, Head Start/Early Head Start/Pre-K Penny Roney - Jackson County Health Department Jim Cunningham - Superintendent, Fort Payne City Schools Dr. Houston Henderson - Assistant Principal, Wills Valley, Fort Payne Mark Guffey - Asst. Superintendent/ Federal Programs Director, Jackson County Schools Dr. Julia Everett - Director, NACC Cecil B. Word Learning Resources Center/ Library Corky Hood - Federal Programs /Elementary Curriculum/Pre-K Director, Scottsboro City Schools
COMPUTER INFORMATION SYSTEMS	CRIMINAL JUSTICE
Dr. David Campbell (ex officio) - President Chad Gorham - Dean of Instruction Kerry Wright - Dean of	Dr. David Campbell (ex officio) - President Chad Gorham - Dean of Instruction Kerry Wright - Dean of Workforce Development

<p>Workforce Development and Skills Training Haley Johnson (convener) - Division Director Joe Ford - DeKalb Regional Medical Center Laura Hulgan - First State Bank Julie Hester - Mor-Gas, Inc. Patricia McCrary - Scottsboro City Schools Phillip Shirey - Farmers Telephone Cooperative Bradley Willmon - WestRock Container Corporation</p>	<p>and Skills Training Charles Centers - Rainsville Police Department Ralph Dawe - Scottsboro Police Department Michael O'Dell - District Attorney, 9th Judicial Circuit Michael Edmonson - DeKalb County Sheriff's Office Hon. John H. Graham - Jackson County Circuit Judge Rocky Harnen - Jackson County Sheriff's Office Nick Welden - DeKalb County Sheriff's Office Chuck Phillips - Jackson County Sheriff's Office Hon. Jeremy S. Taylor - 9th Judicial Circuit Judge Steven Whited - Criminal Justice Instructor</p>	<p>Technology Network David Holder - Sanoh-America Roger Dukes - GH Metal Solutions Tim Gray - Polyamide Mark Cather - Lozier Shane Snyder - Sanoh-America Edwin Stanley - GH Metal Solutions Eric Chambers - GH Metal Solutions Bruce Roberts - Rock-Tenn Kyle Biles - Plasman Carri Smith - Valmont David Hulsey - Siemens Paul Ingham - Johns Manville (Health &amp; Safety) Charles Renegar - Johns Manville (Engineer)</p>	<p>Sammy Hicks - PlayCore Jay Lindsey - U.S. Army Research and Development Steve Howell - Diolen</p>
<b>ADVANCED DESIGN &amp; MANUFACTURING</b>	<b>EMERGENCY MEDICAL SERVICES</b>	<b>INDUSTRIAL SYSTEMS TECHNOLOGY</b>	<b>MACHINE TOOL TECHNOLOGY</b>
<p>Dr. David Campbell (ex officio)- President Kerry Wright - Dean of Workforce Development and Skills Training Kelly Black (convener) - DDT Instructor Pam Clay - Dekalb Economic Development Hunter Furgerson - GH Metal Solutions Chelsie Khan - TVA CadNet Paden Sharpe - DC Equipment Leah Cornett - Vulcraft Devin Davis - Vulcraft Kellie Bailey - Southern Metal Fab Kelly Tarvin - Southern Metal Fab Jeff Mitchell - Carr &amp; Associates Engineers Alex Flora - Bailey Bridges Josh Caldwell - Crown Machinery Dakota Roberts - Taylor Manufacturing McClain Butler - Taylor Manufacturing Stone Yates - Taylor Manufacturing Jonathan Walker - Environmental Solutions Kelly Sanders - Valley Joist Greg Smyth - Roof Curb Systems Clifton Reaser - Roof Curb Systems Brian Keith - RoadTec Jim Hicks - Steel Plus Jeremy Rowell - Steel Plus Brad Jacoway - Steel Plus Brandon McBride - Gametime / PlayCore Janet McConnell - Gametime / PlayCore Kevin Nixon - Gametime / PlayCore</p>	<p>Dr. Campbell - President Kerry Wright - Dean of Workforce Development and Skills Training Colton Lockard - Student Benjamin Cook - Graduate Kristi Gant - EMS Program Director Chris Hawes - Highlands EMS Amy St. Clair - DeKalb Regional Medical Center Dr. Ashley Cole - Physician Cheryl Turner - DeKalb Ambulance Service Deborah Jagers - Air Evac Gene Necklaus - Scottsboro Fire Department Greg Lockard - Scottsboro Fire Department Scott Westbrook - Fort Payne Fire Department Willimac Wright - Rainsville Fire Department Shane Parker - Marshall Medical Centers EMS Ronnie Osbourn - DeKalb County Probate Judge Victor Manning - Jackson County Probate Judge John David Jordan - Jackson County Coroner Jamie Grey - State of Alabama Office of EMS Anthony Clifton - DeKalb County EMA Nathan Lee - Jackson County EDA Pam Clay - DeKalb County EDA</p>	<p>Dr. David Campbell (ex officio) - President Kerry Wright - Dean of Workforce Development and Skills Training Dennis Lester (convener) - IST Instructor Danny Johnston - Lozier Corp. Howard Norton - PlayCore Jake Biddle - Wayne Farms Rick Morgan - Shaw Industries Group Inc. Jerry Dunn - ATI Firth Sterling John Anderson - United States Gypsum Rocky Franklin - Great Western, LLC Randy Dorsett - Alatrade Foods Brad Scott - GH Metal Solutions Cecile Gray- BlueScope Steel Gary Anderson - Polyamide HP Jeff Comer - WestRock</p>	<p>Dr. David Campbell (ex officio) - President Kerry Wright - Dean of Workforce Development and Skills Training Hugo DeAngelis (convener) - MTT Instructor Steve Avans - Avans Machine and Tool Kevin Wagner - Dixie Machine Shop Heath Osbourne - GH Metal Solutions Teresa Wilson - Lozier Jonathon Andrews - R &amp; M Machine Shop Robert Dean - Retired Instructor James Johnson - Siemens Mike Murphy - Lozier Ronny Kisor - Alabama Technology Network Randy McClung - JSA Machinery Greg Brown - Brown Precision, Inc. Tim Berry - Newman Technologies Blake Gifford - Dynetics</p>
<b>ENGINEERING TECHNICIAN</b>	<b>INDUSTRIAL ELECTRONICS TECHNOLOGY</b>	<b>MEDICAL ASSISTING TECHNOLOGY</b>	<b>NURSING</b>
<p>Dr. David Campbell (ex officio) - President Kerry Wright - Dean of Workforce Development and Skills Training Dave Hyatt - Instructor Ronny Kisor - Alabama</p>	<p>Dr. David Campbell (ex officio) President Kerry Wright- Dean of Workforce Development and Skills Training Galen Andrews - ILT Instructor David Garrett - Farmers Telephone Cooperative</p>	<p>Dr. David Campbell (ex officio) - President Kerry Wright - Dean of Workforce Development and Skills Training Marilyn Dalton (convener) - MAT Program Director Kellie Keeble, CCMA - Dekalb Urgent Care Sharon Hughes - MM DX &amp; Walk In Veronica Wetzel - Loving Arms Home Care Agency Vernessa Steele - DeKalb MD Vicky Adkins - Scottsboro/ DeKalb ENT Monica Hancock - HMC - Education Terri Gilley - HMC - LAB Susanna Sivley - HMC - Director HR Deborah Hilley - EPCOT Gerald Bell - Turning Point Legal-Guntersville Tina Terrell - DeKalb Regional - Lab</p>	<p>Dr. David Campbell (ex officio) - NACC President Angie Bennett, CNO - (DeKalb Regional Medical Center) Lisa Bearden, RN - Education Director (Marshall Medical Center, North) Tami Howard - Education Director (Marshall Medical Center, South) Jessica O'Neal - Nurse Manager (Highlands Medical Center) Carol Hawkins, RN - Director of Nursing (Crowne Healthcare) Amber Goodman - Director of Nursing (Crossville Health and Rehab) Sheree Wilson - Nursing (Cloverdale Rehabilitation &amp; Nursing Center) Jodi Lamey - Assistant Director of Nursing (Collinsville Healthcare and Rehab) Manda Mountain - Chief Nursing Office (Highland's Health and Rehabilitation) Pam Vernon - Head Nurse Jackson County Schools (Jackson County Board of Education) Mary Crosby - DeKalb County Board of Education</p>

<p>Tasha Hendrix, CCMA - Dr. Bolton, Scottsboro  Tina Robinson - DeKalb Regional  Haylee Veal - Current MAT Student  Joyce Farr, CCMA - MAT Graduate  Chastity Phillips, CCMA - Dove Family Health-Rainsville  Rebecca Reeves - DeKalb Tech DE Instructor  Shainah Hawes - EPCOT DE Instructor  Paula Carroll - DeKalb Tech DE Instructor  Stephanie Hill - Scottsboro HS DE Instructor  Robert Carter - MAT Lab Instructor  Rachel Walker - MAT Instructor  Donna Moore - MAT Instructor  Nancy Griggs - Scottsboro Chamber of Commerce  Dr. Ashley Cole - Medical Director, DeKalb Urgent Care  Tracy Chapman - Dr. Simmons-Mountain Lake Urology  Kathy Gilbert - ADPH</p>	<p>Hilary Looney - Director of Nursing (Rehab Select at Albertville)  Jean Ann McMurry - Chief Nursing Office (Highlands Medical Center)  Kathy Woodruff - Chief Nursing Office (Marshall Medical Centers)</p>
<b>OFFICE ADMINISTRATION</b>	<b>SALON AND SPA MANAGEMENT</b>
<p>Dr. David Campbell (ex officio) - President  Chad Gorham - Dean of Instruction  Kerry Wright - Dean of Workforce Development and Skills Training  Haley Johnson (convener) - Division Director  Chris Croft - Attorney  Jeff Helton - Scottsboro Area Career Center  Emily LeRoy - Fort Payne Area Career Center  Shannon Maxwell - First Choice Personnel  Susanna Sivley - Highlands Medical Center  Vonda Tharpe - The Children's Place  Sherry Whitten - OAD Adjunct Instructor  Judge Jeremy Taylor - PRL Adjunct Instructor</p>	<p>Dr. David Campbell (ex officio) - President  Kerry Wright - Dean of Workforce Development and Skills Training  Regina Gilliland (convener) - Instructor of Salon &amp; Spa Management Program Coordinator  Kristin Abercrombie Lacey - Instructor Salon and Spa Management  Hannah Highfield - Cosmetologist  Melissa Stephens - Owner, Cosmetique Style Salon  Michelle Decker - Owner, Gigi's Hair &amp; Nails Salon  Gail Goolesby - Cosmetologist, Gigi's Hair &amp; Nails Salon  Linda Lybrand - Cosmetologist, Gigi's Hair &amp; Nails Salon  Michelle White - Nails, Gigi's Hair &amp; Nails Salon  Dana Thomas - Owner, The Designers  Babs Holcomb - Nails, The Designers  Maribel Bravo - Scottsboro High School Aide, The Designers  Keven Roney - Owner, K Roney Hair Salon  Lauren Keck - Cosmetologist, Salon Allure  Paula Lecher - Owner, Salon Allure, Redken Artist  Tracy Martin - DeKalb Co Tech Center Cosmetology Instructor  Teri Mathews - Scottsboro High School Cosmetology Aide  DesLyne Waits - Merle Norman  Heather Griggs - Massage Therapy Instructor, Bigelows  Cathy Stiefel - Cathy's 5th and Grand  Heath Mankey - State Beauty Supply  Dana Mitchell - PPD Brands  Dana Thomas - Owner, Hair Designers  Lauren Keck - Studio Gavin Haircolour Salon  Paula Lecher - Owner, Salon Allure  Michelle Decker - Gigi's Hair and Nail</p>
<b>WELDING</b>	
<p>Dr. David Campbell (ex officio) - President  Kerry Wright - Dean of Workforce Development and Skills Training  John Fowler (convener) - WDT Instructor  Sean-Paul Kimball - Iron Workers Union Local 704  Chris Bell - UA Local 91  Mike Brooks - Bluescope Buildings  Dalton Owensby - Arcosa-Myer Utility Structures  Kerry Laverne - Telko Inc.  Terry Baine - Valley Joist  David Rigsby - Liberty Steel  Jeremy Conover - Playcore  Jake Pinholster - GH Metal Solutions</p>	

<p>Salon  Connie Stewart - Owner, EDM Salon  Tracie Martin Sharp - Cosmetology Instructor,  DeKalb Co. Tech Center  Sydney Lea - Cosmetology Instructor, EPCOT  Laura Thompson - Cosmetology Instructor, Marshall County Tech  Jason Davidson - Director, EPCOT  Jonathan Phillips - Director, DeKalb Co. Tech Center  Sherman Leigh - Director, Marshall County Tech  Nancy Griggs - Director of Talent Development, Mountain Lakes Chamber of Commerce  Lindsey Foster - Owner, Advanced Physical Therapy</p>
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# DEGREE REQUIREMENTS



# Degrees & Certificates

## Advanced Design and Manufacturing

Associate in Applied Science, Advanced Design and Manufacturing - CAD/CAM Option

**Degree Type**  
A.A.S.

### Student Learning Outcomes

Graduates of the Advanced Design & Manufacturing Program will be able to:

- Demonstrate proper use of precision measurement tools to accurately inspect and document the features of a part. (*ADM 101*) (*ADM 155*) (*ADM 261*)
- Read and interpret industry-standard technical drawings & annotations of mechanical parts and assemblies. (*ADM 110*) (*ADM 215*)
- Use 2D CAD software to produce industry-standard technical drawings of mechanical parts. (*ADM 107*) (*DDT 220*)
- Use 3D CAD software to produce parametric solid models and industry-standard technical drawings of mechanical parts and assemblies. (*MDT 147*) (*MDT 202*) (*ADM 155*)
- Use additive manufacturing technology to create scaled prototypes of mechanical parts. (*ADM 160*) (*ADM 155*) (*ADM 261*)
- Demonstrate good soft skills and a high level of workplace readiness. (*ADM 155*)

### Area I - IV Academic Courses

Item #	Title	Credits
	English Elective Group (ADM)	3
	Speech Elective Group (ADM)	3
	Fine Arts Elective Group (AAS)	3
	Computer Science Elective Group (ADM)	3
	Mathematics Elective Group (ADM)	3
	History, Social, & Behavioral Sciences Elective Group (AAS)	3

### Area V Core ADM Technical Courses

Item #	Title	Credits
	Precision Measurement Group (ADM)	3
ADM 110	BLUEPRINT READING	3
ADM 107	CAD CONCEPTS	3
	Design Innovation & Engineering Foundations Group (ADM)	3
ADM 108	INTRO TO 3D MODELING	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
	Intermediate Solid Modeling Group (ADM)	3
ADM 155	MANUFACTURING PROJECTS	3
WKO 131	MSSC SAFETY COURSE	3
WKO 106	WORKPLACE SKILLS	3
	Technical Cooperative Education	3
ADM 215	GEOMETRIC DIMENSIONING & TOLERANCING	3

### Area V Emphasis Courses

Item #	Title	Credits
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
MTT 141	BASIC COMPUTER NUMERICAL CONTROL MILLING PROGRAMMING I	3
MTT 212	ADVANCED COMPUTER NUMERICAL CONTROL TURNING	3
MTT 213	ADVANCED COMPUTER NUMERICAL CONTROL MILLING	3
ADM 255	APPLICATION OF DESIGN (CAPSTONE)	3
<b>Total Credits</b>		<b>69</b>

## Associate in Applied Science, Advanced Design and Manufacturing - Drafting Design Option

**Degree Type**  
A.A.S.

### Student Learning Outcomes

Graduates of the Advanced Design & Manufacturing Program will be able to:

- Demonstrate proper use of precision measurement tools to accurately inspect and document the features of a part. (*ADM 101*) (*ADM 155*) (*ADM 261*)
- Read and interpret industry-standard technical drawings & annotations of mechanical parts and assemblies. (*ADM 110*) (*ADM 215*)

- Use 2D CAD software to produce industry-standard technical drawings of mechanical parts. (ADM 107) (DDT 220)
- Use 3D CAD software to produce parametric solid models and industry-standard technical drawings of mechanical parts and assemblies. (MDT 147) (MDT 202) (ADM 155)
- Use additive manufacturing technology to create scaled prototypes of mechanical parts. (ADM 160) (ADM 155) (ADM 261)
- Demonstrate good soft skills and a high level of workplace readiness. (ADM 155)

## Success Guide

### Area I - IV Academic Courses

Item #	Title	Credits
	English Elective Group (ADM)	3
	Speech Elective Group (ADM)	3
	Fine Arts Elective Group (AAS)	3
	Computer Science Elective Group (ADM)	3
	Mathematics Elective Group (ADM)	3
	History, Social, & Behavioral Sciences Elective Group (AAS)	3

### Area V Core ADM Technical Courses

Item #	Title	Credits
	Precision Measurement Group (ADM)	3
ADM 110	BLUEPRINT READING	3
ADM 107	CAD CONCEPTS	3
	Design Innovation & Engineering Foundations Group (ADM)	3
ADM 108	INTRO TO 3D MODELING	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
	Intermediate Solid Modeling Group (ADM)	3
ADM 155	MANUFACTURING PROJECTS	3
WKO 131	MSSC SAFETY COURSE	3
WKO 106	WORKPLACE SKILLS	3
	Technical Cooperative Education	3
ADM 215	GEOMETRIC DIMENSIONING & TOLERANCING	3

### Area V Emphasis Courses

Item #	Title	Credits
DDT 124	BASIC TECHNICAL DRAWING	3
MTT 218	COMPUTER INTEGRATED MANUFACTURING (CIM)	3
	Advanced Solid Modeling Group (ADM)	3
DDT 220	ADVANCED TECHNICAL DRAWING	3
	Capstone Group (ADM)	3

## Associate in Applied Science, Advanced Design and Manufacturing - Manufacturing Design Option

### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Advanced Design & Manufacturing Program will be able to:

- Demonstrate proper use of precision measurement tools to accurately inspect and document the features of a part. (ADM 101) (ADM 155) (ADM 261)
- Read and interpret industry-standard technical drawings & annotations of mechanical parts and assemblies. (ADM 110) (ADM 215)
- Use 2D CAD software to produce industry-standard technical drawings of mechanical parts. (ADM 107) (DDT 220)
- Use 3D CAD software to produce parametric solid models and industry-standard technical drawings of mechanical parts and assemblies. (MDT 147) (MDT 202) (ADM 155)
- Use additive manufacturing technology to create scaled prototypes of mechanical parts. (ADM 160) (ADM 155) (ADM 261)
- Demonstrate good soft skills and a high level of workplace readiness. (ADM 155)

## Success Guide

### Area I - IV Academic Courses

Item #	Title	Credits
	English Elective Group (ADM)	3
	Speech Elective Group (ADM)	3
	Fine Arts Elective Group (AAS)	3
	Computer Science Elective Group (ADM)	3
	Mathematics Elective Group (ADM)	3
	History, Social, & Behavioral Sciences Elective Group (AAS)	3



## Area V Core ADM Technical Courses

Item #	Title	Credits
	Precision Measurement Group (ADM)	3
ADM 110	BLUEPRINT READING	3
ADM 107	CAD CONCEPTS	3
	Design Innovation & Engineering Foundations Group (ADM)	3
ADM 108	INTRO TO 3D MODELING	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
	Intermediate Solid Modeling Group (ADM)	3
ADM 155	MANUFACTURING PROJECTS	3
WKO 131	MSSC SAFETY COURSE	3
WKO 106	WORKPLACE SKILLS	3
	Technical Cooperative Education	3
ADM 215	GEOMETRIC DIMENSIONING & TOLERANCING	3

## Area V Emphasis Courses

Item #	Title	Credits
ENT 106	PRINCIPLES OF ENGINEERING TECHNOLOGY	3
ENT 223	MATERIALS SELECTION	3
ENT 221	INDUSTRIAL QUALITY AND PRODUCTIVITY	3
	Advanced Solid Modeling Group (ADM)	3
	Reverse Engineering or Application of Design Elective Group (ADM)	3
	<b>Total Credits</b>	<b>69</b>

## Associate in Applied Science, Advanced Design and Manufacturing - Manufacturing Systems Option

### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Advanced Design & Manufacturing Program will be able to:

- Demonstrate proper use of precision measurement tools to accurately inspect and document the features of a part. (ADM 101) (ADM 155) (ADM 261)
- Read and interpret industry-standard technical drawings & annotations of mechanical parts and assemblies. (ADM 110) (ADM 215)
- Use 2D CAD software to produce industry-standard technical drawings of mechanical parts. (ADM 107) (DDT 220)

- Use 3D CAD software to produce parametric solid models and industry-standard technical drawings of mechanical parts and assemblies. (MDT 147) (MDT 202) (ADM 155)
- Use additive manufacturing technology to create scaled prototypes of mechanical parts. (ADM 160) (ADM 155) (ADM 261)
- Demonstrate good soft skills and a high level of workplace readiness. (ADM 155)

## Success Guide

### Area I - IV Academic Courses

Item #	Title	Credits
	English Elective Group (ADM)	3
	Speech Elective Group (ADM)	3
	Fine Arts Elective Group (AAS)	3
	Computer Science Elective Group (ADM)	3
	Mathematics Elective Group (ADM)	3
	History, Social, & Behavioral Sciences Elective Group (AAS)	3

### Area V Core ADM Technical Courses

Item #	Title	Credits
	Precision Measurement Group (ADM)	3
ADM 110	BLUEPRINT READING	3
ADM 107	CAD CONCEPTS	3
	Design Innovation & Engineering Foundations Group (ADM)	3
ADM 108	INTRO TO 3D MODELING	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
	Intermediate Solid Modeling Group (ADM)	3
ADM 155	MANUFACTURING PROJECTS	3
WKO 131	MSSC SAFETY COURSE	3
WKO 106	WORKPLACE SKILLS	3
	Technical Cooperative Education	3
ADM 215	GEOMETRIC DIMENSIONING & TOLERANCING	3

## Area V Emphasis Courses

Item #	Title	Credits
ADM 295	MSSC GREEN PRODUCTION	3
	Process Technology Systems or 3 Intro to Flexible Manufacturing Cells Elective Group (ADM)	
ENT 221	INDUSTRIAL QUALITY AND PRODUCTIVITY	3
ADM 277	INDUSTRIAL ENERGY SOURCES SUSTAINABILITY	3
ADM 281	ADVANCED MANUFACTURING PROCESSES/NEW AND EMERGING ENERGY TECHNOLOGIES	3
<b>Total Credits</b>		<b>69</b>

## Associate in Applied Science, Advanced Design and Manufacturing - Production Technician Option

**Degree Type**  
A.A.S.

## Student Learning Outcomes

Graduates of the Advanced Design & Manufacturing Program will be able to:

- Demonstrate proper use of precision measurement tools to accurately inspect and document the features of a part. (ADM 101) (ADM 155) (ADM 261)
- Read and interpret industry-standard technical drawings & annotations of mechanical parts and assemblies. (ADM 110) (ADM 215)
- Use 2D CAD software to produce industry-standard technical drawings of mechanical parts. (ADM 107) (DDT 220)
- Use 3D CAD software to produce parametric solid models and industry-standard technical drawings of mechanical parts and assemblies. (MDT 147) (MDT 202) (ADM 155)
- Use additive manufacturing technology to create scaled prototypes of mechanical parts. (ADM 160) (ADM 155) (ADM 261)
- Demonstrate good soft skills and a high level of workplace readiness. (ADM 155)

## Success Guide

### Area I - IV Academic Courses

Item #	Title	Credits
	English Elective Group (ADM)	3
	Speech Elective Group (ADM)	3
	Fine Arts Elective Group (AAS)	3
	Computer Science Elective Group (ADM)	3
	Mathematics Elective Group (ADM)	3
	History, Social, & Behavioral Sciences Elective Group (AAS)	3

### Area V Core ADM Technical Courses

Item #	Title	Credits
	Precision Measurement Group (ADM)	3
ADM 110	BLUEPRINT READING	3
ADM 107	CAD CONCEPTS	3
	Design Innovation & Engineering Foundations Group (ADM)	3
ADM 108	INTRO TO 3D MODELING	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
	Intermediate Solid Modeling Group (ADM)	3
ADM 155	MANUFACTURING PROJECTS	3
WKO 131	MSSC SAFETY COURSE	3
WKO 106	WORKPLACE SKILLS	3
	Technical Cooperative Education	3
ADM 215	GEOMETRIC DIMENSIONING & TOLERANCING	3

## Area V Emphasis Courses

Item #	Title	Credits
WKO 132	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WKO 133	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WKO 134	MSSC MAINTENANCE AWARENESS	3
	Advisor Approved Elective - Production Group (ADM)	6
<b>Total Credits</b>		<b>69</b>

## Associate in Applied Science, Advanced Design and Manufacturing - Quality Control & Inspection Option

**Degree Type**  
A.A.S.

### Student Learning Outcomes

Graduates of the Advanced Design & Manufacturing Program will be able to:

- Demonstrate proper use of precision measurement tools to accurately inspect and document the features of a part. *(ADM 101) (ADM 155) (ADM 261)*
- Read and interpret industry-standard technical drawings & annotations of mechanical parts and assemblies. *(ADM 110) (ADM 215)*
- Use 2D CAD software to produce industry-standard technical drawings of mechanical parts. *(ADM 107) (DDT 220)*
- Use 3D CAD software to produce parametric solid models and industry-standard technical drawings of mechanical parts and assemblies. *(MDT 147) (MDT 202) (ADM 155)*
- Use additive manufacturing technology to create scaled prototypes of mechanical parts. *(ADM 160) (ADM 155) (ADM 261)*
- Demonstrate good soft skills and a high level of workplace readiness. *(ADM 155)*

## Success Guide

### Area I - IV Academic Courses

Item #	Title	Credits
	English Elective Group (ADM)	3
	Speech Elective Group (ADM)	3
	Fine Arts Elective Group (AAS)	3
	Computer Science Elective Group (ADM)	3
	Mathematics Elective Group (ADM)	3
	History, Social, & Behavioral Sciences Elective Group (AAS)	3

## Area V Core ADM Technical Courses

Item #	Title	Credits
	Precision Measurement Group (ADM)	3
ADM 110	BLUEPRINT READING	3
ADM 107	CAD CONCEPTS	3
	Design Innovation & Engineering Foundations Group (ADM)	3
ADM 108	INTRO TO 3D MODELING	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
	Intermediate Solid Modeling Group (ADM)	3
ADM 155	MANUFACTURING PROJECTS	3
WKO 131	MSSC SAFETY COURSE	3
WKO 106	WORKPLACE SKILLS	3
	Technical Cooperative Education	3
ADM 215	GEOMETRIC DIMENSIONING & TOLERANCING	3

## Area V Emphasis Courses

Item #	Title	Credits
ADM 106	QUALITY CONTROL CONCEPTS	3
ENT 221	INDUSTRIAL QUALITY AND PRODUCTIVITY	3
ENT 223	MATERIALS SELECTION	3
WKO 132	MSSC QUALITY PRACTICES AND MEASUREMENT	3
	Capstone Group (ADM)	3
<b>Total Credits</b>		<b>69</b>

## Certificate, Advanced Design and Manufacturing - CAD/CAM Option

**Degree Type**  
Certificate

### Success Guide

### Area I - IV Academic Courses

Item #	Title	Credits
	English Elective Group (ADM)	3
	Mathematics Elective Group (ADM)	3
	Computer Science Elective Group (ADM)	3

## Area V Core ADM Technical Courses

Item #	Title	Credits
WKO 131	MSSC SAFETY COURSE	3
	Precision Measurement Group (ADM)	3
ADM 110	BLUEPRINT READING	3
	Design Innovation & Engineering Foundations Group (ADM)	3
ADM 108	INTRO TO 3D MODELING	3
MTT 218	COMPUTER INTEGRATED MANUFACTURING (CIM)	3
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
MTT 141	BASIC COMPUTER NUMERICAL CONTROL MILLING PROGRAMMING I	3
	<b>Total Credits</b>	<b>33</b>

## Certificate, Advanced Design and Manufacturing - CADD Option

**Degree Type**  
Certificate

## Area I - IV Academic Courses

Item #	Title	Credits
	English Elective Group (ADM)	3
	Mathematics Elective Group (ADM)	3
	Computer Science Elective Group (ADM)	3

## Area V Core ADM Technical Courses

Item #	Title	Credits
WKO 131	MSSC SAFETY COURSE	3
	Precision Measurement Group (ADM)	3
ADM 110	BLUEPRINT READING	3
	Design Innovation & Engineering Foundations Group (ADM)	3
ADM 107	CAD CONCEPTS	3
ADM 108	INTRO TO 3D MODELING	3
DDT 124	BASIC TECHNICAL DRAWING	3
	Intermediate Solid Modeling Group (ADM)	3
	<b>Total Credits</b>	<b>33</b>

## Certificate, Advanced Design and Manufacturing -Manufacturing Systems Option

**Degree Type**  
Certificate

## Success Guide

## Area I - IV Academic Courses

Item #	Title	Credits
	English Elective Group (ADM)	3
	Mathematics Elective Group (ADM)	3
	Computer Science Elective Group (ADM)	3

## Area V Core ADM Technical Courses

Item #	Title	Credits
WKO 131	MSSC SAFETY COURSE	3
	Precision Measurement Group (ADM)	3
ADM 110	BLUEPRINT READING	3
	Design Innovation & Engineering Foundations Group (ADM)	3
ADM 295	MSSC GREEN PRODUCTION	3
	Process Technology Systems or 3 Intro to Flexible Manufacturing Cells Elective Group (ADM)	3
ENT 221	INDUSTRIAL QUALITY AND PRODUCTIVITY	3
ADM 277	INDUSTRIAL ENERGY SOURCES SUSTAINABILITY	3
	<b>Total Credits</b>	<b>33</b>

## Certificate, Advanced Design and Manufacturing -Production Technician Option

**Degree Type**  
Certificate

## Success Guide

## Area I - IV Academic Courses

Item #	Title	Credits
	English Elective Group (ADM)	3
	Mathematics Elective Group (ADM)	3
	Computer Science Elective Group (ADM)	3

### Area V Core ADM Technical Courses

Item #	Title	Credits
WKO 131	MSSC SAFETY COURSE	3
	Precision Measurement Group (ADM)	3
ADM 110	BLUEPRINT READING	3
	Design Innovation & Engineering Foundations Group (ADM)	3
WKO 132	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WKO 133	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WKO 134	MSSC MAINTENANCE AWARENESS	3
ADM 215	GEOMETRIC DIMENSIONING & TOLERANCING	3
<b>Total Credits</b>		<b>33</b>

### Certificate, Advanced Design and Manufacturing - Quality Control & Inspection Option

#### Degree Type

Certificate

#### Success Guide

### Area I - IV Academic Courses

Item #	Title	Credits
	English Elective Group (ADM)	3
	Mathematics Elective Group (ADM)	3
	Computer Science Elective Group (ADM)	3

### Area V Core ADM Technical Courses

Item #	Title	Credits
WKO 131	MSSC SAFETY COURSE	3
	Precision Measurement Group (ADM)	3
ADM 110	BLUEPRINT READING	3
	Design Innovation & Engineering Foundations Group (ADM)	3
ADM 106	QUALITY CONTROL CONCEPTS	3
ENT 221	INDUSTRIAL QUALITY AND PRODUCTIVITY	3
ENT 223	MATERIALS SELECTION	3
ADM 215	GEOMETRIC DIMENSIONING & TOLERANCING	3
<b>Total Credits</b>		<b>33</b>

### Certificate, Advanced Design and Manufacturing - Technical Drawing Option

#### Degree Type

Certificate

#### Success Guide

### Area I - IV Academic Courses

Item #	Title	Credits
	English Elective Group (ADM)	3
	Mathematics Elective Group (ADM)	3
	Computer Science Elective Group (ADM)	3

### Area V Core ADM Technical Courses

Item #	Title	Credits
WKO 131	MSSC SAFETY COURSE	3
	Precision Measurement Group (ADM)	3
ADM 110	BLUEPRINT READING	3
	Design Innovation & Engineering Foundations Group (ADM)	3
ADM 107	CAD CONCEPTS	3
DDT 124	BASIC TECHNICAL DRAWING	3
DDT 220	ADVANCED TECHNICAL DRAWING	3
ADM 215	GEOMETRIC DIMENSIONING & TOLERANCING	3
<b>Total Credits</b>		<b>33</b>

### Short-Term Certificate, Advanced Design and Manufacturing - 3D Modeling Option

#### Degree Type

Certificate

#### Success Guide

### Area V Core ADM Technical Courses

Item #	Title	Credits
ADM 110	BLUEPRINT READING	3
ADM 114	DESIGN INNOVATION	3
ADM 108	INTRO TO 3D MODELING	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
	Intermediate Solid Modeling Group (ADM)	3
<b>Total Credits</b>		<b>15</b>

Short-Term Certificate, Advanced  
Design and Manufacturing - Additive  
Manufacturing Option

**Degree Type**  
Certificate

Success Guide

Area V Core ADM Technical Courses

Item #	Title	Credits
	Precision Measurement Group (ADM)	3
ADM 114	DESIGN INNOVATION	3
ADM 108	INTRO TO 3D MODELING	3
MTT 218	COMPUTER INTEGRATED MANUFACTURING (CIM)	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
ADM 155	MANUFACTURING PROJECTS3	3
<b>Total Credits</b>		<b>18</b>

Short-Term Certificate, Advanced  
Design and Manufacturing - CAD/CAM  
Option

**Degree Type**  
Certificate

Success Guide

Area V Core ADM Technical Courses

Item #	Title	Credits
ADM 107	CAD CONCEPTS	3
ADM 108	INTRO TO 3D MODELING	3
MTT 218	COMPUTER INTEGRATED MANUFACTURING (CIM)	3
ADM 155	MANUFACTURING PROJECTS3	3
<b>Total Credits</b>		<b>12</b>

Short-Term Certificate, Advanced  
Design and Manufacturing - CADD  
Option

**Degree Type**  
Certificate

Success Guide

Area V Core ADM Technical Courses

Item #	Title	Credits
ADM 110	BLUEPRINT READING	3
ADM 107	CAD CONCEPTS	3
ADM 108	INTRO TO 3D MODELING	3
DDT 124	BASIC TECHNICAL DRAWING	3
<b>Total Credits</b>		<b>12</b>

Short-Term Certificate, Advanced  
Design and Manufacturing -  
Manufacturing Design Option

**Degree Type**  
Certificate

Success Guide

Area V Core ADM Technical Courses

Item #	Title	Credits
	Precision Measurement Group (ADM)	3
	Design Innovation & Engineering Foundations Group (ADM)	3
ENT 223	MATERIALS SELECTION	3
ADM 155	MANUFACTURING PROJECTS3	3
ADM 215	GEOMETRIC DIMENSIONING & TOLERANCING	3
<b>Total Credits</b>		<b>15</b>

Short-Term Certificate, Advanced  
Design and Manufacturing - Technical  
Drawing Option

**Degree Type**  
Certificate

Success Guide

Area V Core ADM Technical Courses

Item #	Title	Credits
	Precision Measurement Group (ADM)	3
ADM 110	BLUEPRINT READING	3
ADM 107	CAD CONCEPTS	3
ADM 108	INTRO TO 3D MODELING	3
DDT 124	BASIC TECHNICAL DRAWING	3
	Intermediate Solid Modeling Group (ADM)	3
<b>Total Credits</b>		<b>18</b>

## Associate in Art

Associate in Art, Concentration: Art  
History

**Degree Type**  
A.A.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities and Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Art Appreciation

Item #	Title	Credits
ART 100	ART APPRECIATION	3

#### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (11 Credits)

#### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

#### Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I - TRIG BASED	4
PHY 202	GENERAL PHYSICS II - TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

### Area IV - History, Social, & Behavioral Sciences (12 Credits)

#### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
ART 113	DRAWING I	3
ART 114	DRAWING II	3
ART 121	TWO-DIMENSIONAL COMPOSITION I	3
ART 127	THREE-DIMENSIONAL COMPOSITION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
<i>*Must take a 6-credit hour sequence in either literature or history.</i>		
<b>Total Credits</b>		<b>62</b>

## Associate in Art, Concentration: Art Studio

Degree Type  
A.A.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Art Appreciation

Item #	Title	Credits
ART 100	ART APPRECIATION	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3



### Area III - Natural Sciences & Mathematics (11 Credits)

#### Mathematics

Choose one:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

#### Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

### Area IV: History, Social, & Behavioral Sciences (12 Credits)

#### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

### Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
ART 113	DRAWING I	3
ART 114	DRAWING II	3
ART 121	TWO-DIMENSIONAL COMPOSITION I	3
ART 127	THREE-DIMENSIONAL COMPOSITION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3

\*Must take a 6-credit hour sequence in either literature or history.

**Total Credits**                      **62**

### Associate in Art, Concentration: Art Studio B.F.A.

**Degree Type**

A.A.

#### Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Art Appreciation

Item #	Title	Credits
ART 100	ART APPRECIATION	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I - TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
ART 113	DRAWING I	3
ART 114	DRAWING II	3
ART 121	TWO-DIMENSIONAL COMPOSITION I	3
ART 127	THREE-DIMENSIONAL COMPOSITION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
<i>*Must take a 6-credit hour sequence in either literature or history.</i>		
<b>Total Credits</b>		<b>62</b>

Associate in Art, Concentration: English  
Degree Type

A.A.

## Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

Item #	Title	Credits
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3

## Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences

### History

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
	Area V Electives	4
	<b>Total Credits</b>	<b>60</b>

## Associate in Art, Concentration:

### General/Pre-Liberal Arts

Degree Type

A.A.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I - TRIG BASED	4
PHY 202	GENERAL PHYSICS II - TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
Area V Electives		16

*\*Must take a 6-credit hour sequence in either literature or history.*

**Total Credits** **60**

## Associate in Art, Concentration: Music

### Degree Type

A.A.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

Item #	Title	Credits
MUS 101	MUSIC APPRECIATION	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose one:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
MUS 100	CONVOCATION	1
MUS 111	MUSIC THEORY I	4
MUS 112	MUSIC THEORY II	4

### Music Ensembles

Item #	Title	Credits
	Music Ensembles	4

### MUL Performance Group

Choose from:

Item #	Title	Credits
MUL 101	CLASS PIANO I	1
MUL 111	CLASS VOICE I	1
MUL 161	CLASS FRETTED INSTRUMENTS I	1
MUL 170	MUSIC WORKSHOP (GUITAR ENSEMBLE) I	1-3

### Studio Classes

Item #	Title	Credits
	Studio Classes	4

\*Must take a 6-credit hour sequence in either literature or history.

**Total Credits** **62**

## Associate in Art, Concentration: Theater Degree Type

A.A.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

## Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I - TRIG BASED	4
PHY 202	GENERAL PHYSICS II - TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3



## History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
THR 113	THEATER WORKSHOP I	2

### Acting Techniques/Stagecraft

Choose from:

Item #	Title	Credits
THR 236	STAGECRAFT	3

### Area V Electives

Item #	Title	Credits
	Area V Electives	13

*\*Must take a 6-credit hour sequence in either literature or history.*

<b>Total Credits</b>	<b>62</b>
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## Associate in Science

Associate in Science, Concentration:  
Agricultural Business & Economics

Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities and Fine Arts (12 Credits)

### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose one:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Ethics & Society

Item #	Title	Credits
PHL 206	ETHICS AND SOCIETY	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4

### Principles of Biology I-II

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4

Area IV - History, Social, & Behavioral Sciences (12 Credits)

**History\***

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

**Principles of Macroeconomics**

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3

**General Psychology/Intro to Sociology**

Choose from:

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
BUS 271	BUSINESS STATISTICS I	3
BUS 272	BUSINESS STATISTICS II	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
	Area V Electives (3 Credits)	3

\*Must take a 6-credit hour sequence in history.

<b>Total Credits</b>	<b>62</b>
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Associate in Science, Concentration:

Animal Sciences

**Degree Type**

A.S.

Success Guide

Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

Area II - Humanities & Fine Arts (12 Credits)

**Literature**

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

**Ethics & Society**

Item #	Title	Credits
PHL 206	ETHICS AND SOCIETY	3

Area III - Natural Sciences & Mathematics (11 Credits)

**Mathematics**

Choose from:

Item #	Title	Credits
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

**Biology**

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### Economics

Item #	Title	Credits
ECO 232	PRINCIPLES OF MICROECONOMICS	3

### Social & Behavioral Sciences

Choose from:

Item #	Title	Credits
GEO 100	WORLD REGIONAL GEOGRAPHY	3
PSY 200	GENERAL PSYCHOLOGY	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
CHM 221	ORGANIC CHEMISTRY I	4
	Area V Electives	4

\*Must take a 6-credit hour sequence in history.

<b>Total Credits</b>	<b>60</b>
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## Associate in Science, Concentration: Architecture (AU Only)

### Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4

#### Physics Sequence

Item #	Title	Credits
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4

**-OR-**

Item #	Title	Credits
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

### Area IV - History, Social, & Behavioral Sciences (12 Credits)

#### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

#### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

### Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
PHL 206	ETHICS AND SOCIETY	3
Area V Electives		15

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits 63**

### Associate in Science, Concentration: Art Education

#### Degree Type

A.S.

#### Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Art Appreciation

Item #	Title	Credits
ART 100	ART APPRECIATION	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I - TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
ART 113	DRAWING I	3
ART 114	DRAWING II	3
ART 121	TWO-DIMENSIONAL COMPOSITION I	3
ART 127	THREE-DIMENSIONAL COMPOSITION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3

*\*Must take a 6-credit hour sequence in literature or history.*

**Total Credits** **62**

## Associate in Science, Concentration:

### Biology

#### Degree Type

A.S.

#### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Biology

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
	Area V Electives	8

\*Must take a 6-credit hour sequence in literature or history.

<b>Total Credits</b>	<b>60</b>
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Associate in Science, Concentration:  
Biology Education - Middle/High School  
Degree Type

A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

### Biology

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, and Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
Area V Electives (8 Credits)		8

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits** **60**

## Associate in Science, Concentration: Biomedical Sciences

**Degree Type**

A.S.



## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (12 Credits)

#### Mathematics

Item #	Title	Credits
MTH 125	CALCULUS I	4

#### Chemistry

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

### Area IV - History, Social, & Behavioral Sciences (12 Credits)

#### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

#### Psychology

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3

## History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

### Area V Electives

Choose from:

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 221	ORGANIC CHEMISTRY I	4
CHM 222	ORGANIC CHEMISTRY II	4
HEC 140	PRINCIPLES OF NUTRITION	3
MTH 265	ELEMENTARY STATISTICS	3
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

*\*Must take a 6-credit hour sequence in literature or history.*

**Total Credits 61**

## Associate in Science, Concentration: Building Science (AU Only)

Degree Type

A.S.

## Success Guide

### Area I - Written Communication (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (12 Credits)

### Mathematics

Item #	Title	Credits
MTH 125	CALCULUS I	4

### Physics

Item #	Title	Credits
PHY 201	GENERAL PHYSICS I-TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### Economics

Item #	Title	Credits
ECO 232	PRINCIPLES OF MICROECONOMICS	3

## History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
PHL 206	ETHICS AND SOCIETY	3
BUS 146	PERSONAL FINANCE	3
Area V Electives		7

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits 61**

## Associate in Science, Concentration:

### Business

#### Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose one:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3

### Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I-TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### Economics

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3

### Social & Behavioral Sciences

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

## Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
BUS 271	BUSINESS STATISTICS I	3
BUS 272	BUSINESS STATISTICS II	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3

### Calculus or History Elective

Choose from:

Item #	Title	Credits
	HIS Class	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4

*\*Must take a 6-credit hour sequence in literature.*

**Total Credits** **62**

## Associate in Science, Concentration: Business Education - Middle/High School

**Degree Type**

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

## Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

History

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### Economics

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3

## History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
Area V Electives (9 Credits)		9

*\*Must take a 6-credit hour sequence in literature.*

**Total Credits 62**

## Associate in Science, Concentration:

Chemistry

Degree Type

A.S.

Success Guide

## Area I - Written Composition (6 Credit)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

Area II - Humanities & Fine Arts (12 Credits)

**Literature\***

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (12 Credits)

**Mathematics**

Item #	Title	Credits
MTH 125	CALCULUS I	4

**Chemistry**

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

Area IV - History, Social, & Behavioral Sciences (12 Credits)

**History\***

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

**History, Social, & Behavioral Sciences**

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Physics Sequence

Item #	Title	Credits
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4

-OR-

Item #	Title	Credits
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Mathematics

Item #	Title	Credits
MTH 126	CALCULUS II	4
Item #	Title	Credits
	Area V Electives	4

*\*Must take a 6-credit hour sequence in literature or history.*

**Total Credits 61**

## Associate in Science, Concentration: Chemistry Education - Middle/High School

Degree Type  
A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

## Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (12 Credits)

### Mathematics

Item #	Title	Credits
MTH 125	CALCULUS I	4

### Chemistry

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4



## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

### Physics Sequence

Item #	Title	Credits
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4

-OR-

Item #	Title	Credits
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

Item #	Title	Credits
Area V Electives (8-10 Credits)		8-10

(MTH 126 preferred)

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits**

**61**

## Associate in Science, Concentration: Clinical Laboratory Sciences/Medical Technology

Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3

### Chemistry

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
BIO 103	PRINCIPLES OF BIOLOGY I	4
CHM 221	ORGANIC CHEMISTRY I	4
Area V Electives (8 Credits)		8

\*Must take a 6-credit hour sequence in literature or history.

<b>Total Credits</b>	<b>60</b>
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## Associate in Science, Concentration: Communication Studies or Speech

### Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
Area V Electives (18 Credits)		18

\*Must take a 6-credit hour sequence in literature or history.

<b>Total Credits</b>	<b>62</b>
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## Associate in Science, Concentration: Computer Science

Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

Fundamentals of Oral Communication or Public Speaking

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (11 Credits)

#### Mathematics

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

#### Natural Sciences

Choose from:

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

### Area IV - History, Social, & Behavioral Sciences (12 Credits)

#### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

### Area V - Pre-Professional, Major, & Elective Courses (20 Credits)

Item #	Title	Credits
CIS 251	C++ PROGRAMMING	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
Area V Electives (6 Credits)		6

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits 61**

### Associate in Science, Concentration:

#### Criminal Justice

Degree Type

A.S.

#### Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CRJ 100	INTRODUCTION TO CRIMINAL JUSTICE	3

### CRJ Elective

Choose from:

Item #	Title	Credits
CRJ 110	INTRODUCTION TO LAW ENFORCEMENT	3
CRJ 150	INTRODUCTION TO CORRECTIONS	3
CRJ 160	INTRODUCTION TO SECURITY	3
<b>Item #</b>	<b>Title</b>	<b>Credits</b>
	Area V Electives (12 Credits)	12

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits 62**

## Associate in Science, Concentration: Crop and Soil Sciences

Degree Type  
A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

#### Ethics & Society

Item #	Title	Credits
PHL 206	ETHICS AND SOCIETY	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

### Chemistry

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### Economics

Item #	Title	Credits
ECO 232	PRINCIPLES OF MICROECONOMICS	3

### Social & Behavioral Sciences

Choose from:

Item #	Title	Credits
GEO 100	WORLD REGIONAL GEOGRAPHY	3
PSY 200	GENERAL PSYCHOLOGY	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

## Area V - Pre-Professional, Major, & Elective Courses (22 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
MTH 125	CALCULUS I	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 221	ORGANIC CHEMISTRY I	4
	Area V Electives (3 Credits)	3

\*Must take a 6-credit hour sequence in history.

**Total Credits**

**63**

## Associate in Science, Concentration: Early Childhood Education (P-3) - Athens Only

**Degree Type**

A.S.

Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3



## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Natural Sciences

Choose from:

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### Psychology

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3

### History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

Area V - Pre-Professional, Major, & Elective Courses (22 Credits)

**Natural Sciences**

Choose from:

Item #	Title	Credits
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

**Mathematics Electives**

Choose from:

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

**Children's Development**

Item #	Title	Credits
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
	CHD Elective	3

*\*Must take a 6-credit hour sequence in literature or history.*

**Total Credits 63**

Associate in Science, Concentration: Early Childhood Education/Elementary Education (P-6) JSU Only

Degree Type

A.S.

Success Guide

Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

Area II - Humanities & Fine Arts (12 Credits)

**Literature\***

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Natural Sciences

Choose from:

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### Psychology

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3

### History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (22 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

### Children's Development

Item #	Title	Credits
CHD 203	CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT	3
CHD 210	EDUCATING EXCEPTIONAL CHILDREN	3

### Area III Electives representing a discipline other than biology

Item #	Title	Credits
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

### Mathematics Electives

Choose from:

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

*\*Must take a 6-credit hour sequence in literature or history.*

**Total Credits 63**

Associate in Science, Concentration:  
Elementary/Early Childhood Education  
(K-12)

Degree Type  
A.S.

### Success Guide

#### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

#### Area II - Humanities & Fine Arts (12 Credits)

##### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

##### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

##### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Biology

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4

## Natural Sciences

Choose from:

Item #	Title	Credits
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Natural Sciences

Choose from:

Item #	Title	Credits
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Mathematics Electives

Choose from:

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
Item #	Title	Credits
	Area V Electives (3 Credits)	3
<i>*Must take a 6-credit hour sequence in literature or history.</i>		
<b>Total Credits</b>		<b>60</b>

Associate in Science, Concentration:  
Engineering - Aerospace

Degree Type  
A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (9 Credits)

#### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

### Area IV - History, Social, & Behavioral Sciences (9 Credits)

#### History Sequence\*

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

-OR-

Item #	Title	Credits
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

### Area V - Pre-Professional, Major, & Elective Courses (25 Credits)

#### CIS Elective

Choose from:

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3
Item #	Title	Credits
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
CHM 111	COLLEGE CHEMISTRY I	4

#### Elective

Choose from:

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
CHM 112	COLLEGE CHEMISTRY II	4
MTH 237	LINEAR ALGEBRA	3
PHL 206	ETHICS AND SOCIETY	3
Item #	Title	Credits
	Area V Electives (4 Credits)	4

\*Must take a 6-credit hour sequence in history.

**Total Credits** **61**

Associate in Science, Concentration:  
Engineering - Biomedical (UAB Only)

Degree Type

A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (9 Credits)

#### Literature

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

### Area IV - History, Social, & Behavioral Sciences (9 Credits)

#### History Sequence\*

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

-OR-

Item #	Title	Credits
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

### Area V - Pre-Professional, Major, & Elective Courses (25 Credits)

#### CIS Elective

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3
<b>Item #</b>	<b>Title</b>	<b>Credits</b>
	Area V Electives (22 Credits)	22

\*Must take a 6-credit hour sequence in history.

<b>Total Credits</b>	<b>61</b>
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### Associate in Science, Concentration: Engineering - Chemical

Degree Type

A.S.

#### Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (9 Credits)

#### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

### Area IV - History, Social, & Behavioral Sciences (9 Credits)

#### History Sequence\*

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

-OR-

Item #	Title	Credits
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3



## History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (25 Credits)

### CIS Elective

Choose from:

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3
Item #	Title	Credits
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
Item #	Title	Credits
Area V Electives (6 Credits)		6

*\*Must take a 6-credit hour sequence in history.*

**Total Credits** **61**

## Associate in Science, Concentration:

### Engineering - Civil

Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (9 Credits)

### Literature

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (9 Credits)

### History Sequence\*

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

-OR-

Item #	Title	Credits
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (25 Credits)

### CIS Elective

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
CHM 111	COLLEGE CHEMISTRY I	4

### Biology or Chemistry

Choose from:

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
CHM 112	COLLEGE CHEMISTRY II	4
Item #	Title	Credits
	Area V Electives (3 Credits)	3

*\*Must take a 6-credit hour sequence in history.*

**Total Credits 61**

Associate in Science, Concentration:

Engineering - Computer

Degree Type

A.S.

Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (9 Credits)

### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (9 Credits)

### History Sequence\*

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

-OR-

Item #	Title	Credits
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (25 Credits)

### CIS Electives

Choose from:

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3
Item #	Title	Credits
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
CHM 111	COLLEGE CHEMISTRY I	4
	Area V Electives (7 Credits)	7

\*Must take a 6-credit hour sequence in history.

**Total Credits 61**

Associate in Science, Concentration:  
Engineering - Computer Science Option  
Degree Type  
A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (9 Credits)

### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (9 Credits)

### History Sequence\*

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

-OR-

Item #	Title	Credits
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (25 Credits)

### CIS Elective

Choose from:

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3

### Mathematics Elective

Item #	Title	Credits
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3

### Science Elective

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
<b>Item #</b>	<b>Title</b>	<b>Credits</b>
	Area V Electives (7 Credits)	7

*\*Must take a 6-credit hour sequence in history.*

**Total Credits 61**

## Associate in Science, Concentration:

### Engineering - Electrical

Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (9 Credits)

### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (9 Credits)

### History Sequence\*

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

-OR-

Item #	Title	Credits
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (25 Credits)

### CIS Elective

Choose from:

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3
Item #	Title	Credits
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
CHM 111	COLLEGE CHEMISTRY I	4
Area V Electives (4 Credits)		4

\*Must take a 6-credit hour sequence in history.

<b>Total Credits</b>	<b>61</b>
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Associate in Science, Concentration:  
Engineering - Industrial  
Degree Type  
A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (9 Credits)

#### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

### Area IV - History, Social, & Behavioral Sciences (9 Credits)

#### History Sequence\*

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

-OR-

Item #	Title	Credits
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

### Area V - Pre-Professional, Major, & Elective Courses (25 Credits)

#### CIS Elective

Choose from:

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3
Item #	Title	Credits
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
CHM 111	COLLEGE CHEMISTRY I	4
Area V Electives (4 Credits)		4

\*Must take a 6-credit hour sequence in history.

<b>Total Credits</b>	<b>61</b>
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### Associate in Science, Concentration:

#### Engineering - Materials

Degree Type

A.S.

#### Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (9 Credits)

#### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

### Area IV - History, Social, & Behavioral Sciences (9 Credits)

#### History Sequence\*

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

-OR-

Item #	Title	Credits
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

### Area V - Pre-Professional, Major, & Elective Courses (28 Credits)

#### CIS Elective

Choose from:

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3
Item #	Title	Credits
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
Area V Electives (3 Credits)		3

\*PHL 206 recommended

\*Must take a 6-credit hour sequence in history.

<b>Total Credits</b>	<b>64</b>
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Associate in Science, Concentration:  
Engineering - Mechanical  
Degree Type  
A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (9 Credits)

#### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

### Area IV - History, Social, & Behavioral Sciences (9 Credits)

#### History Sequence\*

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

-OR-

Item #	Title	Credits
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

### Area V - Pre-Professional, Major, & Elective Courses (25 Credits)

#### CIS Elective

Choose from:

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3

Item #	Title	Credits
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
CHM 111	COLLEGE CHEMISTRY I	4
Area V Electives (3 Credits)		3

#### Biology or Chemistry

Choose from:

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
CHM 112	COLLEGE CHEMISTRY II	4
<b>Total Credits</b>		<b>61</b>

Associate in Science, Concentration:  
English/Language Arts Education -  
Middle/High School  
Degree Type  
A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature

Choose from:

Item #	Title	Credits
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Theatre

Choose from:

Item #	Title	Credits
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (11 Credits)

#### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3



## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
Area V Electives (4 Credits)		4
<b>Total Credits</b>		<b>60</b>

## Associate in Science, Concentration: Environmental Science

### Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

### Chemistry

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
Area V Electives (8 Credits)		8

\*Must take a 6-credit hour sequence in literature or history.

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<b>Total Credits</b>	<b>60</b>
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Associate in Science, Concentration:

Family & Consumer Sciences

Degree Type

A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (11 Credits)

#### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
HEC 140	PRINCIPLES OF NUTRITION	3
Area V Electives (13 Credits)		13

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits** **60**

## Associate in Science, Concentration: Fisheries Science

### Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Ethics & Society

Item #	Title	Credits
PHL 206	ETHICS AND SOCIETY	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

### Biology

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### Economics

Item #	Title	Credits
ECO 232	PRINCIPLES OF MICROECONOMICS	3

### Social & Behavioral Sciences

Choose from:

Item #	Title	Credits
GEO 100	WORLD REGIONAL GEOGRAPHY	3
PSY 200	GENERAL PSYCHOLOGY	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
CHM 221	ORGANIC CHEMISTRY I	4
Area V Electives (4 Credits)		4

\*Must take a 6-credit hour sequence in history.

## Total Credits

60

## Associate in Science, Concentration: Forestry

### Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Ethics & Society

Item #	Title	Credits
PHL 206	ETHICS AND SOCIETY	3

### Area III - Natural Sciences & Mathematics (11 Credits)

#### Mathematics

Choose from:

Item #	Title	Credits
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

#### Biology

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4

### Area IV - History, Social, & Behavioral Sciences (12 Credits)

#### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

#### Economics

Item #	Title	Credits
ECO 232	PRINCIPLES OF MICROECONOMICS	3

#### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

### Area V - Pre-Professional, Major, & Elective Courses (20 Credits)

#### CIS Elective

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

#### Chemistry Elective Sequence

Item #	Title	Credits
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4

-OR-

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
MTH 265	ELEMENTARY STATISTICS	3
	Area V Electives (6 Credits)	6

\*Must take a 6-credit hour sequence in history.

Total Credits	61
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Associate in Science, Concentration:  
General Science Education - Middle/  
High School

Degree Type

A.S.

Success Guide

#### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

#### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

## Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 125	CALCULUS I	4

## Biology

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

### Physics

Choose from:

Item #	Title	Credits
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4

Item #	Title	Credits
	Area V Electives (4 Credits)	4

\*Must take a 6-credit hour sequence in literature or history.

Associate in Science, Concentration:  
Health Science

**Degree Type**  
A.S.

**Success Guide**

**Area I - Written Composition (6 Credits)**

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

**Area II - Humanities & Fine Arts (12 Credits)**

**Literature\***

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

**Area III - Natural Sciences & Mathematics (11 Credits)**

**Mathematics**

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3



## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
Area V Electives (12 Credits)		12

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits** 60

## Associate in Science, Concentration:

### History

#### Degree Type

A.S.

#### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History Sequence

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

-OR-

Item #	Title	Credits
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

**History Sequence**

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

-OR-

Item #	Title	Credits
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
Item #	Title	Credits
	Area V Electives (10 Credits)	10
<b>Total Credits</b>		<b>60</b>

Associate in Science, Concentration:  
History Education - Middle/High School  
Degree Type  
A.S.

Success Guide

Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

Area II - Humanities & Fine Arts (12 Credits)

**Literature**

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (11 Credits)

**Mathematics**

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

## History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
	Area V Electives (10 Credits)	10
	<b>Total Credits</b>	<b>60</b>

## Associate in Science, Concentration:

Horticulture

Degree Type

A.S.

Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

**Literature**

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

## Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Ethics & Society

Item #	Title	Credits
PHL 206	ETHICS AND SOCIETY	3

### Area III - Natural Sciences & Mathematics (11 Credits)

#### Mathematics

Choose from:

Item #	Title	Credits
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

#### Biology

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4

### Area IV - History, Social, & Behavioral Sciences (12 Credits)

#### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

#### History, Social, & Behavioral Sciences\*

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

\*Must take a 6-credit hour sequence in history.

### Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CHM 111	COLLEGE CHEMISTRY I	4
	Area V Electives (12 Credits)	12
	<b>Total Credits</b>	<b>60</b>

### Associate in Science, Concentration: Industrial Hygiene

#### Degree Type

A.S.

#### Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

### Natural Sciences

Choose from:

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
BIO 220	GENERAL MICROBIOLOGY	4
CHM 221	ORGANIC CHEMISTRY I	4
CHM 222	ORGANIC CHEMISTRY II	4
MTH 126	CALCULUS II	4
MTH 265	ELEMENTARY STATISTICS	3
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits 61**

## Associate in Science, Concentration:

### Kinesiology and Exercise Science

Degree Type

A.S.

\*\*Students previously in the "Athletic Training" concentration consult with the Kinesiology and Exercise Science advisor.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (11 Credits)

#### Mathematics

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

#### Biology

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4

#### Chemistry

Choose from:

Item #	Title	Credits
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 111	COLLEGE CHEMISTRY I	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History Class Maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4

### HED-PED Electives

Item #	Title	Credits
HED 224	PERSONAL AND COMMUNITY HEALTH	3
HED 226	WELLNESS	3
HED 230	SAFETY AND FIRST AID	3
PED 200	FOUNDATIONS OF PHYSICAL EDUCATION	3

Item #	Title	Credits
Area V Electives (9 Credits)		9

\*Must take a 6-credit hour sequence in literature or history.

<b>Total Credits</b>	<b>60</b>
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## Associate in Science, Concentration:

### Mathematics

Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3



## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I - TRIG BASED	4
PHY 202	GENERAL PHYSICS II - TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

**CIS Elective**

Choose from:

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3
Item #	Title	Credits
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
	Area V Electives (4 Credits)	4

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits 60**

Associate in Science, Concentration:  
Mathematics Education - Middle/High School

**Degree Type**

A.S.

Success Guide

Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

Area II - Humanities & Fine Arts (12 Credits)

**Literature\***

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (11 Credits)

**Mathematics**

Choose from:

Item #	Title	Credits
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

### CIS Elective

Choose from:

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3
Item #	Title	Credits
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
Area V Electives (4 Credits)		4

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits** **60**

## Associate in Science, Concentration: Music Education

### Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Music Appreciation

Item #	Title	Credits
MUS 101	MUSIC APPRECIATION	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER 3	

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (22 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
MUS 111	MUSIC THEORY I	4
MUS 112	MUSIC THEORY II	4

### Computer Application in Music or Recording Techniques

Choose from:

Item #	Title	Credits
MUS 116	COMPUTER APPLICATIONS IN3 MUSIC	
MUS 293	RECORDING TECHNIQUES	3

Item #	Title	Credits
	Music Ensembles	4
	Studio Classes	4

\*Must take a 6-credit hour sequence in literature or history.

<b>Total Credits</b>		<b>63</b>
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## Associate in Science, Concentration:

### Nutrition

Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication and Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Chemistry

Item #	Title	Credits
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4

-OR-

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
HEC 140	PRINCIPLES OF NUTRITION	3
Area V Electives (13 Credits)		13

\*Must take a 6-credit hour sequence in literature or history.

Total Credits

60

## Associate in Science, Concentration: Physical Education

Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (12 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 111	SUPPORT FOR PRECALCULUS ALGEBRA	1
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Natural Sciences

Choose from: BIO 201 and a second course of choice.

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I - TRIG BASED	4
PHY 202	GENERAL PHYSICS II - TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Health or Physical Education

Choose from:

\*\*Health Education requires HEC 140 instead of PED 200

Item #	Title	Credits
HED 226	WELLNESS	3
HED 230	SAFETY AND FIRST AID	3
PED 200	FOUNDATIONS OF PHYSICAL EDUCATION	3
HEC 140	PRINCIPLES OF NUTRITION	3
Item #	Title	Credits
	Area V Electives (6 Credits)	6

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits 59**

## Associate in Science, Concentration:

Physics

Degree Type

A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3



## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

### CIS Elective

Choose from:

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
CHM 111	COLLEGE CHEMISTRY I	4
Area V Electives (3 Credits)		3

*CHM 112 is preferred*

### Linear Algebra/Applied Differential Equations I

Choose from:

Item #	Title	Credits
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

*\*Must take a 6-credit hour sequence in literature or history.*

**Total Credits** **63**

Associate in Science, Concentration:  
Physics Education  
Degree Type

A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
	Mathematics Elective Group (ADM)	3
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

### Area IV - History, Social, & Behavioral Sciences (12 Credits)

#### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

### CIS Elective

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 251	C++ PROGRAMMING	3
Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
	Area V Electives (3 Credits)	3

*CHM 112 is preferred*

*\*Must take a 6-credit hour sequence in literature or history.*

**Total Credits** **51**

## Associate in Science, Concentration: Political Science

### Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (12 Credits)

#### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

#### Natural Sciences

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

### Area IV - History, Social, & Behavioral Sciences (12 Credits)

#### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

### Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
POL 220	STATE AND LOCAL GOVERNMENT	3
Area V Electives (7 Credits)		7

#### Western Civ II or U.S. History II

Choose from:

Item #	Title	Credits
HIS 102	WESTERN CIVILIZATION II	3
HIS 202	UNITED STATES HISTORY II	3

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits** **60**

### Associate in Science, Concentration:

#### Poultry Science

#### Degree Type

A.S.

#### Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Ethics & Society

Item #	Title	Credits
PHL 206	ETHICS AND SOCIETY	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

### Chemistry

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### Economics

Item #	Title	Credits
ECO 232	PRINCIPLES OF MICROECONOMICS	3

### Social & Behavioral Sciences

Choose from:

Item #	Title	Credits
GEO 100	WORLD REGIONAL GEOGRAPHY	3
PSY 200	GENERAL PSYCHOLOGY	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

## Area V - Pre-Professional, Major, & Elective Courses (22 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 221	ORGANIC CHEMISTRY I	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
Area V Electives (3 Credits)		3

\*Must take a 6-credit hour sequence in history.

**Total Credits 63**

## Associate in Science, Concentration:

### Pre-Medicine

#### Degree Type

A.S.

#### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

Area II - Humanities & Fine Arts (12 Credits)

**Literature\***

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

Area IV - History, Social, & Behavioral Sciences (12 Credits)

**History\***

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

**History, Social, & Behavioral Sciences**

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Science Electives

Choose from:

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 221	ORGANIC CHEMISTRY I	4
CHM 222	ORGANIC CHEMISTRY II	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4
<i>*Must take a 6-credit hour sequence in literature or history.</i>		
<b>Total Credits</b>		<b>61</b>

## Associate in Science, Concentration:

### Pre-Nursing

Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
BIO 103	PRINCIPLES OF BIOLOGY I	4

## Introduction to Chemistry I

Choose from:

Item #	Title	Credits
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 111	COLLEGE CHEMISTRY I	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### General Psychology

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
BIO 220	GENERAL MICROBIOLOGY	4
MTH 265	ELEMENTARY STATISTICS	3
	Area V Electives (3 Credits)	3

\*Must take a 6-credit hour sequence in literature or history.

<b>Total Credits</b>	<b>62</b>
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## Associate in Science, Concentration: Pre-Occupational Therapy

### Degree Type

A.S.

*The Occupational Therapy Programs at Alabama State, the University of South Alabama and the University of Alabama at Birmingham are now offered only at the Master's level. Please check the home pages of these institutions for more information regarding these programs.*

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
BIO 103	PRINCIPLES OF BIOLOGY I	4



## Physics

Choose from:

Item #	Title	Credits
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
MTH 265	ELEMENTARY STATISTICS	3
Area V Electives (5 Credits)		5

*\*Must take a 6-credit hour sequence in literature.*

**Total Credits** **60**

## Associate in Science, Concentration: Pre-Optometry

Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

### Area IV - History, Social, & Behavioral Sciences (12 Credits)

#### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

#### Psychology

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3

#### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

### Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

### Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
BIO 220	GENERAL MICROBIOLOGY	4
CHM 221	ORGANIC CHEMISTRY I	4
MTH 265	ELEMENTARY STATISTICS	3
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits** **61**

### Associate in Science, Concentration:

#### Pre-Pharmacy - Auburn

#### Degree Type

A.S.

#### Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Ethics & Society

Item #	Title	Credits
PHL 206	ETHICS AND SOCIETY	3

## Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### Economics/Government

Choose from:

Item #	Title	Credits
ECO 232	PRINCIPLES OF MICROECONOMICS	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3

### Social & Behavioral Sciences

Choose from:

Item #	Title	Credits
GEO 100	WORLD REGIONAL GEOGRAPHY	3
PSY 200	GENERAL PSYCHOLOGY	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

## Area V - Pre-Professional, Major, & Elective Courses \*\* (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Pre-Professional, Major, & Elective Courses

Choose from:

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
CHM 221	ORGANIC CHEMISTRY I	4
CHM 222	ORGANIC CHEMISTRY II	4
MTH 265	ELEMENTARY STATISTICS	3

\*Must take a 6-credit hour sequence in history.

\*\*Microbiology and Chemistry must be taken at a college/university that awards bachelor's degrees.

**Total Credits** **61**

## Associate in Science, Concentration: Pre-Pharmacy - Samford

Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (12 Credits)

Item #	Title	Credits
MTH 125	CALCULUS I	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## Psychology or Sociology

Choose from:

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

## History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Pre-Professional, Major, & Elective Courses

Choose from:

Item #	Title	Credits
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
BIO 220	GENERAL MICROBIOLOGY	4
CHM 221	ORGANIC CHEMISTRY I	4
CHM 222	ORGANIC CHEMISTRY II	4
MTH 265	ELEMENTARY STATISTICS	3
	PED Elective	3
HED 226	WELLNESS	3

\*Must take a 6-credit hour sequence in history.

**Total Credits 61**

## Associate in Science, Concentration:

### Pre-Physical Therapy

#### Degree Type

A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (11 Credits)

#### Mathematics

Choose from:

Item #	Title	Credits
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

#### Chemistry

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

### Area IV - History, Social, & Behavioral Sciences (12 Credits)

#### Psychology

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3

## History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

## History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4

## Pre-Professional, Major, & Elective Courses

Choose from:

Item #	Title	Credits
BIO 104	PRINCIPLES OF BIOLOGY II	4
MTH 265	ELEMENTARY STATISTICS	3
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4
MAT 101	MEDICAL TERMINOLOGY	3
OAD 211	MEDICAL TERMINOLOGY	3

*\*Must take a 6-credit hour sequence in literature or history.*

**Total Credits 60**

## Associate in Science, Concentration: Pre-Physician Assistant

Degree Type

A.S.

## Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

## Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

### Chemistry

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences\*

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

\*Must take a 6-credit hour sequence in literature or history.

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

### Pre-Professional, Major, & Elective Courses

Choose from:

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
BIO 220	GENERAL MICROBIOLOGY	4
CHM 221	ORGANIC CHEMISTRY I	4
MTH 265	ELEMENTARY STATISTICS	3
MAT 101	MEDICAL TERMINOLOGY	3
OAD 211	MEDICAL TERMINOLOGY	3
<b>Total Credits</b>		<b>60</b>

Associate in Science, Concentration:  
Pre-Respiratory Therapy/  
Cardiopulmonary Sciences  
Degree Type  
A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (11 Credits)

#### Mathematics

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

#### Chemistry

Item #	Title	Credits
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4

-OR-

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4



Area IV - History, Social, & Behavioral Sciences (12 Credits)

**History\***

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

**Psychology and Sociology**

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

**History, Social, & Behavioral Sciences**

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 210	SOCIAL PROBLEMS	3

Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

**Pre-Professional, Major, & Elective Courses**

Choose from:

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
BIO 220	GENERAL MICROBIOLOGY	4
MTH 265	ELEMENTARY STATISTICS	3
PHY 201	GENERAL PHYSICS I -TRIG BASED	4

*\*Must take a 6-credit hour sequence in literature or history.*

<b>Total Credits</b>	<b>60</b>
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Associate in Science, Concentration: Pre-Veterinary Medicine

**Degree Type**

A.S.

**Success Guide**

Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

Area II - Humanities & Fine Arts (12 Credits)

**Literature**

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

**Ethics & Society**

Item #	Title	Credits
PHL 206	ETHICS AND SOCIETY	3

Area III - Natural Sciences & Mathematics (11 Credits)

**Mathematics**

Choose from:

Item #	Title	Credits
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

**Chemistry**

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

Area IV - History, Social, & Behavioral Sciences (12 Credits)

**History\***

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

**Economics**

Item #	Title	Credits
ECO 232	PRINCIPLES OF MICROECONOMICS	3

**Social & Behavioral Sciences**

Choose from:

Item #	Title	Credits
GEO 100	WORLD REGIONAL GEOGRAPHY	3
PSY 200	GENERAL PSYCHOLOGY	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

**Pre-Professional, Major, & Elective Courses**

Choose from:

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 221	ORGANIC CHEMISTRY I	4
CHM 222	ORGANIC CHEMISTRY II	4
MTH 125	CALCULUS I	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4

*\*Must take a 6-credit hour sequence in history.*

<b>Total Credits</b>	<b>60</b>
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Associate in Science, Concentration:

Psychology

**Degree Type**

A.S.

Success Guide

Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

Area II - Humanities & Fine Arts (12 Credits)

**Literature\***

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I - TRIG BASED	4
PHY 202	GENERAL PHYSICS II - TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
PSY 200	GENERAL PSYCHOLOGY	3
Area V Electives (13 Credits)		13

*\*Must take a 6-credit hour sequence in literature or history.*

<b>Total Credits</b>		<b>60</b>
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## Associate in Science, Concentration: Radiologic Sciences

### Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

### Biology

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### Psychology

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (21 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
MTH 265	ELEMENTARY STATISTICS	3
Area V Electives (3 Credits)		3

### Physics

Choose from:

Item #	Title	Credits
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits**

**62**

## Associate in Science, Concentration: Religious Studies

### Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I - TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
Area V Electives (13 Credits)		13

### Religious Studies

Choose from:

Item #	Title	Credits
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3

*\*Must take a 6-credit hour sequence in literature or history.*

<b>Total Credits</b>		<b>60</b>
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## Associate in Science, Concentration: Social Studies Education - Middle/High School

Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

Item #	Title	Credits
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
PSY 200	GENERAL PSYCHOLOGY	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
	Area V Electives (4 Credits)	4
	<b>Total Credits</b>	<b>60</b>

## Associate in Science, Concentration: Social Work

Degree Type  
A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3



## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

### Biology

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### Psychology & Sociology

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

## History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 210	SOCIAL PROBLEMS	3

**Area V - Pre-Professional, Major, & Elective Courses (19 Credits)**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
MTH 265	ELEMENTARY STATISTICS	3
ECO 231	PRINCIPLES OF MACROECONOMICS	3
Area V Electives (10 Credits)		10
<i>*Must take a 6-credit hour sequence in literature or history.</i>		
<b>Total Credits</b>		<b>60</b>

**Associate in Science, Concentration: Spanish Education**  
**Degree Type**  
 A.S.  
**Success Guide**

**Area I - Written Composition (6 Credits)**

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

**Area II - Humanities & Fine Arts (12 Credits)**

**Literature\***

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

**Area III - Natural Sciences & Mathematics (11 Credits)**

**Mathematics**

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (20 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
Area V Electives (3 Credits)		3

\*Must take a 6-credit hour sequence in literature or history.

**Total Credits** **61**

## Associate in Science, Concentration: Special Education

### Degree Type

A.S.

### Success Guide

## Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

## Area II - Humanities & Fine Arts (12 Credits)

### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Biology

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (19 Credits)

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Natural Sciences

Choose from:

Item #	Title	Credits
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Mathematics Electives

Choose from:

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
Item #	Title	Credits
	Area V Electives (3 Credits)	3

*\*Must take a 6-credit hour sequence in literature or history.*

**Total Credits** **60**

Associate in Science, Concentration:  
Speech Pathology

Degree Type  
A.S.

## Success Guide

### Area I - Written Composition (6 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Area II - Humanities & Fine Arts (12 Credits)

#### Literature\*

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (11 Credits)

### Mathematics

Choose from:

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Biology

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4

## Natural Sciences

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4

## Area IV - History, Social, & Behavioral Sciences (12 Credits)

### History\*

Choose from:

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

### History, Social, & Behavioral Sciences

(1 History class maximum)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

**Area V - Pre-Professional, Major, & Elective Courses (19 Credits)**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
Area V Electives (10 Credits)		10

*\*Must take a 6-credit hour sequence in literature or history.*

<b>Total Credits</b>	<b>60</b>
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**Associate in Science, Concentration: Wildlife Ecology & Management**

**Degree Type**  
A.S.

**Success Guide**

**Area I - Written Composition (6 Credits)**

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

**Area II - Humanities & Fine Arts (12 Credits)**

**Literature**

Choose from:

Item #	Title	Credits
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
ENG 271	WORLD LITERATURE I	3
ENG 272	WORLD LITERATURE II	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

**Ethics & Society**

Item #	Title	Credits
PHL 206	ETHICS AND SOCIETY	3

**Area III - Natural Sciences & Mathematics (11 Credits)**

**Mathematics**

Item #	Title	Credits
MTH 125	CALCULUS I	4

**Biology**

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4

**Area IV - History, Social, & Behavioral Sciences (12 Credits)**

**History Sequence\***

Item #	Title	Credits
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3

**-OR-**

Item #	Title	Credits
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3

**Economics/Political Sciences**

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3

**Social & Behavioral Sciences**

Choose from:

Item #	Title	Credits
GEO 100	WORLD REGIONAL GEOGRAPHY	3
PSY 200	GENERAL PSYCHOLOGY	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

**Area V - Pre-Professional, Major, & Elective Courses (21 Credits)**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
Area V Electives (3 Credits)		3

### Chemistry Sequence

Item #	Title	Credits
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4

### Statistics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Physics

Choose from:

Item #	Title	Credits
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4

*\*Must take a 6-credit hour sequence in history.*

**Total Credits** 62

## Building Construction

### Associate in Applied Science, Building Construction - Carpentry

#### Degree Type

A.A.S.

#### Student Learning Outcomes

Graduates of the Industrial Systems Technology Program (Electrical and Instrumentation Option) will be able to:

- Function as a competent entry-level Carpentry, Electrical, Plumbing, Masonry, HVAC, or General Building Construction Technician by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

### Area I - Written Composition (3 Credits)

#### Technical English or English Composition

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

### Area II - Humanities & Fine Arts (6 Credits)

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (6 Credits)

#### CIS Elective

Item #	Title	Credits
	CIS Elective (3 Credits)	3



## Mathematics

Choose from:

Item #	Title	Credits
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Area IV - History, Social, & Behavioral Sciences (3 Credits)

### History, Social, & Behavioral Sciences

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (42 Credits)

### Technical Core

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
	Technical Cooperative Education	3
CMT 208	PROJECT PLANNING AND SCHEDULING	3

### Other Courses

Item #	Title	Credits
CAR 111	CONSTRUCTION BASICS	3
CAR 112	FLOORS, WALLS, AND SITE PREP	3
CAR 113	FLOORS, WALLS, SITE PREP LAB	3
CAR 114	CONSTRUCTION BASICS LAB	3
CAR 226	METAL FRAMING	3
BUC 131	INTERIOR AND EXTERIOR FINISHES	3
BUC 133	BUILDING CODES	3
BUC 142	CONSTRUCTION ESTIMATING	3
	Advisor Approved Electives (6 Credits)	6
<b>Total Credits</b>		<b>60</b>

## Associate in Applied Science, Building Construction - Electrical

### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Industrial Systems Technology Program (Electrical and Instrumentation Option) will be able to:

- Function as a competent entry-level Carpentry, Electrical, Plumbing, Masonry, HVAC, or General Building Construction Technician by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

## Area I - Written Composition (3 Credits)

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

Area II - Humanities & Fine Arts (6 Credits)

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (6 Credits)

**CIS Elective**

Item #	Title	Credits
	CIS Elective (3 Credits)	3

**Mathematics**

Choose from:

Item #	Title	Credits
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

Area IV - History, Social, & Behavioral Sciences (3 Credits)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (43 Credits)

### Technical Core

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
	Technical Cooperative Education	3
CMT 208	PROJECT PLANNING AND SCHEDULING	3

### Other Courses:

Item #	Title	Credits
ILT 118	CONSTRUCTION WIRING NEC3	
ILT 231	NATIONAL ELECTRIC CODE	3
	DC Fundamentals	3-5
	AC Fundamentals	3-5
CMT 209	ELECTRICAL & MECHANICAL EQUIPMENT IN BUILDINGS	4
ILT 166	MOTORS AND TRANSFORMERS I	3
BUC 133	BUILDING CODES	3
BUC 142	CONSTRUCTION ESTIMATING3	
	Advisor Approved Electives (6 Credits)	6
	<b>Total Credits</b>	<b>61-65</b>

## Associate in Applied Science, Building Construction - General

### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Industrial Systems Technology Program (Electrical and Instrumentation Option) will be able to:

- Function as a competent entry-level Carpentry, Electrical, Plumbing, Masonry, HVAC, or General Building Construction Technician by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

## Area I - Written Composition (3 Credits)

### Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

## Area II - Humanities & Fine Arts (6 Credits)

### Fundamentals of Oral Communication or Public Speaking

#### Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Humanities & Fine Arts

#### Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (6 Credits)

### CIS Elective

Item #	Title	Credits
	CIS Elective (3 Credits)	3

## Mathematics

Choose from:

Item #	Title	Credits
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Area IV - History, Social, & Behavioral Sciences (3 Credits)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (42 Credits)

### Technical Core

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
	Technical Cooperative Education	3
CMT 208	PROJECT PLANNING AND SCHEDULING	3

### Other Courses

Item #	Title	Credits
CAR 111	CONSTRUCTION BASICS	3
CAR 114	CONSTRUCTION BASICS LAB	3
ILT 118	CONSTRUCTION WIRING NEC	3
ILT 231	NATIONAL ELECTRIC CODE	3
BUC 133	BUILDING CODES	3
BUC 142	CONSTRUCTION ESTIMATING	3
PLB 111	INTRODUCTION TO PLUMBING	3
PLB 112	PLUMBING APPLICATIONS	3
	Advisor Approved Electives (6 Credits)	6
<b>Total Credits</b>		<b>60</b>

## Associate in Applied Science, Building Construction - Heating & Cooling

### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Industrial Systems Technology Program (Electrical and Instrumentation Option) will be able to:

- Function as a competent entry-level Carpentry, Electrical, Plumbing, Masonry, HVAC, or General Building Construction Technician by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

## Area I - Written Composition (3 Credits)

### Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

Area II - Humanities & Fine Arts (6 Credits)

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (6 Credits)

**CIS Elective**

Item #	Title	Credits
	CIS Elective (3 Credits)	3

**Mathematics**

Choose from:

Item #	Title	Credits
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

Area IV - History, Social, & Behavioral Sciences (3 Credits)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area IV - History, Social, & Behavioral Sciences (42 Credits)

### Technical Core

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
	Technical Cooperative Education	3
CMT 208	PROJECT PLANNING AND SCHEDULING	3

### Other Courses:

Item #	Title	Credits
ACR 111	PRINCIPLES OF REFRIGERATION	3
ACR 112	HVACR SERVICE PROCEDURES	3
ACR 113	REFRIGERATION PIPING PRACTICES	3
ACR 121	PRINCIPLES OF ELECTRICITY FOR HVACR	3
ACR 122	HVACR ELECTRIC CIRCUITS	3
ACR 123	HVAC/R ELECTRICAL COMPONENTS	3
ACR 210	TROUBLESHOOTING HVACR SYSTEMS	3
	SYSTEM SIZING & DISTRIBUTION ELECTIVE	3
	Advisor Approved Electives (6 Credits)	6
<b>Total Credits</b>		<b>60</b>

## Associate in Applied Science, Building Construction - Masonry & Concrete

### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Industrial Systems Technology Program (Electrical and Instrumentation Option) will be able to:

- Function as a competent entry-level Carpentry, Electrical, Plumbing, Masonry, HVAC, or General Building Construction Technician by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

## Area I - Written Composition (3 Credits) Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

## Area II - Humanities & Fine Arts (6 Credits)

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (6 Credits)

### CIS Elective

Item #	Title	Credits
	CIS Elective (3 Credits)	3

## Mathematics

Choose from:

Item #	Title	Credits
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Area IV - History, Social, & Behavioral Sciences (3 Credits)

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (42 Credits)

### Technical Core

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
	Technical Cooperative Education	3
CMT 208	PROJECT PLANNING AND SCHEDULING	3

### Other Courses

Item #	Title	Credits
MAS 111	MASONRY FUNDAMENTALS	3
MAS 121	BRICK/BLOCK MASONRY FUNDAMENTALS	3
MAS 131	BRICK/BLOCK MASONRY FUNDAMENTALS II	3
MAS 151	BRICK/BLOCK MASONRY FUNDAMENTALS III	3
BUC 141	ON-GRADE CONCRETE APPLICATIONS	3
BUC 143	ABOVE-GRADE CONCRETE APPLICATIONS	3
BUC 133	BUILDING CODES	3
BUC 142	CONSTRUCTION ESTIMATING	3
	Advisor Approved Electives (6 Credits)	6
<b>Total Credits</b>		<b>60</b>

## Associate in Applied Science, Building Construction - Plumbing

### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Industrial Systems Technology Program (Electrical and Instrumentation Option) will be able to:

- Function as a competent entry-level Carpentry, Electrical, Plumbing, Masonry, HVAC, or General Building Construction Technician by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

## Area I - Written Composition (3 Credits)

### Technical English or English Composition I

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

Area II - Humanities & Fine Arts (6 Credits)

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (6 Credits)

**CIS Elective**

Item #	Title	Credits
	CIS Elective (3 Credits)	3

**Mathematics**

Choose from:

Item #	Title	Credits
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3



Area V - Pre-Professional, Major, & Elective Courses (42 Credits)

**Technical Core**

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
	Technical Cooperative Education	3
CMT 208	PROJECT PLANNING AND SCHEDULING	3

**Other Courses**

Item #	Title	Credits
PLB 111	INTRODUCTION TO PLUMBING	3
PLB 112	PLUMBING APPLICATIONS	3
PLB 113	PIPES & FITTINGS	3
PLB 114	JOINING PIPES & FITTINGS	3
PLB 115	PRESSURE & NON-PRESSURE SYSTEMS	3
PLB 116	PRESSURE & NON-PRESSURE SYSTEMS APPLICATIONS	3
PLB 211	PLUMBING & REPAIR & INSTALLATION	3
PLB 212	PLUMBING REPAIR & INSTALLATION LABORATORY	3
	Advisor Approved Electives (6 Credits)	6
<b>Total Credits</b>		<b>60</b>

Certificate in Building Construction - Carpentry

**Degree Type**  
Certificate

Success Guide

General Education Core

**Technical English or English Composition I**

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

**Mathematics**

Choose from:

Item #	Title	Credits
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
CMT 208	PROJECT PLANNING AND SCHEDULING	3
CAR 111	CONSTRUCTION BASICS	3
CAR 112	FLOORS, WALLS, AND SITE PREP	3
CAR 113	FLOORS, WALLS, SITE PREP LAB	3
CAR 114	CONSTRUCTION BASICS LAB	3
BUC 133	BUILDING CODES	3
BUC 142	CONSTRUCTION ESTIMATING	3
<b>Total Credits</b>		<b>33</b>

Certificate in Building Construction - Electrical

**Degree Type**  
Certificate

## Success Guide

### General Education Core

#### Technical English or English Composition

##### I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

#### Mathematics

Choose from:

Item #	Title	Credits
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
CMT 208	PROJECT PLANNING AND SCHEDULING	3
ILT 118	CONSTRUCTION WIRING NEC3	3
ILT 231	NATIONAL ELECTRIC CODE	3
	DC Fundamentals	3-5
	AC Fundamentals	3-5
CMT 209	ELECTRICAL & MECHANICAL EQUIPMENT IN BUILDINGS	4
ILT 166	MOTORS AND TRANSFORMERS I	3
	<b>Total Credits</b>	<b>34-38</b>

## Certificate in Building Construction - General

### Degree Type

Certificate

## Success Guide

### General Education Core

#### Technical Education or English

#### Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

#### Mathematics

Choose from:

Item #	Title	Credits
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
CMT 208	PROJECT PLANNING AND SCHEDULING	3
CAR 111	CONSTRUCTION BASICS	3
CAR 114	CONSTRUCTION BASICS LAB	3
ILT 118	CONSTRUCTION WIRING NEC3	3
ILT 231	NATIONAL ELECTRIC CODE	3
BUC 133	BUILDING CODES	3
BUC 142	CONSTRUCTION ESTIMATING	3
	<b>Total Credits</b>	<b>33</b>

Certificate in Building Construction - Heating & Cooling

**Degree Type**  
Certificate

Success Guide

General Education Core

**Technical English or English Composition I**

**Choose from:**

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

**Mathematics**

**Choose from:**

Item #	Title	Credits
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
CMT 208	PROJECT PLANNING AND SCHEDULING	3
ACR 111	PRINCIPLES OF REFRIGERATION	3
ACR 112	HVACR SERVICE PROCEDURES	3
ACR 113	REFRIGERATION PIPING PRACTICES	3
ACR 121	PRINCIPLES OF ELECTRICITY FOR HVACR	3
ACR 122	HVACR ELECTRIC CIRCUITS	3
ACR 123	HVAC/R ELECTRICAL COMPONENTS	3
<b>Total Credits</b>		<b>33</b>

Certificate in Building Construction - Masonry & Concrete

**Degree Type**  
Certificate

Success Guide

General Education Core

**Technical English or English Composition I**

**Choose from:**

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

## Mathematics

Choose from:

Item #	Title	Credits
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
CMT 208	PROJECT PLANNING AND SCHEDULING	3
MAS 111	MASONRY FUNDAMENTALS	3
MAS 121	BRICK/BLOCK MASONRY FUNDAMENTALS	3
MAS 131	BRICK/BLOCK MASONRY FUNDAMENTALS II	3
MAS 151	BRICK/BLOCK MASONRY FUNDAMENTALS III	3
BUC 141	ON-GRADE CONCRETE APPLICATIONS	3
BUC 143	ABOVE-GRADE CONCRETE APPLICATIONS	3
<b>Total Credits</b>		<b>33</b>

## Certificate in Building Construction - Plumbing

Degree Type  
Certificate

## Success Guide

### General Education Core

### Technical English or English Composition

#### I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

### Mathematics

Choose from:

Item #	Title	Credits
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
CMT 208	PROJECT PLANNING AND SCHEDULING	3
PLB 111	INTRODUCTION TO PLUMBING	3
PLB 112	PLUMBING APPLICATIONS	3
PLB 113	PIPES & FITTINGS	3
PLB 114	JOINING PIPES & FITTINGS	3
PLB 115	PRESSURE & NON-PRESSURE SYSTEMS	3
PLB 116	PRESSURE & NON-PRESSURE SYSTEMS APPLICATIONS	3
<b>Total Credits</b>		<b>33</b>

Short-Term Certificate in Building  
Construction - Acoustic/Ceiling  
Insulation

**Degree Type**  
Certificate

Success Guide

Area V - Pre-Professional, Major, &  
Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
BUC 232	INSULATING & ENERGY EFFICIENCY	3
BUC 231	SUSPENDING CEILINGS	3
<b>Total Credits</b>		<b>9</b>

Short-Term Certificate in Building  
Construction - Building Maintenance

**Degree Type**  
Certificate

Success Guide

Area V - Pre-Professional, Major, &  
Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
CAR 111	CONSTRUCTION BASICS	3
ILT 118	CONSTRUCTION WIRING NEC3	
PLB 111	INTRODUCTION TO PLUMBING	3
<b>Total Credits</b>		<b>12</b>

Short-Term Certificate in Building  
Construction - Carpentry

**Degree Type**  
Certificate

Success Guide

Area V - Pre-Professional, Major, &  
Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
CAR 111	CONSTRUCTION BASICS	3
CAR 114	CONSTRUCTION BASICS LAB	3
<b>Total Credits</b>		<b>9</b>

Short-Term Certificate in Building  
Construction - Concrete

**Degree Type**  
Certificate

Success Guide

Area V - Pre-Professional, Major, &  
Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
BUC 141	ON-GRADE CONCRETE APPLICATIONS	3
BUC 143	ABOVE-GRADE CONCRETE APPLICATIONS	3
<b>Total Credits</b>		<b>9</b>

Short-Term Certificate in Building  
Construction - Construction Equipment

**Degree Type**  
Certificate

Success Guide

Area V - Pre-Professional, Major, &  
Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
HEO 100	INTRODUCTION TO CONSTRUCTION EQUIPMENT	3
HEO 101	BASIC OPERATIONAL TECHNIQUES	3
<b>Total Credits</b>		<b>9</b>

Short-Term Certificate in Building  
Construction - Construction  
Fundamentals

**Degree Type**  
Certificate

Success Guide

Area V - Pre-Professional, Major, &  
Elective Courses

Item #	Title	Credits
BUC 133	BUILDING CODES	3
BUC 142	CONSTRUCTION ESTIMATING	3
CMT 208	PROJECT PLANNING AND SCHEDULING	3
<b>Total Credits</b>		<b>9</b>

## Short-Term Certificate in Building Construction - Drywall

**Degree Type**  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
CAR 114	CONSTRUCTION BASICS LAB	3
CAR 132	INTERIOR AND EXTERIOR FINISH	3
BUC 233	DRYWALL INSTALLATION & FINISHING	3
<b>Total Credits</b>		<b>12</b>

## Short-Term Certificate in Building Construction - Electrical

**Degree Type**  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
ILT 118	CONSTRUCTION WIRING NEC	3
ILT 231	NATIONAL ELECTRIC CODE	3
<b>Total Credits</b>		<b>9</b>

## Short-Term Certificate in Building Construction - Exterior Finishing

**Degree Type**  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
CAR 132	INTERIOR AND EXTERIOR FINISH	3
CAR 114	CONSTRUCTION BASICS LAB	3
<b>Total Credits</b>		<b>9</b>

## Short-Term Certificate in Building Construction - Heating and Cooling

**Degree Type**  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
ACR 111	PRINCIPLES OF REFRIGERATION	3
ACR 112	HVACR SERVICE PROCEDURES	3
ACR 113	REFRIGERATION PIPING PRACTICES	3
<b>Total Credits</b>		<b>12</b>

## Short-Term Certificate in Building Construction - Masonry

**Degree Type**  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
MAS 111	MASONRY FUNDAMENTALS	3
MAS 121	BRICK/BLOCK MASONRY FUNDAMENTALS	3
<b>Total Credits</b>		<b>9</b>

## Short-Term Certificate in Building Construction - Plumbing

**Degree Type**  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
PLB 111	INTRODUCTION TO PLUMBING	3
PLB 112	PLUMBING APPLICATIONS	3
<b>Total Credits</b>		<b>9</b>

## Short-Term Certificate in Building Construction - Roofing

**Degree Type**  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
CAR 114	CONSTRUCTION BASICS LAB	3
CAR 131	ROOF AND CEILING SYSTEMS	3
CAR 133	ROOF AND CEILING SYSTEMS LAB	3
<b>Total Credits</b>		<b>12</b>

## Short-Term Certificate in Building Construction - Stone & Tile

**Degree Type**  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
BUC 230	FUNDAMENTALS OF TILE INSTALLATION	3
MAS 211	STONE MASONRY	3
<b>Total Credits</b>		<b>9</b>

## Short-Term Certificate in Carpentry - Level 1

**Degree Type**  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 110	NCCER CORE	3
CAR 111	CONSTRUCTION BASICS	3
CAR 112	FLOORS, WALLS, AND SITE PREP	3
CAR 113	FLOORS, WALLS, SITE PREP LAB	3
CAR 114	CONSTRUCTION BASICS LAB	3
<b>Total Credits</b>		<b>15</b>

## Short-Term Certificate in Carpentry - Level 2

**Degree Type**  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
CMT 102	CONSTRUCTION BLUEPRINT READING	3
CAR 122	CONCRETE AND FORMING	3
CAR 123	CONCRETE AND FORMING LAB	3
CAR 226	METAL FRAMING	3
BUC 131	INTERIOR AND EXTERIOR FINISHES	3
MAS 111	MASONRY FUNDAMENTALS	3
<b>Total Credits</b>		<b>18</b>

## Business

### Associate in Applied Science, Business Administration

**Degree Type**  
A.A.S.

#### Student Learning Outcomes

Graduates of the Business Program will be able to:

- Demonstrate competence in financial accounting process and systems. (BUS 241)
- Demonstrate an understanding of macroeconomic theory, analysis, and policy applications, including supply and demand and market equilibrium, the American banking system and the Federal Reserve. (ECO 231)

#### Area I - Written Composition (3 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

#### Area II - Humanities & Fine Arts (6 Credits)

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (6 Credits)

### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

### Mathematics

Choose from:

Item #	Title	Credits
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (48 Credits)

Item #	Title	Credits
ACC 129	INDIVIDUAL INCOME TAXES	3
ACT 249	PAYROLL ACCOUNTING	3
BUS 215	BUSINESS COMMUNICATION	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 248	MANAGERIAL ACCOUNTING	3
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3

### Computerized Accounting

Choose from:

Item #	Title	Credits
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 246	COMPUTERIZED ACCOUNTING	3

### Advisor-Approved Electives

Choose from:

Item #	Title	Credits
BUS 105	CUSTOMER SERVICES	3
BUS 146	PERSONAL FINANCE	3
BUS 147	INTRO TO FINANCE	3
BUS 175	RETAILING	3
BUS 176	PROMOTIONAL STRATEGIES	3
BUS 177	SALESMANSHIP	3
BUS 186	ELEMENTS OF SUPERVISION	3
BUS 271	BUSINESS STATISTICS I	3
BUS 272	BUSINESS STATISTICS II	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
BUS 285	PRINCIPLES OF MARKETING	3
BUS 296	BUSINESS INTERNSHIP	3
OAD 101	BEGINNING KEYBOARDING	3
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
OAD 131	BUSINESS ENGLISH	3
OAD 218	OFFICE PROCEDURES	3
OAD 243	SPREADSHEET APPLICATIONS	3
WKO 106	WORKPLACE SKILLS	3
<b>Total Credits</b>		<b>66</b>



General Short-Term Certificate in  
Accounting  
Degree Type  
Certificate  
Success Guide

Area V - Pre-Professional, Major, &  
Elective Courses

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 215	BUSINESS COMMUNICATION	3
BUS 248	MANAGERIAL ACCOUNTING	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
ACC 129	INDIVIDUAL INCOME TAXES	3
ACT 249	PAYROLL ACCOUNTING	3
	Any OAD course or WKO 106	6
	<b>Total Credits</b>	<b>27</b>

## Child Development

Associate in Applied Science, Child  
Development

Degree Type  
A.A.S.

### Student Learning Outcomes

Graduates of the Child Development Program will be able to:

- Function as a competent entry-level child care worker by performing necessary skills for working in a child care facility. (CHD 215)
- Plan programs that promote and maintain safe and healthy learning environments. (CHD 206)
- Apply foundational knowledge of methods and materials for teaching young children from birth to age 8. (CHD 204)
- Exhibit a positive work ethic. (CHD 215)

### Area I - Written Composition (3 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

### Area II - Humanities & Fine Arts (6 Credits)

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (9 Credits)

#### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Mathematics

Choose from:

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Math, Science, or CIS

Item #	Title	Credits
	Math, Science, or CIS	3

## Area IV - History, Social, & Behavioral Sciences (3 Credits)

### Psychology or Sociology

Choose from:

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3

## Area V - Pre-Professional, Major, & Elective Courses (45 Credits)

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN	3
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 202	CHILDREN'S CREATIVE EXPERIENCES	3
CHD 203	CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT	3
CHD 204	METHODS AND MATERIALS FOR TEACHING CHILDREN	3
CHD 205	PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN	3
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
CHD 210	EDUCATING EXCEPTIONAL CHILDREN	3
CHD 215	SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT	3
CHD 214	FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS	3
WKO 106	WORKPLACE SKILLS	3

## Program Electives

Choose from:

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
CHD 217	MATH AND SCIENCE FOR YOUNG CHILDREN	3
PHL 206	ETHICS AND SOCIETY	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3
SPA 101	INTRODUCTORY SPANISH I	4
SPA 102	INTRODUCTORY SPANISH II	4
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3

## Cardiopulmonary Resuscitation

Choose from:

Item #	Title	Credits
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1
<b>Total Credits</b>		<b>66</b>

## Short-Term Certificate in Child Development

**Degree Type**  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 205	PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN	3
CHD 210	EDUCATING EXCEPTIONAL CHILDREN	3
<b>Total Credits</b>		<b>9</b>

## Short-Term Certificate in Early Childhood Education

**Degree Type**  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3

#### **Elective**

Choose from:

Item #	Title	Credits
CHD 203	CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT	3
CHD 204	METHODS AND MATERIALS FOR TEACHING CHILDREN	3
CHD 205	PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN	3
CHD 215	SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT	3
<b>Total Credits</b>		<b>9</b>

## Short-Term Certificate in Infant/Toddler

**Degree Type**  
Certificate

## Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN	3
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
<b>Total Credits</b>		<b>9</b>

## Short-Term Certificate in Preschool/ Family Child Care

**Degree Type**  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN	3
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 204	METHODS AND MATERIALS FOR TEACHING CHILDREN	3
<b>Total Credits</b>		<b>9</b>

## Computer Science

### Associate in Applied Science, Computer Information Systems

**Degree Type**  
A.A.S.

#### Student Learning Outcomes

Graduates of the Computer Information Systems Program will be able to:

- Demonstrate knowledge of computer networking terminology and components. (CIS 199)
- Install, configure, and upgrade a computer operating system. (CIS 263)
- Install and troubleshoot computer hardware. (CIS 263)

### Area I - Written Composition (3 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

### Area II - Humanities & Fine Arts (6 Credits)

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (9 Credits)

#### Computer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

### Mathematics

Choose from:

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

#### Math, Science, or CIS

Item #	Title	Credits
	Math, Science, or CIS	3

### Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (42 Credits)

Item #	Title	Credits
CIS 149	INTRODUCTION TO COMPUTERS	3
CIS 150	INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING	3
CIS 199	NETWORK COMMUNICATIONS	3
CIS 263	COMPUTER MAINTENANCE	3

### CIS Electives

Item #	Title	Credits
	CIS Electives (9 Credits)	9

### Python, Visual Basic, or C++ Programming

Item #	Title	Credits
CIS 202	PYTHON PROGRAMMING	3
CIS 212	VISUAL BASIC PROGRAMMING	3
CIS 251	C++ PROGRAMMING	3

### MTH 112 or higher

(excluding MTH 116)

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

### OAD 101, OAD 103, OAD 143, WKO 106, MTH, Science, Business Electives

Item #	Title	Credits
	OAD 101, OAD 103, OAD 143, WKO 106, MTH, Science, Business Electives	6

### CIS, OAD 101, OAD 103, OAD 243, WKO 106, MTH, Science, Business Electives

Item #	Title	Credits
	CIS, OAD 101, OAD 103, OAD 243, WKO 106, MTH, Science, Business Electives	9
	<b>Total Credits</b>	<b>63</b>

## Associate in Applied Science, Computer Information Systems - Cybersecurity

### Option

#### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Computer Information Systems Program will be able to:

- Demonstrate knowledge of computer networking terminology and components. (CIS 199)
- Install, configure, and upgrade a computer operating system. (CIS 263)
- Install and troubleshoot computer hardware. (CIS 263)

### Area I - Written Composition (3 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

### Area II - Humanities & Fine Arts (6 Credits)

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (9 Credits)

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

**Mathematics**

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

**Programming Elective**

Choose from:

Item #	Title	Credits
CIS 202	PYTHON PROGRAMMING	3
CIS 212	VISUAL BASIC PROGRAMMING	3
CIS 251	C++ PROGRAMMING	3

Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

Area V - Pre-Professional, Major, & Elective Courses (42 Credits)

Item #	Title	Credits
CIS 149	INTRODUCTION TO COMPUTERS	3
CIS 150	INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING	3
CIS 199	NETWORK COMMUNICATIONS	3
CIS 171	LINUX I	3
CIS 211	PRINCIPLES OF INFORMATION ASSURANCE	3
CIS 214	SECURITY ANALYSIS (PEN TESTING)	3
CIS 246	ETHICAL HACKING	3
CIS 263	COMPUTER MAINTENANCE	3
CIS 276	SERVER ADMINISTRATION	3
CIS 280	NETWORK SECURITY	3
CIS 282	COMPUTER FORENSICS	3

**CIS Electives**

Choose from:

Item #	Title	Credits
CIS 172	LINUX II	3
CIS 270	CISCO CCNA I	3
CIS 271	CISCO CCNA II	3
CIS 296	SPECIAL TOPICS	3

Math or CIS Elective (3 Credits)

Item #	Title	Credits
	Math or CIS Elective (3 credits)	3
	<b>Total Credits</b>	<b>63</b>

Associate in Applied Science, Computer Information Systems - Data Center Option

**Degree Type**  
A.A.S.

## Student Learning Outcomes

Graduates of the Computer Information Systems Program will be able to:

- Demonstrate knowledge of computer networking terminology and components. (CIS 199)
- Install, configure, and upgrade a computer operating system. (CIS 263)
- Install and troubleshoot computer hardware. (CIS 263)

### Area I - Written Composition (3 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

### Area II - Humanities & Fine Arts (6 Credits)

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (9 Credits)

#### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Mathematics

Choose from:

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

#### Math, Science, or CIS

Item #	Title	Credits
	Math, Science, or CIS	3

### Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

### Area V - Pre-Professional, Major, & Elective Courses (40 Credits)

Item #	Title	Credits
CIS 149	INTRODUCTION TO COMPUTERS	3
CIS 150	INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING	3
CIS 171	LINUX I	3
CIS 199	NETWORK COMMUNICATIONS	3
CIS 263	COMPUTER MAINTENANCE	3
CIS 276	SERVER ADMINISTRATION	3
CIS 280	NETWORK SECURITY	3
	CIS Elective (3 Credits)	3

### Python, Visual Basic, or C++ Programming

Choose from:

Item #	Title	Credits
CIS 202	PYTHON PROGRAMMING	3
CIS 212	VISUAL BASIC PROGRAMMING	3
CIS 251	C++ PROGRAMMING	3

### Mathematics

Choose from:

Item #	Title	Credits
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

### Google IT I - V, Advanced Networking, Linux II, Network Cable – Fiber Optic, or Workplace Skills

Choose from:

Item #	Title	Credits
CIS 120	GOOGLE IT PROFESSIONAL SUPPORT I— TECHNICAL SUPPORT FUNDAMENTALS	2
CIS 121	GOOGLE IT PROFESSIONAL SUPPORT II— COMPUTER NETWORKING	2
CIS 122	GOOGLE IT PROFESSIONAL SUPPORT III— OPERATING SYSTEMS	2
CIS 123	GOOGLE IT PROFESSIONAL SUPPORT IV—SYSTEM ADMINISTRATION AND IT INFRASTRUCTURE	2
CIS 124	GOOGLE IT PROFESSIONAL SUPPORT V—IT SECURITY	2
CIS 162	ADVANCED NETWORKING	3
CIS 172	LINUX II	3
ILT 238	NETWORK CABLE - FIBER OPTIC	2
WKO 106	WORKPLACE SKILLS	3
	<b>Total Credits</b>	<b>61</b>

### Short-Term Certificate in Computer Information Systems - Cybersecurity Technician

**Degree Type**  
Certificate

### Success Guide

### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
CIS 149	INTRODUCTION TO COMPUTERS	3
CIS 199	NETWORK COMMUNICATIONS	3
CIS 246	ETHICAL HACKING	3
CIS 263	COMPUTER MAINTENANCE	3
	CIS Programming Elective	3
CIS 280	NETWORK SECURITY	3
CIS 282	COMPUTER FORENSICS	3
CIS 296	SPECIAL TOPICS	3
	<b>Total Credits</b>	<b>27</b>



Short-Term Certificate in Computer Information Systems - Data Center Option

**Degree Type**  
Certificate

Success Guide

Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
CIS 199	NETWORK COMMUNICATIONS	3
CIS 263	COMPUTER MAINTENANCE	3
CIS 171	LINUX I	3

**Network Cable - Fiber Optic, Google IT - Tech Supp Fund, or Server Administration**  
Choose from:

Item #	Title	Credits
ILT 238	NETWORK CABLE - FIBER OPTIC	2
CIS 120	GOOGLE IT PROFESSIONAL SUPPORT I— TECHNICAL SUPPORT FUNDAMENTALS	2
CIS 276	SERVER ADMINISTRATION	3
<b>Total Credits</b>		<b>11</b>

Short-Term Certificate in Computer Information Systems - Google IT Support Professional

**Degree Type**  
Certificate

Success Guide

Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
CIS 120	GOOGLE IT PROFESSIONAL SUPPORT I— TECHNICAL SUPPORT FUNDAMENTALS	2
CIS 121	GOOGLE IT PROFESSIONAL SUPPORT II— COMPUTER NETWORKING	2
CIS 122	GOOGLE IT PROFESSIONAL SUPPORT III— OPERATING SYSTEMS	2
CIS 123	GOOGLE IT PROFESSIONAL SUPPORT IV—SYSTEM ADMINISTRATION AND IT INFRASTRUCTURE	2
CIS 124	GOOGLE IT PROFESSIONAL SUPPORT V—IT SECURITY	2
<b>Total Credits</b>		<b>10</b>

Short-Term Certificate in Computer Information Systems - Office Technology Support

**Degree Type**  
Certificate

Success Guide

Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
CIS 149	INTRODUCTION TO COMPUTERS	3
CIS 146	COMPUTER APPLICATIONS	3
CIS 199	NETWORK COMMUNICATIONS	3
CIS 207	WEB DEVELOPMENT	3
CIS 263	COMPUTER MAINTENANCE	3
	CIS Elective (3 Credits)	3
<b>Total Credits</b>		<b>18</b>

Short-Term Certificate in Computer Information Systems - Security + Add-On

**Degree Type**  
Certificate

Success Guide

Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
CIS 246	ETHICAL HACKING	3
CIS 280	NETWORK SECURITY	3
CIS 282	COMPUTER FORENSICS	3
CIS 296	SPECIAL TOPICS	3
<b>Total Credits</b>		<b>12</b>

## Criminal Justice

### Associate in Applied Science, Criminal Justice

**Degree Type**  
A.A.S.

#### Student Learning Outcomes

Graduates of the Criminal Justice Program will be able to:

- The student will function as a competent entry-level worker in a law enforcement agency demonstrating knowledge and skills retained from course work. (CRJ 280)

- The student will exhibit a thorough knowledge of the law enforcement agency. (CRJ 280)

### Area I - Written Composition (3 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

### Area II - Humanities & Fine Arts (6 Credits)

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (9 Credits)

#### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

### Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

#### Math, Science, or CIS

Item #	Title	Credits
	Math, Science, or CIS	3

### Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

Area V - Pre-Professional, Major,  
Elective Courses (42 Credits)

Item #	Title	Credits
CRJ 100	INTRODUCTION TO CRIMINAL JUSTICE	3
CRJ 110	INTRODUCTION TO LAW ENFORCEMENT	3
WKO 106	WORKPLACE SKILLS	3
CRJ 280	INTERNSHIP IN CRIMINAL JUSTICE	3

**CRJ or Forensics Electives**

Item #	Title	Credits
	CRJ or Forensics Electives (24 Credits)	24

**Other Electives**

Choose from:

Item #	Title	Credits
POL 211	AMERICAN NATIONAL GOVERNMENT	3
POL 220	STATE AND LOCAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3
BUS 215	BUSINESS COMMUNICATION	3
<b>Total Credits</b>		<b>63</b>

Certificate in Law Enforcement

Degree Type

Certificate

Success Guide

General Education Core

**English Composition I**

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Mathematics**

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

Area V - Pre-Professional, Major, &  
Elective Courses

Item #	Title	Credits
CRJ 100	INTRODUCTION TO CRIMINAL JUSTICE	3
CRJ 110	INTRODUCTION TO LAW ENFORCEMENT	3
WKO 106	WORKPLACE SKILLS	3

**Electives**

Choose from:

Item #	Title	Credits
CRJ Courses		
BUS 215	BUSINESS COMMUNICATION	3
CIS 282	COMPUTER FORENSICS	3
<b>Total Credits</b>		<b>42</b>

Short-Term Certificate in Criminal  
Justice

Degree Type

Certificate

## Success Guide

### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
CRJ 100	INTRODUCTION TO CRIMINAL JUSTICE	3

#### Electives

Choose from:

Item #	Title	Credits
CRJ Courses		
BUS 215	BUSINESS COMMUNICATION	3
CIS 280	NETWORK SECURITY	3
<b>Total Credits</b>		<b>15</b>

## Drafting and Design Technology

### Associate in Applied Science, Drafting and Design Technology

#### Degree Type

A.A.S.

#### Student Learning Outcomes

Graduates of the Drafting and Design Technology Program will be able to:

- Demonstrate correct use of precision measurement instruments. (ADM 101)
- Read and interpret technical drawings. (ADM 101)
- Sketch orthographic views of objects. (DDT 220)
- Employ basic operating system functions in order to use CADD software to produce and plot pictorial and multiview working drawings. (DDT 220)

### Area I - Written Composition (3 Credits)

#### Vocational Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

### Area II - Humanities & Fine Arts (6 Credits)

#### Fundamentals of Oral Communication or Public

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (9 Credits)

#### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Math, Science, or CIS

Item #	Title	Credits
	Math, Science, or CIS	3

## Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (48 Credits)

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
DDT 124	BASIC TECHNICAL DRAWING	3
DDT 220	ADVANCED TECHNICAL DRAWING	3
MTT 218	COMPUTER INTEGRATED MANUFACTURING (CIM)	3
WKO 106	WORKPLACE SKILLS	3

## Technical Cooperative Education

Choose 3 from:

Item #	Title	Credits
ADM 150	TECHNICAL COOPERATIVE EDUCATION	1
ADM 151	TECHNICAL COOPERATIVE EDUCATION	1
ADM 152	TECHNICAL COOPERATIVE EDUCATION	1
ADM 153	TECHNICAL COOPERATIVE EDUCATION	1
ADM 154	TECHNICAL COOPERATIVE EDUCATION	1

## Design Innovation or Manufacturing Projects

Choose from:

Item #	Title	Credits
ADM 114	DESIGN INNOVATION	3
ADM 155	MANUFACTURING PROJECTS	3

## Basic Computer-Aided Drafting & Design or CAD Concepts

Choose from:

Item #	Title	Credits
DDT 104	BASIC COMPUTER AIDED DRAFTING AND DESIGN	3
ADM 107	CAD CONCEPTS	3

## Manufacturing Processes or Blueprint Reading

Choose from:

Item #	Title	Credits
DDT 117	MANUFACTURING PROCESSES	3
ADM 110	BLUEPRINT READING	3

## Basic 3D Modeling or Intro to 3D Modeling

Choose from:

Item #	Title	Credits
DDT 144	BASIC 3D MODELING	3
ADM 108	INTRO TO 3D MODELING	3

## Structural Steel Drafting or Geometric Dimensioning & Tolerancing

Choose from:

Item #	Title	Credits
DDT 225	STRUCTURAL STEEL DRAFTING	3
ADM 215	GEOMETRIC DIMENSIONING & TOLERANCING	3

## Design Project or Reverse Engineering

Choose from:

Item #	Title	Credits
DDT 236	DESIGN PROJECT	3
ADM 261	REVERSE ENGINEERING	3

## WKO Elective

Choose from:

Item #	Title	Credits
WKO 110	NCCER CORE	3
WKO 131	MSSC SAFETY COURSE	3
WKO 132	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WKO 133	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WKO 134	MSSC MAINTENANCE AWARENESS	3

## 3D Elective Sequence

*Inventor or Solidworks*

Item #	Title	Credits
MDT 147	INVENTOR CADD	3
MDT 187	ADVANCED INVENTOR CADD	3

**-OR-**

Item #	Title	Credits
MDT 202	SOLID WORKS CADD	3
MDT 252	ADVANCED SOLIDWORKS CADD	3
<b>Total Credits</b>		<b>69</b>

## Suggested Career Pathway in Drafting & Design Technology

### Degree Type

Career Pathway

This is a suggested Career Pathway for full-time students. Other options are available for part-time students. Students should consult an advisor.

## Semester 1

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
DDT 104	BASIC COMPUTER AIDED DRAFTING AND DESIGN	3
CIS 146	COMPUTER APPLICATIONS	3
MTH 116	MATHEMATICAL APPLICATIONS	3

Choose from:

Item #	Title	Credits
WKO 110	NCCER CORE	3
WKO 131	MSSC SAFETY COURSE	3
WKO 132	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WKO 133	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WKO 134	MSSC MAINTENANCE AWARENESS	3

*\*Eligible for a certification in NCCER or MSSC, AUTOCAD Certified User Credential, NC3 – PMI Certification*

## Semester 2

Item #	Title	Credits
DDT 124	BASIC TECHNICAL DRAWING	3
DDT 144	BASIC 3D MODELING	3
MTT 218	COMPUTER INTEGRATED MANUFACTURING (CIM)	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3

Choose from:

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3

*\*Eligible for a Short-Term Certificate in CADD, NC3 Dremel 3D Printing Certification*

## Semester 3

Item #	Title	Credits
DDT 220	ADVANCED TECHNICAL DRAWING	3
DDT 117	MANUFACTURING PROCESSES	3
ADM 155	MANUFACTURING PROJECTS	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Choose from:**

Item #	Title	Credits
MDT 147	INVENTOR CADD	3
MDT 202	SOLID WORKS CADD	3

*\*Eligible for 3D Modeling Short-Term Certificate; Additive Manufacturing Short-Term Certificate and Certificate; Eligible for CADD Certificate, NC3 Dremel Laser Cutting Certification*

**Semester 4**

Item #	Title	Credits
DDT 225	STRUCTURAL STEEL DRAFTING	3
WKO 106	WORKPLACE SKILLS	3
	Math, Science, or Computer Science Elective	3
	Social and Behavioral Science Elective	3

**Choose from:**

Item #	Title	Credits
MDT 187	ADVANCED INVENTOR CADD	3
MDT 252	ADVANCED SOLIDWORKS CADD	3

*\*Eligible for Technical Drawing Short-Term Certificate and Certificate; 3D Modeling Certificate, Inventor Certified User, Certified SolidWorks Associate*

**Semester 5**

Item #	Title	Credits
DDT 236	DESIGN PROJECT	3
	Humanities and Fine Arts Elective	3

**Choose from:**

Item #	Title	Credits
ADM 150	TECHNICAL COOPERATIVE EDUCATION	1
ADM 151	TECHNICAL COOPERATIVE EDUCATION	1
ADM 152	TECHNICAL COOPERATIVE EDUCATION	1
ADM 153	TECHNICAL COOPERATIVE EDUCATION	1
ADM 154	TECHNICAL COOPERATIVE EDUCATION	1

*Eligible for AAS degree in Drafting and Design Technology*

<b>Total Credits</b>	<b>69</b>
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## Certificate in Drafting and Design Technology - 3D Solid Modeling

**Degree Type**  
Certificate

**Success Guide****General Education Core**

### Vocational Technical English or English Composition I

**Choose from:**

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

### Fundamentals of Oral Communication or Public Speaking

**Choose from:**

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Mathematics****Choose from:**

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3

### Design Innovation or Manufacturing Projects

Choose from:

Item #	Title	Credits
ADM 114	DESIGN INNOVATION	3
ADM 155	MANUFACTURING PROJECTS3	

### Basic 3D Modeling or Intro to 3D Modeling

Choose from:

Item #	Title	Credits
DDT 144	BASIC 3D MODELING	3
ADM 108	INTRO TO 3D MODELING	3

### Inventor/Solidworks CADD

Choose from:

Item #	Title	Credits
MDT 147	INVENTOR CADD	3
MDT 202	SOLID WORKS CADD	3

### Advanced Inventory/Solidworks CADD

Choose from:

Item #	Title	Credits
MDT 187	ADVANCED INVENTOR CADD	3
MDT 252	ADVANCED SOLIDWORKS CADD	3

### WKO Elective

Choose from:

Item #	Title	Credits
WKO 110	NCCER CORE	3
WKO 131	MSSC SAFETY COURSE	3
WKO 132	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WKO 133	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WKO 134	MSSC MAINTENANCE AWARENESS	3
<b>Total Credits</b>		<b>33</b>

## Certificate in Drafting and Design Technology - Additive Manufacturing

Degree Type  
Certificate

## Success Guide

### General Education Core

#### Vocational Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Microcomputer Applications

Choose from:

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3



## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
MTT 218	COMPUTER INTEGRATED MANUFACTURING (CIM)	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3

### Design Innovation or Manufacturing Projects

Choose from:

Item #	Title	Credits
ADM 114	DESIGN INNOVATION	3
ADM 155	MANUFACTURING PROJECTS	3

### Manufacturing Processes or Blueprint Reading

Choose from:

Item #	Title	Credits
DDT 117	MANUFACTURING PROCESSES	3
ADM 110	BLUEPRINT READING	3

### Basic 3D Modeling

Choose from:

Item #	Title	Credits
DDT 144	BASIC 3D MODELING	3
ADM 108	INTRO TO 3D MODELING	3

### Inventor/Solidworks CADD

Choose from:

Item #	Title	Credits
MDT 147	INVENTOR CADD	3
MDT 202	SOLID WORKS CADD	3

### WKO Elective

Choose from:

Item #	Title	Credits
WKO 110	NCCER CORE	3
WKO 131	MSSC SAFETY COURSE	3
WKO 132	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WKO 133	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WKO 134	MSSC MAINTENANCE AWARENESS	3
<b>Total Credits</b>		<b>36</b>

## Certificate in Drafting and Design Technology - CADD

Degree Type  
Certificate

## Success Guide

### General Education Core

#### Vocational Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
DDT 124	BASIC TECHNICAL DRAWING	3
MTT 218	COMPUTER INTEGRATED MANUFACTURING (CIM)	3

**Basic Computer-Aided Drafting & Design or CAD Concepts**

Choose from:

Item #	Title	Credits
DDT 104	BASIC COMPUTER AIDED DRAFTING AND DESIGN	3
ADM 107	CAD CONCEPTS	3

**Basic 3D Modeling or Intro to 3D Modeling**

Choose from:

Item #	Title	Credits
DDT 144	BASIC 3D MODELING	3
ADM 108	INTRO TO 3D MODELING	3

**WKO Elective**

Choose from:

Item #	Title	Credits
WKO 110	NCCER CORE	3
WKO 131	MSSC SAFETY COURSE	3
WKO 132	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WKO 133	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WKO 134	MSSC MAINTENANCE AWARENESS	3
<b>Total Credits</b>		<b>30</b>

Certificate in Drafting and Design Technology - Technical Drawing

**Degree Type**

Certificate

**Success Guide**

General Education Core

**Vocational Technical English or English Composition I**

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Mathematics**

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
DDT 124	BASIC TECHNICAL DRAWING	3
DDT 220	ADVANCED TECHNICAL DRAWING	3

**Basic Computer-Aided Drafting & Design or CAD Concepts**

Choose from:

Item #	Title	Credits
DDT 104	BASIC COMPUTER AIDED DRAFTING AND DESIGN	3
ADM 107	CAD CONCEPTS	3

### Basic 3D Modeling or Intro to 3D Modeling

Choose from:

Item #	Title	Credits
DDT 144	BASIC 3D MODELING	3
ADM 108	INTRO TO 3D MODELING	3

### Structural Steel Drafting or Geometric Dimensioning & Tolerancing

Choose from:

Item #	Title	Credits
DDT 225	STRUCTURAL STEEL DRAFTING	3
ADM 215	GEOMETRIC DIMENSIONING & TOLERANCING	3

### WKO Elective

Choose from:

Item #	Title	Credits
WKO 110	NCCER CORE	3
WKO 131	MSSC SAFETY COURSE	3
WKO 132	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WKO 133	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WKO 134	MSSC MAINTENANCE AWARENESS	3
<b>Total Credits</b>		<b>33</b>

### Short-Term Certificate in Drafting and Design Technology - 3D Solid Modeling

Degree Type

Certificate

Success Guide

### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3

### Design Innovation or Manufacturing Projects

Choose from:

Item #	Title	Credits
ADM 114	DESIGN INNOVATION	3
ADM 155	MANUFACTURING PROJECTS3	3

### Basic 3D Modeling or Intro to 3D Modeling

Choose from:

Item #	Title	Credits
DDT 144	BASIC 3D MODELING	3
ADM 108	INTRO TO 3D MODELING	3

### Inventor/Solidworks CADD

Choose from:

Item #	Title	Credits
MDT 147	INVENTOR CADD	3
MDT 202	SOLID WORKS CADD	3
<b>Total Credits</b>		<b>15</b>

### Short-Term Certificate in Drafting and Design Technology - Additive Manufacturing

Degree Type

Certificate

Success Guide

### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
MTT 218	COMPUTER INTEGRATED MANUFACTURING (CIM)	3
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3

### Design Innovation or Manufacturing Projects

Choose from:

Item #	Title	Credits
ADM 114	DESIGN INNOVATION	3
ADM 155	MANUFACTURING PROJECTS3	3

### Manufacturing Processes or Blueprint Reading

Choose from:

Item #	Title	Credits
DDT 117	MANUFACTURING PROCESSES	3
ADM 110	BLUEPRINT READING	3

### Basic 3D Modeling

Choose from:

Item #	Title	Credits
DDT 144	BASIC 3D MODELING	3
ADM 108	INTRO TO 3D MODELING	3

### Inventor/Solidworks CADD

Choose from:

Item #	Title	Credits
MDT 147	INVENTOR CADD	3
MDT 202	SOLID WORKS CADD	3
<b>Total Credits</b>		<b>21</b>

## Short-Term Certificate in Drafting and Design Technology - CADD

Degree Type  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
DDT 124	BASIC TECHNICAL DRAWING	3

#### Basic Computer-Aided Drafting & Design or CAD Concepts

Choose from:

Item #	Title	Credits
DDT 104	BASIC COMPUTER AIDED DRAFTING AND DESIGN	3
ADM 107	CAD CONCEPTS	3

#### Basic 3D Modeling or Intro to 3D Modeling

Choose from:

Item #	Title	Credits
DDT 144	BASIC 3D MODELING	3
ADM 108	INTRO TO 3D MODELING	3
<b>Total Credits</b>		<b>12</b>

## Short-Term Certificate in Drafting and Design Technology - Technical Drawing

Degree Type  
Certificate

### Success Guide

#### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
DDT 104	BASIC COMPUTER AIDED DRAFTING AND DESIGN	3
DDT 124	BASIC TECHNICAL DRAWING	3
DDT 144	BASIC 3D MODELING	3
DDT 220	ADVANCED TECHNICAL DRAWING	3
DDT 225	STRUCTURAL STEEL DRAFTING	3
<b>Total Credits</b>		<b>18</b>

## Emergency Medical Services

The Emergency Medical Services (EMS) Program, in accordance with the goals and mission of Northeast Alabama Community College, is committed to providing quality education and preparation to those seeking education in Emergency Medical Services.

It is the goal of the EMS education program at NACC to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Emergency Medical Services (EMS) personnel treat millions of patients annually in the United States. Many of these patients have complicated medical and/or trauma conditions. Paramedics are required to have considerable knowledge, skill, and judgment to treat patients in the out-of-hospital setting. High quality out-of-hospital emergency care is an important part of the United States health care system.

Based on the National EMS Scope of Practice model, the four levels of nationally recognized providers are Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT) and Paramedic.

Emergency Medical Responder (EMR) renders on-scene emergency care while awaiting additional EMS response. In many communities, EMRs provide care as first responders in the workplace and industry, fire responders and rescue organizations. EMR courses are organized on request. Upon successful course completion and certification by examination through the National Registry of EMTs, candidates may apply for licensure with the Alabama Department of Public Health, Office of EMS. EMR certification and licensure is not required to enter the EMS Program.

Those seeking to enter the EMS program of study have options of earning short term certificates at the EMT and Advanced EMT level, and a certificate at the Paramedic level or an Associate in Applied Science Degree-Emergency Medical Services.

The Emergency Medical Technician's (EMT) scope of practice includes basic, non-invasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. The Emergency Medical Technician level is the minimum licensure level for personnel transporting patients in ambulances.

The Advanced EMT (AEMT) scope of practice includes basic, limited advanced and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. A current Alabama EMT license is required to enter the AEMT program.

Paramedics are the most advanced level of EMS care providers licensed by the state of Alabama. The Paramedic's scope of practice includes basic and advanced life support education and skills focused on the acute management and transportation of the broad range of patients who access the emergency medical system. A current EMT license is required for program admission along with specific academic prerequisite courses.

## EMS Program Admission

### Requirements:

- Unconditional admission to the College.
- Complete appropriate placement examinations.
- Schedule an advising appointment with an EMS advisor.
- Complete the EMS Program application (obtained at advisor meeting).
- Meet essential functions required for EMS (page 108-109).
- Meet pre-clinical requirements for EMS.
- Meet all additional requirements outlined in the EMS Program Handbook.

In addition to classroom and lab sessions, EMS students are required to complete course appropriate clinical activities at various healthcare and EMS organizations. Prior to clinical participation, students must meet specific agency requirements. These include a physical examination, documentation of vaccinations, satisfactory criminal background check, drug screen, orientation to policy and procedures for each agency, including appropriate dress, hygiene, patient confidentiality, and expectation of professional behaviors.

**Successful program completion is met in each EMS course with a minimum letter grade of "B" and satisfactory lab and clinical competencies. A grade of less than a "B" in any EMS course is considered unsuccessful and will not result in certificate or AAS awards, unless retaken and completed with a grade of "B."**

## Anticipated Additional EMS Program Costs

- Textbooks and learning resources
- Exam and licensure fees
- Professional Liability Insurance
- Clinical uniforms and supplies
- Transportation to and from clinical sites
- Physical Examination, vaccinations
- Drug Screen and Criminal Background Check
- Test Prep, Testing, and Competency Tracking Programs

The Emergency Medical Services (EMS) Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the

recommendations of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

## Emergency Medical Services Program Essential Functions

Students entering and participating in the EMS Program (primary training) must:

### Physical Demands

1. have the physical ability necessary to walk, climb, crawl, bend, push, pull, and lift and balance over less than ideal terrain;
2. have good physical stamina and endurance which would not be adversely affected by having to lift, carry, and balance at times, in excess of 125 pounds (250 pounds with assistance);
3. see different color spectrums;
4. have good eye-hand coordination and manual dexterity to manipulate equipment, instrumentation, and medications;

### Problem Solving Abilities

5. be able to send and receive verbal messages as well as operate communication equipment appropriately;
6. be able to collect facts to organize data accurately and communicate clearly, both orally and in writing, in the English language at the ninth grade level or higher;
7. be able to differentiate between normal and abnormal findings in human physical conditions using visual, auditory, olfactory, and tactile observations;
8. be able to make good judgment decisions and exhibit problem solving skills under stressful situations;
9. be attentive to detail and aware of standards and rules that govern practice;
10. implement therapies based on mathematical calculations;

### Worker Characteristics

11. possess emotional stability to be able to perform duties in life-or-death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates;
12. be able to handle stress and work well as part of a team;
13. be oriented to reality and not be mentally impaired by mind altering substances;
14. not be addicted to drugs or alcohol;
15. be able to work shifts 24 hours in length, if necessary;
16. be able to tolerate being exposed to extremes in the environment including variable aspects of weather, hazardous fumes, and noise;
17. possess eyesight in a minimum of one eye correctable to 20/20 vision and be able to

determine directions according to a map. Students who desire to drive an ambulance must possess approximately 180 degrees peripheral vision capacity, must possess a valid Alabama driver's license, and must be able to safely and competently operate a motor vehicle in accordance with state law; and

18. have the ability to follow established criteria even in the absence of direct supervision.

## Associate in Applied Science, Emergency Medical Services – Management

**Degree Type**  
A.A.S.

### Student Learning Outcomes

Graduates of the Emergency Medical Services (Management) Program will be able to:

- Perform tasks in a safe manner. (EMS 119)
- Display a positive work ethic. (EMS 119)
- Make decisions based on available data. (EMS 234)

### Area I - Written Composition (3 credits)

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

### Area II - Humanities & Fine Arts (6 credits)

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (6 Credits)

#### Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

#### Math, Science, or CIS

*\*\*Student is responsible for meeting with an advisor to select electives.*

Area IV - History, Social, & Behavioral Sciences (3 credits)

**History, Social, & Behavioral Sciences**

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

Area V - Pre-Professional, Major, & Elective Courses (50 Credits)

**Cardiopulmonary Resuscitation**

Choose from:

Item #	Title	Credits
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1

**Medical Terminology**

Choose from:

Item #	Title	Credits
EMS 106	MEDICAL TERMINOLOGY	2
MAT 101	MEDICAL TERMINOLOGY	3
OAD 211	MEDICAL TERMINOLOGY	3
Item #	Title	Credits
EMS 107	EMERGENCY VEHICLE OPERATOR-AMBULANCE	1
EMS 108	DIRECTED STUDIES IN EMS I	1
EMS 113	INFECTION CONTROL FOR HEALTH PROFESSIONS	1
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1
EMS 189	APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC	4

**Decision Making & Problem Solving/Fire Officer IV**

Choose from:

Item #	Title	Credits
EMS 234	DECISION MAKING AND PROBLEM SOLVING IN EMS	3
FSC 294	FIRE OFFICER IV	3
Item #	Title	Credits
EMS 267	INTERNATIONAL TRAUMA LIFE SUPPORT	1
FSC 161	HAZARDOUS MATERIALS AWARENESS AND OPERATIONS	3
FSC 201	FIRE INSTRUCTOR I	3
FSC 202	FIRE INSTRUCTOR II	3
FSC 291	FIRE OFFICER I	3
FSC 292	FIRE OFFICER II	3
	EMS, FSC, or HPS electives	11
<b>Total Credits</b>		<b>68</b>

Associate in Applied Science, Emergency Medical Services – Paramedic

**Degree Type**

A.A.S.

**Student Learning Outcomes**

Graduates of the Emergency Medical Services (Paramedic) Program will be able to:

- Perform tasks in a safe manner. (EMS 255)
- Display a positive work ethic. (EMS 256)
- Function as a competent, entry-level paramedic. (EMS 254)
- Use current technology and develop computer skills for informational, academic, personal and professional needs. (EMS 255)

The Northeast Alabama Community College Emergency Medical Services Education Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.com](http://www.caahep.com)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Area I - Written Composition (3 credits)

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

Area II - Humanities & Fine Arts (6 credits)

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (6 Credits)

**Mathematics**

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

**Math, Science, or CIS**

*\*\*Student is responsible for meeting with an advisor to select electives.*

Area IV - History, Social, & Behavioral Sciences (3 credits)

**History, Social, & Behavioral Sciences**

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3



## Area V - Pre-Professional, Major, & Elective Courses (50 Credits)

Item #	Title	Credits
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1
EMS 189	APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC	4
EMS 240	PARAMEDIC OPERATIONS	2
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT	2
EMS 243	PARAMEDIC PHARMACOLOGY	1
EMS 244	PARAMEDIC CLINICAL I	1
EMS 245	PARAMEDIC MEDICAL EMERGENCIES	3
EMS 246	PARAMEDIC TRAUMA MANAGEMENT	3
EMS 247	PARAMEDIC SPECIAL POPULATIONS	2
EMS 248	PARAMEDIC CLINICAL II	3
EMS 253	PARAMEDIC TRANSITION TO THE WORKFORCE	2
EMS 254	ADVANCED COMPETENCIES FOR PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2
	Elective (EMS - Paramedic)	1
	<b>Total Credits</b>	<b>65</b>

Associate in Applied Science,  
Emergency Medical Services – Rescue  
Technology

**Degree Type**  
A.A.S.

## Student Learning Outcomes

Technology) Program will be able to:

- Perform tasks in a safe manner. (EMS 119)
- Display a positive work ethic. (EMS 119)
- Make decisions based on available data. (EMS 234)

## Area I - Written Composition (3 credits)

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

## Area II - Humanities & Fine Arts (6 credits)

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (6 Credits)

**Mathematics**

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

**Math, Science, or CIS**

*\*\*Student is responsible for meeting with an advisor to select electives.*

Area IV - History, Social, & Behavioral Sciences (3 credits)

**History, Social, & Behavioral Sciences**

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

Area V - Pre-Professional, Major, & Elective Courses (50 Credits)

**Cardiopulmonary Resuscitation**

Choose from:

Item #	Title	Credits
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1

**Medical Terminology**

Choose from:

Item #	Title	Credits
EMS 106	MEDICAL TERMINOLOGY	2
HPS 105	MEDICAL TERMINOLOGY	3
MAT 101	MEDICAL TERMINOLOGY	3
OAD 211	MEDICAL TERMINOLOGY	3

**Emergency Vehicle Operator – Ambulance**

Choose from:

Item #	Title	Credits
EMS 107	EMERGENCY VEHICLE OPERATOR-AMBULANCE	1
FSC 281	FIRE APPARATUS OPERATOR: PUMPER	3

Item #	Title	Credits
EMS 108	DIRECTED STUDIES IN EMS I	1
EMS 113	INFECTION CONTROL FOR HEALTH PROFESSIONS	1
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1

**Vehicle Extrication**

Choose from:

Item #	Title	Credits
EMS 120	VEHICLE EXTRICATION	2
FSC 237	RESCUE TECHNICIAN: VEHICLE AND MACHINERY EXTRICATION	3

**High Angle Rescue – I**

Choose from:

Item #	Title	Credits
EMS 125	HIGH ANGLE RESCUE I	2
FSC 230	RESCUE TECHNICIAN: ROPE	3

Item #	Title	Credits
EMS 155	ADVANCED EMERGENCY MEDICAL TECHNICIAN	7
EMS 156	ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL	2
EMS 189	APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC	4
EMS 234	DECISION MAKING AND PROBLEM SOLVING IN EMS	3
FSC 161	HAZARDOUS MATERIALS AWARENESS AND OPERATIONS	3
FSC 231	RESCUE TECHNICIAN: CONFINED SPACE	3
FSC 232	RESCUE TECHNICIAN: TRENCH	3
	EMS, FSC, or HPS electives	1
	<b>Total Credits</b>	<b>64</b>

## Suggested Career Pathway in Emergency Medical Services – Paramedic

**Degree Type**  
Career Pathway

This is a suggested Career Pathway for full-time students. Other options are available for part-time students. Students should consult an advisor.

### Semester 1

Choose from:

Item #	Title	Credits
EMS 106	MEDICAL TERMINOLOGY	2
MAT 101	MEDICAL TERMINOLOGY	3
OAD 211	MEDICAL TERMINOLOGY	3
Item #	Title	Credits
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1

*\*Eligible for a Short-Term Certificate in Emergency Medical Services-EMT and to sit for NREMT EMT Certification*

### Semester 2

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 102	ENGLISH COMPOSITION II	3

Choose from:

Item #	Title	Credits
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
EMS 189	APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC	4
Item #	Title	Credits
	MTH 116 or any 100-level MTH	3
	Area II Humanities and Fine Arts	3
	Elective	

*\*EMS 189 can substitute for BIO 201 and BIO 202*

### Semester 3

Item #	Title	Credits
EMS 240	PARAMEDIC OPERATIONS	2
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT	2
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2
EMS 243	PARAMEDIC PHARMACOLOGY	1
EMS 244	PARAMEDIC CLINICAL I	1
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4

*BIO 202 Human Anatomy and Physiology II: (if EMS 189 not taken).*

### Semester 4

Item #	Title	Credits
EMS 245	PARAMEDIC MEDICAL EMERGENCIES	3
EMS 246	PARAMEDIC TRAUMA MANAGEMENT	3
EMS 247	PARAMEDIC SPECIAL POPULATIONS	2
EMS 248	PARAMEDIC CLINICAL II	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Semester 5

Item #	Title	Credits
EMS 253	PARAMEDIC TRANSITION TO THE WORKFORCE	2
EMS 254	ADVANCED COMPETENCIES FOR PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
	Area IV History, Social, and Behavioral Science	3

*\*Eligible for certifications in: Advanced Cardiac Life Support, Pediatric Advanced Life Support, Pre-Hospital Trauma Life Support, Advanced Medical Life Support, Emergency Pediatric Care and The Difficult Airway Course EMS*

*\*Eligible to sit for NREMT Paramedic Certification*

**Total Credits** **67**

## Advanced EMT (AEMT) Short-Term Certificate

**Degree Type**  
Certificate

### Success Guide

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
EMS 155	ADVANCED EMERGENCY MEDICAL TECHNICIAN	7
EMS 156	ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL	2
<b>Total Credits</b>		<b>9</b>

## Emergency Medical Services – Rescue Technology Certificate

**Degree Type**  
Certificate

## Success Guide

### General Education Core Vocational Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

### Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Area V - Pre-Professional, Major, & Elective Courses

### Cardiopulmonary Resuscitation

Choose from:

Item #	Title	Credits
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1

## Medical Terminology

Choose from:

Item #	Title	Credits
EMS 106	MEDICAL TERMINOLOGY	2
HPS 105	MEDICAL TERMINOLOGY	3
MAT 101	MEDICAL TERMINOLOGY	3
OAD 211	MEDICAL TERMINOLOGY	3

## Directed Studies in EMS I

Item #	Title	Credits
EMS 108	DIRECTED STUDIES IN EMS I	1

## Infection Control for Health Professions

Item #	Title	Credits
EMS 113	INFECTION CONTROL FOR HEALTH PROFESSIONS	1

## Vehicle Extrication

Choose from:

Item #	Title	Credits
EMS 120	VEHICLE EXTRICATION	2
FSC 237	RESCUE TECHNICIAN: VEHICLE AND MACHINERY EXTRICATION	3

## High Angle Rescue – I

Choose from:

Item #	Title	Credits
EMS 125	HIGH ANGLE RESCUE I	2
FSC 230	RESCUE TECHNICIAN: ROPE	3

## Rescue Technician Confined Space

Item #	Title	Credits
FSC 231	RESCUE TECHNICIAN: CONFINED SPACE	3

## Rescue Technician Trench

Item #	Title	Credits
FSC 232	RESCUE TECHNICIAN: TRENCH	3

## Hazardous Materials

Item #	Title	Credits
FSC 161	HAZARDOUS MATERIALS AWARENESS AND OPERATIONS	3

## Applied Anatomy & Physiology

Item #	Title	Credits
EMS 189	APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC	4

## Decision Making & Problem Solving

Item #	Title	Credits
EMS 234	DECISION MAKING AND PROBLEM SOLVING IN EMS	3
<b>Total Credits</b>		<b>31</b>

## Emergency Medical Technician (EMT) Short-Term Certificate

Degree Type

Certificate

[Success Guide](#)

## Area V - Pre-Professional, Major, & Elective Courses

### Medical Terminology

Choose from:

Item #	Title	Credits
EMS 106	MEDICAL TERMINOLOGY	2
MAT 101	MEDICAL TERMINOLOGY	3
OAD 211	MEDICAL TERMINOLOGY	3
HPS 105	MEDICAL TERMINOLOGY	3

### Emergency Medical Technician

Item #	Title	Credits
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9

### Emergency Medical Technician Clinical

Item #	Title	Credits
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1
<b>Total Credits</b>		<b>12</b>

## Paramedic Certificate

Degree Type

Certificate

[Success Guide](#)

## General Education Core Vocational Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

## Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
EMS 189	APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC	4
EMS 240	PARAMEDIC OPERATIONS	2
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT	2
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2
EMS 243	PARAMEDIC PHARMACOLOGY	1
EMS 244	PARAMEDIC CLINICAL I	1
EMS 245	PARAMEDIC MEDICAL EMERGENCIES	3
EMS 246	PARAMEDIC TRAUMA MANAGEMENT	3
EMS 247	PARAMEDIC SPECIAL POPULATIONS	2
EMS 248	PARAMEDIC CLINICAL II	3
EMS 253	PARAMEDIC TRANSITION TO THE WORKFORCE	2
EMS 254	ADVANCED COMPETENCIES FOR PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
<b>Total Credits</b>		<b>42</b>

## Engineering

### Associate in Applied Science, Engineering Technology

#### Degree Type

A.A.S.

#### Student Learning Outcomes

Graduates of the Industrial Systems Technology Program (Electrical and Instrumentation Option) will be able to:

- Function as a competent entry-level engineering technician by demonstrating knowledge and skills retained from coursework. (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

#### Area I - Written Composition (3 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

#### Area II - Humanities and Fine Arts (6 Credits)

Item #	Title	Credits
	Speech Elective Group (ENT)	3
	Fine Arts Elective Group (AAS)	3

#### Area III - Natural Sciences & Mathematics (10 Credits)

Item #	Title	Credits
	Computer Science Requirement 3 Elective Group (ENT)	3
	Mathematics Elective Group (ENT)	3
	Technical Physics or Numerically Higher Elective Group (ENT)	4

#### Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
	History, Social, & Behavioral Sciences Elective Group (AAS)	3

## Area V - Pre-Professional, Major, & Elective Courses (51 Credits)

Item #	Title	Credits
ENT 106	PRINCIPLES OF ENGINEERING TECHNOLOGY	3
ENT 140	APPLIED STATICS	3
ENT 221	INDUSTRIAL QUALITY AND PRODUCTIVITY	3
ENT 222	INTRODUCTION TO PROJECT MANAGEMENT	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3
ENT 223	MATERIALS SELECTION	3
WKO 106	WORKPLACE SKILLS	3
	WKO Elective Group (ENT)	3
	Technical Cooperative Education	3

## Solid Modeling Elective Sequence

Item #	Title	Credits
ADM 108	INTRO TO 3D MODELING	3
	3D Modeling Sequence Elective Group (ENT)	3

## Advisor Approved Electives

Item #	Title	Credits
	Advisor Approved Elective Group (ENT-AAS)	12

Can choose one course maximum from [MDT 187](#), [MDT 252](#); [ADM 114](#); [ADM 261](#)

**Total Credits** **73**

## Suggested Career Pathway in Engineering Technician

**Degree Type**  
Career Pathway

This is a suggested Career Pathway for full-time students. Other options are available for part-time students. Students should consult an advisor.

## Semester 1

Item #	Title	Credits
EGR 101	ENGINEERING FOUNDATIONS	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3
MTH 112	PRECALCULUS ALGEBRA	3
CIS 146	COMPUTER APPLICATIONS	3
WKO 131	MSSC SAFETY COURSE	3

\*\*MSSC Safety Certification

## Semester 2

Item #	Title	Credits
ENT 106	PRINCIPLES OF ENGINEERING TECHNOLOGY	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
DDT 144	BASIC 3D MODELING	3

\*ETA DC EM1 Exam and ETA DC EM2 Exam Eligible for STC in ENT

## Semester 3

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
	Elective Mech/Elec/Indus Emphasis Elective	3
	MDT XXX Solid Modeling II	3
	Area IV History, Social and Behavioral Science	3

## Semester 4

Item #	Title	Credits
ENT 140	APPLIED STATICS	3
ENT 222	INTRODUCTION TO PROJECT MANAGEMENT	3
	Elective Mech/Elec/Indus Emphasis Elective	3
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

Eligible for CER in ENT

## Semester 5

Item #	Title	Credits
	Area II Humanities and Fine Arts Elective	3
WKO 106	WORKPLACE SKILLS	3
ENT 221	INDUSTRIAL QUALITY AND PRODUCTIVITY	3
	Elective Mech/Elec/Indus Emphasis Elective	3
	Elective Mech/Elec/Indus Emphasis Elective	3

*\*Eligible for OSHA 10-Hour Card*

## Semester 6

Choose from:

Item #	Title	Credits
ADM 150	TECHNICAL COOPERATIVE EDUCATION	1
ADM 151	TECHNICAL COOPERATIVE EDUCATION	1
ADM 152	TECHNICAL COOPERATIVE EDUCATION	1
ADM 153	TECHNICAL COOPERATIVE EDUCATION	1
ADM 154	TECHNICAL COOPERATIVE EDUCATION	1

*Eligible for NOCTI Certification*

*Eligible for AAS degree in Engineering Technology*

<b>Total Credits</b>	<b>76</b>
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## Certificate in Engineering Technician

**Degree Type**  
Certificate

### Area I - Written Composition

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

### Area II - Humanities and Fine Arts

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Area III - Natural Sciences &

### Mathematics

Item #	Title	Credits
	Mathematics Elective Group (ENT)	3
	Computer Science Requirement 3 Elective Group (ENT)	3
	Technical Physics or Numerically Higher Elective Group (ENT)	4

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 131	MSSC SAFETY COURSE	3
ENT 106	PRINCIPLES OF ENGINEERING TECHNOLOGY	3
ENT 140	APPLIED STATICS	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
	Advisor Approved Elective Group (ENT-CER)	6
<b>Total Credits</b>		<b>40</b>

## Short-Term Certificate in Engineering Technician

**Degree Type**  
Certificate

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ENT 106	PRINCIPLES OF ENGINEERING TECHNOLOGY	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
	Advisor Approved Elective Groups (ENT-STC)	15
<b>Total Credits</b>		<b>27</b>

## General

### Short-Term Certificate in General Education

**Degree Type**  
Certificate



## Success Guide

### General Education Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3
ENG 102	ENGLISH COMPOSITION II	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Natural Sciences & Mathematics

Choose from:

Item #	Title	Credits
AST 220	INTRODUCTION TO ASTRONOMY	4
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 104	PRINCIPLES OF BIOLOGY II	4
CHM 104	INTRODUCTION TO CHEMISTRY I	4
CHM 105	INTRODUCTION TO CHEMISTRY II	4
CHM 111	COLLEGE CHEMISTRY I	4
CHM 112	COLLEGE CHEMISTRY II	4
PHS 111	PHYSICAL SCIENCE I	4
PHS 112	PHYSICAL SCIENCE II	4
PHY 120	INTRODUCTION TO PHYSICS	4
PHY 201	GENERAL PHYSICS I -TRIG BASED	4
PHY 202	GENERAL PHYSICS II-TRIG BASED	4
PHY 213	GENERAL PHYSICS WITH CALCULUS I	4
PHY 214	GENERAL PHYSICS WITH CALCULUS II	4
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3

### History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3
Item #	Title	Credits
	Area V Electives	1
	<b>Total Credits</b>	<b>22</b>

## Industrial Systems Technology

### Associate in Applied Science, Industrial Systems Technology - Electrical & Instrumentation

#### Degree Type

A.A.S.

#### Student Learning Outcomes

Graduates of the Industrial Systems Technology Program (Electrical and Instrumentation Option) will be able to:

- Function as a competent entry-level industrial maintenance technician by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

#### Area I - Written Composition (3 Credits)

#### Vocational Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

Area II - Humanities & Fine Arts (6 Credits)

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (9 Credits)

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

**Mathematics**

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

**Math, Science, or CIS**

Item #	Title	Credits
	Math, Science, or CIS	3

Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (48 Credits)

### Technical Core

Item #	Title	Credits
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
	Technical Cooperative Education	3
WKO 106	WORKPLACE SKILLS	3
	WKO Elective	3

### Other Courses

Item #	Title	Credits
ILT 108	INTRODUCTION TO INSTRUMENTATION AND PROCESS CONTROL	3
ILT 118	CONSTRUCTION WIRING NEC	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 163	DIGITAL FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ILT 194	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
ILT 197	MOTOR CONTROLS I	3
ILT 231	NATIONAL ELECTRIC CODE	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3

### Program Advisor-Approved Elective

Choose from:

Item #	Title	Credits
	INT Courses	3
	ILT Courses	3
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1
	<b>Total Credits</b>	<b>69</b>

## Associate in Applied Science, Industrial Systems Technology - Machine Tool Technology

### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Industrial Systems Technology Program (Machine Tool Technology Option) will be able to:

- Function as a competent entry-level machinist by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

## Area I - Written Composition (3 Credits)

### Vocational Technical English or English

#### Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

## Area II - Humanities & Fine Arts (6 Credits)

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (9 Credits)

### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Math, Science, or CIS

Item #	Title	Credits
	Math, Science, or CIS	3

## Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (45 Credits)

### Technical Core

Item #	Title	Credits
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
	Technical Cooperative Education	3
WKO 106	WORKPLACE SKILLS	3
	WKO Elective	3

### Other Courses:

Item #	Title	Credits
MTT 218	COMPUTER INTEGRATED MANUFACTURING (CIM)	3
	MTT Electives	27

### Measurement Elective

Item #	Title	Credits
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3
ADM 101	PRECISION MEASUREMENT	3
	<b>Total Credits</b>	<b>66</b>

## Associate in Applied Science, Industrial Systems Technology - Mechanical Maintenance

### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Industrial Systems Technology Program (Industrial Maintenance Option) will be able to:

- Function as a competent entry-level Industrial Maintenance Technician by demonstrating knowledge and skills retained from course work. (ADM 150-154)
- Perform tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

## Area I - Written Composition (3 Credits)

### Vocational Technical English or English

#### Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

Area II - Humanities & Fine Arts (6 Credits)

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (9 Credits)

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

**Mathematics**

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

**Math, Science, or CIS**

Item #	Title	Credits
	Math, Science, or CIS	3

Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

**Area V - Pre-Professional, Major, & Elective Courses (51 Credits)**  
**Technical Core**

Item #	Title	Credits
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
	Technical Cooperative Education	3
WKO 106	WORKPLACE SKILLS	3
	WKO Elective	3

**Other Courses**

Item #	Title	Credits
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 126	PREVENTIVE MAINTENANCE	3
INT 127	PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS	3
MTT 147	INTRODUCTION TO MACHINE SHOP I	3
MTT 148	INTRODUCTION TO MACHINE SHOP I LAB	3
MTT 149	INTRODUCTION TO MACHINE SHOP II	3
MTT 150	INTRODUCTION TO MACHINE SHOP II LAB	3
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 217	SMAW CARBON PIPE	3
WDT 257	SMAW CARBON PIPE LAB	3
WDT 115	GTAW CARBON PIPE	3
WDT 155	GTAW CARBON PIPE LAB	3
	<b>Total Credits</b>	<b>72</b>

**Associate in Applied Science, Industrial Systems Technology - Multi-Skilled Maintenance Technician**

**Degree Type**

A.A.S.

**Student Learning Outcomes**

Graduates of the Industrial Systems Technology Program (Multi-Skilled Option) will be able to:

- Function as a competent entry-level industrial maintenance technician by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

**Area I - Written Composition (3 Credits)**  
**Vocational Technical English or English Composition I**

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

**Area II - Humanities & Fine Arts (6 Credits)**

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

**Area III - Natural Sciences & Mathematics (9 Credits)**

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Math, Science, or CIS

Item #	Title	Credits
	Math, Science, or CIS	3

## Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (48 Credits)

### Technical Core

Item #	Title	Credits
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
	Technical Cooperative Education	3
WKO 106	WORKPLACE SKILLS	3
	WKO Elective	3

### Other Courses

Item #	Title	Credits
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 126	PREVENTIVE MAINTENANCE	3
INT 127	PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS	3
	INT/WDT Elective	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
ILT 195	TROUBLESHOOTING TECHNIQUES I	3
ILT 197	MOTOR CONTROLS I	3
ILT 231	NATIONAL ELECTRIC CODE	3

### Program Advisor-Approved Electives

Choose from:

Item #	Title	Credits
	INT Courses	3
	ILT Courses	3
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1
	<b>Total Credits</b>	<b>69</b>

## Suggested Career Pathway in Industrial Systems Technology – Machine Tool Technology

### Degree Type

Career Pathway

This is a suggested Career Pathway for full-time students. Other options are available for part-time students. Students should consult an advisor.

## Semester 1

Item #	Title	Credits
MTT 147	INTRODUCTION TO MACHINE SHOP I	3
MTT 148	INTRODUCTION TO MACHINE SHOP I LAB	3
CIS 146	COMPUTER APPLICATIONS	3
	Area IV History, Social and Behavioral Science	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3

*\*Eligible for NIMS MMSI Certification*

## Semester 2

Item #	Title	Credits
MTT 141	BASIC COMPUTER NUMERICAL CONTROL MILLING PROGRAMMING I	3
MTT 241	CNC MILLING LAB I	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3

### Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

*\*Eligible for a Short-Term Certificate in Machine Tool Technology and a NIMS CNC Mill Operator Certification*

## Semester 3

Item #	Title	Credits
MTT 149	INTRODUCTION TO MACHINE SHOP II	3
MTT 150	INTRODUCTION TO MACHINE SHOP II LAB	3
	WKO Elective	3

### Choose from:

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
	MTH 116 or any 100-level MTH	3

*\*Eligible for a NIMS Drill Press AND/OR Job Planning, Bench Work, Layout Certification and for a certification in NCCER or MSSC*

## Semester 4

Item #	Title	Credits
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
MTT 243	CNC TURNING LAB I	3
	Area III Math or Science or Computer Science Elective	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3
WKO 106	WORKPLACE SKILLS	3

*\*Eligible for a Certificate in Industrial Systems Technology – MTT, National Career Readiness Certificate and OSHA 10 Hour Card*

## Semester 5

Item #	Title	Credits
MTT 213	ADVANCED COMPUTER NUMERICAL CONTROL MILLING	3
MTT 242	CNC MILLING LAB II	3
MTT 218	COMPUTER INTEGRATED MANUFACTURING (CIM)	3
	Cooperative Education Electives	3
	Area II Humanities and Fine Arts Elective	3

*\*Eligible for NIMS CNC Milling Certification*

*Eligible for AAS degree in Industrial Systems Technology – Machine Tool Technology*

**Total Credits** **69**

## Suggested Career Pathway in Industrial Systems Technology Electrical and Instrumentation Option

**Degree Type**  
Career Pathway

This is a suggested Career Pathway for full-time students. Other options are available for part-time students. Students should consult an advisor.

## Semester 1

Item #	Title	Credits
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
	Area V Program Advisor Approved Elective	3



**Choose from:**

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

**Choose from:**

Item #	Title	Credits
WKO 110	NCCER CORE	3
WKO 131	MSSC SAFETY COURSE	3
WKO 132	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WKO 133	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WKO 134	MSSC MAINTENANCE AWARENESS	3

*\*Eligible for ETA EM1 and EM2 Certification and for a certification in NCCER or MSSC*

**Semester 2**

Item #	Title	Credits
ILT 197	MOTOR CONTROLS I	3
ILT 162	SOLID STATE FUNDAMENTALS	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Choose from:**

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
	MTH 116 or any 100-level MTH	3

*\*Eligible for Short-Term Certificate in Industrial Systems Technology – Electrical and Instrumentation*

**Semester 3**

Item #	Title	Credits
ILT 163	DIGITAL FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ILT 194	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
ILT 118	CONSTRUCTION WIRING NEC3	

*\*Eligible for ETA Digital EM4 Certification*

**Semester 4**

Item #	Title	Credits
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
ILT 231	NATIONAL ELECTRIC CODE	3
CIS 146	COMPUTER APPLICATIONS	3
	Area III Math or Science or Computer Science Elective	3
WKO 106	WORKPLACE SKILLS	3

*\*Eligible for a Certificate in Industrial Systems Technology – ISI, National Career Readiness Certificate and OSHA 10 Hour Card*

**Semester 5**

Item #	Title	Credits
ILT 108	INTRODUCTION TO INSTRUMENTATION AND PROCESS CONTROL	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
	Area IV History, Social and Behavioral Science	3
	Cooperative Education Electives	3
	Area II Humanities and Fine Arts Elective	3

*Eligible for AAS degree in Industrial Systems Technology – Electrical and Instrumentation*

**Total Credits 69**

## Suggested Career Pathway in Industrial Systems Technology Mechanical Maintenance Technician Option

**Degree Type**  
Career Pathway

This is a suggested Career Pathway for full-time students. Other options are available for part-time students. Students should consult an advisor.

**Semester 1**

Item #	Title	Credits
MTT 147	INTRODUCTION TO MACHINE SHOP I	3
MTT 148	INTRODUCTION TO MACHINE SHOP I LAB	3
CIS 146	COMPUTER APPLICATIONS	3

**Choose from:**

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

**Choose from:**

Item #	Title	Credits
WKO 110	NCCER CORE	3
WKO 131	MSSC SAFETY COURSE	3
WKO 132	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WKO 133	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WKO 134	MSSC MAINTENANCE AWARENESS	3

*\*Eligible for a certification in NCCER or MSSC and a NIMS MMSI Certification*

**Semester 2**

Item #	Title	Credits
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
MTT 149	INTRODUCTION TO MACHINE SHOP II	3
MTT 150	INTRODUCTION TO MACHINE SHOP II LAB	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Choose from:**

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
	MTH 116 or any 100-level MTH	3

*\*Eligible for Short-Term Certificate in Industrial Systems Technology – Mechanical Maintenance and a NIMS Drill Press AND/OR Job Planning, Bench Work, Layout Certification*

**Semester 3**

Item #	Title	Credits
INT 126	PREVENTIVE MAINTENANCE	3
ILT 118	CONSTRUCTION WIRING NEC	3
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3

*\*Eligible for a AWS or NCCER Welding Certification*

**Semester 4**

Item #	Title	Credits
WDT 217	SMAW CARBON PIPE	3
WDT 257	SMAW CARBON PIPE LAB	3
WDT 115	GTAW CARBON PIPE	3
WDT 115	GTAW CARBON PIPE	3
	Area III Math or Science or Computer Science Elective	3

*\*Eligible for a Certificate in Industrial Systems Technology – IMM and a AWS or NCCER Welding Certification*

**Semester 5**

Item #	Title	Credits
INT 127	PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS	3
WKO 106	WORKPLACE SKILLS	3
	Area IV History, Social and Behavioral Science	3
	Cooperative Education Electives	3
	Area II Humanities and Fine Arts Elective	3

*\*Eligible for a National Career Readiness Certificate and OSHA 10 Hour Card*

*Eligible for AAS degree in Industrial Systems Technology – Mechanical Maintenance Option*

<b>Total Credits</b>	<b>72</b>
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## Suggested Career Pathway in Industrial Systems Technology Multi-Skilled Maintenance Technician Option

**Degree Type**  
Career Pathway

This is a suggested Career Pathway for full-time students. Other options are available for part-time students. Students should consult an advisor.

**Semester 1**

Item #	Title	Credits
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
CIS 146	COMPUTER APPLICATIONS	3

**Choose from:**

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

**Choose from:**

Item #	Title	Credits
WKO 110	NCCER CORE	3
WKO 131	MSSC SAFETY COURSE	3
WKO 132	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WKO 133	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WKO 134	MSSC MAINTENANCE AWARENESS	3

*\*Eligible for ETA EM1 and EM2 Certification and for a certification in NCCER or MSSC*

**Semester 2**

Item #	Title	Credits
	Area V Program Advisor Approved Elective	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Choose from:**

Item #	Title	Credits
MTH 110	FINITE MATHEMATICS	3
	MTH 116 or any 100-level MTH	3

*\*Eligible for Short-Term Certificate in Industrial Systems Technology – Multi-Skilled Technician*

**Semester 3**

Item #	Title	Credits
INT 126	PREVENTIVE MAINTENANCE	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
ILT 197	MOTOR CONTROLS I	3
ILT 118	CONSTRUCTION WIRING NEC3	

**Semester 4**

Item #	Title	Credits
ILT 195	TROUBLESHOOTING TECHNIQUES I	3
ILT 231	NATIONAL ELECTRIC CODE	3
	Area V Program Advisor Approved Elective	3
	Area III Math or Science or Computer Science Elective	3
WKO 106	WORKPLACE SKILLS	3

*\*Eligible for a Certificate in Industrial Systems Technology – ISS, National Career Readiness Certificate and OSHA 10 Hour Card*

**Semester 5**

Item #	Title	Credits
INT 127	PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS	3
INT 134	PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND METAL CUTTING TECHNIQUES	3
	Area IV History, Social and Behavioral Science	3
	Cooperative Education Electives3	
	Area II Humanities and Fine Arts 3 Elective	

*Eligible for AAS degree in Industrial Systems Technology – Multi-Skilled Technician Option*

**Total Credits 69**

**Suggested Career Pathway in Industrial Systems Technology Welding Option****Degree Type**  
Career Pathway

This is a suggested Career Pathway for full-time students. Other options are available for part-time students. Students should consult an advisor.

**Semester 1**

Item #	Title	Credits
WDT 157	CONSUMABLE WELDING PROCESSES	3
WDT 158	CONSUMABLE WELDING PROCESSES LABS	3
CIS 146	COMPUTER APPLICATIONS	3
	Area II Humanities and Fine Arts 3 Elective	
WKO 110	NCCER CORE	3

*\*Eligible for NCCER Certification and AWS Standards-Welder Qualification Test Record (WQTR)*

**Semester 2**

Item #	Title	Credits
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3

**Choose from:**

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

*\*Eligible for a Short-Term Certification in Welding Technology and AWS Standards WQTR*

**Semester 3**

Item #	Title	Credits
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
	MTH 116 or any 100-level MTH	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3

*\*Eligible for AWS Standards WQTR*

**Semester 4**

Item #	Title	Credits
WDT 228	GAS TUNGSTEN ARC WELDING	3
WDT 268	GAS TUNGSTEN ARC LAB	3
	Area III Math or Science or Computer Science Elective	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3
WKO 106	WORKPLACE SKILLS	3

*\*Eligible for a Certificate in Industrial Systems Technology-WDT, National Career Readiness Certificate and OSHA 10 Hour Card, AWS Standards WQTR*

**Semester 5**

Item #	Title	Credits
WDT 180	SPECIAL TOPICS	3
WDT 181	SPECIAL TOPICS LAB	3
	Area IV History, Social, and Behavioral Science	3
	Cooperative Education Electives	3

**Eligible for AAS degree in Industrial Systems Technology – Welding Option, AWS Standards WQTR**

<b>Total Credits</b>	<b>66</b>
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**Certificate in Industrial Systems Technology - Electrical & Instrumentation**

**Degree Type**  
Certificate

**Success Guide****General Education Core****Vocational Technical English or English Composition I****Choose from:**

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

**Fundamentals of Oral Communication or Public Speaking****Choose from:**

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Mathematics****Choose from:**

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
ILT 231	NATIONAL ELECTRIC CODE	3
ILT 118	CONSTRUCTION WIRING NEC	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
ILT 194	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3

### Program Advisor-Approved Electives

Choose from:

Item #	Title	Credits
	ILT Courses	3
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1
	<b>Total Credits</b>	<b>48</b>

## Certificate in Industrial Systems Technology - Machine Tool Technology

**Degree Type**

Certificate

### Success Guide

## General Education Core

### Vocational Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3
WKO 106	WORKPLACE SKILLS	3
	WKO Elective	3
MTT 218	COMPUTER INTEGRATED MANUFACTURING (CIM)	3
	MTT Electives (21 Credits)	21
	<b>Total Credits</b>	<b>48</b>

## Certificate in Industrial Systems Technology - Mechanical Maintenance

**Degree Type**

Certificate

## Success Guide

### General Education Core

#### Vocational Technical English or English

##### Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

#### CIS Elective

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 126	PREVENTIVE MAINTENANCE	3
WKO 106	WORKPLACE SKILLS	3
	WKO Elective	3

#### Mechanical Maintenance Electives by Advisement

Choose from:

Item #	Title	Credits
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 127	PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS	3
MTT 147	INTRODUCTION TO MACHINE SHOP I	3
MTT 148	INTRODUCTION TO MACHINE SHOP I LAB	3
MTT 149	INTRODUCTION TO MACHINE SHOP II	3
MTT 150	INTRODUCTION TO MACHINE SHOP II LAB	3
WDT 108	SMAW FILLET/OFC	3
WDT 115	GTAW CARBON PIPE	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 155	GTAW CARBON PIPE LAB	3
WDT 217	SMAW CARBON PIPE	3
WDT 257	SMAW CARBON PIPE LAB	3
	<b>Total Credits</b>	<b>48</b>

## Certificate in Industrial Systems Technology - Multi-Skilled Maintenance Technician

### Degree Type

Certificate

## Success Guide

### General Education Core

#### Vocational Technical English or English

##### Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

## Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
ILT 231	NATIONAL ELECTRIC CODE	3
ILT 118	CONSTRUCTION WIRING NEC	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
ILT 195	TROUBLESHOOTING TECHNIQUES I	3
ILT 197	MOTOR CONTROLS I	3

## Mechanical Maintenance Electives by Advisement

Choose from:

Item #	Title	Credits
	INT Courses	3
	ILT Courses	3
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1
WDT 157	CONSUMABLE WELDING PROCESSES	3
<b>Total Credits</b>		<b>51</b>

## Short-Term Certificate in Industrial Systems Technology - Electrical & Instrumentation

**Degree Type**

Certificate

## Success Guide

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 197	MOTOR CONTROLS I	3

## Advisor-Approved Courses

Choose from:

Item #	Title	Credits
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1
	ILT Courses	3
<b>Total Credits</b>		<b>15</b>

## Short-Term Certificate in Industrial Systems Technology - Machine Tool Technology

**Degree Type**

Certificate

## Success Guide

### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
	MTT or CNC Courses	12
	<b>Total Credits</b>	<b>12</b>

### Short-Term Certificate in Industrial Systems Technology - Mechanical Maintenance

**Degree Type**  
Certificate

## Success Guide

### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 126	PREVENTIVE MAINTENANCE	3
INT 127	PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS	3
	<b>Total Credits</b>	<b>12</b>

## Machine Tool Technology

### Short-Term Certificate in Machine Tool Technology - Stamping and Forming

**Degree Type**  
Certificate

## Success Guide

### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
CNC 158	DIE FUNDAMENTALS	3
CNC 160	DIE CONSTRUCTION AND TRYOUT	3
CNC 161	DIE MAINTENANCE AND REPAIR	3
CNC 232	BASIC TOOL AND DIE	4
	<b>Total Credits</b>	<b>13</b>

## Mechatronics

### Associate in Applied Science, Mechatronics

**Degree Type**  
A.A.S.

### Student Learning Outcomes

Graduates of the Mechatronics Program will be able to:

- Function as a competent entry-level industrial electrician (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

### Area I - Written Composition (3 Credits)

#### Vocational Technical English or English Composition

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

### Area II - Humanities & Fine Arts (6 Credits)

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3



### Area III - Natural Sciences & Mathematics (9 Credits)

#### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

#### Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

#### Math, Science, or CIS

Item #	Title	Credits
	Math, Science, or CIS	3

### Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

### Area V - Pre-Professional, Major, & Elective Courses (49 Credits)

Item #	Title	Credits
ILT 108	INTRODUCTION TO INSTRUMENTATION AND PROCESS CONTROL	3
ILT 109	ELECTRICAL BLUEPRINT READING I	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
ILT 162	SOLID STATE FUNDAMENTALS	3
	Mechatronics Fundamentals	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ILT 194	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
ILT 195	TROUBLESHOOTING TECHNIQUES I	3
ILT 197	MOTOR CONTROLS I	3
ILT 216	INDUSTRIAL ROBOTICS	3
ILT 217	INDUSTRIAL ROBOTICS LAB	2
ILT 276	ELEMENTS OF INDUSTRIAL CONTROL II	3
ILT 277	ELEMENTS OF INDUSTRIAL CONTROL II LAB	2
WKO 106	WORKPLACE SKILLS	3
	WKO Elective	3
	Technical Cooperative Education	3
	<b>Total Credits</b>	<b>70</b>

### Suggested Career Pathway in Mechatronics

#### Degree Type

Career Pathway

This is a suggested Career Pathway for full-time students. Other options are available for part-time students. Students should consult an advisor.

#### Semester 1

Item #	Title	Credits
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
ILT 109	ELECTRICAL BLUEPRINT READING I	3

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

**Choose from:**

Item #	Title	Credits
WKO 110	NCCER CORE	3
WKO 131	MSSC SAFETY COURSE	3
WKO 132	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WKO 133	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WKO 134	MSSC MAINTENANCE AWARENESS	3

*\*Eligible for ETA EM1 and EM2 Certification and for a certification in NCCER or MSSC*

**Semester 2**

Item #	Title	Credits
ILT 197	MOTOR CONTROLS I	3
ILT 162	SOLID STATE FUNDAMENTALS	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3
CIS 146	COMPUTER APPLICATIONS	3

*\*Eligible for ETA Analog EM3 Certification and a Short-Term Certificate in Industrial Electronics Technology*

**Semester 3**

Item #	Title	Credits
ILT 163	DIGITAL FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ILT 194	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
	MTH Requirement	3
	Area III Math or Science or Computer Science Elective	3

**Semester 4**

Item #	Title	Credits
ILT 195	TROUBLESHOOTING TECHNIQUES I	3
ILT 276	ELEMENTS OF INDUSTRIAL CONTROL II	3
ILT 277	ELEMENTS OF INDUSTRIAL CONTROL II LAB	2
	Area IV History, Social and Behavioral Science	3
WKO 106	WORKPLACE SKILLS	3

*\*Eligible for a Certificate in Industrial Electronics Technology, National Career Readiness Certificate and OSHA 10 Hour Card*

**Semester 5**

Item #	Title	Credits
ILT 216	INDUSTRIAL ROBOTICS	3
ILT 217	INDUSTRIAL ROBOTICS LAB	2
ILT 108	INTRODUCTION TO INSTRUMENTATION AND PROCESS CONTROL	3
	Cooperative Education Electives	3
	Area II Humanities and Fine Arts Elective	3

*Eligible for AAS degree in Industrial Electronics Technology*

**Total Credits** **70**

**Certificate in Mechatronics - Industrial Control Technician**

**Degree Type**  
Certificate

**Success Guide****General Education Core****Vocational Technical English or English Composition I****Choose from:**

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

**Fundamentals of Oral Communication or Public Speaking****Choose from:**

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ILT 109	ELECTRICAL BLUEPRINT READING I	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 163	DIGITAL FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ILT 194	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
ILT 197	MOTOR CONTROLS I	3
WKO 106	WORKPLACE SKILLS	3
<b>Total Credits</b>		<b>39</b>

## Short-Term Certificate in Mechatronics - Basic Electrical

**Degree Type**  
Certificate

## Success Guide

### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
ILT 118	CONSTRUCTION WIRING NEC3	3
ILT 231	NATIONAL ELECTRIC CODE	3
<b>Total Credits</b>		<b>12</b>

### Short-Term Certificate in Mechatronics - General

**Degree Type**  
Certificate

## Success Guide

### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
ILT/INT Electives (9 Credits)		9
<b>Total Credits</b>		<b>15</b>

### Short-Term Certificate in Mechatronics - Industrial Electrical Technician

**Degree Type**  
Certificate

## Success Guide

### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
ILT 109	ELECTRICAL BLUEPRINT READING I	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 163	DIGITAL FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ILT 194	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
ILT 197	MOTOR CONTROLS I	3
<b>Total Credits</b>		<b>24</b>

# Medical Assisting Technology

Associate in Applied Science, Medical  
Assisting Technology

**Degree Type**  
A.A.S.

## Student Learning Outcomes

Graduates of the Medical Assisting Technology  
Program will be able to:

- Function as a competent entry-level medical assistant by performing clinical and administrative duties. (MAT 229)
- Perform tasks in a safe manner. (MAT 229)
- Exhibit a positive work ethic. (MAT 229)

## Success Guide

Area I - Written Composition (3 Credits)

### Vocational Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

Area II - Humanities & Fine Arts (6  
Credits)

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences &  
Mathematics (10 Credits)

### Biology

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4

### Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

Area IV - History, Social, & Behavioral Sciences (3 Credits)

**Psychology**

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3

Area V - Pre-Professional, Major, & Elective Courses (50 Credits)

**Medical Terminology**

Choose from:

Item #	Title	Credits
HPS 105	MEDICAL TERMINOLOGY	3
MAT 101	MEDICAL TERMINOLOGY	3
OAD 211	MEDICAL TERMINOLOGY	3

**Medical Assisting Theory I**

Choose from:

Item #	Title	Credits
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
MAT 102	MEDICAL ASSISTING THEORY I	3

**Medical Assisting Theory II**

Choose from:

Item #	Title	Credits
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
MAT 103	MEDICAL ASSISTING THEORY II	3

**Medical Assisting Required Courses**

Item #	Title	Credits
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
MAT 120	MEDICAL ADMINISTRATIVE PROCEDURES I	3
MAT 121	MEDICAL ADMINISTRATIVE PROCEDURES II	3
MAT 125	LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT	3
MAT 200	MANAGEMENT OF OFFICE EMERGENCIES	2
MAT 211	CLINICAL PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 215	LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT	3
	MEDICAL ASSISTING PHARMACOLOGY ELECTIVE	3
MAT 229	MEDICAL ASSISTING PRACTICUM	3
WKO 106	WORKPLACE SKILLS	3

**Electives**

Choose from:

Item #	Title	Credits
HIT 111	DIAGNOSTICS AND PHARMACOLOGY	2
HIT 230	MEDICAL CODING SYSTEMS I	3
HIT 232	MEDICAL CODING SYSTEMS II	3
HIT 283	MEDICAL CODING PROFESSIONAL PRACTICE	2
MAT 128	MEDICAL LAW AND ETHICS FOR THE MEDICAL ASSISTANT	3
MAT 218	EKG TECHNICIAN	3
MAT 220	MEDICAL OFFICE INSURANCE	3
MAT 228	MEDICAL ASSISTANT REVIEW COURSE	1
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3

**Cardiopulmonary Resuscitation**

Choose from:

Item #	Title	Credits
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1
<b>Total Credits</b>		<b>71</b>

Short-Term Certificate in Medical Assisting Technology - EKG Technician

**Degree Type**

Certificate

Success Guide

Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
MAT 218	EKG TECHNICIAN	3

**Medical Terminology**

Choose from:

Item #	Title	Credits
HPS 105	MEDICAL TERMINOLOGY	3
MAT 101	MEDICAL TERMINOLOGY	3
OAD 211	MEDICAL TERMINOLOGY	3

## Medical Assisting Theory I

Choose from:

Item #	Title	Credits
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
MAT 102	MEDICAL ASSISTING THEORY3 I	

## Cardiopulmonary Resuscitation

Choose from:

Item #	Title	Credits
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1
<b>Total Credits</b>		<b>13</b>

## Short-Term Certificate in Medical Assisting Technology - General

Degree Type  
Certificate

### Success Guide

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
MAT 120	MEDICAL ADMINISTRATIVE PROCEDURES I	3
MAT 121	MEDICAL ADMINISTRATIVE PROCEDURES II	3
WKO 106	WORKPLACE SKILLS	3

## Medical Terminology

Choose from:

Item #	Title	Credits
HPS 105	MEDICAL TERMINOLOGY	3
MAT 101	MEDICAL TERMINOLOGY	3
OAD 211	MEDICAL TERMINOLOGY	3

## Medical Assisting Theory I

Choose from:

Item #	Title	Credits
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
MAT 102	MEDICAL ASSISTING THEORY3 I	

## Medical Assisting Theory II

Choose from:

Item #	Title	Credits
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
MAT 103	MEDICAL ASSISTING THEORY3 II	
<b>Total Credits</b>		<b>21</b>

## Short-Term Certificate in Medical Assisting Technology - Medical Coding

Degree Type  
Certificate

### Success Guide

## Medical Terminology

Choose from:

Item #	Title	Credits
HPS 105	MEDICAL TERMINOLOGY	3
MAT 101	MEDICAL TERMINOLOGY	3
OAD 211	MEDICAL TERMINOLOGY	3

## Medical Assisting Theory I

Choose from:

Item #	Title	Credits
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
MAT 102	MEDICAL ASSISTING THEORY3 I	

## Medical Assisting Theory II

Choose from:

Item #	Title	Credits
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
MAT 103	MEDICAL ASSISTING THEORY3 II	

## Microcomputer Applications

Choose from:

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
OAD 125	WORD PROCESSING	3

## Pharmacology

Choose from:

Item #	Title	Credits
MAT 216	MEDICAL PHARMACOLOGY FOR THE MEDICAL OFFICE	4
HIT 111	DIAGNOSTICS AND PHARMACOLOGY	2
MAT 214	MEDICAL ASSISTING PHARMACOLOGY	3

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
HIT 230	MEDICAL CODING SYSTEMS I	3
HIT 232	MEDICAL CODING SYSTEMS II	3
HIT 283	MEDICAL CODING PROFESSIONAL PRACTICE	2
MAT 220	MEDICAL OFFICE INSURANCE	3
<b>Total Credits</b>		<b>25</b>

## Short-Term Certificate in Medical Assisting Technology - Patient Care Technician

**Degree Type**  
Certificate

Success Guide

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
MAT 215	LABORATORY PROCEDURES III FOR THE MEDICAL ASSISTANT	3
MAT 218	EKG TECHNICIAN	3

### Medical Terminology

Choose from:

Item #	Title	Credits
MAT 101	MEDICAL TERMINOLOGY	3
OAD 211	MEDICAL TERMINOLOGY	3
HPS 105	MEDICAL TERMINOLOGY	3

### Medical Assisting Theory

Choose from:

Item #	Title	Credits
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
MAT 102	MEDICAL ASSISTING THEORY I	3
MAT 103	MEDICAL ASSISTING THEORY II	3

### Cardiopulmonary Resuscitation

Choose from:

Item #	Title	Credits
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1
<b>Total Credits</b>		<b>13</b>

## Short-Term Certificate in Medical Assisting Technology - Phlebotomist

**Degree Type**  
Certificate

Success Guide

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
MAT 125	LABORATORY PROCEDURES III FOR THE MEDICAL ASSISTANT	3
MAT 215	LABORATORY PROCEDURES III FOR THE MEDICAL ASSISTANT	3
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3

### Cardiopulmonary Resuscitation

Choose from:

Item #	Title	Credits
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1
<b>Total Credits</b>		<b>10</b>

## Nursing

### Associate in Applied Science Degree Traditional Nursing Program

**5 Semesters/Two Academic Years (with a Practical Nursing Certificate following the 3rd Semester)**

### Practical Nursing Certificate – 3 Semesters/One Academic Year

The nursing program is an integral part of Northeast Alabama Community College (NACC) and accepts the mission statement and the goals of NACC. The nursing curriculum combines general education and nursing education courses. The Associate in Applied Science Degree is awarded by Northeast to the student who successfully completes all requirements of the nursing program. Students in the program are eligible after successful completion of the first three semesters for the Practical Nursing (PN) certificate. There is also a stand-alone, 3-semester PN Certificate program.

The graduate of the associate degree program is eligible to apply to the State Board of Nursing to take the National Council Licensure Examination (NCLEX-RN) leading to licensure as a registered nurse. The review of the application by the State Board of Nursing determines eligibility of the applicant to take the licensure examination.

Completers of the stand-alone practical nursing program or the first three semesters of the traditional program are awarded a certificate and are eligible to apply to the State Board of Nursing to take the National Council Licensure Examination (NCLEXPN) leading to licensure as a practical nurse. The review of the application by the State Board of Nursing determines eligibility of the applicant to take the licensure examination.

Legal requirements for licensure in the State of Alabama are listed in the **Alabama Board of Nursing Administrative Code**. The applicant for licensure examination should be aware that eligibility for initial and continuing licensure in Alabama includes questions concerning such matters as convictions of criminal offenses, convictions for driving under the influence of drugs/alcohol, treatment for mental illness, treatment for chemical dependency, disciplinary action by a state board of nursing, placed on a state/federal abuse registry, or court-martialed, disciplined, or administratively discharged by the military. The application to take the licensure examination may be denied by the State Board of Nursing if all the requirements as listed in the **Alabama Board of Nursing Administrative Code** are not met by the applicant. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure. Individuals must meet the following criteria for initial licensure as a nurse.

1. Complete all requirements for graduation from an approved nursing program.
2. Receive approval by the State Board of Nursing to take the National Council Licensure Examination (NCLEX).
3. Achieve a passing score on the National Council Licensure Examination (NCLEX).

## Accreditation Status

Approved by Alabama Community College System Board of Trustees  
 Approved by Alabama Board of Nursing  
 Accredited by the Accreditation Commission for Education in Nursing (ACEN)

## Traditional Nursing Program Admission Requirements

1. Unconditional admission to the College. In order to be unconditionally admitted, the Admissions Office must receive official transcripts of all attempted college work.
2. Complete application to the Nursing Program by the published deadline. It is the student's responsibility to verify all required documentation has been received by the published deadline.
3. A minimum of 2.5 grade point average (GPA) for nursing required core academic courses.

4. Minimum 2.5 cumulative GPA at current institution (which includes all course work completed) and/or cumulative 2.5 GPA at institution from which student is transferring.
5. A minimum of 2.5 grade point average (GPA) cumulative high school for students without prior college courses (GED will be used if applicable).
6. A minimum of 18 ACT composite score.
7. Eligibility for ENG 101, BIO 201, and MTH 100 as determined by college policy.
8. Good standing with the college.
9. Must meet **ESSENTIAL FUNCTIONS/ELIGIBILITY CRITERIA** for nursing.

\*Admission requirements for the stand-alone PN program are the same as the traditional nursing program, except no minimum composite ACT score is required.

Admission to the nursing program is competitive and the number of students accepted is limited by the number of faculty and clinical facilities available.

**Meeting minimal requirements does not guarantee acceptance.**

Should the student decline acceptance or be denied admission based on qualifications, he/she must re-submit an application by published deadline of the following academic year. It is the student's responsibility to adhere to the admission requirements described and verify all required documentation has been received by published deadline. **Students should contact a nursing advisor for clarification, if needed.**

**IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP THE NURSING APPLICATION UPDATED. APPLICANTS ARE ENCOURAGED TO VERIFY COMPLETION OF PROFILE PRIOR TO THE FILING DEADLINE.**

## Traditional Nursing Program Selection Criteria

After meeting all minimum requirements, applicants are ranked based upon a point awarded system as follows:

Calculation of Points for Ranking	MIN	MAX
1. Minimum ACT Composite 18 <ul style="list-style-type: none"> <li>• Composite scores below 18 will render applicant ineligible</li> <li>• We accept the highest ACT composite score on file</li> <li>• No time limit on ACT score</li> </ul>	18	36
Points for Grades on Core Academic Courses: <ul style="list-style-type: none"> <li>• ENG 101, MTH 100, BIO 100, BIO 201, BIO 202</li> </ul>	0	12
<b>3. Additional 10 points based on NACC policy:</b>		
A. GPA as calculated on Core Academic Courses (Up to 4.0 points)	2.5	4
B. All General Education Courses Completed:	0	1



<ul style="list-style-type: none"> <li>(ENG 101, MTH 100, BIO 201, BIO 202, PSY 200, PSY 210, SPH 106/107, BIO 220, Humanities Elective – ART, MUS, PHL, THR, Ethics, or foreign language)</li> <li>No partial points awarded</li> </ul>		
C. Current CNA Certification (SSN Required to verify)	0	2
D. First time nursing student	0	1
E. Attended NACC's Pre-nursing Seminar within 12 months of application	0	1
F. NACC Loyalty Points	0	1
<b>TOTAL POINTS</b>	<b>20.5</b>	<b>58</b>

## Additional Criteria:

- Student must have a minimum GPA of 2.5 on Core Academic Courses.
- All Core Academic Courses DO NOT have to be complete for program eligibility.
- Core Academic Course GPA is calculated on courses taken or accepted in transfer and appearing on your NACC transcript. GPA may be calculated on <4 of these courses.
- If you have not taken any of these Core Academic Courses, your high school GPA is used. Cumulative High School GPA must be minimum of 2.5 for students without prior college courses (GED will be used if applicable).
- Cumulative GPA must be 2.5 at NACC or transferring institution.
- Must be unconditionally admitted to NACC. In order to be unconditionally admitted, the Admissions Office must receive official transcripts on ALL attempted college work.
- Must have a minimum of 18 ACT composite score.
- Must meet the Essential Functions/Eligibility Criteria for nursing as determined by Healthcare Provider.
- If not already completed, student must be eligible to take ENG 101, BIO 201, and MTH 100 the first semester accepted into the nursing program.

## Stand-Alone Practical Nursing Program Selection Criteria

After meeting all minimum requirements, applicants are ranked based upon a point awarded system as follows:

Calculation of Points for Ranking	POINTS
<ul style="list-style-type: none"> <li>The following four courses are each awarded 3 points for an A, 2 points for a B, or 0 point for a C: <ul style="list-style-type: none"> <li>English 101 (English Composition).</li> <li>Math 100 (Intermediate College Algebra or higher level).</li> <li>Biology 201 (Human Anatomy &amp; Physiology I).</li> <li>Biology 202 (Human Anatomy &amp; Physiology II).</li> </ul> </li> </ul>	     
<ul style="list-style-type: none"> <li>Students are awarded points equivalent to their ACT composite score. Example: A composite score of 18 earns 18 points (No minimum ACT score is required for the PN program).</li> </ul>	   

<ul style="list-style-type: none"> <li>4 extra points are awarded if the student is currently certified as a Certified Nursing Assistant (CNA) or Certified Medical Assistant. Other health occupations with certifications may be considered if the certification is current and the position requires direct contact with patients.</li> <li>GPA as calculated on Core Academic Courses (Up to 4.0 points).</li> <li>2 extra points are given to students who have completed all 6-core academic required courses prior to the end of the application cycle for the PN program. The core courses are ENG 101, MTH 100 or higher, BIO 201, BIO 202, SPH 106 or 107, and PSY 210.</li> </ul>	
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### Notes:

- Students should consult with an academic advisor regarding transferability of courses taken at another institution.
- A grade of "C" or higher is required for all academic core courses and nursing courses.
- Applicants wishing to enter the PN program must take the ACT exam and submit the appropriate score report even though no minimum score is required.

## Program Requirements:

- The student must comply with legal, moral, and legislative standards in accordance with the Alabama Board of Nursing Administrative Code.
- The student is required to follow Federal HIPAA regulations regarding client confidentiality and privacy. Student must respect the client's right to privacy by protecting confidential information unless obligated to disclose in a court of law under proper authorization or legal compulsion (Alabama Board of Nursing Administrative Code). **Students may be recommended for dismissal from the nursing program for failing to comply with this requirement.**
- The student must follow the testing policy which is available in the course syllabi and the Nursing Student Handbook.
- The student may be recommended for dismissal from the nursing program when not adhering to the policies and procedures of the facility to which they are assigned, Quality Safety Education Standards for nurses, or the program standards for client safety.
- A rating of unsatisfactory in clinical performance will result in a grade of "F" for that course regardless of any other grading component in the course.
- The student who has been determined to be UNSATISFACTORY in providing **safe effective client care** in the clinical area may not be allowed readmission or reinstatement into the nursing program.
- The student is expected to be academically honest. Any student found guilty of cheating may be recommended for dismissal from the program with a grade of "F."

8. The student will have professional liability insurance throughout the nursing program. Fees are included in tuition.
9. The student must show documentation of current cardiopulmonary resuscitation (CPR) certification at the healthcare provider level prior to placement in a clinical agency.
10. The student is required to obtain a health evaluation by a qualified health practitioner on the form provided by the nursing department. The student must show evidence of certain vaccinations through records or titers prior to clinical participation. **(MUST BE UPLOADED TO THE ONLINE CREDENTIALING SERVICE BY THE PROVIDED DEADLINE.)**
11. The student is required to obtain an evaluation of the Essential Functions/Eligibility Criteria as determined by a qualified health practitioner on forms provided by the nursing program. The evaluation must be submitted to the online credentialing service by the provided deadline. Additional health examinations may be required depending on physical or psychological alterations which may occur during the program of study.
12. The student is highly encouraged to receive a series of three Hepatitis B vaccines, obtain a Positive titer or sign a declination policy provided by the nursing department.
13. **The student is required to submit to a pre-clinical drug screen at a time designated by the nursing faculty.** Failure to comply with this requirement may result in a recommendation for dismissal from the program. Random drug screens may be required should the student exhibit behaviors indicative of substance abuse during a clinical experience or during on campus clinical lab. Admission drug screen and annual drug screen fees are included in tuition. Any additional drug screen is performed at the student's expense. A positive drug screen will prohibit the student from completing the clinical requirements of the nursing curriculum and the student will be recommended for withdrawal from the nursing program and/or referred to the Dean of Student Services for the disciplinary process. A student with a prior positive drug screen may apply for readmission or reinstatement to the nursing program with provided evidence of completion of an approved treatment program. (See Nursing Student Handbook for detailed policy).
14. The student is required to submit to a criminal background check prior to placement in a clinical facility, which is required by clinical agencies. Students who have a positive background check will not be allowed to complete the clinical component of the nursing course and would be recommended for withdrawal from the nursing program.
15. The student must be registered prior to attending class. Children are not allowed in the classroom, clinical lab or computer lab at any time.

16. The student is required to participate in testing programs and remediation included throughout the nursing curriculum.

## Course Grade:

A course grade will be determined based on theory and clinical performance. **Students must achieve a grade of "75%" or above in each required nursing course to continue in the nursing program. A grade below "75%" will result in a "D" or an "F" depending on the numerical score.**

Grading Scale:	
90 – 100	= A
80 – 89	= B
75 – 79	= C
60 – 74	= D
59 and below	= F

## Attendance Policy for Nursing Students:

*Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class before poor attendance interferes with the student's ability to achieve the objectives required in the course.*

### Theory/Clinical/Laboratory

See Nursing Student Handbook for detailed attendance policies.

### Responsibility to Agencies

All students are assigned to various health care agencies for clinical experiences. Students must follow the policies and procedures of the health care agencies and must be acceptable to those agencies. The student is responsible for complying with the policies and procedures required by the agencies which provide for the safety and welfare of the clients. Failure, by the student, to meet this requirement will mean the student is excluded from a required clinical experience. The student may be recommended for withdrawal from the nursing program and/or will result in a formal complaint being filed against the student with the Dean of Student Services. (See Nursing Student Handbook for detailed policies).

## Student Organizations and Activities:

Students enrolled in the nursing program participate in campus organizations as well as social, cultural and college activities the same as other college students. In addition to the regular activities at the College, students in nursing may belong to the National Student Nurses' Association.

## Additional Expenses:

These expenses are approximate and in no way reflect expenses each individual student may incur during the program. This list is not all inclusive.

- Uniforms, lab coat, stethoscope, and blood pressure cuff, etc. (Approx. \$350)
- Professional liability insurance (\$20 each Fall semester)
- Textbooks and other resources (Approx. \$1,200 throughout the program)
- Miscellaneous books and other resources (Approx. \$500)
- Laboratory packet (Approx. \$65 each semester)
- Evaluation of Essential Functions/Eligibility Criteria, Physical & Health Questionnaire by Healthcare Provider (Approx. \$200)
- Online credentialing service (Includes Credentialing & Criminal Background Check) (Approx. \$100)
- Required (immunizations or titers, approx. \$200-\$350)
- Drug Screening Tests (\$45 each Fall semester)
- Testing and learning resource fees (Approx. \$600 per semester)
- Transportation to and from clinical agencies

Additional expenses anticipated during the final semester of the nursing program are approximate. They are as follows:

NCLEX Application and Licensure	\$350.00
NCLEX Review Course	\$400.00
Graduation Fee	58.00
Nursing Pin (Optional)	55.00

## Progression Policy for the Nursing Program

In order to continue in the nursing program, the student must meet the following criteria:

1. Maintain a grade of "C" or better in all required general education and nursing courses.
2. Unless completed previously, students must complete all required general education courses according to The Alabama Community College System Nursing Education curriculum.
3. Be acceptable by clinical agencies for clinical experience.
4. Maintain ability to meet Essential Functions/Eligibility Criteria for nursing with or without reasonable accommodations.
5. Maintain program health requirements.
6. Maintain current CPR course completion at the Healthcare Provider Level.
7. Students with an unsuccessful attempt in a nursing course (W, D, or F) cannot progress until the

course is repeated successfully. Course repetition will be based on instructor availability and program resources.

## Non Progression:

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will require the student, who is eligible to return, to apply for admission to the nursing program.
2. Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.
3. A student may be reinstated to the nursing program only one time. Reinstatement must be within one year from the semester of non-progression. Reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
4. A student must have a 2.5 cumulative GPA at the current institution for reinstatement.
5. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, this student may request a hearing before the Nursing Admissions Committee or other appropriate college committees for a decision on repeating a course (reinstatement) or readmission to the program.

## Reinstatement:

In order to be reinstated, a student must:

1. Schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
3. Apply for reinstatement to the nursing program by the end of the semester following the term of withdrawal or failure in the nursing program.
4. Demonstrate competency in all previous nursing courses successfully completed with validation of clinical nursing skills and/or written/computerized exams.
5. Student must have a 2.5 cumulative GPA at the current institution for reinstatement.
6. Meet acceptable criteria for placement at all clinical agencies for clinical experiences.
7. Adhere to nursing curriculum or program policies and procedures in effect at the time of reinstatement.
8. Update immunizations, demonstrate current, accepted CPR course completion at the Healthcare Provider Level, background check, and drug screening according to program policy.
9. Reinstatement to the nursing program is not guaranteed. Reinstatement may be denied. Possible reasons for denial include, but are not limited to, the following:
  - a. Grade Point Average (GPA) is less than 2.5 from courses completed at current institution.

- b. Refusal by clinical agencies to accept the student for clinical experiences.
  - c. Over twelve (12) months have elapsed since the student was enrolled in a nursing course.
  - d. Failure to demonstrate competency in all previous nursing courses successfully completed.
  - e. Space unavailability in a course in which the student wishes to be reinstated.
  - f. Previous disciplinary actions related to unsafe client care and/or unprofessional/unethical behavior
10. Dismissal from the previous program for disciplinary reasons and/or unsafe and or unsatisfactory client care in the clinical area may prohibit reinstatement or admission back into the nursing program.
  11. Additional requirements for remediation or satisfactory completion of a student success seminar may be required by the nursing program.

### Readmission:

Students not eligible for program reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student, the student must take or retake all nursing program courses. Students who are not in good standing, such as those who withdrew or were recommended for dismissal for disciplinary reasons and/or unsafe client care may not be eligible for readmission. Students must adhere to the nursing curriculum and program policies and procedures in effect at the time of readmission.

### 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.

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of "C" or better in all required nursing program courses taken at another institution and possess a minimum of a 2.5 cumulative GPA at time of transfer.
3. Minimum 2.5 cumulative GPA at current institution (which includes all course work completed) and/or cumulative 2.5 GPA at institution from which student is transferring.
4. Dean/Director of previous nursing program must provide a letter of eligibility/letter of good standing for progression in previous nursing program.
5. Must comply with all program policy requirements at accepting institution.
6. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.

8. 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.

## NACC Nursing Program Essential Functions/Eligibility Criteria

The Alabama Community College System endorses the Americans with Disabilities Act. In accordance with college policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

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/eligibility criteria with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to perform the essential functions/eligibility criteria delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions/eligibility criteria. The nursing program reserves 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 or meet eligibility requirements. Admission or progression may be denied if a student is unable to perform the essential functions/eligibility criteria with or without reasonable accommodations.

The essential functions/eligibility criteria delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers. The essential functions/eligibility criteria delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. The essential functions/eligibility criteria include but are not limited to the ability to:

### 1. Sensory Perception

- Visual
  - Observe and discern subtle changes in physical conditions and the environment
  - Visualize different color spectrums and color changes
  - Read fine print in varying levels of light
  - Read for prolonged periods of time
  - Read cursive writing
  - Read at varying distances

- Read data/information displayed on monitors/equipment
- Auditory
  - Interpret monitoring devices
  - Distinguish muffled sounds heard through a stethoscope or other assistive technology
  - Effectively hear to communicate with others
- Hear and discriminate high and low frequency sounds produced by the body and the environment
- Tactile
  - Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
- Olfactory
  - Detect body odors and odors in the environment

## 2. Communication/ Interpersonal Relationships

- Effectively communicate and interact with others, from a variety of social, emotional, cultural, and intellectual backgrounds
- Work effectively in groups
- Work effectively independently
- Discern and interpret nonverbal communication
- Express one's ideas and feelings clearly
- Communicate with others accurately in a timely manner
- Obtain communication from a computer

## 3. Cognitive/Critical Thinking

- Effectively read, write, and comprehend the English language
- Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of healthcare settings
- Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
- Satisfactorily achieve the program objectives

## 4. Motor Function

- Handle or manipulate small delicate equipment/objects without extraneous movement, contamination, or destruction
- Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to client, self, or others
- Maneuver in small/tight spaces
- Push/pull heavy objects without injury to client, self, or others
- Coordinate hand/eye movements
- Stand, sit, bend, walk or otherwise move about for 6-12 hours in a clinical setting performing physical activities requiring physical energy without jeopardizing the safety of the client, self, or others
- Walk without a cane, walker, or crutches

- Function with hands free for nursing care and transporting items
- Transport self and client with or without the use of electrical devices
- Flex, abduct and rotate all joints freely
- Respond rapidly to emergency situations
- Perform daily care functions for the client
- Coordinate fine and gross motor hand movements to provide safe effective nursing care
- Calibrate/use equipment
- Execute movement required to provide nursing care in all health care settings
- Perform CPR and physical assessment
- Operate a computer

## 5. Professional Behavior

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
- Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- Handle multiple tasks concurrently
- Perform safe, effective nursing care for clients in a caring context
- Understand and follow the policies and procedures of the College and clinical agencies
- Understand the consequences of violating the student code of conduct
- Perform all duties safely and understand one is subject to discipline for willful violation of safety standards
- Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- Pose no direct threat to self or others
- Understand that hostile and threatening behaviors toward others is unacceptable and is subject to discipline up to and including dismissal from the nursing program
- Function effectively in situations of uncertainty and stress inherent in providing nursing care
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- Provide nursing care in an appropriate time frame
- Accept responsibility, accountability, and ownership of one's actions
- Seek supervision/consultation in a timely manner
- Examine and modify one's own behavior when it interferes with nursing care or learning

## Associate in Applied Science, Nursing

### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Nursing Program will be able to:

- Advocate for clients and families in ways that promote their self-determination, integrity and ongoing growth as human beings. (NUR 221)

- Recognize the client or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for client's preferences, values and needs. (NUR 221)
- Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of clients within a family and community context. (NUR 221)
- Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (NUR 221)
- Minimize risk of harm to clients and providers through both system effectiveness and individual performance. (NUR 221)
- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse clients within a family and community context. (NUR 221)
- Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality client care. (NUR 221)
- Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for clients, families and communities. (NUR 221)
- Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (NUR 221)
- Integrate best evidence-based practice with clinical expertise, client/family preferences, and values for delivery of optimal health care. (NUR 221)

## Success Guide

### Area I - Written Composition (3 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

### Area II - Humanities & Fine Arts (6 Credits)

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
ENG 251	AMERICAN LITERATURE I	3
ENG 252	AMERICAN LITERATURE II	3
ENG 261	ENGLISH LITERATURE I	3
ENG 262	ENGLISH LITERATURE II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

### Area III - Natural Sciences & Mathematics (15 Credits)

#### Mathematics

Choose from:

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4

#### Natural Sciences

Item #	Title	Credits
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
BIO 220	GENERAL MICROBIOLOGY	4

### Area IV - History, Social, & Behavioral Sciences (6 Credits)

Item #	Title	Credits
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3

## Area V - Pre-Professional, Major, & Elective Courses (39 Credits)

Item #	Title	Credits
NUR 112	FUNDAMENTAL CONCEPTS OF NURSING	7
NUR 113	NURSING CONCEPTS I	8
NUR 114	NURSING CONCEPTS II	8
NUR 115	EVIDENCE BASED CLINICAL REASONING	2
NUR 211	ADVANCED NURSING CONCEPTS	7
NUR 221	ADVANCED EVIDENCE BASED CLINICAL REASONING	7
<b>Total Credits</b>		<b>69</b>

## Nursing Curriculum Plan

**Degree Type**  
Career Pathway

### Fall Semester

Item #	Title	Credits
NUR 112	FUNDAMENTAL CONCEPTS OF NURSING	7
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3

### Spring Semester

Item #	Title	Credits
NUR 113	NURSING CONCEPTS I	8
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
ENG 101	ENGLISH COMPOSITION	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3

### Summer Semester

Item #	Title	Credits
NUR 114	NURSING CONCEPTS II	8
NUR 115	EVIDENCE BASED CLINICAL REASONING	2
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**STUDENTS COMPLETING NUR 112, NUR 113, NUR 114, NUR 115, AND REQUIRED ACADEMIC COURSES WILL BE AWARDED THE PRACTICAL NURSING CERTIFICATE.**

## Fall Semester

Item #	Title	Credits
NUR 211	ADVANCED NURSING CONCEPTS	7
BIO 220	GENERAL MICROBIOLOGY	4
PSY 200	GENERAL PSYCHOLOGY	3

## Spring Semester

Item #	Title	Credits
NUR 221	ADVANCED EVIDENCE BASED CLINICAL REASONING	7
Humanities/Fine Arts Elective (PHL 206: Ethics Preferred)		3

***PSY 210, PSY 200: (Nursing Students are permitted to take PSY 210 prior to the successful completion of PSY 200)***

**Total Credits 69**

## Practical Nursing Certificate

**Degree Type**  
Certificate

### Student Learning Outcomes

Graduates of the Practical Nursing Program will be able to:

- Promote the human dignity, integrity, self-determination and personal growth of clients, oneself, and members of the health care team. (NUR 114, NUR 115)
- Advocate for the client and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of clients and families. (NUR 114, NUR 115)
- Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of clients within a family context. (NUR 114, NUR 115)
- Incorporate information and technology within own scope of practice to support safe processes of care. (NUR 114, NUR 115)
- Demonstrate the effective use of strategies to reduce risk of harm to self or others. (NUR 114, NUR 115)
- Demonstrate awareness of good practice, boundaries of practice, and professional identity formation including knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of client needs, and other contextual knowing. (NUR 114, NUR 115)
- Function competently within own scope of practice as a member of the health care team. (NUR 114, NUR 115)

- By collaborating with health care team members, utilize evidence, tradition, and client preferences in predictable client care situations to promote optimal health status. (NUR 114, NUR 115)
- Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care. (NUR 114, NUR 115)
- Implement evidence-based practice in the provision of individualized health care. (NUR 114, NUR 115)

## Success Guide

### General Education Core

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Mathematics

Choose from:

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
Item #	Title	Credits
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3

### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
NUR 112	FUNDAMENTAL CONCEPTS OF NURSING	7
NUR 113	NURSING CONCEPTS I	8
NUR 114	NURSING CONCEPTS II	8
NUR 115	EVIDENCE BASED CLINICAL REASONING	2
<b>Total Credits</b>		<b>45</b>

# Office Administration

## Associate in Applied Science, Office Administration

### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Office Administration Program (General Option) will be able to:

- Create, format, and edit business documents. (BUS 215)
- Perform office support tasks. (OAD 218)
- Apply basic knowledge to student-created spreadsheets. (OAD 243)

### Area I - Written Composition (3 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

### Area II - Humanities & Fine Arts (6 Credits)

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3



### Area III - Natural Sciences & Mathematics (6 Credits)

#### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

#### Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

### Area V - Pre-Professional, Major, & Elective Courses (45 Credits)

#### Technical Core

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
OAD 131	BUSINESS ENGLISH	3
OAD 218	OFFICE PROCEDURES	3
OAD 243	SPREADSHEET APPLICATIONS	3
BUS 215	BUSINESS COMMUNICATION	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
	Micro/Macroeconomics	3

#### Electives

Choose from:

Item #	Title	Credits
ACC 129	INDIVIDUAL INCOME TAXES	3
ACT 249	PAYROLL ACCOUNTING	3
BUS 105	CUSTOMER SERVICES	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 248	MANAGERIAL ACCOUNTING	3
OAD 101	BEGINNING KEYBOARDING	3
OAD 126	ADVANCED WORD PROCESSING	3
OAD 211	MEDICAL TERMINOLOGY	3
OAD 217	OFFICE MANAGEMENT	3
OAD 231	OFFICE APPLICATIONS	3
OAD 241	OFFICE CO-OP	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
WKO 106	WORKPLACE SKILLS	3
	<b>Total Credits</b>	<b>63</b>

### Associate in Applied Science, Office Administration - Medical Office Option

#### Degree Type

A.A.S.

#### Student Learning Outcomes

Graduates of the Office Administration Program (Medical Office Option) will be able to:

- Create, format, and edit business documents. (BUS 215)
- Perform office support tasks. (OAD 218)
- Apply basic knowledge to student-created spreadsheets. (OAD 243)

### Area I - Written Composition (3 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

Area II - Humanities & Fine Arts (6 Credits)

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (6 Credits)

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

**Mathematics**

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

Area V - Pre-Professional, Major, & Elective Courses (45 Credits)

**Technical Core**

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
OAD 131	BUSINESS ENGLISH	3
OAD 218	OFFICE PROCEDURES	3
OAD 243	SPREADSHEET APPLICATIONS	3
BUS 215	BUSINESS COMMUNICATION	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
	Micro/Macroeconomics	3
	Terminology	3

**OAD/MAT/HIT Electives**

Choose from:

Item #	Title	Credits
HIT 230	MEDICAL CODING SYSTEMS I	3
HIT 232	MEDICAL CODING SYSTEMS II	3
MAT 120	MEDICAL ADMINISTRATIVE PROCEDURES I	3
MAT 121	MEDICAL ADMINISTRATIVE PROCEDURES II	3
MAT 128	MEDICAL LAW AND ETHICS FOR THE MEDICAL ASSISTANT	3
MAT 220	MEDICAL OFFICE INSURANCE	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 215	HEALTH INFORMATION MANAGEMENT	3

**Electives**

Choose from:

Item #	Title	Credits
ACT 249	PAYROLL ACCOUNTING	3
BUS 105	CUSTOMER SERVICES	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 248	MANAGERIAL ACCOUNTING	3
MAT 120	MEDICAL ADMINISTRATIVE PROCEDURES I	3
MAT 121	MEDICAL ADMINISTRATIVE PROCEDURES II	3
MAT 128	MEDICAL LAW AND ETHICS FOR THE MEDICAL ASSISTANT	3
MAT 220	MEDICAL OFFICE INSURANCE	3
OAD 101	BEGINNING KEYBOARDING	3
OAD 126	ADVANCED WORD PROCESSING	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 215	HEALTH INFORMATION MANAGEMENT	3
OAD 217	OFFICE MANAGEMENT	3
OAD 231	OFFICE APPLICATIONS	3
OAD 241	OFFICE CO-OP	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
WKO 106	WORKPLACE SKILLS	3
<b>Total Credits</b>		<b>63</b>

Associate in Applied Science, Office Administration - Paralegal Option

**Degree Type**

A.A.S.

**Student Learning Outcome**

Graduates of the Office Administration Program (Paralegal Option) will be able to:

- Create, format, and edit business documents. (BUS 215)
- Perform office support tasks. (OAD 218)
- Organize and maintain a law office, including basic management; scheduling; equipment operation; and creating, filing, and retrieving legal documents. (PRL 282)

**Area I - Written Composition (3 Credits)**

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

Area II - Humanities & Fine Arts (6 Credits)

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (6 Credits)

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

**Mathematics**

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

Area IV - History, Social, & Behavioral Sciences (3 Credits)

Choose from:

Item #	Title	Credits
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

Area V - Pre-Professional, Major, & Elective Courses (51 Credits)

**Technical Core**

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
OAD 131	BUSINESS ENGLISH	3
OAD 218	OFFICE PROCEDURES	3
OAD 243	SPREADSHEET APPLICATIONS	3
BUS 215	BUSINESS COMMUNICATION	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3

**Paralegal Electives**

Choose from:

Item #	Title	Credits
OAD 241	OFFICE CO-OP	3
PRL 101	INTRODUCTION TO PARALEGAL STUDY	3
PRL 102	BASIC RESEARCH AND WRITING	3
PRL 160	CRIMINAL LAW AND PROCEDURE	3
PRL 210	REAL PROPERTY LAW	3
PRL 230	DOMESTIC LAW	3
PRL 240	WILLS, TRUSTS, AND ESTATES	3
PRL 262	CIVIL LAW AND PROCEDURE	3
PRL 282	LAW OFFICE MANAGEMENT AND PROCEDURES	3

**ACT/BUS/OAD/WKO Electives**

Choose from:

Item #	Title	Credits
ACT 249	PAYROLL ACCOUNTING	3
BUS 105	CUSTOMER SERVICES	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 248	MANAGERIAL ACCOUNTING	3
OAD 101	BEGINNING KEYBOARDING	3
OAD 126	ADVANCED WORD PROCESSING	3
OAD 217	OFFICE MANAGEMENT	3
OAD 231	OFFICE APPLICATIONS	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
WKO 106	WORKPLACE SKILLS	3
<b>Total Credits</b>		<b>69</b>

General Short-Term Certificate in Office Administration

**Degree Type**

Certificate

Success Guide

Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
OAD 131	BUSINESS ENGLISH	3
OAD 218	OFFICE PROCEDURES	3
BUS 215	BUSINESS COMMUNICATION	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3

**Office Applications / Customer Service**

Choose from:

Item #	Title	Credits
BUS 105	CUSTOMER SERVICES	3
OAD 231	OFFICE APPLICATIONS	3

**ACT/BUS/OAD Elective**

Choose from:

Item #	Title	Credits
ACC 129	INDIVIDUAL INCOME TAXES	3
ACT 249	PAYROLL ACCOUNTING	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 248	MANAGERIAL ACCOUNTING	3
OAD 101	BEGINNING KEYBOARDING	3
OAD 126	ADVANCED WORD PROCESSING	3
OAD 243	SPREADSHEET APPLICATIONS	3
<b>Total Credits</b>		<b>27</b>

Short-Term Certificate in Office Administration - Medical Office Option

**Degree Type**

Certificate

Success Guide

Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
OAD 218	OFFICE PROCEDURES	3
BUS 215	BUSINESS COMMUNICATION	3

## Medical Terminology

Choose from:

Item #	Title	Credits
MAT 101	MEDICAL TERMINOLOGY	3
OAD 211	MEDICAL TERMINOLOGY	3

## Business English/Applications

Choose from:

Item #	Title	Credits
OAD 131	BUSINESS ENGLISH	3
OAD 231	OFFICE APPLICATIONS	3

## Medical Office Procedures I

Choose from:

Item #	Title	Credits
OAD 214	MEDICAL OFFICE PROCEDURES	3
MAT 120	MEDICAL ADMINISTRATIVE PROCEDURES I	3

## Medical Office Procedures II

Choose from:

Item #	Title	Credits
MAT 121	MEDICAL ADMINISTRATIVE PROCEDURES II	3
MAT 128	MEDICAL LAW AND ETHICS FOR THE MEDICAL ASSISTANT	3

## Medical Office Insurance/Law and Ethics of Med Prof

Choose from:

Item #	Title	Credits
MAT 220	MEDICAL OFFICE INSURANCE	3
MAT 215	LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT	3
<b>Total Credits</b>		<b>27</b>

# Salon and Spa Management

Associate in Applied Science, Salon and Spa Management - Cosmetology

Degree Type

A.A.S.

## Student Learning Outcomes

(Cosmetology Option) will be able to:

- Function as a competent entry-level salon and spa professional. (COS 190)
- Perform tasks in a safe manner. (COS 190)
- Exhibit a positive work ethic. (COS 190)

## Area I - Written Composition (3 Credits)

### Vocational Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

## Area II - Humanities & Fine Arts (6 Credits)

### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (9 Credits)

### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Math, Science, or CIS

Item #	Title	Credits
	Math, Science, or CIS	3

## Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (45 Credits)

### Technical Core

Item #	Title	Credits
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
SAL 201	ENTREPRENEURSHIP FOR SALON/SPA	3
WKO 106	WORKPLACE SKILLS	3

### Other Courses

Item #	Title	Credits
COS 111	INTRODUCTION TO COSMETOLOGY	3
COS 112	INTRODUCTION TO COSMETOLOGY LAB	3
COS 113	THEORY OF CHEMICAL SERVICES	3
COS 114	CHEMICAL SERVICES LAB	3
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 123	COSMETOLOGY SALON PRACTICES	3
COS 143	SPECIALTY HAIR PREPARATION TECHNIQUES	3
COS 144	HAIR SHAPING AND DESIGN	3
COS 190	INTERNSHIP IN COSMETOLOGY	3
<b>Total Credits</b>		<b>66</b>

## Associate in Applied Science, Salon and Spa Management - Esthetics

### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Salon and Spa Management Program (Esthetics Option) will be able to:

- Function as a competent entry-level salon and spa professional. (COS 190)
- Perform tasks in a safe manner. (COS 190)
- Exhibit a positive work ethic. (COS 190)

## Area I - Written Composition (3 Credits)

### Vocational Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

Area II - Humanities & Fine Arts (6 Credits)

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (9 Credits)

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

**Mathematics**

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

**Math, Science, or CIS**

Item #	Title	Credits
	Math, Science, or CIS	3

Area IV - History, Social, & Behavioral Sciences (12 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3



Area V - Pre-Professional, Major, & Elective Courses (42 Credits)

**Technical Core**

Item #	Title	Credits
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
SAL 201	ENTREPRENEURSHIP FOR SALON/SPA	3
WKO 106	WORKPLACE SKILLS	3

**Other Courses**

Item #	Title	Credits
	SPA TECHNIQUES ELECTIVE	3
	SPA TECHNIQUES LAB ELECTIVE	3
COS 127	ESTHETICS THEORY	3
COS 134	ADVANCED ESTHETICS	3
COS 135	ADVANCED ESTHETICS APPLICATIONS	3
COS 163	FACIAL TREATMENTS	3
COS 164	FACIAL MACHINE	3
COS 165	RELATED SUBJECTS ESTHETICIANS	3
COS 168	BACTERIOLOGY AND SANITATION	3
COS 190	INTERNSHIP IN COSMETOLOGY	3
COS 191	CO-OP	3
	<b>Total Credits</b>	<b>63</b>

Associate in Applied Science, Salon and Spa Management - Therapeutic Massage

**Degree Type**

A.A.S.

**Student Learning Outcomes**

Graduates of the Salon and Spa Management Program (Therapeutic Massage Option) will be able to:

- Function as a competent entry-level massage therapist. (MSG 206)
- Perform tasks in a safe manner. (MSG 206)
- Exhibit a positive work ethic. (MSG 206)

Area I - Written Composition (3 Credits)

**Vocational Technical English or English Composition I**

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

Area II - Humanities & Fine Arts (6 Credits)

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Humanities & Fine Arts**

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (9 Credits)

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Math, Science, or CIS

Item #	Title	Credits
	Math, Science, or CIS	3

## Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (45 Credits)

### Technical Core

Item #	Title	Credits
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
SAL 201	ENTREPRENEURSHIP FOR SALON/SPA	3
WKO 106	WORKPLACE SKILLS	3

### Other Courses

Item #	Title	Credits
MSG 101	INTRODUCTION TO THERAPEUTIC MASSAGE	2
MSG 102	THERAPEUTIC MASSAGE LAB I	3
MSG 103	ANATOMY AND PHYSIOLOGY	3
MSG 104	MUSCULOSKELETAL AND KINESIOLOGY I	3
MSG 105	THERAPEUTIC MASSAGE SUPERVISED CLINICAL I	2
MSG 200	BUSINESS AND MARKETING PLANS	1
MSG 201	THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS	2
MSG 202	THERAPEUTIC MASSAGE LAB II	3
MSG 203	PATHOLOGY	3
MSG 204	MUSCULOSKELETAL AND KINESIOLOGY II	3
MSG 205	THERAPEUTIC MASSAGE SUPERVISED CLINICAL II	2
MSG 206	LICENSURE EXAM REVIEW	1

### First Aid/CPR

Choose from:

Item #	Title	Credits
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1

## Electives

Choose from:

Item #	Title	Credits
	BUS Courses	
	CIS Courses	
	COS Courses	
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1
EMS 106	MEDICAL TERMINOLOGY	2
HED 224	PERSONAL AND COMMUNITY HEALTH	3
HED 226	WELLNESS	3
HED 230	SAFETY AND FIRST AID	3
HED 232	Care and Prevention of Athletic Injuries	3
	SAL Courses	
	<b>Total Credits</b>	<b>66</b>

## Suggested Career Pathway in Salon and Spa Management – Cosmetology

### Degree Type

Career Pathway

This is a suggested Career Pathway for full-time students. Other options are available. Students should consult an advisor.

### Semester 1

Item #	Title	Credits
COS 111	INTRODUCTION TO COSMETOLOGY	3
COS 112	INTRODUCTION TO COSMETOLOGY LAB	3
COS 113	THEORY OF CHEMICAL SERVICES	3
COS 114	CHEMICAL SERVICES LAB	3
	MTH 116 or any 100-level MTH	3

*\*Eligible for Barbicide Certification*

### Semester 2

Item #	Title	Credits
COS 115	HAIR COLORING THEORY	3
COS 116	HAIR COLORING LAB	3
COS 123	COSMETOLOGY SALON PRACTICES	3
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
	ENG 100 or ENG 101	3

*\*Eligible for Backscratchers Certification in Gel, Fiberglass and Dip Nails*

## Semester 3

Item #	Title	Credits
COS 117	BASIC SPA TECHNIQUES	3
COS 118	BASIC SPA TECHNIQUES LAB	3
COS 143	SPECIALTY HAIR PREPARATION TECHNIQUES	3
WKO 106	WORKPLACE SKILLS	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

*\*Eligible for National Career Readiness Certificate and OSHA 10 Hour Card*

## Semester 4

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
COS 144	HAIR SHAPING AND DESIGN	3
COS 190	INTERNSHIP IN COSMETOLOGY	3

*\*Eligible for Certificate in Salon and Spa Management-COS*

## Semester 5

Item #	Title	Credits
	Area IV History, Social and Behavioral Science	3
SAL 201	ENTREPRENEURSHIP FOR SALON/SPA	3
	Area II Humanities and Fine Arts Elective	3

*\*Eligible to sit for the Alabama Board of Cosmetology Exam*

*Eligible for AAS degree in Salon and Spa Management – Cosmetology Option*

**Total Credits 66**

## Suggested Career Pathway in Salon and Spa Management Esthetics Option

### Degree Type

Career Pathway

This is a suggested Career Pathway for full-time students. Other options are available for part-time students. Students should consult an advisor.

## Semester 1

Item #	Title	Credits
COS 117	BASIC SPA TECHNIQUES	3
COS 118	BASIC SPA TECHNIQUES LAB	3
COS 190	INTERNSHIP IN COSMETOLOGY	3
SAL 201	ENTREPRENEURSHIP FOR SALON/SPA	3

## Semester 2

Item #	Title	Credits
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
COS 191	CO-OP	3
COS 168	BACTERIOLOGY AND SANITATION	3
COS 163	FACIAL TREATMENTS	3
COS 164	FACIAL MACHINE	3

*\*Eligible for Short-Term Certificate in Esthetics*

## Semester 3

Item #	Title	Credits
	MTH 116 or any 100-level MTH	3
CIS 146	COMPUTER APPLICATIONS	3
COS 127	ESTHETICS THEORY	3
	ENG 100 or ENG 101	3
WKO 106	WORKPLACE SKILLS	3

*\*Eligible for National Career Readiness Certificate and OSHA 10 Hour Card*

## Semester 4

Item #	Title	Credits
COS 165	RELATED SUBJECTS ESTHETICIANS	3
COS 134	ADVANCED ESTHETICS	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3
SAL 201	ENTREPRENEURSHIP FOR SALON/SPA	3
COS 135	ADVANCED ESTHETICS APPLICATIONS	3

*\*Eligible for Certificate in Salon and Spa Management-EST*

## Semester 5

Item #	Title	Credits
	Area IV History, Social and Behavioral Science	3
	Area II Humanities and Fine Arts Elective	3
	Area III Math or Science or Computer Science Elective	3

*\*Eligible to sit for the Alabama Board of Cosmetology Exam*

*Eligible for AAS degree in Salon and Spa Management – Esthetics Option*

**Total Credits 66**

## Suggested Career Pathway in Salon and Spa Management Massage Therapy Option

### Degree Type Career Pathway

This is a suggested Career Pathway for full-time students. Other options are available for part-time students. Students should consult an advisor.

## Semester 1

Item #	Title	Credits
MSG 101	INTRODUCTION TO THERAPEUTIC MASSAGE	2
MSG 102	THERAPEUTIC MASSAGE LAB I	3
MSG 103	ANATOMY AND PHYSIOLOGY	3
MSG 104	MUSCULOSKELETAL AND KINESIOLOGY I	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

*\*Eligible for National Career Readiness Certificate and OSHA 10 Hour Card*

## Semester 2

Item #	Title	Credits
MSG 105	THERAPEUTIC MASSAGE SUPERVISED CLINICAL I	2
MSG 201	THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS	2
MSG 202	THERAPEUTIC MASSAGE LAB II	3
MSG 204	MUSCULOSKELETAL AND KINESIOLOGY II	3
EMS 103	FIRST AID/CPR	1
CIS 146	COMPUTER APPLICATIONS	3

*\*Eligible for AHA CPR/First Aid Certification*

### Semester 3

Item #	Title	Credits
	MTH 116 or any 100-level MTH	3
MSG 200	BUSINESS AND MARKETING PLANS	1
MSG 203	PATHOLOGY	3
MSG 205	THERAPEUTIC MASSAGE SUPERVISED CLINICAL II	2
MSG 206	LICENSURE EXAM REVIEW	1
	ENG 100 or ENG 101	3

*\*Eligible for Short-Term Certificate in Massage Therapy*

### Semester 4

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
	Area II Humanities and Fine Arts Elective	3
	Area III Math or Science or Computer Science Elective	3

*\*Eligible for Certificate in Salon and Spa Management-MSG*

### Semester 5

Item #	Title	Credits
	Area IV History, Social and Behavioral Science	3
SAL 201	ENTREPRENEURSHIP FOR SALON/SPA	3
	Elective in BUS, COS, HED, SAL or CIS	3-4
	Elective in BUS, COS, HED, SAL or CIS	3-4

*\*Eligible to sit for the Alabama Board of Massage Therapy Exam*

*Eligible for AAS degree in Salon and Spa Management – Massage Therapy Option*

<b>Total Credits</b>	<b>65-67</b>
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### Certificate in Salon and Spa Management - Cosmetology

**Degree Type**  
Certificate

### Success Guide

#### General Education Core

#### Vocational Technical English or English Composition I

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

#### Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

#### Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

#### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

**Area V - Pre-Professional, Major, & Elective Courses**

Item #	Title	Credits
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
WKO 106	WORKPLACE SKILLS	3
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 123	COSMETOLOGY SALON PRACTICES	3
COS 143	SPECIALTY HAIR PREPARATION TECHNIQUES	3
COS 144	HAIR SHAPING AND DESIGN	3
COS 190	INTERNSHIP IN COSMETOLOGY	3
<b>Total Credits</b>		<b>54</b>

**Certificate in Salon and Spa Management - Esthetics**

**Degree Type**  
Certificate

**Success Guide**

**General Education Core  
Vocational Technical English or English Composition I**

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Mathematics**

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

**Area V - Pre-Professional, Major, & Elective Courses**

Item #	Title	Credits
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
SAL 201	ENTREPRENEURSHIP FOR SALON/SPA	3
WKO 106	WORKPLACE SKILLS	3
	SPA TECHNIQUES ELECTIVE	3
	SPA TECHNIQUES LAB ELECTIVE	3
COS 127	ESTHETICS THEORY	3
COS 134	ADVANCED ESTHETICS	3
COS 135	ADVANCED ESTHETICS APPLICATIONS	3
COS 163	FACIAL TREATMENTS	3
COS 164	FACIAL MACHINE	3
COS 165	RELATED SUBJECTS ESTHETICIANS	3
COS 168	BACTERIOLOGY AND SANITATION	3
COS 190	INTERNSHIP IN COSMETOLOGY	3
COS 191	CO-OP	3
<b>Total Credits</b>		<b>54</b>

Certificate in Salon and Spa  
Management - Therapeutic Massage

**Degree Type**  
Certificate

**Success Guide**

General Education Core

**Vocational Technical English or English**

**Composition I**

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

**Fundamentals of Oral Communication or Public Speaking**

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

**Mathematics**

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

**Microcomputer Applications**

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
WKO 106	WORKPLACE SKILLS	3
MSG 101	INTRODUCTION TO THERAPEUTIC MASSAGE	2
MSG 102	THERAPEUTIC MASSAGE LAB I	3
MSG 103	ANATOMY AND PHYSIOLOGY	3
MSG 104	MUSCULOSKELETAL AND KINESIOLOGY I	3
MSG 105	THERAPEUTIC MASSAGE SUPERVISED CLINICAL I	2
MSG 200	BUSINESS AND MARKETING PLANS	1
MSG 201	THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS	2
MSG 202	THERAPEUTIC MASSAGE LAB II	3
MSG 203	PATHOLOGY	3
MSG 204	MUSCULOSKELETAL AND KINESIOLOGY II	3
MSG 205	THERAPEUTIC MASSAGE SUPERVISED CLINICAL II	2
MSG 206	LICENSURE EXAM REVIEW	1

**First Aid/CPR**

Choose from:

Item #	Title	Credits
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
EMS 101	CARDIOPULMONARY RESUSCITATION II	1
EMS 103	FIRST AID/CPR	1

**Electives**

Choose from:

Item #	Title	Credits
	BUS Courses	
	CIS Courses	
	COS Courses	
EMS 106	MEDICAL TERMINOLOGY	2
	HED Courses	
	SAL Courses	
	<b>Total Credits</b>	<b>54</b>

Short-Term Certificate in Salon and Spa  
Management - Esthetics

**Degree Type**  
Certificate

## Success Guide

### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
SAL 201	ENTREPRENEURSHIP FOR SALON/SPA	3
	SPA TECHNIQUES ELECTIVE -3 STC	
	SPA TECHNIQUES LAB ELECTIVE	3
COS 163	FACIAL TREATMENTS	3
COS 164	FACIAL MACHINE	3
COS 168	BACTERIOLOGY AND SANITATION	3
COS 190	INTERNSHIP IN COSMETOLOGY	3
COS 191	CO-OP	3
	<b>Total Credits</b>	<b>27</b>

### Short-Term Certificate in Salon and Spa Management - Therapeutic Massage

#### Degree Type

Certificate

## Success Guide

### Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
MSG 101	INTRODUCTION TO THERAPEUTIC MASSAGE	2
MSG 102	THERAPEUTIC MASSAGE LAB I	3
MSG 103	ANATOMY AND PHYSIOLOGY	3
MSG 104	MUSCULOSKELETAL AND KINESIOLOGY I	3
MSG 105	THERAPEUTIC MASSAGE SUPERVISED CLINICAL I	2
MSG 200	BUSINESS AND MARKETING PLANS	1
MSG 201	THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS	2
MSG 202	THERAPEUTIC MASSAGE LAB II	3
MSG 203	PATHOLOGY	3
MSG 204	MUSCULOSKELETAL AND KINESIOLOGY II	3
MSG 205	THERAPEUTIC MASSAGE SUPERVISED CLINICAL II	2
MSG 206	LICENSURE EXAM REVIEW	1
	First Aid/CPR - Salon	1
	<b>Total Credits</b>	<b>29</b>

## Welding

### Associate in Applied Science, Industrial Systems Technology – Welding Technology

#### Degree Type

A.A.S.

### Student Learning Outcomes

Graduates of the Industrial Systems Technology Program (Electrical and Instrumentation Option) will be able to:

- Function as a competent entry-level welder by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

### Area I - Written Composition (3 credits)

#### Vocational Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

### Area II - Humanities and Fine Arts (6 Credits)

#### Fundamentals of Oral Communication or Public Speaking

Choose one:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3



## Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

## Area III - Natural Sciences & Mathematics (9 Credits)

### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

### Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

## Math, Science, or CIS

**\*\*Student is responsible for meeting with an advisor to select courses.**

## Area IV - History, Social, & Behavioral Sciences (3 Credits)

### History, Social, & Behavioral Sciences

Choose from:

Item #	Title	Credits
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

## Area V - Pre-Professional, Major, & Elective Courses (45 credits)

### Technical Core

Item #	Title	Credits
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
	Technical Cooperative Education	3
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3
	WDT Electives	30
	<b>Total Credits</b>	<b>66</b>

## Certificate in Industrial Systems Technology – Welding Technology

**Degree Type**  
Certificate

## Success Guide

### General Education Core

#### Vocational Technical English or English Composition I

Choose from:

Item #	Title	Credits
ENG 100	VOCATIONAL TECHNICAL ENGLISH	3
ENG 101	ENGLISH COMPOSITION	3

#### Fundamentals of Oral Communication or Public Speaking

Choose one:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

### Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY 3 TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY 3 TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

### Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WKO 106	WORKPLACE SKILLS	3
WKO 110	NCCER CORE	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3
WDT Electives		24
<b>Total Credits</b>		<b>48</b>

## Short-Term Certificate in Welding Technology

**Degree Type**  
Certificate

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WDT Courses		12
<b>Total Credits</b>		<b>12</b>

## Short-Term Certificate in Welding Technology – Structural Welding

**Degree Type**  
Certificate

## Success Guide

## Area V - Pre-Professional, Major, & Elective Courses

Item #	Title	Credits
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3

### SMAW Fillet/OFC or PAC/CAC

Choose from:

Item #	Title	Credits
WDT 108	SMAW FILLET/OFC	3
WDT 109	SMAW FILLET/PAC/CAC	3

### SMAW Fillet/OFC or PAC/CAC

Choose from:

Item #	Title	Credits
WDT 122	SMAW FILLET/OFC LAB	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3

**NCCER Core**

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
WKO 110	NCCER CORE	3
<b>Total Credits</b>		<b>15</b>

# COURSE DESCRIPTIONS



# Courses

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## Accounting

### **ACC 129 : INDIVIDUAL INCOME TAXES**

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program

## Accounting Technology

### **ACT 249 : PAYROLL ACCOUNTING**

This course focuses on federal, state and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payrolls. CORE

**Credits** 3

## Advanced Manufacturing

### **ADM 101 : PRECISION MEASUREMENT**

This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques reverse engineering, and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques.

**Credits** 3

#### **Prerequisites**

As determined by college

### **ADM 106 : QUALITY CONTROL CONCEPTS**

This course provides an overview of the materials and processes and quality assurance topics used in commercial and specialized manufacturing products. Emphasis is placed on process evaluation techniques that can be extrapolated to other system areas such as new products and new technology. Emphasis is also placed on quality assurance including the history of the quality movement, group problem solving, and statistical methods such as statistical process control (SPC), process capability studies, and the concepts associated with lean manufacturing.

**Credits** 3

#### **Prerequisites**

ADM 101 with a minimum grade of D/TD or INT 119 with a minimum grade of D/TD

### **ADM 107 : CAD CONCEPTS**

This course provides an introduction of Computer-Aided Drafting (CAD) techniques and terminology. Concepts to include CAD software, and skills necessary to perform the basic computer aided drafting functions. Related lab projects are developed from CAD to reinforce knowledge of various shop drawing concepts, software commands, and file management that will be used in the Computer Integrated Manufacturing (CIM). The course will provide an overview of CIM which will include the study of manufacturing planning, integration, and implementation of automation. This course explores manufacturing history, individual processes, systems, and careers. In addition to technical concepts, the course incorporates finance, ethics, and engineering design.

**Credits** 3

#### **Prerequisites**

As determined by college

### **ADM 108 : INTRO TO 3D MODELING**

This course introduces the fundamentals of 3D parametric CAD software for the creation of parts, assemblies and drawings. Students will use SolidWorks software to sketch, create, edit, and constrain 3D solid models, as well as create and dimension 2D drawings per ASME standards from these models. The course focuses not only on the individual tools available in the software, but also on the best approach to the use of these tools, so that the design progresses in a logical manner, producing an effective and efficient design process. The elements of global collaboration are introduced along with printing concepts. A hands-on approach is used in this class to build a foundation for the continued training and application.

**Credits** 3

#### **Prerequisites**

As required by college

**ADM 110 : BLUEPRINT READING**

This course is designed to provide students with a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.

**Credits 3**

**Prerequisites**

As required by college

**ADM 114 : DESIGN INNOVATION**

This course introduces students to concepts that enable them to think like a designer when approaching architectural, engineering and additive manufacturing tasks. Emphasis will be placed on design and problem-solving skills when working independently, or with a team. This course focuses on giving students exposure to creativity, problem solving skills, and the design processes in which a design-centered approach will be employed to develop innovated solutions. This course includes components to develop basic skills to express innovated solutions to design problems with the application of projects, drawings, as well as oral and written communication skills. Students will be introduced to related computer-based tools used by architect, engineers, and design manufacturers, (e.g., spreadsheet, word processing, presentation software, and Internet).

**Credits 3**

**Prerequisites**

As determined by college

**ADM 150 : TECHNICAL COOPERATIVE EDUCATION**

Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

**Credits 1**

**Prerequisites**

As determined by college

**ADM 151 : TECHNICAL COOPERATIVE EDUCATION**

Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

**Credits 1**

**Prerequisites**

As determined by college

**ADM 152 : TECHNICAL COOPERATIVE EDUCATION**

Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

**Credits 1**

**Prerequisites**

As determined by college

**ADM 153 : TECHNICAL COOPERATIVE EDUCATION**

Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

**Credits 1**

**Prerequisites**

As determined by college

**ADM 154 : TECHNICAL COOPERATIVE EDUCATION**

Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

**Credits 1**

**Prerequisites**

As determined by college

**ADM 155 : MANUFACTURING PROJECTS**

This is an introduction to project base learning. This course will involve research, team skills, the collaboration of trades, outsourcing, manufacturing management that emphasizes synthesis through collaborative learning. Students integrate and apply previous knowledge, skills, and experiences they learned in their major and other academic courses to complete individual & team-based projects. The course emphasizes communication skills, critical thinking, problemsolving, computer literacy, and teaming skills.

**Credits 3**

**Prerequisites**

ADM 108 with a minimum grade of D / TD

**ADM 160 : ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES**

In this class student will utilize the various Additive Manufacturing (AM) design software to learn different techniques of building additively. Student will engaged in using the software and build theory to discover best build for the part. Tool paths, angles, rotation and build support will be discussed. Additive process will include polymers and powders. Cost and build time will be calculated on the different build parameters.

**Credits 3**

**Prerequisites**

As determined by college

### **ADM 215 : GEOMETRIC DIMENSIONING & TOLERANCING**

This course is designed to teach fundamental concepts of size description by geometric methods including appropriate engineering controls. Emphasis is placed on the drawing and application of common geometric dimensioning and tolerancing symbols to engineering drawings as designated by the latest ANSI/ASME Standards. Upon completion, students should be able to use geometric dimensioning and tolerancing symbols in applying size information and manufacturing controls to working drawings.

**Credits** 3

#### **Prerequisites**

ADM 101 with a minimum grade of D/TD or INT 119 with a minimum grade of D/TD

### **ADM 250 : INTRODUCTION TO FLEXIBLE MANUFACTURING CELLS**

This course covers techniques involved when grouping related machines for the purpose of completing a series of manufacturing processes in a flexible manufacturing cell. The student will be involved with the computerized integration of programmable control systems such as robotics, machine tools, and other peripheral equipment to emulate real-world manufacturing concepts employed in flexible manufacturing cells.

**Credits** 4

#### **Prerequisites**

As determined by college

### **ADM 255 : APPLICATION OF DESIGN (CAPSTONE)**

This is a project or research-oriented course that emphasizes synthesis through collaborative learning. Students integrate and apply previous knowledge, skills, and experiences they learned in their major and other academic courses to complete individual & team-based projects. Students will perform an individual new concept project and a group, industry-based live project to demonstrate they know the skills learned in the program of study. At the end of the semester, students will be required to present their group project to an industry. The course emphasizes communication skills, critical thinking, problem solving, computer literacy and teaming skills. *NOTE: This course is usually taken during the last two (2) semesters of the program of study.*

**Credits** 3

#### **Prerequisite Courses**

[MTT 218: COMPUTER INTEGRATED MANUFACTURING \(CIM\)](#)

### **ADM 261 : REVERSE ENGINEERING**

This course emphasizes reverse engineering techniques and quality control inspection of parts employing 3D printing, scanning, and Coordinate Measuring Machine (CMM technologies). The emphasis is on using applicable software to convert scanned images from point cloud data into 3D models. The process will allow using software to clean up point cloud data, create airtight 3D models, run a comparison analysis of collected data to solid, improve or reproduce a scanned part, print the part and then perform an inspection using CMM probe for additional analysis and comparison.

**Credits** 3

#### **Prerequisites**

ADM 108 with a minimum grade of D/TD

and

ADM 101 with a minimum grade of D/TD or INT 119 with a minimum grade of D/TD

### **ADM 277 : INDUSTRIAL ENERGY SOURCES SUSTAINABILITY**

This class is a study of the different Industrial Energy sources and the ethical and Government regulations associated with these sources of energy.

**Credits** 3

#### **Prerequisites**

As determined by college

### **ADM 281 : ADVANCED MANUFACTURING PROCESSES/NEW AND EMERGING ENERGY TECHNOLOGIES**

Students in this course explore the latest in energy technologies and how they are designed to increase efficiencies, protect the environment, and streamline processes. Students discover how some of the new technologies have been around for quite some time and the reasons they are capturing new attention.

**Credits** 3

#### **Prerequisites**

As determined by college

### **ADM 295 : MSSC GREEN PRODUCTION**

This course is designed to provide students with knowledge and skills related to green production in a manufacturing environment. Topics covered include? Train workers in environmental issues? Implement and promote environmental programs, projects, policies or procedures? Conduct environmental incident and hazard investigations? Conduct preventive environmental inspections? Monitor environmental aspects at each stage of productions? Implement continuous improvement in environmental assurance? Use advanced materials in production to reduce waste? Reprocess materials by recycling and reuse This course is equivalent to WKO 135. Students completing this course will receive an MSSC certificate in green production.

**Credits** 3

#### **Prerequisite Courses**

[WKO 131: MSSC SAFETY COURSE](#)

#### **Prerequisites**

As determined by college

# Air Conditioning and Refrigeration Technology

## **ACR 111 : PRINCIPLES OF REFRIGERATION**

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. This is a CORE course.

**Credits 3**

### **Prerequisites**

As determined by college

## **ACR 112 : HVACR SERVICE PROCEDURES**

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/ recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

**Credits 3**

### **Prerequisites**

As determined by college

## **ACR 113 : REFRIGERATION PIPING PRACTICES**

The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings. CORE

**Credits 3**

### **Prerequisites**

As determined by college

## **ACR 119 : FUNDAMENTALS OF GAS HEATING SYSTEMS**

This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

**Credits 3**

### **Prerequisites**

As determined by college

## **ACR 121 : PRINCIPLES OF ELECTRICITY FOR HVACR**

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components. This is a CORE course.

**Credits 3**

### **Prerequisites**

As determined by college

## **ACR 122 : HVACR ELECTRIC CIRCUITS**

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits. This is a CORE course.

**Credits 3**

### **Prerequisites**

As determined by college

## **ACR 123 : HVAC/R ELECTRICAL COMPONENTS**

This course introduces students to electrical components and controls. Emphasis is placed of the operations on motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation. This is a CORE course.

**Credits 3**

### **Prerequisites**

As required by college

## **ACR 128 : HEAT LOAD CALCULATIONS**

This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements.

**Credits 3**

### **Prerequisites**

As required by college

## **ACR 134 : ICE MACHINES**

This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures. Upon completion, student should be able to install, service and repair commercial ice machines.

**Credits 3**

### **Prerequisites**

As required by college



**ACR 135 : MECHANICAL/GAS/SAFETY CODES**

This course is to enhance the student's knowledge of the International Fuel Gas Code and International Mechanical Code as well as fire and job safety requirements. Emphasis is placed on code book content and compliance with installation requirements. Upon completion, students should be able to apply code requirements to all work.

**Credits** 3

**Prerequisites**

As required by college

**ACR 138 : CUSTOMER RELATION IN HVAC**

This course covers the basic aspects of customer relations needed by the HVAC technician. Topics include employability skills associated with job performance, record keeping, service invoices, certification requirements, local ordinances, and business ethics. Upon completion, students should be able to get a job and keep it.

**Credits** 3

**Prerequisites**

As required by college

**ACR 144 : BASIC DRAWING AND BLUEPRINT READING IN HVAC**

This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is on three-view drawings, basic duct systems, and isometric piping. Upon course completion, students should be able to perform basic drawings related to HVAC systems and read pertinent blueprints.

**Credits** 3

**Prerequisites**

As required by college

**ACR 147 : REFRIGERANT TRANSITION AND RECOVERY THEORY**

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certification. Upon completion, students should be prepared to take the EPA 608 certification examination.

**Credits** 3

**Prerequisites**

As determined by college

**ACR 148 : HEAT PUMP SYSTEMS I**

Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications.

**Credits** 3

**Prerequisites**

As determined by college

**ACR 181 : SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION I**

This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry.

**Credits** 3

**Prerequisites**

As required by college

**ACR 200 : REVIEW FOR CONTRACTORS EXAM**

This course prepares students to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychometrics, installation procedures, and air distribution. Upon completion, students should be prepared to take the contractors exam.

**Credits** 3

**Prerequisites**

As required by college

**ACR 203 : COMMERCIAL REFRIGERATION**

This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems.

**Credits** 3

**Prerequisites**

As determined by college

**ACR 205 : SYSTEM SIZING AND AIR DISTRIBUTION**

This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements.

**Credits** 3

**Prerequisites**

As required by college

**ACR 210 : TROUBLESHOOTING HVACR SYSTEMS**

This course provides instruction in the use of various meters and gauges used in the HVACR industry. Emphasis is placed on general service procedures, system diagnosis, and corrective measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion students should be able to perform basic troubleshooting of HVAC/R.

**Credits** 3

**Prerequisites**

As determined by college

# Art

## **ART 100 : ART APPRECIATION**

This course is an introduction to the appreciation of art through an examination of the themes and purposes of art, the exploration of visual arts media and methods, and culturally significant works of art from the past and present. The course informs students about the language of art and its relevance in everyday life.

**Credits** 3

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

## **ART 113 : DRAWING I**

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

**Credits** 3

### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### **Prerequisites**

As required by program

## **ART 114 : DRAWING II**

This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings.

**Credits** 3

### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### **Prerequisites**

Drawing I

## **ART 121 : TWO-DIMENSIONAL COMPOSITION I**

This course introduces the basic of concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

**Credits** 3

### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### **Prerequisites**

As required by program

## **ART 127 : THREE-DIMENSIONAL COMPOSITION**

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works. Upon completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three dimensional art forms.

**Credits** 3

### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### **Prerequisites**

[ART 113](#) OR [ART 121](#), and permission of instructor

## **ART 133 : CERAMICS I**

This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, students should demonstrate through their work, a knowledge of the methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As required by program

## **ART 134 : CERAMICS II**

This course develops the methods of clay forming as a means of expression. Topics may include hand building, glazing, design and the functional and aesthetic aspects of pottery, although emphasis will be placed on the wheel throwing method. Upon completion, students should demonstrate improved craftsmanship and aesthetic quality in the production of pottery.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisite Courses**

[ART 133: CERAMICS I](#)

## **ART 175 : DIGITAL PHOTOGRAPHY**

This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high-quality photos.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As required by program

**ART 180 : INTRODUCTION TO GRAPHIC DESIGN**

This course is a general introduction to graphic design. Topics include history, processes, and production design. Upon completion, students should understand the concepts used to create media graphics.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**ART 203 : ART HISTORY I**

This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts.

**Credits** 3

**Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

**Prerequisites**

As required by program

**ART 204 : ART HISTORY II**

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

**Credits** 3

**Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

**Prerequisites**

As required by college

**ART 216 : PRINTMAKING I**

This course introduces various printmaking processes. Topics include relief, intaglio, serigraphy, or lithography and the creative process. Upon completion, students should have a basic understanding of the creative and technical problems associated with printmaking.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

[ART 113](#), [ART 121](#), and/or as required by program

**ART 217 : PRINTMAKING II**

This course provides the opportunity for the student to study a printmaking process beyond the introductory level. Emphasis is placed on creativity, composition, and technique in the communication of ideas through printmaking. Upon completion, students should demonstrate an understanding of the printmaking process as a creative tool for the expression of ideas.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

[ART 216](#) and/or as required by program

**ART 233 : PAINTING I**

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

[ART 113](#), [ART 121](#), and/or as required by program

**ART 234 : PAINTING II**

This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisite Courses**

[ART 233: PAINTING I](#)

**ART 243 : SCULPTURE I**

This course provides a study of three-dimensional form by familiarizing students with sculpting media and techniques. Topics include the fundamentals of art, sculpting media with emphasis on the creative process. Upon completion, students should understand the fundamentals of art and three-dimensional form, as well as the various media and processes associated with sculpture.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

[ART 125](#), [ART 127](#) and/or as required by program

### **ART 244 : SCULPTURE II**

This course is designed to sharpen skills in the media and processes of sculpture. Emphasis is placed on personal expression through three-dimensional form. Upon completion, students should be able to apply the fundamentals of art, their knowledge of form, and the sculptural processes to communicating ideas.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisite Courses**

ART 243: SCULPTURE I

### **ART 253 : GRAPHIC DESIGN I**

This course is designed to introduce the study of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography and production technology. Upon completion, students should demonstrate a knowledge of the fundamentals of art and understanding of the relationship between materials, tools and visual communication.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program

### **ART 275 : ADVANCED DIGITAL PHOTOGRAPHY**

This course explores various uses of digital photography. Subjects may include studio, portrait, landscape and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisite Courses**

ART 175 : DIGITAL PHOTOGRAPHY

#### **Prerequisites**

Or required by program

## Astronomy

### **AST 220 : INTRODUCTION TO ASTRONOMY**

This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. Laboratory is required.

**Credits** 4

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

As required by program

## Biology

### **BIO 103 : PRINCIPLES OF BIOLOGY I**

This is an introductory course for both science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through the 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 survey of viruses, prokaryotes, and the protists. A 120-minute laboratory is required.

**Credits** 4

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

\*\*As required by program.

### **BIO 104 : PRINCIPLES OF BIOLOGY II**

This course is an introduction to the basic ecological and evolutionary relationships of plants, fungi, and animals and a survey of plant, fungi, and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required.

**Credits** 4

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisite Courses**

BIO 103: PRINCIPLES OF BIOLOGY I

**BIO 201 : HUMAN ANATOMY AND PHYSIOLOGY I**

This course covers the structure and function of the human body. Included is an orientation of the human body; a study of cells and tissues, joints, the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

**Credits** 4

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisite Courses**

[BIO 103: PRINCIPLES OF BIOLOGY I](#)

**BIO 202 : HUMAN ANATOMY AND PHYSIOLOGY II**

This course covers the structure and function of the human body. Included is the study of basic nutrition and metabolism; basic principles of fluids, electrolytes, and acid-base balance; and the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

**Credits** 4

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisite Courses**

[BIO 201: HUMAN ANATOMY AND PHYSIOLOGY I](#)

**BIO 220 : GENERAL MICROBIOLOGY**

This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques including culturing, microscopy, staining, identification, and control of microorganisms. Two 120-minute laboratories are required.

**Credits** 4

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Recommended Prerequisites**

4 SEMESTER HOURS OF CHEMISTRY

**Prerequisite Courses**

[BIO 103: PRINCIPLES OF BIOLOGY I](#)

**BIO 230 : HUMAN PATHOPHYSIOLOGY**

Human Pathophysiology covers the nature, etiology, prognosis, prevention, and therapeutics of human disease. A 120 minute laboratory is required.

**Credits** 4

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

[BIO 201](#), [BIO 202](#), AND [BIO 220](#)

## Building Construction

**BUC 110 : BASIC CONSTRUCTION TOOLS AND MATERIALS**

This course emphasizes the tools and materials used in the construction industry. Topics include safety, hand tools, handheld power tools and construction materials. Upon completion, students should be able to work safely within the industry and operate various hand tools and power equipment. CORE

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 111 : BASIC CONSTRUCTION LAYOUT**

This course provides students basic building layout skills. Topics include the builder's level, transit and basic site layout techniques. Upon completion, students should be able to solve differential leveling problems, set up and operate the builder's level and transit, build batter boards, and perform basic construction layout procedures.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 112 : CONSTRUCTION MEASUREMENTS AND CALCULATIONS**

This course focuses on the mathematics and calculations used in building construction. Topics include direct and computed measurements and practical applications of mathematical formulas. Upon completion, students should be able to apply measurement and mathematical formulas used in building construction.

**Credits** 3

**Prerequisites**

As determined by college

**Corequisites**

As determined by college

**BUC 113 : BASIC CONSTRUCTION PRINT READING**

This course introduces students to construction print reading. Topics include symbols and abbreviations, basic plans, elevations, sections and details. Upon completion, students should be able to read basic construction plans and trade information for major crafts employed at a construction site.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 115 : ROOF AND CEILING FRAMING**

This course focuses on construction framing above the wall-plate line. Topics include ceiling framing roof framing, and trusses. Upon completion, students should be able to frame residential ceilings and roofs, design and build trusses and apply heavy timber construction principals.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 121 : FLOORS AND WALLS FRAMING**

This course focuses on floor and wall layout. Topics include leveling tools, framing, layouts, and components of wall and floor framing to include beams, girders, floor joists, sub-flooring, partitions, bracing, headers, sills, doors, and corners. Upon completion, students should be able to properly perform basic construction framing procedures for floor and walls.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 131 : INTERIOR AND EXTERIOR FINISHES**

This course is designed to provide students an in-depth understanding of interior and exterior finishes. Topics include exterior wall coverings, flooring, and interior finishes. Upon completion, students should be able to install and apply interior and exterior finishes to walls and overhangs, and install floors.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 133 : BUILDING CODES**

This course focuses on building codes, real estate, and project scheduling. Topics include real estate, project planning, specifications, company structure and organization, building codes and related legal aspects. Upon completion, students should be able to identify the components of the construction process, locate information in building code books, plan construction projects and understand the implications of various real estate issues.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 141 : ON-GRADE CONCRETE APPLICATIONS**

This course emphasizes techniques and principles required to design on-grade concrete forms. Topics include concrete curbs, edge forms, footing forms, concrete wall forms, concrete piers and columns, and templates with anchor bolts and dowels. Upon completion, students should be able to perform on-grade concrete slab forming, wall forming, curb forming, and set templates with anchor bolts.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 142 : CONSTRUCTION ESTIMATING**

This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take-off of materials and equipments needs and plan the labor to construct a residential structure.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 143 : ABOVE-GRADE CONCRETE APPLICATIONS**

This course emphasizes techniques and principles required to build above grade forms and to provide practice in constructing abovegrade form systems. Topics include beam forms, slab forms, flying-form tables, crane-set wall panels, gang-form system for walls, and stair forms. Upon completion, students should be able to build abovegrade concrete form systems, flying-form tables for scale, and build gang-form systems for walls and stairs.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 150 : HOMEBUILDERS LICENSE EXAM REVIEW**

This course prepares students to take the State Builders License exam for residential construction. Topics include basic residential frame and finish review, basic estimating, and associated areas. With appropriate field experience, upon completion, students should qualify to take the residential contractors exam

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 164 : DECKS AND PATIOS**

This course covers basic deck and patio design and construction. Topics include design criteria, sketching, estimating, and construction of decks, patios, and gazebos. Upon completion, students should be able to build a deck or patio from the ground up.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 170 : FRAMING LAB**

This lab provides reinforcement and additional time on task for students that have taken or are taking [BUC 115](#) and [BUC 121](#). Upon completion the student should be thoroughly accomplished in all aspects of framing floors, walls, ceilings, and roofs.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 171 : FINISHING LAB**

This lab provides reinforcement and additional time on task for students that have taken or are taking [BUC 131](#), [BUC 154](#), and [BUC 158](#). Upon completion the student should be thoroughly accomplished in all aspects of interior and exterior finishing.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 214 : SOILS & SITE WORK**

This course covers site conditions and soil types and their physical properties. Topics include site preparation, access, mechanical analysis, classification of soils, and hydrostatics of groundwater. Upon completion, students should be able to adequately prepare a building site according to plans and specifications.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 216 : ELECTRICAL WIRING SYSTEMS**

This course introduces residential and commercial electrical wiring systems. Topics include safety, care and use of tools and materials, use of NEC, circuit planning overcurrent protection, and installation of conduits, cables, and conductors. Upon completion, students be able to correctly identify tools, materials and procedures for electrical installation.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 217 : CONSTRUCTION SURVEYING**

This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 230 : FUNDAMENTALS OF TILE INSTALLATION**

This course provides an overview of tile installation. Topics include tile selection, surface preparation, layout, adhesive, cutting, setting, grouting and finishing.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 231 : SUSPENDING CEILINGS**

This course provides an overview of suspending ceilings. Topics include material selection, grid design, L channel installation, T channel installation and Cross T installation.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 232 : INSULATING & ENERGY EFFICIENCY**

This course provides an overview of insulating and energy efficiency. Topics include selection of various types of insulating materials and an overview of energy efficiency.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**BUC 233 : DRYWALL INSTALLATION & FINISHING**

This course. Provides an overview of drywall installation and finishing. Topics include construction materials, thermal and moisture protection, drywall installation, and drywall finishing.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

## Business

**BUS 105 : CUSTOMER SERVICES**

This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers. The students will gain an understanding of the skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**BUS 146 : PERSONAL FINANCE**

This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**BUS 147 : INTRO TO FINANCE**

This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**BUS 175 : RETAILING**

This course is a study of the principles and practices of retailing. Topics include planning, policies and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies, and retail management.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**BUS 176 : PROMOTIONAL STRATEGIES**

This course provides an overview of the tools and techniques used by businesses in their promotional strategies. Topics include variables affecting promotional decision, information needed to access these variables, the strengths and limitations of methods and strategies, and the fundamentals of managerial decision making.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**BUS 177 : SALESMANSHIP**

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.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**BUS 178 : PURCHASING**

This course provides an overview of the principles of purchasing for resale. Topics include buying techniques, market buying systems, financial management of purchasing department, market information systems, and problems confronting retail and wholesale buyers.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program



**BUS 186 : ELEMENTS OF SUPERVISION**

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**BUS 215 : BUSINESS COMMUNICATION**

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**BUS 241 : PRINCIPLES OF ACCOUNTING I**

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

As required by program

**BUS 242 : PRINCIPLES OF ACCOUNTING II**

This course is a continuation of [BUS 241](#). In addition to a study of financial accounting, this course also places emphasis upon managing accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, and decision making.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisite Courses**

[BUS 241: PRINCIPLES OF ACCOUNTING I](#)

**BUS 245 : ACCOUNTING WITH QUICKBOOKS**

This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing payroll. Additional procedures covered include setting up a chart of accounts, summarizing data, generating financial reports and banking transactions.

**Credits** 3

**Prerequisites**

As required by college.

**Corequisites**

As required by college

**BUS 246 : COMPUTERIZED ACCOUNTING**

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 activities, and making rational business decisions.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

[BUS 242](#). Principles of Accounting II

**BUS 248 : MANAGERIAL ACCOUNTING**

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisite Courses**

[BUS 241: PRINCIPLES OF ACCOUNTING I](#)

**BUS 263 : THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS**

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administering agencies, trade regulations, consumer protection, contracts, employment and personal property.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

As required by program

### **BUS 271 : BUSINESS STATISTICS I**

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing.

**Credits** 3

#### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

#### **Prerequisites**

Two years of high school Algebra, Intermediate Algebra ([MTH 100](#)), or appropriate score on Math Placement Test

### **BUS 272 : BUSINESS STATISTICS II**

This course is a continuation of [BUS 271](#). Topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

**Credits** 3

#### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

#### **Prerequisite Courses**

[BUS 271: BUSINESS STATISTICS I](#)

### **BUS 275 : PRINCIPLES OF MANAGEMENT**

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

**Credits** 3

#### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

#### **Prerequisites**

As required by program

### **BUS 276 : HUMAN RESOURCE MANAGEMENT**

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program

### **BUS 279 : SMALL BUSINESS MANAGEMENT**

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program

### **BUS 285 : PRINCIPLES OF MARKETING**

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

**Credits** 3

#### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

#### **Prerequisites**

As required by program

### **BUS 296 : BUSINESS INTERNSHIP**

This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

Minimum 6 semester hours completed. Minimum GPA 2.0

## **Carpentry**

### **CAR 111 : CONSTRUCTION BASICS**

This course introduces students to the opportunities in and requirements of the construction industry. Topics include economic outlook for construction, employment outlook, job opportunities, training, apprenticeship, entrepreneurship, construction tools, materials, and equipment, job safety and OSHA standards. Upon course completion, students should be able to identify the job market, types of training, knowledge of apprenticeship opportunities, construction tools, materials, equipment, and safety procedures.

**Credits** 3

#### **Prerequisites**

As determined by college.

#### **Corequisites**

[CAR 114](#) - Construction Basics Lab

### **CAR 112 : FLOORS, WALLS, AND SITE PREP**

This course introduces the student to site preparation, floor and wall layout, and construction. Topics include methods of site preparation, measurement and leveling tools, framing, layouts, and components of wall and floor framing to include beams, girders, floor joists, subflooring, partitions, bracing, headers, sills, doors and corners. Upon course completion, students will be able to identify various types of wall and floor framing systems and their components, identify building lines, set backs, and demonstrate a working knowledge of leveling applications.

**Credits** 3

#### **Prerequisites**

As determined by college.

#### **Corequisites**

[CAR 113](#)

### **CAR 113 : FLOORS, WALLS, SITE PREP LAB**

In this course the student will engage in applications of site preparation, floor and wall layout, and construction. Emphasis is placed on following job safety procedures, the use of required tools and equipment, performing site preparation, laying out and framing a floor system, and laying out, and erecting walls. Students will use various measurement and leveling tools, identify and install beams, girders, floor joists, sub-flooring, and install various wall components such as partitions, bracing, headers, sills, doors and windows, and corners. Upon course completion, students should be able to follow proper safety procedures, identify building lines and set backs, ensure proper site preparation, layout and frame a floor, and layout, frame and erect walls.

**Credits** 3

#### **Prerequisites**

As determined by college

#### **Corequisite Courses**

[CAR 112: FLOORS, WALLS, AND SITE PREP](#)

### **CAR 114 : CONSTRUCTION BASICS LAB**

This course provides practical and safe application of hand, portable power, stationary and pneumatic tools, use of building materials, fasteners and adhesives, and job site safety. Emphasis is placed on the safe use of hand, power, and pneumatic tools, proper selection of lumber, plywood, byproducts, nails, bolts, screws, adhesives, fasteners, construction materials, and job safety. Upon course completion, the student should be able to identify hand, power, stationary, and pneumatic tools and demonstrate their safe use; identify and properly select wood and non-wood building products, and properly use nails, fasteners and adhesives.

**Credits** 3

#### **Prerequisites**

As determined by college.

#### **Corequisite Courses**

[CAR 111: CONSTRUCTION BASICS](#)

### **CAR 122 : CONCRETE AND FORMING**

This course introduces the student to concrete, its properties and uses, and procedures for designing concrete forms. Topics include making and pouring concrete, constructing concrete forms, reinforcement methods, finishing concrete, and job safety. Upon completion, students should be able to list safety rules for the job site, list what concrete is made of, describe how concrete forms are built, and how concrete is poured, reinforced, and finished.

**Credits** 3

#### **Prerequisites**

As determined by college.

#### **Corequisites**

[CAR 123](#)

### **CAR 123 : CONCRETE AND FORMING LAB**

This course provides practical experience in mixing concrete, building forms, using reinforcing materials, pouring and finishing concrete, and demonstrating proper safety techniques at the job site. Emphasis is placed on job site safety, concrete forming, mixing, pouring, finishing and reinforcing. Upon completion, the student should be able to demonstrate job safety, set forms, reinforce, mix, pour and finish concrete correctly.

**Credits** 3

#### **Prerequisites**

As determined by college.

#### **Corequisite Courses**

[CAR 122: CONCRETE AND FORMING](#)

### **CAR 131 : ROOF AND CEILING SYSTEMS**

This course focuses on framing ceilings and roofs. Emphasis is placed on the various types of ceiling and roofing frames, rafters, trusses, ceiling joists, roof decking, and roofing materials. Upon completion, students should be able to explain how to frame a roof and ceiling, identify proper installation methods of roofing materials, and describe applicable safety rules.

**Credits** 3

#### **Prerequisites**

As determined by college.

#### **Corequisites**

[CAR 133](#) Roof and Ceiling Systems Lab

### **CAR 132 : INTERIOR AND EXTERIOR FINISH**

This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceilings, and wall moldings, exterior sidings, trim work, painting and masonry finishes. Upon completion the students should be able to identify, describe the uses of, and install different types of doors, windows and moldings; identify and install the types of exterior sidings and trim, and describe the different types of paint and their proper application.

**Credits** 3

#### **Prerequisites**

As determined by college

### **CAR 133 : ROOF AND CEILING SYSTEMS LAB**

The course provides students with practical experience in roof and ceiling layout, framing, and installation. Upon completion, the student should be able to layout and frame a roof and ceiling, cut and install rafters, and joists, install trusses, cut and apply roof decking and roofing materials, and apply job site safety rules.

**Credits** 3

#### **Prerequisites**

As determined by college.

#### **Corequisites**

[CAR 131](#) Roof and Ceiling Systems

### **CAR 226 : METAL FRAMING**

This course introduces the students to metal framing of floors, walls, ceilings and roofs. Emphasis is placed on metal frame construction. Upon completion, students are expected to be able to describe components and proper application of metal framing, properly construct floors, walls, ceilings, and roofs.

**Credits** 3

#### **Prerequisites**

As determined by college

## Chemistry

### **CHM 104 : INTRODUCTION TO CHEMISTRY I**

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

**Credits** 4

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

[MTH 098](#) or equivalent mathematics placement score

### **CHM 105 : INTRODUCTION TO CHEMISTRY II**

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required.

**Credits** 4

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

[CHM 104](#) or [CHM 111](#)

### **CHM 111 : COLLEGE CHEMISTRY I**

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

**Credits** 4

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

[MTH 112](#) or equivalent mathematics placement score

### **CHM 112 : COLLEGE CHEMISTRY II**

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetic, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

**Credits** 4

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

Grade of C or higher in both CHM III and [MTH 112](#)

### **CHM 221 : ORGANIC CHEMISTRY I**

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reactions mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

**Credits** 4

#### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

#### **Prerequisite Courses**

[CHM 112](#): COLLEGE CHEMISTRY II

## **CHM 222 : ORGANIC CHEMISTRY II**

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation representative organic compounds with emphasis on basic techniques.

**Credits** 4

### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### **Prerequisite Courses**

CHM 221: ORGANIC CHEMISTRY I

# Child Development

## **CHD 100 : INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN**

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

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As determined by college

## **CHD 201 : CHILD GROWTH AND DEVELOPMENT PRINCIPLES**

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

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As required by college

## **CHD 202 : CHILDREN'S CREATIVE EXPERIENCES**

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, science, math, and movement with observation and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As required by college

## **CHD 203 : CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT**

This course surveys appropriate literature and language arts designed to enhance young children's speaking, listening pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate, and demonstrate activities which support a language-rich environment for young children.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As required by college

## **CHD 204 : METHODS AND MATERIALS FOR TEACHING CHILDREN**

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials, and realistic expectations.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As required by college

**CHD 205 : PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN**

This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Emphasis is placed on identifying basic aspects of cognitive development and how children learn. Upon completions students should be able to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CHD 206 : CHILDREN'S HEALTH AND SAFETY**

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

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CHD 209 : INFANT AND TODDLER EDUCATION PROGRAMS**

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

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CHD 210 : EDUCATING EXCEPTIONAL CHILDREN**

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing, and visual impairments; gifted and talented children; mental retardation; emotion, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CHD 214 : FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS**

This course provides students with information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As determined by college

**CHD 215 : SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT**

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the college instructor and the cooperating teacher. Upon completion, students should be able to demonstrate competency in a child care setting.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

### **CHD 217 : MATH AND SCIENCE FOR YOUNG CHILDREN**

This course provides students with information on children's conceptual development and The fundamental basic concepts of both math and science. Students learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn about integrated curriculum.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As determined by college

## Civil Engineering Technology

### **CET 214 : HYDRAULICS**

This course introduces fluid mechanics with primary emphasis on water and sewer. Topics include water at rest, open channel flow, drainage area calculations, and sanitary and storm system design. Upon completion, students will be able to design a storm water system.

**Credits** 3

#### **Prerequisites**

As required by program

## Computer Science

### **CIS 113 : SPREADSHEET SOFTWARE APPLICATIONS**

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.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program

### **CIS 120 : GOOGLE IT PROFESSIONAL SUPPORT I— TECHNICAL SUPPORT FUNDAMENTALS**

This course is the first of a series intended to prepare students for employment as entry-level IT support specialists. In this course, students will be introduced to the work of information technology. Students will learn about the different facets of information technology, such as computer hardware, the Internet, computer software, troubleshooting and customer service.

**Credits** 2

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

None

### **CIS 121 : GOOGLE IT PROFESSIONAL SUPPORT II— COMPUTER NETWORKING**

This course is the second in a series intended to prepare students for employment as entry-level IT support specialists. This course covers fundamentals of modern networking technologies and protocols, an overview of the cloud, practical applications and networking troubleshooting.

**Credits** 2

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

None

### **CIS 122 : GOOGLE IT PROFESSIONAL SUPPORT III— OPERATING SYSTEMS**

This course is the third in a series intended to prepare students for employment as entry-level IT support specialists. This course covers components of an operating system and how to perform critical tasks, such as managing software and users and configuring software.

**Credits** 2

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

None

### **CIS 123 : GOOGLE IT PROFESSIONAL SUPPORT IV—SYSTEM ADMINISTRATION AND IT INFRASTRUCTURE**

This course is the fourth in a series intended to prepare students for employment as entry-level IT support specialists. This course covers how to maintain reliable computer systems in a multi-user environment, how to manage and configure servers, how to recover IT infrastructure in the event of a disaster, and how to use industry tools to manage computers, user information and user productivity.

**Credits** 2

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

None

**CIS 124 : GOOGLE IT PROFESSIONAL SUPPORT V—IT SECURITY**

This course is the fifth in a series intended to prepare students for employment as entry-level IT support specialists. This course covers a wide variety of IT security concepts, tools and best practices. The course includes a background of encryption algorithms, the three A's of information security and network security solutions.

**Credits** 2

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

None

**CIS 146 : COMPUTER APPLICATIONS**

This course is an introduction to computer software applications, including word processing, spreadsheets, database management, and presentation software. This course will prepare students for professional certifications.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**CIS 147 : ADVANCED MICRO APPLICATIONS**

This course is a continuation of [CIS 146](#) in which students utilize the advanced features of topics covered in [CIS 146](#). Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare students for the MOS certification.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

As required by college

**CIS 149 : INTRODUCTION TO COMPUTERS**

This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC 3 certification.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 150 : INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING**

This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems. This is a CORE course.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 151 : GRAPHICS FOR THE WORLD WIDE WEB**

This course will provide an overview to the theory, tools, and techniques necessary for creating high-quality graphics using design software tools.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 157 : INTRODUCTION TO APP DEVELOPMENT WITH SWIFT**

This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS system.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college



### **CIS 159 : INTRODUCTION TO GRAPHIC DESIGN FOR APPS**

This introductory one-semester course is designed to enable students to integrate graphics for mobile app development. Students receive practical experience with the tools, techniques, and concepts needed to build or incorporate basic graphics.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by college

### **CIS 162 : ADVANCED NETWORKING**

This course exposes students to networking concepts in increased breadth and depth. Advanced topics in networking architecture, operations and configuration are covered, as well as management and troubleshooting of common wired and wireless network devices. Also included is an introduction to network security, current industry standards and best practices and emerging technologies such as unified communications, mobile, cloud and virtualization technologies. Upon successful completion of this course, students will be able to demonstrate the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot wired and wireless networks. This course, in combination with CIS 161 will prepare the student to sit for the CompTIA Network+ certification exam.

**Credits** 3

#### **Prerequisites**

As required by college.

#### **Corequisites**

As required by college

### **CIS 171 : LINUX I**

This course presents fundamental applications in Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by college.

#### **Corequisites**

As required by college

### **CIS 172 : LINUX II**

This course is a continuation of [CIS 171](#) and includes advanced features of Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, IP tables/firewall to secure Linux systems, and strategic user-group applications specific to administrative network control.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by college.

#### **Corequisites**

As required by college

### **CIS 199 : NETWORK COMMUNICATIONS**

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.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by college

### **CIS 202 : PYTHON PROGRAMMING**

This course is an introduction to the Python programming language. Topics include input and output, decision structures, repetition structures, functions, working with files, strings, object-oriented programming and inheritance. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by college

### **CIS 207 : WEB DEVELOPMENT**

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by college

**CIS 208 : WEB AUTHORING SOFTWARE**

Students utilize various Web authoring tools to construct and edit Web sites for a variety of applications. Upon completion students will be able to use these tools to develop or enhance Web sites.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 209 : ADVANCED WEB DEVELOPMENT**

This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 211 : PRINCIPLES OF INFORMATION ASSURANCE**

This course is designed to introduce students to information security principles. Topics covered in this course will include the need for security, risk management, security technology, cryptography, and physical security. Security policies and legal/ethical issues will also be covered.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 212 : VISUAL BASIC PROGRAMMING**

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

As required by college

**CIS 214 : SECURITY ANALYSIS (PEN TESTING)**

This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 220 : APP DEVELOPMENT WITH SWIFT I**

This is the first of two courses designed to teach specific skills related to app development using Swift language.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 227 : APP DEVELOPMENT WITH SWIFT II**

This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 246 : ETHICAL HACKING**

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 251 : C++ PROGRAMMING**

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

As required by college

**CIS 263 : COMPUTER MAINTENANCE**

This course provides students with hands-on practical experience in installing software, operating systems, troubleshooting, and maintaining systems. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 268 : SOFTWARE SUPPORT**

This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 269 : HARDWARE SUPPORT**

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.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 270 : CISCO CCNA I**

This course is the first part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 271 : CISCO CCNA II**

This course is the second part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 272 : CISCO CCNA III**

This course is the third part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 273 : CISCO CCNA IV**

This course is the fourth part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**CIS 276 : SERVER ADMINISTRATION**

This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**CIS 280 : NETWORK SECURITY**

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

### **CIS 282 : COMPUTER FORENSICS**

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) certification.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by college

### **CIS 285 : OBJECT ORIENTED PROGRAMMING**

This course is a advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language, such as C++ or Java. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system.

**Credits** 3

#### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

#### **Prerequisite Courses**

CIS 251: C++ PROGRAMMING

### **CIS 296 : SPECIAL TOPICS**

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate specified skills.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by college

### **CIS 299 : DIRECTED STUDIES IN COMPUTER SCIENCE**

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by college

## Computerized Numerical Control

### **CNC 158 : DIE FUNDAMENTALS**

The purpose of this course is to teach the general fundamentals of stamping. Topics include the dangers of a press operation, the primary components of presses and their functions, the operations of various types of dies, various stamping production methods, and the numerous components used to make up various dies. Upon completion students should be completely familiar with stamping operations and have a fundamental knowledge of how dies are constructed and how they shape material.

**Credits** 3

#### **Prerequisites**

As required by college

### **CNC 160 : DIE CONSTRUCTION AND TRYOUT**

This course is an introduction into constructing and testing dies. Emphasis is placed on safety, machining skills, die construction, and die tryout. Upon completion the students should be able to read a print, construct the die from that print, and test its performance.

**Credits** 3

#### **Prerequisites**

As required by college

### **CNC 161 : DIE MAINTENANCE AND REPAIR**

This course serves as a follow on to [CNC 160](#) Tool and Die Construction and Tryout. Emphasis is placed on safety, inspection, measurement, sharpening, grinding, disassembly, and the reassembly process. Upon completion the students should be able to safely inspect a die and perform the necessary functions to insure it is ready for use.

**Credits** 3

#### **Prerequisites**

As required by college

### **CNC 232 : BASIC TOOL AND DIE**

This course introduces the application and use of jigs, fixtures and stamping dies. Emphasis is placed on design and manufacture of simple jigs, fixtures and stamping dies. Upon completion, students should be able to design and build simple jigs, fixtures and stamping die components.

**Credits** 4

#### **Prerequisites**

As required by college

# Construction Management Technology

## **CMT 102 : CONSTRUCTION BLUEPRINT READING**

The purpose of this course is to introduce the student to blueprint reading pertinent to the construction industry. Emphasis will be placed on object visualization, symbols, abbreviations, and terminology. Upon completion of this course the student will be able to visualize in three-dimensions the building from its working drawings, identify the various parts of the building, and understand the specification documents.

**Credits 3**

### **Prerequisites**

As required by program

## **CMT 175 : ELECTRICAL & PLUMBING SYSTEMS**

The purpose of this course is to introduce the student to the plumbing, electrical, and lighting systems used in buildings. Emphasis will be on design considerations based on plumbing and electrical codes. Upon completion of this course the student will understand the basic principles and hardware requirements in designing plumbing, electrical and lighting systems.

**Credits 3**

### **Prerequisites**

As required by program

## **CMT 205 : CONSTRUCTION MANAGEMENT**

The purpose of this course is to introduce the student to the principles and practices used in managing the various aspects of the construction process. Emphasis will be placed on pertinent business procedures. Upon completion of this course the student will know how to organize, bid, purchase, account for, plan, and schedule a construction job.

**Credits 3**

### **Prerequisites**

As required by program

## **CMT 208 : PROJECT PLANNING AND SCHEDULING**

The purpose of this course is to introduce the student to the tools and techniques used to plan, schedule and control a construction project. Students will learn how to prepare Gantt Charts and schedules using the Critical Path Method, Precedence Networks, PERT, GERT and the Linear Scheduling Method. Special emphasis will be placed on using scheduling software. Upon completion, the student will be able to prepare project schedules using various scheduling tools and technology, allocate and level resources, maintain and update a project schedule, and resolve construction delay claims.

**Credits 3**

### **Prerequisites**

As required by program

## **CMT 209 : ELECTRICAL & MECHANICAL EQUIPMENT IN BUILDINGS**

Topics include load estimation, motor circuits, transformers, fault calculations, and switch gear. Upon completion of this course a student will be able to plan and design an electrical distribution network for an industrial plant.

**Credits 4**

### **Prerequisites**

As required by program

# Cosmetology

## **COS 111 : INTRODUCTION TO COSMETOLOGY**

In this course, students are provided a study of personal and professional image, ethical conduct, sanitation, hair styling, and nail care. Topics include personal and professional development, bacteriology, decontamination, infection control, draping, shampooing, conditioning, hair shaping, and hair styling. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. NDC, CORE

**Credits 3**

### **Prerequisites**

As required by college.

### **Corequisites**

[COS 112](#) and/or as required by program

## **COS 112 : INTRODUCTION TO COSMETOLOGY LAB**

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, hairstyling, and nail care. Emphasis is placed on sterilization, shampooing, hair shaping, hairstyling, manicuring, and pedicuring. Upon completion, the student should be able to perform safety and sanitary precautions, shampooing, hair shaping, hairstyling, and nail care procedures. NDC, CORE

**Credits 3**

### **Prerequisites**

As required by program.

### **Corequisites**

[COS 111](#) and/or as required by program

## **COS 113 : THEORY OF CHEMICAL SERVICES**

This course focuses on the theory of hair and scalp disorders, permanent waving, chemical relaxers, and the composition of the hair. Topics include disorders and analysis of the scalp and hair, permanent waving, chemical hair relaxing, and soft curling. Upon completion, the student should be able to write procedures for permanent waving and chemical relaxing, identify the composition of the hair, safety and sanitary precautions and steps for scalp and hair analysis as well as the disorders. NDC, CORE

**Credits 3**

### **Prerequisites**

As required by college.

### **Corequisites**

[COS 114](#) and/or as required by program

**COS 114 : CHEMICAL SERVICES LAB**

In this course, students are provided the practical experience of permanent waving, chemical relaxing, and hair analysis. Topics include permanent waving, chemical relaxing, soft curl, and scalp and hair analysis. Upon completion, the student should be able to analyze the scalp and hair and perform these chemical services using safety and sanitary precautions. NDC, CORE

**Credits** 3

**Prerequisites**

As required by program.

**Corequisites**

[COS 113](#) and/or as required by program

**COS 115 : HAIR COLORING THEORY**

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student should be able to identify all phases of hair coloring and the effects of the hair. NDC, CORE

**Credits** 3

**Prerequisites**

As required by program.

**Corequisites**

[COS 116](#) and/or as required by program

**COS 116 : HAIR COLORING LAB**

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all phases of hair coloring and lightening. Upon completion, the student should be able to perform procedures for hair coloring and hair lightening. NDC, CORE

**Credits** 3

**Prerequisites**

As required by program.

**Corequisites**

[COS 115](#) and/or as required by program

**COS 117 : BASIC SPA TECHNIQUES**

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, 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, CORE

**Credits** 3

**Prerequisites**

As required by program.

**Corequisites**

[COS 118](#) and/or as required by program

**COS 118 : BASIC SPA TECHNIQUES LAB**

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial 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, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions. NDC, CORE

**Credits** 3

**Prerequisites**

As required by program.

**Corequisites**

[COS 117](#) and/or as required by program

**COS 123 : COSMETOLOGY SALON PRACTICES**

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting. NDC

**Credits** 3

**Prerequisites**

As required by program

**COS 127 : ESTHETICS THEORY**

This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on skin, different types of massage and benefits, and key elements of the basic facial treatment.

**Credits** 3

**Prerequisites**

As required by college

**COS 134 : ADVANCED ESTHETICS**

This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on skin, different types of massage and benefits, and key elements of the basic facial treatment.

**Credits** 3

**Prerequisites**

As required by college

**COS 135 : ADVANCED ESTHETICS APPLICATIONS**

This course provides advanced practical applications related to skin care. Principal topics include massage techniques, various facial treatments, proper product application through skin analysis, and introduction to ingredients and treatments used by the esthetician. Upon completion, the student should be able to perform various massage techniques, prescribe proper type of facial treatment and product, and demonstrate facials using any of the eight functions of the facial machine.

**Credits 3****Prerequisites**

As required by college

**COS 143 : SPECIALTY HAIR PREPARATION TECHNIQUES**

This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing. NDC

**Credits 3****Prerequisites**

As required by program

**COS 144 : HAIR SHAPING AND DESIGN**

In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs. NDC

**Credits 3****Prerequisites**

As required by program

**COS 163 : FACIAL TREATMENTS**

This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type.

**Credits 3****Prerequisites**

As required by college

**COS 164 : FACIAL MACHINE**

This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparatus, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.

**Credits 3****Prerequisites**

As required by college

**COS 165 : RELATED SUBJECTS ESTHETICIANS**

This course includes subjects related to the methods for removing unwanted hair. This course includes such topics as electrolysis information and definitions, safety methods of permanent hair removal, the practice of removal of superfluous hair, and the use of depilatories. Upon completion of this course, students will be able to apply depilatories and practice all safety precautions.

**Credits 3****Prerequisites**

As required by college

**COS 167 : STATE BOARD REVIEW**

Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.

**Credits 3****Prerequisites**

As required by program

**COS 168 : BACTERIOLOGY AND SANITATION**

In this skin care course, emphasis is placed on the decontamination, infection control and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods and bacterial prevention. Upon completion, the student will be able to properly sanitize facial implements and identify non-reusable items. NDC.

**Credits 3****Prerequisites**

As required by program

**COS 169 : SKIN FUNCTIONS**

This course introduces skin functions and disorders. Topics include practical application for skin disorder treatments, dermabrasion, and skin refining. Upon completion of this course, students will be able to demonstrate procedures for acne, facials and masks for deeper layers and wrinkles.

**Credits 3****Prerequisites**

As required by program

**COS 181 : SPECIAL TOPICS**

These courses provide for instruction unique to various areas of the cosmetology industry. Emphasis is on meeting individual student needs.

**Credits 3****Prerequisites**

As required by college

**COS 182 : SPECIAL TOPICS**

These courses provide for instruction unique to various areas of the cosmetology industry. Emphasis is on meeting individual student needs.

**Credits 3****Prerequisites**

As required by college

**COS 190 : INTERNSHIP IN COSMETOLOGY**

This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitude, professional judgment, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry-level employment. NDC

**Credits** 3**Prerequisites**

As required by college

**COS 191 : CO-OP**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Credits** 3**Prerequisites**

As required by college

## Criminal Justice

**CRJ 100 : INTRODUCTION TO CRIMINAL JUSTICE**

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

**Credits** 3**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

As required by program

**CRJ 110 : INTRODUCTION TO LAW ENFORCEMENT**

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

**Credits** 3**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

As required by program

**CRJ 116 : POLICE PATROL**

This course studies the duties, and responsibilities of the uniformed police patrol. It emphasizes the importance of patrol functions and includes principles, methods, procedures and resources used in police patrol operations.

**Credits** 3**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**CRJ 117 : COMMUNITY RELATIONS**

This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service, and mobilizing community involvement and cooperation.

**Credits** 3**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**CRJ 140 : CRIMINAL LAW AND PROCEDURE**

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered.

**Credits** 3**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**CRJ 146 : CRIMINAL EVIDENCE**

This course considers the origins of the law of evidence and current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the court regarding evidence.

**Credits** 3**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**CRJ 150 : INTRODUCTION TO CORRECTIONS**

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

**Credits** 3**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

As required by program



**CRJ 160 : INTRODUCTION TO SECURITY**

This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

As required by program

**CRJ 208 : INTRODUCTION TO CRIMINOLOGY**

This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

As required by program

**CRJ 209 : JUVENILE DELINQUENCY**

This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

As required by program

**CRJ 219 : FIREARMS**

This course covers the moral implications, legal provisions, safety precautions, and restrictions governing the use of firearms. The use of sidearms and riot guns with stationary and combat targets is explored.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**CRJ 227 : HOMICIDE INVESTIGATION**

This course covers the principles, techniques and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**CRJ 230 : CRIMINALISTICS**

This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, casts, and the like.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**CRJ 238 : CRIME SCENE INVESTIGATION**

This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collection and preservation, and courtroom procedures are considered.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**CRJ 280 : INTERNSHIP IN CRIMINAL JUSTICE**

This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**CRJ 290 : SELECTED TOPICS—SEMINAR IN CRIMINAL JUSTICE**

This course involves reading, research, writing, and discussion of selected subjects to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

# Diesel Mechanics

## **DEM 104 : BASIC ENGINES**

This course is designed to give the student knowledge of the diesel engine components and auxiliary systems, the proper way to maintain them, and the proper procedures for testing and rebuilding components. Emphasis is placed on safety, theory of operation, inspection, and measuring and rebuilding diesel engines according to factory specifications. Upon completion students should be able to measure, diagnose problems, and repair diesel engines.

**Credits** 3

### **Prerequisites**

As required by college

## **DEM 105 : PREVENTATIVE MAINTENANCE**

This course provides instruction on how to plan, develop and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

**Credits** 3

### **Prerequisites**

As required by college

## **DEM 123 : PNEUMATICS AND HYDRAULICS**

This course provides instruction in the identification and repair of components found in hydraulic and pneumatic systems. Topics include schematics and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, students should be able to diagnose, adjust, and repair hydraulic and pneumatic system components.

**Credits** 3

### **Prerequisites**

As required by college

## **DEM 124 : ELECTRONIC ENGINE SYSTEMS**

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

**Credits** 3

### **Prerequisites**

As required by college

## **DEM 125 : HEAVY VEHICLE DRIVE TRAINS**

This course introduces operational principles of mechanical medium and heavy duty vehicle transmissions. Topics include multiple counter shafts power takeoffs, slider idler clutches, friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect and repair mechanical transmissions.

**Credits** 3

### **Prerequisites**

As required by college

## **DEM 127 : FUEL SYSTEMS**

This course is designed to provide practice in troubleshooting, fault code diagnosis, information retrieval, calibration, repair and replacement of fuel injectors, nozzles, and pumps. Emphasis is placed on test equipment, component functions, and theory. Upon completion, students should be able to diagnose, service, and repair fuel systems and governors.

**Credits** 3

### **Prerequisites**

As required by college

# Drafting and Design Technology

## **DDT 104 : BASIC COMPUTER AIDED DRAFTING AND DESIGN**

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using 'hands on' applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

**Credits** 3

### **Prerequisites**

As required by college

## **DDT 117 : MANUFACTURING PROCESSES**

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.

**Credits** 3

### **Prerequisites**

As required by college

**DDT 124 : BASIC TECHNICAL DRAWING**

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.

**Credits** 3

**Prerequisite Courses**

DDT 104: BASIC COMPUTER AIDED DRAFTING AND DESIGN

**DDT 144 : BASIC 3D MODELING**

This course is an introduction to 3D solid modeling techniques utilizing feature-based, constraint-based parametric design. This course encourages the student to visualize parts in the 3D world and have a “design intent” plan for each part in which they will design. Upon completion of the course students should be able to create basic 3D models and 2D working drawings.

**Credits** 3

**Prerequisites**

As required by college

**DDT 220 : ADVANCED TECHNICAL DRAWING**

This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods.

**Credits** 3

**Prerequisite Courses**

DDT 144: BASIC 3D MODELING

DDT 124: BASIC TECHNICAL DRAWING

**DDT 225 : STRUCTURAL STEEL DRAFTING**

This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel techniques, bolted and welding connections, framing plans, sections, fabrication and connection details, and bills of material. Upon completion, students should be able to produce engineering and shop drawings incorporating standards shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

**Credits** 3

**Prerequisite Courses**

DDT 124: BASIC TECHNICAL DRAWING

**DDT 236 : DESIGN PROJECT**

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.

**Credits** 3

**Prerequisites**

Advisor approval

## Economics

**ECO 231 : PRINCIPLES OF MACROECONOMICS**

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system and other economic issues or problems including international trade.

**Credits** 3

**Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

**Prerequisites**

As required by program

**ECO 232 : PRINCIPLES OF MICROECONOMICS**

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

**Credits** 3

**Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

**Prerequisites**

As required by program

## Electrical Technology

**ELT 114 : RESIDENTIAL WIRING METHODS I**

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. ELT 114 and ELT 115 may be taken in the place of ELT 116.

**Credits** 3

**Prerequisites**

As required by program

**ELT 115 : RESIDENTIAL WIRING METHODS II**

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. [ELT 114](#) and ELT 115 may be taken in the place of ELT 116.

**Credits** 3

**Prerequisites**

As required by program

**ELT 116 : RESIDENTIAL WIRING**

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. ELT 116 may be taken in the place of [ELT 114](#) and [ELT 115](#).

**Credits** 6

**Prerequisites**

As required by program

**ELT 224 : SECURITY AND ALARM SYSTEMS**

This course introduces the basic operation and installation of home and business security and fire alarm systems as well as low voltage (under 30v) systems such as lighting, door chimes and intercom systems. Emphasis is placed on installation of home and business security and fire alarm systems. Upon completion, students should be able to install residential and commercial security systems in accordance with code and directives.

**Credits** 3

**Prerequisites**

As required by program

**ELT 225 : SMART HOUSE WIRING**

This course introduces the newest technology available for Smart House wiring equipment and wiring methods to include control of whole-house electrical equipment and home entertainment produces. Emphasis is placed on specialized skills and tools required for wiring Smart Houses. Upon completion, students should be able to install special devices and automated equipment in a high-technology Smart House.

**Credits** 3

**Prerequisites**

As required by college

**ELT 244 : CONDUIT BENDING AND INSTALLATION**

This course provides students the knowledge 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 get measurements, layout, and successfully bend conduit using hand type, mechanical, and hydraulic benders.

**Credits** 3

**Prerequisites**

As required by program

# Emergency Medical Services

The Emergency Medical Services (EMS) Program, in accordance with the goals and mission of Northeast Alabama Community College, is committed to providing quality education and preparation to those seeking education in Emergency Medical Services.

It is the goal of the EMS education program at NACC to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Emergency Medical Services (EMS) personnel treat millions of patients annually in the United States. Many of these patients have complicated medical and/or trauma conditions. Paramedics are required to have considerable knowledge, skill, and judgment to treat patients in the out-of-hospital setting. High quality out-of-hospital emergency care is an important part of the United States health care system.

Based on the National EMS Scope of Practice model, the four levels of nationally recognized providers are Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT) and Paramedic.

Emergency Medical Responder (EMR) renders on-scene emergency care while awaiting additional EMS response. In many communities, EMRs provide care as first responders in the workplace and industry, fire responders and rescue organizations. EMR courses are organized on request. Upon successful course completion and certification by examination through the National Registry of EMTs, candidates may apply for licensure with the Alabama Department of Public Health, Office of EMS. EMR certification and licensure is not required to enter the EMS Program.

Those seeking to enter the EMS program of study have options of earning short term certificates at the EMT and Advanced EMT level, and a certificate at the Paramedic level or an Associate in Applied Science Degree-Emergency Medical Services.

The Emergency Medical Technician's (EMT) scope of practice includes basic, non-invasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. The Emergency Medical Technician level is the minimum licensure level for personnel transporting patients in ambulances.

The Advanced EMT (AEMT) scope of practice includes basic, limited advanced and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. A current Alabama EMT license is required to enter the AEMT program.

Paramedics are the most advanced level of EMS care providers licensed by the state of Alabama. The Paramedic's scope of practice includes basic and advanced life support education and skills focused on the acute management and transportation of the broad range of patients who access the emergency medical system. A current EMT license is required for program admission along with specific academic prerequisite courses.

## EMS Program Admission

### Requirements:

- Unconditional admission to the College.
- Complete appropriate placement examinations.
- Schedule an advising appointment with an EMS advisor.
- Complete the EMS Program application (obtained at advisor meeting).
- Meet essential functions required for EMS (page 108-109).
- Meet pre-clinical requirements for EMS.
- Meet all additional requirements outlined in the EMS Program Handbook.

In addition to classroom and lab sessions, EMS students are required to complete course appropriate clinical activities at various healthcare and EMS organizations. Prior to clinical participation, students must meet specific agency requirements. These include a physical examination, documentation of vaccinations, satisfactory criminal background check, drug screen, orientation to policy and procedures for each agency, including appropriate dress, hygiene, patient confidentiality, and expectation of professional behaviors.

**Successful program completion is met in each EMS course with a minimum letter grade of "B" and satisfactory lab and clinical competencies. A grade of less than a "B" in any EMS course is considered unsuccessful and will not result in certificate or AAS awards, unless retaken and completed with a grade of "B."**

## Anticipated Additional EMS Program Costs

- Textbooks and learning resources
- Exam and licensure fees
- Professional Liability Insurance
- Clinical uniforms and supplies
- Transportation to and from clinical sites
- Physical Examination, vaccinations
- Drug Screen and Criminal Background Check
- Test Prep, Testing, and Competency Tracking Programs

The Emergency Medical Services (EMS) Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the

recommendations of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

## Emergency Medical Services Program Essential Functions

Students entering and participating in the EMS Program (primary training) must:

### Physical Demands

1. have the physical ability necessary to walk, climb, crawl, bend, push, pull, and lift and balance over less than ideal terrain;
2. have good physical stamina and endurance which would not be adversely affected by having to lift, carry, and balance at times, in excess of 125 pounds (250 pounds with assistance);
3. see different color spectrums;
4. have good eye-hand coordination and manual dexterity to manipulate equipment, instrumentation, and medications;

### Problem Solving Abilities

5. be able to send and receive verbal messages as well as operate communication equipment appropriately;
6. be able to collect facts to organize data accurately and communicate clearly, both orally and in writing, in the English language at the ninth grade level or higher;
7. be able to differentiate between normal and abnormal findings in human physical conditions using visual, auditory, olfactory, and tactile observations;
8. be able to make good judgment decisions and exhibit problem solving skills under stressful situations;
9. be attentive to detail and aware of standards and rules that govern practice;
10. implement therapies based on mathematical calculations;

### Worker Characteristics

11. possess emotional stability to be able to perform duties in life-or-death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates;
12. be able to handle stress and work well as part of a team;
13. be oriented to reality and not be mentally impaired by mind altering substances;
14. not be addicted to drugs or alcohol;
15. be able to work shifts 24 hours in length, if necessary;
16. be able to tolerate being exposed to extremes in the environment including variable aspects of weather, hazardous fumes, and noise;
17. possess eyesight in a minimum of one eye correctable to 20/20 vision and be able to

determine directions according to a map. Students who desire to drive an ambulance must possess approximately 180 degrees peripheral vision capacity, must possess a valid Alabama driver's license, and must be able to safely and competently operate a motor vehicle in accordance with state law; and

18. have the ability to follow established criteria even in the absence of direct supervision.

### **EMS 100 : CARDIOPULMONARY RESUSCITATION I**

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and - two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

**Credits 1**

#### **Prerequisites**

As required by program

### **EMS 101 : CARDIOPULMONARY RESUSCITATION II**

This course provides students with a review of concepts learned in EMS-100. In addition, the course provides the student with theory and application of airway adjuncts as utilized with airway obstruction and maintenance as well as respiratory and cardiac arrest. Assessment and management of acute ischemic stroke will also be included. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for these conditions. Students successfully completing this course will receive appropriate documentation of course completion.

**Credits 1**

#### **Prerequisites**

[EMS 100](#) or program approval

### **EMS 103 : FIRST AID/CPR**

This course provides a study of basic first aid and cardiopulmonary resuscitation (CPR). Students will be able to perform basic first aid and CPR techniques. Upon completion, the student will be eligible for CPR certification testing. This course does not satisfy the requirements for Nursing, Emergency Medical Services, Medical Assistant, and Allied Health programs.

**Credits 1**

#### **Prerequisites**

As required by program

### **EMS 105 : EMERGENCY MEDICAL RESPONDER**

This course provides theory in emergency procedures as contained in the current National Standards Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, is required for successful course completion.

**Credits 3**

#### **Prerequisites**

As required by program

### **EMS 106 : MEDICAL TERMINOLOGY**

This course provides students with a survey of words, terms, and descriptions commonly used in health related professions. The course includes spelling, pronunciation, and meaning of prefixes, suffixes, roots, and terms. Students may have the opportunity to utilize computer assisted instruction for learning various medical terms. Upon course completion, students should have the knowledge to associate a variety of medical terms with their meaning and utilize medical terms to effectively communicate with other health professionals.

**Credits 2**

#### **Prerequisites**

As required by program

### **EMS 107 : EMERGENCY VEHICLE OPERATOR-AMBULANCE**

The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course.

**Credits 1**

#### **Prerequisites**

Must present a valid driver's license, proof of current automobile liability insurance and program approval

#### **Notes**

To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

**EMS 108 : DIRECTED STUDIES IN EMS I**

This course offers independent study or computer assisted instruction under faculty supervision and/or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies required by the student are defined in writing at the first class period.

**Credits 1**

**Prerequisites**

As required by program

**EMS 113 : INFECTION CONTROL FOR HEALTH PROFESSIONS**

This course is designed for students planning to enter a health related field of study or public service occupations. The course focuses on the sources of communicable diseases and describes methods for prevention of transmission of bloodborne and airborne pathogens. Topics include prevention; universal precautions (body-substance isolation) and asepsis; immunization; exposure control; disposal; labeling; transmission; exposure determination; post-exposure reporting; and an exposure control plan. The course is taught following current guidelines set forth by the Occupational Safety and Health Administration (OSHA). Upon course completion, students should be able to participate in the clinical setting, identify potential sources of bloodborne and airborne pathogens, and use appropriate universal precautions.

**Credits 1**

**Prerequisites**

As required by program

**EMS 118 : EMERGENCY MEDICAL TECHNICIAN**

This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTS National Emergency Medical Services Education Standards.

**Credits 9**

**Prerequisites**

As required by program.

**Corequisites**

[EMS 119](#)

**EMS 119 : EMERGENCY MEDICAL TECHNICIAN CLINICAL**

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the [EMS 118](#), Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam. \*For students who have not yet taken [EMS 106](#), EMS 119 and [EMS 106](#) can be taken during the same semester.

**Credits 1**

**Prerequisites**

[EMS 106](#).

**Corequisite Courses**

[EMS 118: EMERGENCY MEDICAL TECHNICIAN](#)

**EMS 120 : VEHICLE EXTRICATION**

This course provides students with theory in the development of concepts related to the removal of persons from damaged vehicles. Topics include gaining access, stabilization, packaging, patient removal, and basic hazardous situations. Upon course completion, students should be able to effectively extricate a person from a wrecked vehicle.

**Credits 2**

**Prerequisites**

Program approval

**EMS 125 : HIGH ANGLE RESCUE I**

This course provides students with theory in the introduction to high angle rescue techniques. Topics include the high angle environment; equipment and protection, care and use of rope and related equipment; knots, rappelling, and ascending techniques; and introduction to rescue techniques. Upon course completion, students should have an understanding in the basic techniques of high angle rescue.

**Credits 2**

**Prerequisites**

Program approval

**EMS 126 : HIGH ANGLE RESCUE II**

This course is a continuation and review of [EMS 125](#) and provides students with theory in rescue techniques utilized in rope rescue. Topics include one person rescue techniques, slope evacuation, high angle lowering, hauling systems, high lines, and evacuation operations. Upon course completion, students should have an understanding of how to approach a high angle rescue, utilizing various rigging techniques.

**Credits 2**

**Prerequisites**

[EMS 125](#) or program approval

### **EMS 155 : ADVANCED EMERGENCY MEDICAL TECHNICIAN**

This course is required to apply for certification as an Advanced EMT. This course provides students with insights into the theory and application of concepts related to the Advanced EMT level of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, pharmacology, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the National Emergency Medical Services Education Standards for the Advanced Emergency Medical Technician. \* Students that have not yet completed [EMS 106](#), can taken this with EMS 155 and EMS 156 as a corequisite.

**Credits 7**

#### **Prerequisites**

[EMS 106](#) and AL EMT License.

#### **Corequisites**

[EMS 156](#)

### **EMS 156 : ADVANCED EMERGENCY MEDICAL TECHNIC AN CLINICAL**

This course is required to apply for certification as an Advanced EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in [EMS 155](#), Advanced EMS Theory and Lab. This course helps students prepare for the National Registry Exam.

**Credits 2**

#### **Prerequisites**

AL EMT License.

#### **Corequisite Courses**

[EMS 155: ADVANCED EMERGENCY MEDICAL TECHNICIAN](#)

### **EMS 189 : APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC**

This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body.

**Credits 4**

#### **Prerequisites**

As required by program

#### **Notes**

EMS 189 or [BIO 201](#) is a prerequisite for the first Paramedic course

### **EMS 218 : SUPERVISED STUDIES IN EMS**

This course offers various topics of interest and need in emergency medical services. The course is conducted and completed under faculty supervision and includes required student cognitive competencies. Upon course completion, students should have a greater understanding of their assigned course topic.

**Credits 1**

#### **Prerequisites**

As required by program

### **EMS 219 : SUPERVISED STUDIES IN EMS**

This course offers various topics of interest and need in emergency medical services. The course is conducted and completed under faculty supervision and includes required student cognitive competencies. Upon course completion, students should have a greater understanding of their assigned course topic.

**Credits 1**

#### **Prerequisites**

As required by program

### **EMS 234 : DECISION MAKING AND PROBLEM SOLVING IN EMS**

This course provides students with concepts relating to problem solving and decision making. Topics include decision making in the emergency and non-emergency setting, group dynamics and group think phenomenon. Upon course completion, students should be able to begin to use critical thinking skills to solve problems and make appropriate decisions.

**Credits 3**

#### **Prerequisites**

As required by program

### **EMS 240 : PARAMEDIC OPERATIONS**

This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules. \*If a student has not yet taken [EMS 106](#), he or she may take it during the same semester as EMS 240.

**Credits 2**

#### **Prerequisites**

[BIO 201](#), [EMS 106](#),189, and current AL EMT license.

#### **Corequisites**

[EMS 241](#), 242, 244, and 257



**EMS 241 : PARAMEDIC CARDIOLOGY**

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

**Credits 3****Prerequisites**

[BIO 201](#), [EMS 106](#), 189, and current AL EMT license.

**Corequisites**

[EMS 240](#), 242, 244, and 257

**EMS 242 : PARAMEDIC PATIENT ASSESSMENT**

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

**Credits 2****Prerequisites**

[BIO 201](#), [EMS 106](#), 189, and current Alabama AEMT license.

**Corequisites**

[EMS 240](#), 241, 244, and 257

**EMS 243 : PARAMEDIC PHARMACOLOGY**

This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required of a paramedic for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; pharmacokinetics and pharmacodynamics, and nasogastric tube placement.

**Credits 1****Prerequisites**

As required by program

**EMS 244 : PARAMEDIC CLINICAL I**

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

**Credits 1****Prerequisites**

[BIO 201](#), [EMS 106](#), 189, and current AL EMT license.

**Corequisites**

[EMS 240](#), 241, 242, and 257

**EMS 245 : PARAMEDIC MEDICAL EMERGENCIES**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

**Credits 3****Prerequisites**

[EMS 240](#), 241, 242, 244, and 257. Current AL EMT license.

**Corequisites**

[EMS 246](#), 247, and 248

**EMS 246 : PARAMEDIC TRAUMA MANAGEMENT**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.

**Credits 3****Prerequisites**

[EMS 240](#), 241, 242, 244, and 257. Current AL EMT license.

**Corequisites**

[EMS 245](#), 247, and 248

**EMS 247 : PARAMEDIC SPECIAL POPULATIONS**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

**Credits** 2

**Prerequisites**

[EMS 240](#), 241, 242, 244, and 257. Current AL EMT license.

**Corequisites**

[EMS 245](#), 246, and 248

**EMS 248 : PARAMEDIC CLINICAL II**

This course is required to apply for certification as a Paramedic. This course provides students with clinical education experiences to enhance knowledge and skills learned in [EMS 245](#), 246, and 247 and knowledge and proficiency from previous clinical experiences. This course helps prepare students for the National Registry Paramedic Exam. The student will have the opportunity to use the basic and advanced skills of the Paramedic in the clinical setting under the direct supervision of licensed healthcare professionals. Requires licensure at the AEMT level.

**Credits** 3

**Prerequisites**

[EMS 240](#), 241, 242, 244, and 257. Current AL EMT license.

**Corequisites**

[EMS 245](#), 246, and 247

**EMS 253 : PARAMEDIC TRANSITION TO THE WORKFORCE**

This course is designed to meet additional state and local educational requirements for paramedic practice. Content includes: ACLS, PALS or PEPP, ITLS or PHTLS, prehospital protocols, transfer drugs, and other courses as dictated by local needs or state requirements.

**Credits** 2

**Prerequisites**

[EMS 245](#), 246, 247, and 248. Current AL EMT license. [EMS 189](#) or [BIO 201](#) & 202.

**Corequisites**

[EMS 254](#), 255, and 256

**EMS 254 : ADVANCED COMPETENCIES FOR PARAMEDIC**

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

**Credits** 2

**Prerequisites**

[EMS 245](#), 246, 247, and 248. Current AL EMT license. [EMS 189](#) or [BIO 201](#) and 202.

**Corequisites**

[EMS 253](#), 255, and 256

**EMS 255 : PARAMEDIC FIELD PRECEPTORSHIP**

This course is required to apply for certification as a paramedic. This course provides students with field experiences to enhance knowledge and skills learned throughout the paramedic program. This course helps prepare students for the National Registry Paramedic Exam. Students will utilize paramedic skills in a field setting under the direct supervision of a licensed paramedic. Requires licensure at the EMT level and completion of [EMS 240](#), 241, 242, 243, 244, 245, 246, 247, and 248.

**Credits** 5

**Prerequisites**

[EMS 245](#), 246, 247, and 248. Current AL EMT license. [EMS 189](#) or [BIO 201](#) and 202.

**Corequisites**

[EMS 253](#), 254, and 256

**EMS 256 : PARAMEDIC TEAM LEADERSHIP**

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

**Credits** 1

**Prerequisites**

[EMS 245](#), 246, 247, and 248. Current AL EMT license. [EMS 189](#) or [BIO 201](#) and 202.

**Corequisites**

[EMS 253](#), 254, and 255

**EMS 257 : PARAMEDIC APPLIED PHARMACOLOGY**

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital settings. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.

**Credits 2**

**Prerequisites**

[BIO 201](#), [EMS 106](#), 189, and Current AL EMT license

**EMS 266 : ADVANCED CV LIFE SUPPORT**

The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**Credits 1**

**Prerequisites**

[EMS 245](#), 246, 247, and 248. Current AL EMT license

**EMS 267 : INTERNATIONAL TRAUMA LIFE SUPPORT**

This course provides students with theory and demonstration in advanced trauma care and management. Content areas include mechanism of trauma, trauma assessment, airway -breathing-circulation management, trauma to various portions of the body, multiple system trauma, and load-and-go situations. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**Credits 1**

**Prerequisites**

As required by program

**EMS 269 : PEDIATRIC MEDICAL LIFE SUPPORT**

This course provides students with theory and simulated case studies in pediatric care. Content areas include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; and use of medications. This course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**Credits 1**

**Prerequisites**

[EMS 245](#), 246, 247, and 248. Current AL EMT license

**EMS 273 : EKG INTERPRETATION**

This course is designed for students in health related professions desiring the knowledge to interpret singular lead electrocardiograms. The course provides concepts in the interpretation of electrocardiograms to include an overview of the electrical conduction of the heart as well as the identification of all categories of dysrhythmias. Upon course completion, students should be able to identify various types of cardiac rhythms.

**Credits 2**

**Prerequisites**

As required by program

## Engineering

**EGR 101 : ENGINEERING FOUNDATIONS**

This course introduces students to engineering as a profession, basic engineering skills, and the design process. The course includes components to develop teaming and oral and written communication skills. The course also provides an introduction to computer tools used by engineers (e.g., spreadsheet, word processing, presentation software, Internet).

**Credits 3**

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

[MTH 100](#)

**Notes**

Students transferring to a four-year institution will need to take MTH 113.

# Engineering Technology

## **ENT 106 : PRINCIPLES OF ENGINEERING TECHNOLOGY**

This course provides students with principles of Engineering Technology. Topics include fluid power, control systems, materials, manufacturing processes, statics, kinematics, and statistics. Upon completion of this course, the student will possess a clear understanding of basic engineering technology principles.

**Credits 3**

### **Prerequisites**

As required by program

## **ENT 140 : APPLIED STATICS**

This course is concerned with the analysis of loads (force and torque, or "moment") on physical systems in static equilibrium. Upon completion of this course, the student should be able to identify forces, make free body diagrams, and calculate moments of inertia as well as stress and strain in a static system.

**Credits 3**

### **Prerequisites**

[MTH 113](#) or higher

## **ENT 220 : PROCESS TECHNOLOGY SYSTEMS**

This course is a study of the interrelations of process equipment and process systems. Students will be able to arrange process equipment into systems; describe the purpose and function of specific process systems, explain how factors affecting process systems are controlled under normal conditions, and recognize abnormal process conditions. Students are also introduced to the concept of system process control manufacturing plant process economics.

**Credits 3**

### **Prerequisites**

As required by program

## **ENT 221 : INDUSTRIAL QUALITY AND PRODUCTIVITY**

This course provides an overview of various quality and productivity management methods and their application to the workplace. Included is a discussion of the history of TQM, problem solving tools, Lean Manufacturing, Six Sigma, and ISO 9000.

**Credits 3**

### **Prerequisites**

As required by program

## **ENT 222 : INTRODUCTION TO PROJECT MANAGEMENT**

This course is an introduction to project management tools and techniques used to schedule and track a major project. Critical Path Method of scheduling will be used in Gantt chart scheduling. Students will learn techniques of scheduling, communication, assigning resources, and tracking progress. The latest scheduling software will be used to enable them to implement successful project management.

**Credits 3**

### **Prerequisites**

As required by program

## **ENT 223 : MATERIALS SELECTION**

This course provides theory in the evaluation and selection of materials for the Engineering Technician. Topics include mechanical properties, strength properties, thermal properties, electrical properties, chemical compatibility, and criteria for selection and evaluation of various materials. Upon completion of this class the student will be able to select appropriate materials for various applications.

**Credits 3**

### **Prerequisites**

As required by program

## **ENT 240 : APPLIED STRENGTH OF MATERIALS**

This course teaches methods of calculating stresses in structural members, such as beams, columns and shafts. Upon completion of this course, the student should be able to design shafts, beams, and columns for simple force systems.

**Credits 3**

## **ENT 242 : ADVANCED STUDIES IN ENGINEERING TECHNOLOGY**

This course allows students to study topics in depth and apply skills and knowledge to practical situations relevant to engineering technology.

**Credits 3**

### **Prerequisites**

As required by program

## **ENT 243 : COOPERATIVE EDUCATION**

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Credits 3**

### **Prerequisites**

As required by program

# English

## **ENG 099 : INTRODUCTION TO COLLEGE WRITING**

ENG 099, Introduction to College Writing, is a co-requisite English course paired with ENG 101. Emphasis is placed on providing students with additional academic and non-cognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 students.

**Credits** 1

### **Prerequisites**

For a cohort of students who meet certain criteria, [ENG 099](#) will be taught as a co-requisite paired course with [ENG 101](#). Students eligible for this accelerated co-requisite option will be those who score a 4 on the WritePlacer (Accuplacer) exam or a 17 on the ACT

## **ENG 100 : VOCATIONAL TECHNICAL ENGLISH**

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 writing appropriate to the workplace.

**Credits** 3

### **Prerequisites**

Satisfactory placement score

## **ENG 101 : ENGLISH COMPOSITION**

This course provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, 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 and information literacy.

**Credits** 3

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisites**

ENR 098 or appropriate English placement score.

## **ENG 102 : ENGLISH COMPOSITION II**

English Composition II provides continued instruction and practice in the writing of at least four extended compositions or equivalent assignments of which at least one 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 and information literacy.

**Credits** 3

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisites**

ENG 101 with a minimum grade of "C" or ENG 101 with a minimum grade of "TC".

## **ENG 246 : CREATIVE WRITING I**

This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

[ENG 102](#) or permission of the instructor

## **ENG 247 : CREATIVE WRITING II**

A continuation of [ENG 246](#), this course provides instruction and practice in the writing and critiquing of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

[ENG 246](#) or permission of the instructor

## **ENG 251 : AMERICAN LITERATURE I**

This course is a survey of American literature from its beginnings to the mid-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.

**Credits** 3

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisites**

[ENG 102](#) or equivalent

### **ENG 252 : AMERICAN LITERATURE II**

This course is a survey of American literature from the mid-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.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

[ENG 102](#) or equivalent

### **ENG 261 : ENGLISH LITERATURE I**

This course is a survey of English/British literature from its inception to the end of the eighteenth 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.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

[ENG 102](#) or equivalent

### **ENG 262 : ENGLISH LITERATURE II**

This course is a survey of English/British literature from the late eighteenth 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.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

[ENG 102](#) or equivalent

### **ENG 271 : WORLD LITERATURE I**

This course is a survey of world literature from its inception to the mid-seventeenth 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.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

[ENG 102](#) or equivalent

### **ENG 272 : WORLD LITERATURE II**

This course is a survey of world literature from the mid-seventeenth 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.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

[ENG 102](#) or equivalent

### **ENG 299 : DIRECTED STUDIES IN LANGUAGE AND LITERATURE**

This course, which may be repeated for credit so long as the topics differ, provides the student the opportunity to study an English language or literary topic chosen by the student in consultation with the instructor. Emphasis is placed on the student's investigating the topic and reporting the results of the investigation. The student will demonstrate knowledge of the topic through either a written or an oral presentation.

**Credits** 1-3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

Permission of the instructor

## English and Reading

### **ENR 098 : WRITING AND READING FOR COLLEGE**

ENR 098 Writing and Reading for College integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard written English. This course will combine the critical reading skills from developmental reading classes with the writing skills from developmental writing classes into one integrated course. This course may include a one-hour lab component.

**Credits** 4

#### **Prerequisites**

ACCUPLACE SCORE OF 3 OR BELOW

# Fire Science

## **FSC 101 : INTRODUCTION TO THE FIRE SERVICE**

This course teaches the many functions of the fire service, its importance and origins. It is designed to acquaint the student with the philosophy and history of the fire service and fire protection, the exacting loss of life and property, and the organization and function of public and private fire protection agencies. Emphasis is placed on the organization and function of federal, state, county, city, and private fire protection.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As required by program

## **FSC 161 : HAZARDOUS MATERIALS AWARENESS AND OPERATIONS**

This course is for emergency response personnel who may be first on the scene of a hazardous materials emergency. First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, secure the area, and call for trained personnel. At the operational level, the first responder uses the knowledge gained from the awareness level to act in a defensive posture to protect people, the environment, or property from the effects of an unplanned hazardous materials release. This course meets the requirements of the mandatory Awareness/Operational training in hazardous materials required by Title III - Emergency Planning and Community Right-to-Know Act of 1986 and NFPA 472, Standard on Professional Competence of Responders to Hazardous Materials Incidents current edition.

**Credits** 3

### **Prerequisites**

As required by program

## **FSC 201 : FIRE INSTRUCTOR I**

A course that trains participants to teach a class from a prepared lesson plan. This course introduces the student to the concept of utilizing training aids to enhance his/her presentation, how to properly select these training aids, and how to use the training aid selected. Subject areas for this course include: Communication, Concepts of Learning, Methods of Teaching, Organizing the Class, Performance Evaluations, Testing and Evaluations, The Lesson Plan, Teaching Techniques, and the Use of Instructional Materials. The student will give several presentations during the week, all leading to the final fifteen minute graded presentation on the final day of class.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As required by program

## **FSC 202 : FIRE INSTRUCTOR II**

This course provides the Fire Instructor I with the next level of understanding for the training of personnel. This course trains the participants to perform job and task analysis, develop goals and objectives, and develop a lesson plan along with the coordinating training aids, and student tests and evaluation. During the course, the students are divided into groups, each of which is responsible for the development of a lesson plan to be presented to the class on the final day.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As required by program

## **FSC 230 : RESCUE TECHNICIAN: ROPE**

Firefighter I or documented proof of Hazardous Materials Awareness & Operational training, Introduction to Technical Rescue, completion of EMT Basic course. This course in rope rescue techniques includes a classroom review of equipment, knots and rope safety. Instruction events include: establishing need for rope rescue; uses and limitations of equipment; knot craft; safety aspects; anchoring systems; rescue rappelling; third man rescue; lowering systems and other aspects of rope rescue.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

Certified Volunteer Firefighter or Certified

## **FSC 231 : RESCUE TECHNICIAN: CONFINED SPACE**

Firefighter I or documented proof of Hazardous Materials Awareness & Operational training, Introduction to Technical Rescue, completion of EMT Basic course. This course is designed for both fire department personnel and private industry, this course provides responders with a comprehensive understanding of accidents involving a confined space. It teaches the responder how to recognize the hazard, access the victim, stabilize the victim and the proper procedures for retrieval. Practical and classroom sessions focus on the three primary hazards associated with confined space rescue: physical, atmospheric, and physiological. Realistic training evolutions using the latest in equipment and techniques ensure student retention of this material.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

Certified Volunteer Firefighter or Certified

**FSC 232 : RESCUE TECHNICIAN: TRENCH**

Firefighter I or documented proof of Hazardous Materials Awareness & Operational training, Introduction to Technical Rescue, completion of EMT Basic course. A course designed to offer a combination of classroom and practical evolutions that allow the student to learn proper techniques to make open trenches and excavations safe for victim access and removal. The class is made realistic by actual sheeting and shoring operations of “unsafe” trenches, by using shoring equipment, and practice in developing skills in lifting practices within the trench environment.

**Credits 3****Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

Certified Volunteer Firefighter or Certified

**FSC 233 : RESCUE TECHNICIAN: STRUCTURAL COLLAPSE**

Firefighter I or documented proof of Hazardous Materials Awareness & Operational training, Introduction to Technical Rescue, completion of EMT Basic course. This course is designed to comply with NFPA 1006, Standard for Rescue Technician Professional Qualifications. It is an intense course which addresses heavy construction collapse and emphasizes the following discipline areas: breaching and breaking, lifting and moving, interior shoring, exterior shoring, and cutting and burning.

**Credits 3****Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

Certified Volunteer Firefighter or Certified

**FSC 234 : RESCUE TECHNICIAN: SURFACE WATER**

Firefighter I or documented proof of Hazardous Materials Awareness & Operational training, Introduction to Technical Rescue, completion of EMT Basic course. This course combines classroom and field instruction that includes, but is not limited to: water hydrology, preplanning water sites, safety, self-rescue, boat operations, in-water/shore-based rescues, rope techniques, highline rescues, and command of water incidents. Emphasis is placed on rope techniques and knots, and experience with both is highly recommended, but not required.

**Credits 3****Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

Certified Volunteer Firefighter or Certified

**FSC 237 : RESCUE TECHNICIAN: VEHICLE AND MACHINERY EXTRICATION**

Firefighter I or documented proof of Hazardous Materials Awareness & Operational training, Introduction to Technical Rescue, completion of EMT Basic course. This course is designed to offer a combination of classroom and practical evolutions that allow the student to learn proper techniques to plan for a vehicle/machinery incident, establish fire protection, stabilize a vehicle or machine, isolate potential harmful energy sources, determine vehicle access and egress points, create access and egress openings for rescue, disentangle victims, remove a packaged victim to a designated safe area, and terminate a vehicle/machinery incident.

**Credits 3****Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

Certified Volunteer Firefighter or Certified

**FSC 281 : FIRE APPARATUS OPERATOR: PUMPER**

This course is designed for the firefighter who wishes to advance to the next level of his/her profession. This course consists of six modules: Preventive Maintenance, Test and Inspections, Driving/ Operating, Water Supply, Sprinklers and Standpipes, and Operations. Requires valid driver's license, 16 hours of apparatus training that must be completed and documented by the student's fire department prior to attending class.

**Credits 3****Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

Certified Firefighter I or Certified Volunteer Firefighter

**FSC 291 : FIRE OFFICER I**

The Fire Officer I curriculum identifies the requirements necessary to perform the duties of a first line supervisor. This course introduces the student to the basic concepts of management and supervision by concentration on such topics as: Organizational Structure, Communication Skills, Human Resource Management, Public Relations, Planning, Emergency Service Delivery, and Safety.

**Credits 3****Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program



**FSC 292 : FIRE OFFICER II**

This course is structured for the fire officer who is ready to assume a leadership role by moving into the middle management level of his/ her department. This course gives the officer more knowledge of management and supervision so that he/she can make basic evaluations of employee relations and assume a proactive role in their department. This course expands on the knowledge base attained in Fire Officer I by revisiting some of the same subjects and adding additional material. Some new subject areas include information management, government structure, and department budget planning and management.

**Credits 3****Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**FSC 293 : FIRE OFFICER III**

This course is specialized for the chief officer who is ready to advance into the upper management level of his/her department. This course consists of subjects designed to give the officer more knowledge of management and administration so that he/she can make basic evaluations of employee relations and assume a more proactive role in their department. This is a projects-based class.

**Credits 3****Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**FSC 294 : FIRE OFFICER IV**

This course meets executive management level needs. The course is designed to meet the elements of NFPA 1021, Chapter 7. Fire Officer IV will emphasize management of fire protection services to include human resource management, multi-agency emergency service delivery with horizontal/vertical communication requirements and risk management. There will be group interactive exercises, which will reinforce class lectures.

**Credits 3****Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**FSC 295 : FIRE DEPARTMENT SAFETY OFFICER**

The purpose of this course is to provide training for fire officers and firefighters on the role and responsibilities of the Incident Safety Officer, and to allow participants to practice some of the key skills needed for competency as an Incident Safety Officer. This training program is for Fire Officers who could be asked to assume the duties of the Incident Safety Officer either as a staff assignment or an on-scene appointment. The program is also appropriate for firefighters who will be working on-scene with the Incident Safety Officer and must understand and appreciate the scope and duties of the job.

**Credits 3****Prerequisites**

Certified Fire Officer I

**FSC 298 : PUBLIC SAFETY TELECOMMUNICATOR**

This is the only course which meets both the professional qualification objectives established by both NFPA 1061 and the Alabama Department of Public Health/Emergency Medical Dispatch. Designed for the entry level dispatcher/telecommunicator, this course will familiarize them with the basic concepts of alarm transmission and emergency dispatch procedure along with learning the skills involved with using the EMDPRS. With the emergency dispatch system, enhanced 9-1-1 centers, and the rapid development of metro dispatch centers, telecommunication training has become critical for all departments regardless of size.

**Credits 3****Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

## Geography

**GEO 100 : WORLD REGIONAL GEOGRAPHY**

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.

**Credits 3****Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

**Prerequisites**

As required by program

# Health Education

## **HED 224 : PERSONAL AND COMMUNITY HEALTH**

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.

**Credits 3**

### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### **Prerequisites**

As required by program

## **HED 226 : WELLNESS**

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has five major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.

**Credits 3**

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As required by program

## **HED 230 : SAFETY AND FIRST AID**

HED 230 is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e., school, office, shop, etc.). The second part deals with physical injuries, emergency care, and treatment of those injuries. CPR certification and Standard Red Cross Cards are given upon successful completion of American Red Cross requirements.

**Credits 3**

### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### **Prerequisites**

As required by program

## **HED 232 : Care and Prevention of Athletic Injuries**

This course provides a study of specific athletic injuries, their treatment, and preventive measures.

**Credits 3**

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As required by program.

# Health Information Technology

## **HIT 111 : DIAGNOSTICS AND PHARMACOLOGY**

This course is a study of drug classifications and diagnostic procedures. Instruction includes information on common laboratory findings and the significance of abnormal findings in disease processes. At the conclusion of the course, the student should be able to apply knowledge regarding medications and tests used in the treatment and diagnosis of abnormal human conditions.

**Credits 2**

### **Prerequisites**

As required by college

## **HIT 230 : MEDICAL CODING SYSTEMS I**

This course is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). CORE

**Credits 3**

### **Prerequisites**

As required by college

## **HIT 232 : MEDICAL CODING SYSTEMS II**

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). CORE

**Credits 3**

### **Prerequisites**

As required by college

## **HIT 283 : MEDICAL CODING PROFESSIONAL PRACTICE**

This course provides experience in medical coding of actual charts. The course allows the student to demonstrate basic competencies acquired in previous medical coding course work with on-site, online, and/or on-campus simulations and learning experiences. Student competency includes demonstrated medical coding proficiency.

**Credits 2**

### **Prerequisites**

As required by college

# Health Sciences

## **HPS 105 : MEDICAL TERMINOLOGY**

This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meanings associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

**Credits 3**

**Theory Hours 2**

**Lab Hours 1**

### **Prerequisites**

As required by program.

## **HPS 111 : COMPUTER APPLICATIONS FOR THE HEALTH SCIENCES**

This course introduces computer applications relevant for use in the health sciences. Emphasis is placed on the use of Windows, health-related software, Internet, and basic word processing. Upon completion of this course, the student should demonstrate basic competency in the use of computers.

**Credits 1**

### **Prerequisites**

As required by program

# Heavy Equipment Operator

## **HEO 100 : INTRODUCTION TO CONSTRUCTION EQUIPMENT**

This course provides an overview of the use of heavy equipment in construction. Topics include orientation to the trade, heavy equipment safety, identification of heavy equipment, and preventative maintenance.

**Credits 3**

### **Prerequisites**

None

## **HEO 101 : BASIC OPERATIONAL TECHNIQUES**

This course provides an overview of the operation of heavy equipment in construction. Topics include Basic Operational Techniques, Utility Tractor operation, and Introduction to Earthmoving.

**Credits 3**

### **Prerequisites**

None

# History

## **HIS 101 : WESTERN CIVILIZATION I**

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from its earliest beginnings to the early modern era.

**Credits 3**

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

## **HIS 102 : WESTERN CIVILIZATION II**

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from the early modern era to the present.

**Credits 3**

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

## **HIS 201 : UNITED STATES HISTORY I**

This course surveys United States history from the pre-Columbian period to the Civil War era.

**Credits 3**

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

## **HIS 202 : UNITED STATES HISTORY II**

This course surveys United States history from the Civil War era to the Modern era.

**Credits 3**

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

# Home Economics

## **HEC 140 : PRINCIPLES OF NUTRITION**

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed.

**Credits 3**

### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### **Prerequisites**

As required by program

# Homeland Security

## **HLS 215 : MASS CASUALTY AND TRIAGE MANAGEMENT**

This course addresses and provides overview to the more grave aspects of Homeland Security and First Responder positions and response activities. Specifically if all prevention and preemptive actions in the face of a natural or manmade have failed and mass casualty events occur, it is again the First Responders who step forward and bear the burden of providing care, support, triage, and recovery methods and procedures. Topics in mass casualty and triage manage include responses to: chemical, biological, radiological, nuclear, and explosive devices (CBRNE), floods, wind, fire, transportation (land, sea, air) disasters involving transportation, coordination, prioritization, and management of care for victims, relatives, and surrounding communities. This course is Multi-Prefixed CJR/EMS/FSC/HLS.

**Credits 3**

### **Prerequisites**

As required by college

# Industrial Electronics Technology

## **ILT 100 : APPLIED ELECTRONIC COMPUTATION**

This course is an applied mathematics and algebra course for students in electronics or similar programs. Topics include decimals, fractions, negative numbers, powers and roots, the metric systems, logarithms, applied trigonometry and algebra. Upon completion of this course, a student will be able to perform applied mathematics calculations needed in electronics.

**Credits 3**

## **ILT 106 : CONCEPTS OF DIRECT CURRENT**

This course provides an advanced study of direct current (DC) concepts and application principles. Specific topics include safety, terms and symbols, electrical theory, Ohm's Law, power law, electrical measurement, DC electrical components, series, parallel, and series-parallel circuit construction. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators, reading schematics, and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction.

**Credits 5**

## **ILT 107 : CONCEPTS OF ALTERNATING CURRENT**

This course provides an advanced study of alternating current (AC) concepts and application principles. Specific topics include safety, terms and symbols, AC electrical theory, components, circuits, electrical measurement instruments, laws of AC, and methods for constructing and measuring various types of AC circuits. Students gain hands-on experience through laboratory exercises designed to analyze complex circuits, power requirements, faults, phase relationships, and power factors. Emphasis is placed on the use of scientific calculators and the operation of various types of test equipment used to analyze and troubleshoot AC circuits.

**Credits 5**

## **ILT 108 : INTRODUCTION TO INSTRUMENTATION AND PROCESS CONTROL**

This course is an introductory study of the control devices and methods used in industry for the control and transmission of information pertaining to process variables. This study includes an introduction to instrumentation and control mathematics. This course also provides instruction in the fundamental concepts of pressure, level, flow, temperature, and analytical.

**Credits 3**

### **Prerequisites**

[ILT 197](#)

## **ILT 109 : ELECTRICAL BLUEPRINT READING I**

This course will enable the student to obtain a working knowledge of the elements of blueprint reading; the ability to interpret electrical, mechanical, and architectural drawing; and the ability to visualize the entire building structure in relationship to the electrical system.

**Credits 3**

### **Prerequisites**

As required by program

## **ILT 117 : PRINCIPLES OF CONSTRUCTION WIRING**

This course provides a study of the technical skills required to safely perform electrical wiring installations. Topics include methods of wiring residential, commercial, and industrial locations. Upon completion, students should be able to apply safe wiring skills to residential, commercial and industrial applications.

**Credits 3**

### **Prerequisites**

As required by program

## **ILT 118 : CONSTRUCTION WIRING NEC**

This course provides a study of the codes that is required to safely perform electrical wiring installations. Emphasis will be placed upon the codes that apply to residential, commercial, and industrial locations. Upon completion, students should be able to apply the codes in the electrical wiring of residential, commercial and industrial applications.

**Credits 3**

### **Prerequisites**

As required by program

### **ILT 160 : DC FUNDAMENTALS**

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.

**Credits** 3

#### **Prerequisites**

As required by program

#### **Corequisites**

[ILT 161](#)

### **ILT 161 : AC FUNDAMENTALS**

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 AC 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.

**Credits** 3

#### **Prerequisites**

As required by program

#### **Corequisite Courses**

[ILT 160: DC FUNDAMENTALS](#)

### **ILT 162 : SOLID STATE FUNDAMENTALS**

This course provides instruction in basic solid state theory beginning with atomic structure and including devices such as diodes, bipolar transistors, field effect transistors, amplifiers, thyristors, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits. This course also provides the opportunity for students to apply the solid-state principles and theories learned in class in the laboratory setting. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state.

**Credits** 3

#### **Prerequisites**

[ILT 160](#) & [ILT 161](#)

### **ILT 163 : DIGITAL FUNDAMENTALS**

This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits and typical microprocessor data manipulation and storage. This course also has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits, and diagnose and troubleshoot electronic components, as well as demonstrate knowledge of microprocessor and computer circuits.

**Credits** 3

#### **Prerequisites**

[ILT 160](#) & [ILT 161](#)

### **ILT 164 : CIRCUIT FABRICATION I**

This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting, cases, and chassis, printed circuit board design, layout, fabrication, and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction.

**Credits** 1

#### **Prerequisites**

As required by college

### **ILT 166 : MOTORS AND TRANSFORMERS I**

This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. The laboratory enables students to test motors, transformer types, and testing of input and output voltage. Upon completion, students should be able to test motors, transformer types, and testing for input and output voltage.

**Credits** 3

#### **Prerequisites**

[ILT 160](#) & [ILT 161](#)

### **ILT 180 : SPECIAL TOPICS**

This course is designed to allow students an opportunity to study topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

**Credits** 3

#### **Prerequisites**

As required by program

**ILT 192 : CO-OP IN ILT**

These courses provide students with relevant work experience in business/industry. Emphasis is placed on production in a work setting. Upon completion, students should be able to identify job responsibilities and to demonstrate skills necessary for entry level employment.

**Credits 3**

**Prerequisites**

As required by program

**ILT 194 : INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS**

This course focuses on the use of PLCs. Topics include operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. The laboratory enables students to practice operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, students should be able to apply principles of operations and programming of programmable logic controllers.

**Credits 3**

**Prerequisites**

[ILT 197](#)

**ILT 195 : TROUBLESHOOTING TECHNIQUES I**

This course focuses on the systematic approach to solving problems. The laboratory portion emphasizes instrument failures and their interaction with process down-time. Upon completion, students should be able to solve problems on a process simulator or in an actual setting.

**Credits 3**

**Prerequisites**

[ILT 197](#)

**ILT 197 : MOTOR CONTROLS I**

This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protection, the use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors, wye-delta starting, part start winding, resistor starting and electric starting devices. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push-button stations and understand complex motor control diagrams. This is a CORE course for ELT.

**Credits 3**

**Prerequisites**

[ILT 160](#) & [ILT 161](#)

**ILT 216 : INDUSTRIAL ROBOTICS**

This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

**Credits 3**

**Prerequisites**

As required by program

**Corequisites**

[ILT 217](#)

**ILT 217 : INDUSTRIAL ROBOTICS LAB**

This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electromechanical devices to produce geographical movement. Upon completion students should be able to apply the principles of electro-mechanical devices.

**Credits 2**

**Prerequisites**

As required by program

**Corequisite Courses**

[ILT 216: INDUSTRIAL ROBOTICS](#)

**ILT 231 : NATIONAL ELECTRIC CODE**

This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.

**Credits 3**

**Prerequisites**

As required by program

**ILT 238 : NETWORK CABLE - FIBER OPTIC**

This course involves presentations, discussions and live simulations of work related experiences involved in data, voice, and video network infrastructure. Students learn to terminate, test, troubleshoot, and install various fiber optic cabling systems. This course helps students prepare for certifications as certified Network Cabling Specialists.

**Credits 2**

**Prerequisites**

As required by program

**ILT 276 : ELEMENTS OF INDUSTRIAL CONTROL II**

This course includes the advanced principals of PLC's including hardware, programming, variable speed drives, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

**Credits 3**

**Prerequisite Courses**

[ILT 194: INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS](#)

**Corequisites**

[ILT 277](#)

### **ILT 277 : ELEMENTS OF INDUSTRIAL CONTROL II LAB**

This course includes the advanced principals of PLC's including hardware, programming, variable speed drives, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

**Credits 2**

#### **Prerequisite Courses**

ILT 194: INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

#### **Corequisite Courses**

ILT 276: ELEMENTS OF INDUSTRIAL CONTROL II

### **ILT 280 : SPECIAL TOPICS**

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

**Credits 3**

#### **Prerequisites**

As required by program

### **ILT 291 : COOPERATIVE EDUCATION**

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Credits 3**

#### **Prerequisites**

As required by program

### **ILT 293 : COOPERATIVE EDUCATION**

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Credits 3**

#### **Prerequisites**

As required by program

# Industrial Maintenance Technology

### **INT 107 : FUNDAMENTALS OF ELECTRICITY I**

This course provides students with knowledge of fundamentals of electricity commonly associated with an industrial setting. It is a foundational course to enable multicraft industrial maintenance personnel to apply knowledge and skill of electricity in a workplace.

**Credits 3**

#### **Prerequisites**

As required by college

### **INT 108 : FUNDAMENTALS OF ELECTRICITY II**

This course provides students with knowledge of fundamentals of electricity commonly associated with an industrial setting. It is a foundational course to enable multicraft industrial maintenance personnel to apply knowledge and skill of electricity in a workplace.

**Credits 3**

#### **Prerequisites**

As required by college

### **INT 117 : PRINCIPLES OF INDUSTRIAL MECHANICS**

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. This is a CORE course.

**Credits 3**

#### **Prerequisites**

As required by college

### **INT 118 : FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS**

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. This is a CORE course.

**Credits 3**

#### **Prerequisites**

As required by college

### **INT 119 : PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING**

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.

**Credits 3**

#### **Prerequisites**

As required by college

### **INT 126 : PREVENTIVE MAINTENANCE**

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. This is a CORE course.

**Credits 3**

#### **Prerequisites**

As required by college

### **INT 127 : PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS**

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.

**Credits 3**

#### **Prerequisites**

As required by college

### **INT 134 : PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND METAL CUTTING TECHNIQUES**

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

**Credits 3**

#### **Prerequisites**

As required by college

# Machine Tool Technology

### **MTT 107 : MACHINING CALCULATIONS I**

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. This course is aligned with NIMS certification standards.

**Credits 3**

#### **Prerequisites**

As determined by college

### **MTT 108 : MACHINE HANDBOOK FUNCTIONS I**

This course covers the machinist's handbook. Emphasis is placed on formulas, tables, usage and related information. Upon completion, students should be able to use the handbook in the calculation and set up of machine tools. This course is aligned with NIMS certification standards.

**Credits 3**

#### **Prerequisites**

As determined by college

### **MTT 134 : LATHE OPERATIONS I**

This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards.

**Credits 3**

#### **Prerequisites**

As determined by college

### **MTT 135 : LATHE OPERATIONS I LAB**

This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. [MTT 134/135](#) are suitable substitutes for MTT 129. This course is aligned with NIMS standards.

**Credits 3**

#### **Prerequisites**

As determined by college

### **MTT 137 : MILLING I**

This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects. This course is aligned with NIMS certification standards.

**Credits 3**

#### **Prerequisites**

As determined by college



**MTT 138 : MILLING I LAB**

This course provides basic knowledge of milling machines. Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. Upon completion, students should be able to apply milling techniques to produce machine tool projects. This course is aligned with NIMS certification criteria.

**Credits** 3

**Prerequisites**

As determined by college

**MTT 140 : BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I**

This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards.

**Credits** 3

**Prerequisites**

As determined by college

**MTT 141 : BASIC COMPUTER NUMERICAL CONTROL MILLING PROGRAMMING I**

This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part. This course is aligned with NIMS certification standards.

**Credits** 3

**Prerequisites**

As determined by college

**MTT 147 : INTRODUCTION TO MACHINE SHOP I**

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT 100 is a suitable substitute for MTT 147/148.

**Credits** 3

**Prerequisites**

As determined by college

**MTT 148 : INTRODUCTION TO MACHINE SHOP I LAB**

This course provides practical application of the concepts and principles of machining operations learned in [MTT 147](#). Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT 100 is a suitable substitute for [MTT 147/148](#). This course is aligned with NIMS certification standards.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**MTT 149 : INTRODUCTION TO MACHINE SHOP II**

This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards. MTT 149/150 are suitable substitutes for MTT 103.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**MTT 150 : INTRODUCTION TO MACHINE SHOP II LAB**

This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards. [MTT 149/150](#) are suitable substitutes for MTT 103.

**Credits** 3

**Prerequisites**

As determined by college.

**Corequisites**

As determined by college

**MTT 162 : PRECISION GRINDING**

This course includes more advanced precision grinder practices such as set-up procedures, work planning, surface grinding, cylindrical grinding, tool and cutter grinding, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards. MTT 146 is a suitable substitute for MTT 162 & MTT 163.

**Credits** 3

**Prerequisites**

As determined by college

**MTT 163 : PRECISION GRINDING LAB**

This course provides practical application of the concepts and principles of precision grinding learned in MTT 161. Topics include setup procedures, work planning, surface grinding, cylindrical grinding, tool and cutter grinding, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards. MTT 146 is a suitable substitute for [MTT 162](#) & MTT 163.

**Credits** 3

**Prerequisites**

As determined by college

**MTT 212 : ADVANCED COMPUTER NUMERICAL CONTROL TURNING**

This course details the use of canned cycles and subprograms in computer numerical control (CNC) turning programs. Upon completing this course, the student should be able to write CNC turning programs using canned cycles and subprograms.

**Credits** 3

**Prerequisites**

As determined by college

**MTT 213 : ADVANCED COMPUTER NUMERICAL CONTROL MILLING**

This course details the use of canned cycles and subprograms in computer numerical control (CNC) milling programs. Upon completing this course, the student should be able to write CNC milling programs using canned cycles and subprograms.

**Credits** 3

**Prerequisites**

As determined by college

**MTT 218 : COMPUTER INTEGRATED MANUFACTURING (CIM)**

This course is a basic introduction to concepts related to the computer integrated manufacturing (CIM) process. Students cover the design requirements associated with such a cell (center), how a center is integrated into the full system, and the technician's role in the process improvement of not only the cell but the full CIM system. Related safety and inspection and process adjustment are also covered.

**Credits** 3

**Prerequisites**

As determined by college

**MTT 241 : CNC MILLING LAB I**

This course covers basic (3-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a 3-axis CNC milling machine to produce a specified part. Related safety, inspection, and process adjustment are also covered.

**Credits** 3

**Prerequisites**

As determined by college

**MTT 242 : CNC MILLING LAB II**

This course covers advanced (including 4-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a CNC milling machine (including 4-axis) to produce a specified part. Related safety and inspection and process adjustment are also covered.

**Credits** 3

**Prerequisites**

As determined by college

**MTT 243 : CNC TURNING LAB I**

This course covers basic computer numeric control (CNC) turning machine setup and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered.

**Credits** 3

**Prerequisites**

As determined by college

**MTT 244 : CNC TURNING LAB II**

This course covers advanced computer numeric control (CNC) turning machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a specified part. Related safety and inspection and process adjustment are also covered.

**Credits** 3

**Prerequisites**

As determined by college

# Masonry

## **MAS 111 : MASONRY FUNDAMENTALS**

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 have a general knowledge of masonry. CORE

**Credits** 3

### **Prerequisites**

As required by program.

### **Corequisites**

As required by program

## **MAS 121 : BRICK/BLOCK MASONRY FUNDAMENTALS**

This course is designed to provide the student with basic fundamental skills for working with brick and block. Emphasis is placed on the importance of proper work site set up, dry bonding, head and bed joints, leveling, plumbing, and straight edging. Upon completion the students should have requisite skills meeting entry level standards. CORE

**Credits** 3

### **Prerequisites**

As required by program.

### **Corequisites**

As required by program

## **MAS 131 : BRICK/BLOCK MASONRY FUNDAMENTALS II**

This course is designed to provide the student with a working knowledge of laying bricks and blocks. Emphasis is placed on set up, layout, building corners, and laying to the line. Upon completion the students should have entry level skills in brick and block masonry. CORE

**Credits** 3

### **Prerequisites**

As required by program.

### **Corequisites**

As required by program

## **MAS 151 : BRICK/BLOCK MASONRY FUNDAMENTALS III**

This course is designed to provide the student with a working knowledge of the various methods of laying bricks and blocks. Emphasis is placed on hanging a speed pole, layout, building comers, and laying to a line. Upon completion the students should have entry level skills in basic bonds, tooling and finishing joints, toothing corners, and cutting masonry units. CORE

**Credits** 3

### **Prerequisites**

As required by program.

### **Corequisites**

As required by program

## **MAS 211 : STONE MASONRY**

This course provides an introduction to stone and decorative masonry techniques, fireplace construction, and repair and restoration of brick structures. Topics include brick arches, fireplace construction, stone materials, laying techniques, moisture control, wall supports, joints, coping, sample panels, and cultured stone. Upon completion, the student should be able to identify appropriate materials and techniques for the stated topics.

**Credits** 3

### **Prerequisites**

As required by program.

### **Corequisites**

As required by program

# Massage Therapy

## **MSG 101 : INTRODUCTION TO THERAPEUTIC MASSAGE**

The purpose of this course is for students to comprehend foundational information related to the profession of therapeutic massage. Specific topics include: history of therapeutic massage, professional ethics and standards of practice, regulatory agencies and their requirements, client and therapist's professional relationships, communication skills, and an overview of types of therapeutic massage.

**Credits** 2

### **Prerequisites**

As determined by college

## **MSG 102 : THERAPEUTIC MASSAGE LAB I**

This course provides foundational information related to massage therapy. Students gain knowledge related to purposes, effects, applications, benefits, indications and contraindications for various types of massage therapy. Additionally, students learn procedures and precautions for various types of massage therapies. Specific topics include full body western (Swedish) massage, hot and cold therapies, stretching, and documentation guidelines. Special emphasis is placed on professional behaviors, proper draping, and body mechanics. At the conclusion of this course students will be able to perform various types of full body therapeutic massage techniques and document their activities.

**Credits** 3

### **Prerequisites**

As determined by college

**MSG 103 : ANATOMY AND PHYSIOLOGY**

This course provides students with an overview of the basic anatomy and physiology of the human body. Emphasis is placed on the importance of maintaining homeostasis. At the conclusion of this course students will have a basic understanding of the various systems of the body and the effects of massage on these systems. Students will demonstrate this knowledge through cognitive and performance based measurement.

**Credits 3****Prerequisites**

As determined by college

**MSG 104 : MUSCULOSKELETAL AND KINESIOLOGY I**

This course introduces students to concepts related to the study of muscle movement. As part of this course students learn the interaction of muscles and various bony landmarks of the skeletal system. Students further learn how to position individuals in preparation for therapeutic massage of various muscle groups. Students will demonstrate this knowledge through cognitive and performance based measurement.

**Credits 3****Prerequisites**

As determined by college

**MSG 105 : THERAPEUTIC MASSAGE SUPERVISED CLINICAL I**

In this course, students are required to demonstrate competency in specific therapeutic massage techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages.

**Credits 2****Prerequisites**

As determined by college

**MSG 200 : BUSINESS AND MARKETING PLANS**

During this course, students are also taught ethical business management and professional development. This course is designed to help students to prepare for ethical decision making in professional practice while assisting in the development of their emerging identities as professional licensed massage therapists. Emphasis is placed on building and retaining clientele, communication skills, customer skills, customer services, continuing education and setting goals. Upon completion, the student should be able to list the types of communication skills, state personal goals, and develop a business and marketing plan.

**Credits 1****Prerequisites**

As determined by college

**MSG 201 : THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS**

In this course, students learn to adapt massage sessions to the needs of special populations such as pregnant women, infants, elderly, and the terminally ill. Topics include technique variations, length of session, contraindications, cautions, considerations for survivors of abuse, and possible benefits. Upon completion of this course, students will be able to discuss and demonstrate techniques for performing therapeutic massage for special populations.

**Credits 2****Prerequisites**

As determined by college

**MSG 202 : THERAPEUTIC MASSAGE LAB II**

Students learn advanced massage therapy techniques building upon previously gained knowledge and skills. Upon completion students will be able to apply specific therapeutic massage techniques to various regions of the body.

**Credits 3****Prerequisite Courses**[MSG 102: THERAPEUTIC MASSAGE LAB I](#)**MSG 203 : PATHOLOGY**

This course presents baseline information on pathologies which massage therapists may encounter in clinical practice including conditions of the musculoskeletal, neurological, cardiovascular, lymphatic, integumentary, digestive, endocrine, and immune systems. Content will include etiology, symptomatology, medical approaches to treatment and the potential positive or negative impact of massage.

**Credits 3****Prerequisites**

As determined by college

**MSG 204 : MUSCULOSKELETAL AND KINESIOLOGY II**

In this course, students learn advanced study of the interaction of the muscular-skeletal system to include palpation techniques of the appendicular regions of the body. Students will demonstrate this knowledge through cognitive and performance based measurement.

**Credits 3****Prerequisites**

As determined by college

**MSG 205 : THERAPEUTIC MASSAGE SUPERVISED CLINICAL II**

In this course, students are required to demonstrate competency in specific advanced therapeutic techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages.

**Credits 2****Prerequisites**

As determined by college

## MSG 206 : LICENSURE EXAM REVIEW

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry-level massage therapist. Upon completion, the student should be able to pass a comprehensive exam on information covered in the therapeutic massage program.

**Credits 1**

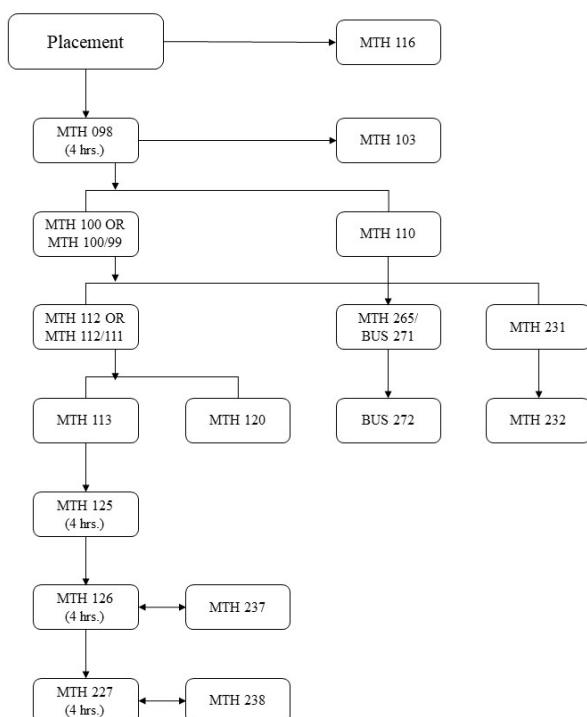
### Prerequisites

As determined by college

# Mathematics

MATHEMATICS (MTH)

← This symbol denotes that the courses may be taken concurrently.



- Students who place to take a math course with a CoReq are not eligible to take the course online.
- Any student who begins in MTH 098 will progress to either MTH 100 with a CoReq of MTH 099 or MTH 110 upon completion of MTH 098 with a grade of C or higher.
- It is strongly recommended that students take math courses in consecutive semesters.

## MTH 098 : ELEMENTARY ALGEBRA

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics.

**Credits 4**

### Prerequisites

None

## MTH 099 : SUPPORT FOR INTERMEDIATE COLLEGE ALGEBRA

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100.

Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 100 class. This course does not apply toward the general core requirement for mathematics.

**Credits 1**

### Prerequisites

Appropriate mathematics placement score or [MTH 098](#) Elementary Algebra. (Note that [MTH 099](#) is required for students completing [MTH 098](#) Elementary Algebra.)

### Corequisites

[MTH 100](#) Intermediate College Algebra

## MTH 100 : INTERMEDIATE COLLEGE ALGEBRA

This course provides a study of algebraic concepts such as linear equations and inequalities in two variables, quadratic equations, systems of equations, radical and rational expressions and equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics in the AA or AS degree programs. MTH 100 may apply toward the general core requirement for AAS degree programs at Northeast. The student who places via the college placement test to take MTH 100 must finish the course with a minimum grade of 70% or a C before taking MTH 110 or MTH 112.

**Credits 3**

### Transfer Code Designation

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### Prerequisites

[MTH 098](#) or appropriate mathematics placement score

## MTH 103 : INTRODUCTION TO TECHNICAL MATHEMATICS

This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirements for mathematics.

**Credits 3**

### Transfer Code Designation

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### Prerequisites

[MTH 098](#) or appropriate mathematics placement score

### **MTH 110 : FINITE MATHEMATICS**

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.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisite Courses**

[MTH 098: ELEMENTARY ALGEBRA](#)

### **MTH 111 : SUPPORT FOR PRECALCULUS ALGEBRA**

This Learning Support course provides corequisite support in mathematics for students enrolled in MTH 112. The material covered in this course is parallel to and supportive of the material taught in MTH 112. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 112 class. This course does not apply toward the general core requirement for mathematics.

**Credits** 1

### **MTH 112 : PRECALCULUS ALGEBRA**

This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

Successful completion of [MTH 100](#) Intermediate College Algebra with a grade of C or higher or appropriate placement.

#### **Corequisites**

[MTH 111](#) Support for Precalculus Algebra, if required

### **MTH 113 : PRECALCULUS TRIGONOMETRY**

This course includes the study of trigonometric (circular) functions and inverse trigonometric functions as well as extensive work with trigonometric identities, equations, and formulas. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar graphs. Additional topics may include conic sections and product-sum formulas.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

Grade of C or higher in [MTH 112](#) or appropriate placement scores

### **MTH 116 : MATHEMATICAL APPLICATIONS**

This course provides practical applications of mathematics and includes selected topics from consumer math, algebra, and geometry. The course covers integers, percent, interest, ratio and proportion, measurement systems, linear equations, and problem solving.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

None

### **MTH 120 : CALCULUS AND ITS APPLICATIONS**

This course is intended to give a broad overview of calculus. It includes limits, differentiation, and integration of algebraic, exponential, logarithmic, and multi-variable functions with applications to business, economics, and other disciplines. This course may also include LaGrange multipliers, extrema of functions of two variables, method of least squares, linear approximation, and linear programming.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

Grade of C or higher in [MTH 112](#), 113, or 115 or appropriate placement score

**MTH 125 : CALCULUS I**

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; 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.

**Credits** 4

**Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

**Prerequisites**

Grade of C or higher in [MTH 113](#) or 115 or appropriate placement score

**MTH 126 : CALCULUS II**

This is the second of three courses in the basic calculus sequence. Topics include applications of integration, techniques of integration, infinite series, polar coordinates, and parametric equations, lines and planes in space, and vectors in the plane and in space.

**Credits** 4

**Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

**Prerequisites**

Grade of C or higher in [MTH 125](#)

**MTH 227 : CALCULUS III**

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, curl and divergence, surface integrals, and Stokes' Theorem).

**Credits** 4

**Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

**Prerequisites**

Grade of C or higher in [MTH 126](#)

**MTH 231 : MATH FOR THE ELEMENTARY TEACHER I**

This course is designed to develop a deeper understanding of elementary school mathematics content needed for teaching. The course is designed to develop conceptual understanding of number systems and operations by focusing on basic concepts and principles, exploring multiple representations and strategies, and illuminating connections among concepts and procedures. Topics include whole numbers and integers, fractions, ratio, percent, decimals, and arithmetic operations within these systems.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Grade of C or higher in [MTH 100](#) or appropriate placement score

**MTH 232 : MATH FOR THE ELEMENTARY TEACHER II**

This course is designed to provide mathematical insights into measurement and geometry for students majoring in elementary education. Topics include geometric shapes (two- and three-dimensional), measurement, congruence and similarity, symmetry, and transformations.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Grade of C or higher in [MTH 100](#) or appropriate placement score

**MTH 237 : LINEAR ALGEBRA**

This course introduces the basic theory and application of the following topics: systems of linear equations and matrices, (finite-dimensional) vector spaces, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product and orthogonality, Gram-Schmidt, least squares, and the diagonalization of symmetric matrices.

**Credits** 3

**Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

**Prerequisites**

Grade of C or higher in [MTH 126](#)

### **MTH 238 : APPLIED DIFFERENTIAL EQUATIONS I**

This course is an introduction to techniques for solving differential equations with applications. Topics include solving first order differential equations, applications to various models (e.g. populations, motion, chemical mixtures, etc.), solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters, and Laplace transform). Series solutions and solutions to systems are also covered.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

Corequisite of [MTH 227](#)

### **MTH 265 : ELEMENTARY STATISTICS**

This course provides an introduction to methods of statistics and includes the following topics: sampling, frequency distributions, measures of central tendency and variation, probability, discrete and continuous distributions, graphic representation, hypothesis testing, confidence intervals, regression, and applications.

**Credits** 3

#### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

#### **Prerequisites**

Grade of C or higher in [MTH 100](#) or appropriate placement score

## Mechanical Design Technology

### **MDT 147 : INVENTOR CADD**

In this course students will use the beginning and intermediate techniques of Inventor computer-aided drafting/design software to develop and render 3-D solids. Topics include sketching, 3-D modeling commands, specialized software applications, development of 2-D drawings from the 3-D models, rendering and plotting. The student will be able to develop the sketches necessary to create 3-D solids and turn them into 2-D drawings for fabrication.

**Credits** 3

#### **Prerequisites**

As required by program

### **MDT 187 : ADVANCED INVENTOR CADD**

In this course students will use advanced techniques of Inventor computer-aided drafting/design software to develop and render 3-D solid model assemblies. Topics include advanced sketching and 3D-modeling commands, animation software applications and stress analysis applications. The student will be able to develop the sketches necessary to create 3-D solids, assemblies, animation and perform stress analysis on parts and assemblies.

**Credits** 3

#### **Prerequisite Courses**

[MDT 147: INVENTOR CADD](#)

### **MDT 202 : SOLID WORKS CADD**

This course introduces the student to parametric, feature-based solid modeling using the 3-D concepts of SolidWorks computer-aided design software. This course covers the commands, concepts, views, dimensioning, and techniques to design solid-model parts quicker than 2-D software. The student will be able to use SolidWorks computer-aided design software to properly draw the views necessary to manufacture a part.

**Credits** 3

#### **Prerequisites**

As required by program

### **MDT 252 : ADVANCED SOLIDWORKS CADD**

This course broadens the student's concepts of parametric, feature-based, solid modeling using the 3-D concepts of parts. The student will be able to use SolidWorks computer-aided design software to properly draw the views necessary to manufacture advanced, designed parts.

**Credits** 3

#### **Prerequisite Courses**

[MDT 202: SOLID WORKS CADD](#)

## Medical Assisting Technology

### **MAT 101 : MEDICAL TERMINOLOGY**

This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct the language of medicine with these word parts to determine the meanings of new or unfamiliar terms. The student will learn a system of word building which will enable them to interpret medical terms. CORE

**Credits** 3

#### **Prerequisites**

As required by college



**MAT 102 : MEDICAL ASSISTING THEORY I**

This course provides students with an overview of the structural organization of the human body. Specific topics include anatomical descriptors, body planes, directional terms, body cavities, specified major organs, normal functions of body systems and common related pathology, analysis of pathology as related to interaction of body systems, implication of disease and disability when homeostasis is not maintained, and implications of treatment of related pathology. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. CORE

**Credits 3**

**Prerequisites**

As required by college

**MAT 103 : MEDICAL ASSISTING THEORY II**

This course provides students with information of select systems of the human body. Specific topics include specified major organs, normal functions of body systems and common related pathology, analysis of pathology as related to interaction of body systems, implication of disease and disability when homeostasis is not maintained, and implications of treatment of related pathology. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. CORE

**Credits 3**

**Prerequisites**

As required by college

**MAT 111 : CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT**

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures. CORE

**Credits 3**

**Prerequisites**

As required by college

**MAT 120 : MEDICAL ADMINISTRATIVE PROCEDURES I**

This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical administrative skills. CORE

**Credits 3**

**Prerequisites**

As required by college

**MAT 121 : MEDICAL ADMINISTRATIVE PROCEDURES II**

This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping, Payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices. CORE

**Credits 3**

**Prerequisites**

As required by college

**MAT 125 : LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT**

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/ CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. CORE

**Credits 3**

**Prerequisites**

As required by college

**MAT 128 : MEDICAL LAW AND ETHICS FOR THE MEDICAL ASSISTANT**

This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant. CORE

**Credits 3**

**Prerequisites**

As required by college

**MAT 200 : MANAGEMENT OF OFFICE EMERGENCIES**

This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia, shock, musculoskeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions. CORE

**Credits 2**

**Prerequisites**

As required by college

**MAT 211 : CLINICAL PROCEDURES II FOR THE MEDICAL ASSISTANT**

This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures. CORE

**Credits 3**

**Prerequisites**

As required by college

**MAT 214 : MEDICAL ASSISTING PHARMACOLOGY**

This course familiarizes the student with frequently administered and commonly prescribed drugs used in the medical office. Theory includes components of the drug profile to include calculation, preparation, and administration of the medication. Additional topics include special populations and nutritional requirements, documentation, and basic concepts of prescribing practices to include e-scribing. Upon completion, students should be able to prove competency in safe medication administration and calculations.

**Credits 3**

**Prerequisites**

As required by college

**MAT 215 : LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT**

This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics. Instruction from this course is based on the Educational Competencies for the Medical Assistant, For CAAHEP Accredited Medical Assisting Educational Programs, 2008 standards.

CORE

**Credits 3**

**Prerequisites**

As required by college

**MAT 216 : MEDICAL PHARMACOLOGY FOR THE MEDICAL OFFICE**

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications. CORE

**Credits 4**

**Prerequisites**

As required by college

**MAT 218 : EKG TECHNICIAN**

This course provides the student with an overview of cardiovascular electrophysiology and its role in health care delivery. Topics include cardiovascular anatomy, physiology and electrophysiology, interpretation of rhythm strips and diagnostic electrocardiography. The student should be able to secure an EKG tracing, troubleshoot problems with acquisition of an EKG tracing, and interpret simple EKG rhythm strips.

**Credits 3**

**Prerequisites**

As required by college

**MAT 220 : MEDICAL OFFICE INSURANCE**

In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements. CORE

**Credits 3**

**Prerequisites**

As required by college

**MAT 228 : MEDICAL ASSISTANT REVIEW COURSE**

This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for national credentialing examination.

**Credits 1**

**Prerequisites**

As required by college

**MAT 229 : MEDICAL ASSISTING PRACTICUM**

This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinic or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions. Upon completion, students should be able to perform as an entry-level Medical Assistant. Content of this course is aligned with standards and guidelines from the American Association of Medical Assisting. CORE

**Credits 3**

**Prerequisites**

As required by college

**MAT 239 : PHLEBOTOMY PRECEPTORSHIP**

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle specimens for laboratory testing and to interact with health care personnel, patients, and the general public. Upon completion, students should be prepared for entry-level phlebotomy and to sit for the Phlebotomy Technician Examination (ASCP)

**Credits 3**

**Prerequisites**

As required by college

# Music Class Instruction

## **MUS 100 : CONVOCATION**

This course (required for music majors each semester) is designed to expose students to a variety of repertory styles and to give students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students, and on personal performance(s) in class each semester.

**Credits** 1

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As required by program

## **MUS 101 : MUSIC APPRECIATION**

This is a survey course that requires no previous musical skills. The course covers a minimum of three stylistic periods of music, provides a multicultural perspective, and includes both vocal and instrumental genres. It includes the aesthetic/stylistic characteristics of historical periods and an aural perception of the elements of music.

**Credits** 3

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

## **MUS 110 : BASIC MUSICIANSHIP**

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

Permission of the instructor

## **MUS 111 : MUSIC THEORY I**

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

**Credits** 4

### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### **Prerequisites**

[MUS 110](#) or suitable placement score or permission of the instructor

## **MUS 112 : MUSIC THEORY II**

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

**Credits** 4

### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### **Prerequisite Courses**

[MUS 111: MUSIC THEORY I](#)

## **MUS 115 : FUNDAMENTALS OF MUSIC**

This course is designed to teach the basic fundamentals of music and develop usable musical skills for the classroom teacher. Topics include rhythmic notation, simple and compound meters, pitch notation, correct singing techniques, phrases, keyboard awareness, key signatures, scales, intervals and harmony using I, IV, and V with a chordal instrument. Upon completion, students should be able to sing a song, harmonize a simple tune, demonstrate rhythmic patterns and identify musical concepts through written documentation.

**Credits** 3

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

As required by program

### **MUS 116 : COMPUTER APPLICATIONS IN MUSIC**

This course introduces the history and use of computer applications in music. Topics include an introduction to computer skills, MIDI and the application of notation and sequencing software programs (i.e. Finale, Performer). Upon completion, students should be able to demonstrate basic competency in the use of computers in music.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program

### **MUS 211 : MUSIC THEORY III**

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills.

**Credits** 4

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

[MUS 112](#).

#### **Corequisites**

MUS 213, if ear training lab is a separate course

### **MUS 217 : JAZZ IMPROVISATION**

This course is designed to prepare the student with the theoretical background and improvisational techniques utilized in jazz performance. Emphasis is placed on the understanding of chord structures, chord progressions, scale structures and melodic design. Upon completion, students should be able to perform an improvisational solo with a jazz ensemble.

**Credits** 1-3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

Permission of the instructor

### **MUS 251 : INTRODUCTION TO CONDUCTING**

This course introduces the fundamentals of conducting choral and/or instrumental ensembles. Topics include a study of simple and compound meters, score reading and techniques for conducting effective rehearsals. Upon completion, students should be able to prepare and conduct a choral and/or instrumental score in a rehearsal or performance setting.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisite Courses**

[MUS 110: BASIC MUSICIANSHIP](#)

### **MUS 293 : RECORDING TECHNIQUES**

This course provides an introduction to the terminology, equipment and methods of commercial recording, and includes an internship in an operational recording studio. Emphasis is placed on recording techniques used in the modern recording studio, various aspects of sound and acoustics, and identifying recording problems in various musical examples. Upon completion, students should be able to demonstrate a mastery of basic recording techniques by producing, engineering and re-mixing a multitrack recording.

**Credits** 3

#### **Prerequisites**

As required by program

## **Music Ensemble**

### **MUL 101 : CLASS PIANO I**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **MUL 102 : CLASS PIANO II**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **MUL 111 : CLASS VOICE I**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**MUL 112 : CLASS VOICE II**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**MUL 161 : CLASS FRETTED INSTRUMENTS I**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**MUL 162 : CLASS FRETTED INSTRUMENTS II**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**MUL 170 : MUSIC WORKSHOP (GUITAR ENSEMBLE) I**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1-3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**MUL 171 : MUSIC WORKSHOP (GUITAR ENSEMBLE) II**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1-3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**MUL 180 : CHORUS I**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 181 : CHORUS II**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 182 : VOCAL ENSEMBLE I**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 183 : VOCAL ENSEMBLE II**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 184 : JAZZ/SHOW CHOIR (ENCORE) I**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 185 : JAZZ/SHOW CHOIR (ENCORE) II**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 190 : CONCERT BAND I**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 191 : CONCERT BAND II**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 192 : JAZZ COMBO (MUSTANG STRING BAND) I**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 193 : JAZZ COMBO (MUSTANG STRING BAND) II**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 196 : JAZZ BAND (NACC JAZZ ENSEMBLE) I**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 197 : JAZZ BAND (NACC JAZZ ENSEMBLE) II**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 201 : CLASS PIANO III**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**MUL 202 : CLASS PIANO IV**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**MUL 211 : CLASS VOICE III**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**MUL 212 : CLASS VOICE IV**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**MUL 270 : MUSIC WORKSHOP (GUITAR ENSEMBLE) III**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1-3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**MUL 271 : MUSIC WORKSHOP (GUITAR ENSEMBLE) IV**

These courses are seminar clinics in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits** 1-3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**MUL 280 : CHORUS III**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 281 : CHORUS IV**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 282 : VOCAL ENSEMBLE III**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 283 : VOCAL ENSEMBLE IV**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 284 : JAZZ/SHOW CHOIR (ENCORE) III**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 285 : JAZZ/SHOW CHOIR (ENCORE) IV**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 290 : CONCERT BAND III**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 291 : CONCERT BAND IV**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 292 : JAZZ COMBO (MUSTANG STRING BAND) III**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor



**MUL 293 : JAZZ COMBO (MUSTANG STRING BAND) IV**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 296 : JAZZ BAND (NACC JAZZ ENSEMBLE) III**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

**MUL 297 : JAZZ BAND (NACC JAZZ ENSEMBLE) IV**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

Permission of the instructor

## Music Performance

**MUP 101 : PRIVATE PIANO I**

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 102 : PRIVATE PIANO II**

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 111 : PRIVATE VOICE I**

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 112 : PRIVATE VOICE II**

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 127 : PRIVATE DOUBLE BASS I**

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 128 : PRIVATE DOUBLE BASS II**

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 133 : PRIVATE GUITAR I**

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 134 : PRIVATE GUITAR II**

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 135 : PRIVATE FRETTED INSTRUMENTS (OTHER THAN GUITAR) I**

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 136 : PRIVATE FRETTED INSTRUMENTS (OTHER THAN GUITAR) II**

**Credits** 1-2

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 141 : PRIVATE FLUTE I****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 142 : PRIVATE FLUTE II****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 143 : PRIVATE CLARINET I****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 144 : PRIVATE CLARINET II****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 145 : PRIVATE SAXOPHONE I****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 146 : PRIVATE SAXOPHONE II****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 151 : PRIVATE OBOE I****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 152 : PRIVATE OBOE II****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 153 : PRIVATE BASSOON I****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 154 : PRIVATE BASSOON II****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 161 : PRIVATE TRUMPET I****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 162 : PRIVATE TRUMPET II****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 163 : PRIVATE FRENCH HORN I****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 164 : PRIVATE FRENCH HORN II****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 171 : PRIVATE TROMBONE I****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 172 : PRIVATE TROMBONE II****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 173 : PRIVATE EUPHONIUM I****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 174 : PRIVATE EUPHONIUM II****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 175 : PRIVATE TUBA I****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 176 : PRIVATE TUBA II****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 181 : PRIVATE PERCUSSION I****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 182 : PRIVATE PERCUSSION II****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 201 : PRIVATE PIANO III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 202 : PRIVATE PIANO IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 211 : PRIVATE VOICE III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 212 : PRIVATE VOICE IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 227 : PRIVATE DOUBLE BASS III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 228 : PRIVATE DOUBLE BASS IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 233 : PRIVATE GUITAR III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 234 : PRIVATE GUITAR IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 235 : PRIVATE FRETTED INSTRUMENTS (OTHER THAN GUITAR) III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 236 : PRIVATE FRETTED INSTRUMENTS (OTHER THAN GUITAR) IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 241 : PRIVATE FLUTE III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 242 : PRIVATE FLUTE IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 243 : PRIVATE CLARINET III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 244 : PRIVATE CLARINET IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 245 : PRIVATE SAXOPHONE III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 246 : PRIVATE SAXOPHONE IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 251 : PRIVATE OBOE III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 252 : PRIVATE OBOE IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 253 : PRIVATE BASSOON III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 254 : PRIVATE BASSOON IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 261 : PRIVATE TRUMPET III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 262 : PRIVATE TRUMPET IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 263 : PRIVATE FRENCH HORN III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 264 : PRIVATE FRENCH HORN IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 271 : PRIVATE TROMBONE III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 272 : PRIVATE TROMBONE IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 273 : PRIVATE EUPHONIUM III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 274 : PRIVATE EUPHONIUM IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 275 : PRIVATE TUBA III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 276 : PRIVATE TUBA IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 281 : PRIVATE PERCUSSION III****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**MUP 282 : PRIVATE PERCUSSION IV****Credits** 1-2**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

# Nurse Assistant/aide

## **NAS 100 : LONG-TERM CARE NURSING ASSISTANT**

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

**Credits** 4

### **Prerequisites**

As required by college.

### **Corequisites**

As required by college

## **NAS 120 : FUNDAMENTALS OF NURSING ASSISTANT/ HOME HEALTH AID**

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.

**Credits** 7

### **Prerequisites**

As required by college.

### **Corequisites**

As Required by college

# Nursing

## **Associate in Applied Science Degree Traditional Nursing Program**

**5 Semesters/Two Academic Years (with a Practical Nursing Certificate following the 3rd Semester)**

## **Practical Nursing Certificate – 3 Semesters/One Academic Year**

The nursing program is an integral part of Northeast Alabama Community College (NACC) and accepts the mission statement and the goals of NACC. The nursing curriculum combines general education and nursing education courses. The Associate in Applied Science Degree is awarded by Northeast to the student who successfully completes all requirements of the nursing program. Students in the program are eligible after successful completion of the first three

semesters for the Practical Nursing (PN) certificate. There is also a stand-alone, 3-semester PN Certificate program.

The graduate of the associate degree program is eligible to apply to the State Board of Nursing to take the National Council Licensure Examination (NCLEX-RN) leading to licensure as a registered nurse. The review of the application by the State Board of Nursing determines eligibility of the applicant to take the licensure examination.

Completers of the stand-alone practical nursing program or the first three semesters of the traditional program are awarded a certificate and are eligible to apply to the State Board of Nursing to take the National Council Licensure Examination (NCLEXPN) leading to licensure as a practical nurse. The review of the application by the State Board of Nursing determines eligibility of the applicant to take the licensure examination.

Legal requirements for licensure in the State of Alabama are listed in the **Alabama Board of Nursing Administrative Code**. The applicant for licensure examination should be aware that eligibility for initial and continuing licensure in Alabama includes questions concerning such matters as convictions of criminal offenses, convictions for driving under the influence of drugs/alcohol, treatment for mental illness, treatment for chemical dependency, disciplinary action by a state board of nursing, placed on a state/federal abuse registry, or court-martialed, disciplined, or administratively discharged by the military. The application to take the licensure examination may be denied by the State Board of Nursing if all the requirements as listed in the **Alabama Board of Nursing Administrative Code** are not met by the applicant. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure. Individuals must meet the following criteria for initial licensure as a nurse.

1. Complete all requirements for graduation from an approved nursing program.
2. Receive approval by the State Board of Nursing to take the National Council Licensure Examination (NCLEX).
3. Achieve a passing score on the National Council Licensure Examination (NCLEX).

## Accreditation Status

Approved by Alabama Community College System Board of Trustees

Approved by Alabama Board of Nursing  
Accredited by the Accreditation Commission for Education in Nursing (ACEN)

## Traditional Nursing Program Admission Requirements

1. Unconditional admission to the College. In order to be unconditionally admitted, the Admissions Office must receive official transcripts of all attempted college work.
2. Complete application to the Nursing Program by the published deadline. It is the student's responsibility to verify all required documentation has been received by the published deadline.
3. A minimum of 2.5 grade point average (GPA) for nursing required core academic courses.
4. Minimum 2.5 cumulative GPA at current institution (which includes all course work completed) and/or cumulative 2.5 GPA at institution from which student is transferring.
5. A minimum of 2.5 grade point average (GPA) cumulative high school for students without prior college courses (GED will be used if applicable).
6. A minimum of 18 ACT composite score.
7. Eligibility for ENG 101, BIO 201, and MTH 100 as determined by college policy.
8. Good standing with the college.
9. Must meet **ESSENTIAL FUNCTIONS/ELIGIBILITY CRITERIA** for nursing.

\*Admission requirements for the stand-alone PN program are the same as the traditional nursing program, except no minimum composite ACT score is required.

Admission to the nursing program is competitive and the number of students accepted is limited by the number of faculty and clinical facilities available.

**Meeting minimal requirements does not guarantee acceptance.**

Should the student decline acceptance or be denied admission based on qualifications, he/she must re-submit an application by published deadline of the following academic year. It is the student's responsibility to adhere to the admission requirements described and verify all required documentation has been received by published deadline. **Students should contact a nursing advisor for clarification, if needed.**

**IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP THE NURSING APPLICATION UPDATED. APPLICANTS ARE ENCOURAGED TO VERIFY COMPLETION OF PROFILE PRIOR TO THE FILING DEADLINE.**

## Traditional Nursing Program Selection Criteria

After meeting all minimum requirements, applicants are ranked based upon a point awarded system as follows:

Calculation of Points for Ranking	MIN	MAX
1. Minimum ACT Composite 18	18	36

<ul style="list-style-type: none"> <li>• Composite scores below 18 will render applicant ineligible</li> <li>• We accept the highest ACT composite score on file</li> <li>• No time limit on ACT score</li> </ul>		
Points for Grades on Core Academic Courses: <ul style="list-style-type: none"> <li>• ENG 101, MTH 100, BIO 100, BIO 201, BIO 202</li> </ul>	0	12
<b>3. Additional 10 points based on NACC policy:</b>		
A. GPA as calculated on Core Academic Courses (Up to 4.0 points)	2.5	4
B. All General Education Courses Completed: <ul style="list-style-type: none"> <li>• (ENG 101, MTH 100, BIO 201, BIO 202, PSY 200, PSY 210, SPH 106/107, BIO 220, Humanities Elective – ART, MUS, PHL, THR, Ethics, or foreign language)</li> <li>• No partial points awarded</li> </ul>	0	1
C. Current CNA Certification (SSN Required to verify)	0	2
D. First time nursing student	0	1
E. Attended NACC's Pre-nursing Seminar within 12 months of application	0	1
F. NACC Loyalty Points	0	1
<b>TOTAL POINTS</b>	<b>20.5</b>	<b>58</b>

## Additional Criteria:

- Student must have a minimum GPA of 2.5 on Core Academic Courses.
- All Core Academic Courses DO NOT have to be complete for program eligibility.
- Core Academic Course GPA is calculated on courses taken or accepted in transfer and appearing on your NACC transcript. GPA may be calculated on <4 of these courses.
- If you have not taken any of these Core Academic Courses, your high school GPA is used. Cumulative High School GPA must be minimum of 2.5 for students without prior college courses (GED will be used if applicable).
- Cumulative GPA must be 2.5 at NACC or transferring institution.
- Must be unconditionally admitted to NACC. In order to be unconditionally admitted, the Admissions Office must receive official transcripts on ALL attempted college work.
- Must have a minimum of 18 ACT composite score.
- Must meet the Essential Functions/Eligibility Criteria for nursing as determined by Healthcare Provider.
- If not already completed, student must be eligible to take ENG 101, BIO 201, and MTH 100 the first semester accepted into the nursing program.

## Stand-Alone Practical Nursing Program Selection Criteria

After meeting all minimum requirements, applicants are ranked based upon a point awarded system as follows:

Calculation of Points for Ranking	POINTS
<ul style="list-style-type: none"> <li>The following four courses are each awarded 3 points for an A, 2 points for a B, or 0 point for a C: <ul style="list-style-type: none"> <li>English 101 (English Composition).</li> <li>Math 100 (Intermediate College Algebra or higher level).</li> <li>Biology 201 (Human Anatomy &amp; Physiology I).</li> <li>Biology 202 (Human Anatomy &amp; Physiology II).</li> </ul> </li> <li>Students are awarded points equivalent to their ACT composite score. Example: A composite score of 18 earns 18 points (No minimum ACT score is required for the PN program).</li> <li>4 extra points are awarded if the student is currently certified as a Certified Nursing Assistant (CNA) or Certified Medical Assistant. Other health occupations with certifications may be considered if the certification is current and the position requires direct contact with patients.</li> <li>GPA as calculated on Core Academic Courses (Up to 4.0 points).</li> <li>2 extra points are given to students who have completed all 6-core academic required courses prior to the end of the application cycle for the PN program. The core courses are ENG 101, MTH 100 or higher, BIO 201, BIO 202, SPH 106 or 107, and PSY 210.</li> </ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
Notes:	
<ol style="list-style-type: none"> <li>Students should consult with an academic advisor regarding transferability of courses taken at another institution.</li> <li>A grade of "C" or higher is required for all academic core courses and nursing courses.</li> <li>Applicants wishing to enter the PN program must take the ACT exam and submit the appropriate score report even though no minimum score is required.</li> </ol>	

## Program Requirements:

- The student must comply with legal, moral, and legislative standards in accordance with the Alabama Board of Nursing Administrative Code.
- The student is required to follow Federal HIPAA regulations regarding client confidentiality and privacy. Student must respect the client's right to privacy by protecting confidential information unless obligated to disclose in a court of law under proper authorization or legal compulsion (Alabama Board of Nursing Administrative Code). **Students may be recommended for dismissal from the nursing program for failing to comply with this requirement.**
- The student must follow the testing policy which is available in the course syllabi and the Nursing Student Handbook.
- The student may be recommended for dismissal from the nursing program when not adhering to the policies and procedures of the facility to which they are assigned, Quality Safety Education Standards for nurses, or the program standards for client safety.
- A rating of unsatisfactory in clinical performance will result in a grade of "F" for that course regardless of any other grading component in the course.

- The student who has been determined to be UNSATISFACTORY in providing **safe effective client care** in the clinical area may not be allowed readmission or reinstatement into the nursing program.
- The student is expected to be academically honest. Any student found guilty of cheating may be recommended for dismissal from the program with a grade of "F."
- The student will have professional liability insurance throughout the nursing program. Fees are included in tuition.
- The student must show documentation of current cardiopulmonary resuscitation (CPR) certification at the healthcare provider level prior to placement in a clinical agency.
- The student is required to obtain a health evaluation by a qualified health practitioner on the form provided by the nursing department. The student must show evidence of certain vaccinations through records or titers prior to clinical participation. **(MUST BE UPLOADED TO THE ONLINE CREDENTIALING SERVICE BY THE PROVIDED DEADLINE.)**
- The student is required to obtain an evaluation of the Essential Functions/Eligibility Criteria as determined by a qualified health practitioner on forms provided by the nursing program. The evaluation must be submitted to the online credentialing service by the provided deadline. Additional health examinations may be required depending on physical or psychological alterations which may occur during the program of study.
- The student is highly encouraged to receive a series of three Hepatitis B vaccines, obtain a Positive titer or sign a declination policy provided by the nursing department.
- The student is required to submit to a pre-clinical drug screen at a time designated by the nursing faculty.** Failure to comply with this requirement may result in a recommendation for dismissal from the program. Random drug screens may be required should the student exhibit behaviors indicative of substance abuse during a clinical experience or during on campus clinical lab. Admission drug screen and annual drug screen fees are included in tuition. Any additional drug screen is performed at the student's expense. A positive drug screen will prohibit the student from completing the clinical requirements of the nursing curriculum and the student will be recommended for withdrawal from the nursing program and/or referred to the Dean of Student Services for the disciplinary process. A student with a prior positive drug screen may apply for readmission or reinstatement to the nursing program with provided evidence of completion of an approved treatment program. (See Nursing Student Handbook for detailed policy).
- The student is required to submit to a criminal background check prior to placement in a clinical facility, which is required by clinical agencies. Students who have a positive background check

will not be allowed to complete the clinical component of the nursing course and would be recommended for withdrawal from the nursing program.

15. The student must be registered prior to attending class. Children are not allowed in the classroom, clinical lab or computer lab at any time.
16. The student is required to participate in testing programs and remediation included throughout the nursing curriculum.

## Course Grade:

A course grade will be determined based on theory and clinical performance. **Students must achieve a grade of “75%” or above in each required nursing course to continue in the nursing program. A grade below “75%” will result in a “D” or an “F” depending on the numerical score.**

Grading Scale:	
90 – 100	= A
80 – 89	= B
75 – 79	= C
60 – 74	= D
59 and below	= F

## Attendance Policy for Nursing Students:

*Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class before poor attendance interferes with the student’s ability to achieve the objectives required in the course.*

### Theory/Clinical/Laboratory

See Nursing Student Handbook for detailed attendance policies.

### Responsibility to Agencies

All students are assigned to various health care agencies for clinical experiences. Students must follow the policies and procedures of the health care agencies and must be acceptable to those agencies. The student is responsible for complying with the policies and procedures required by the agencies which provide for the safety and welfare of the clients. Failure, by the student, to meet this requirement will mean the student is excluded from a required clinical experience. The student may be recommended for withdrawal from the nursing program and/or will result in a formal complaint being filed against the student with the Dean of Student Services. (See Nursing Student Handbook for detailed policies).

## Student Organizations and Activities:

Students enrolled in the nursing program participate in campus organizations as well as social, cultural and college activities the same as other college students. In addition to the regular activities at the College, students in nursing may belong to the National Student Nurses’ Association.

## Additional Expenses:

These expenses are approximate and in no way reflect expenses each individual student may incur during the program. This list is not all inclusive.

- Uniforms, lab coat, stethoscope, and blood pressure cuff, etc. (Approx. \$350)
- Professional liability insurance (\$20 each Fall semester)
- Textbooks and other resources (Approx. \$1,200 throughout the program)
- Miscellaneous books and other resources (Approx. \$500)
- Laboratory packet (Approx. \$65 each semester)
- Evaluation of Essential Functions/Eligibility Criteria, Physical & Health Questionnaire by Healthcare Provider (Approx. \$200)
- Online credentialing service (Includes Credentialing & Criminal Background Check) (Approx. \$100)
- Required (immunizations or titers, approx. \$200-\$350)
- Drug Screening Tests (\$45 each Fall semester)
- Testing and learning resource fees (Approx. \$600 per semester)
- Transportation to and from clinical agencies

Additional expenses anticipated during the final semester of the nursing program are approximate. They are as follows:

NCLEX Application and Licensure	\$350.00
NCLEX Review Course	\$400.00
Graduation Fee	58.00
Nursing Pin (Optional)	55.00

## Progression Policy for the Nursing Program

In order to continue in the nursing program, the student must meet the following criteria:

1. Maintain a grade of “C” or better in all required general education and nursing courses.
2. Unless completed previously, students must complete all required general education courses according to The Alabama Community College System Nursing Education curriculum.



3. Be acceptable by clinical agencies for clinical experience.
4. Maintain ability to meet Essential Functions/ Eligibility Criteria for nursing with or without reasonable accommodations.
5. Maintain program health requirements.
6. Maintain current CPR course completion at the Healthcare Provider Level.
7. Students with an unsuccessful attempt in a nursing course (W, D, or F) cannot progress until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.

### Non Progression:

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will require the student, who is eligible to return, to apply for admission to the nursing program.
2. Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.
3. A student may be reinstated to the nursing program only one time. Reinstatement must be within one year from the semester of non-progression. Reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
4. A student must have a 2.5 cumulative GPA at the current institution for reinstatement.
5. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, this student may request a hearing before the Nursing Admissions Committee or other appropriate college committees for a decision on repeating a course (reinstatement) or readmission to the program.

### Reinstatement:

In order to be reinstated, a student must:

1. Schedule an appointment with a nursing faculty/ advisor to discuss eligibility for reinstatement.
2. Apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
3. Apply for reinstatement to the nursing program by the end of the semester following the term of withdrawal or failure in the nursing program.
4. Demonstrate competency in all previous nursing courses successfully completed with validation of clinical nursing skills and/or written/computerized exams.
5. Student must have a 2.5 cumulative GPA at the current institution for reinstatement.
6. Meet acceptable criteria for placement at all clinical agencies for clinical experiences.
7. Adhere to nursing curriculum or program policies and procedures in effect at the time of reinstatement.

8. Update immunizations, demonstrate current, accepted CPR course completion at the Healthcare Provider Level, background check, and drug screening according to program policy.
9. Reinstatement to the nursing program is not guaranteed. Reinstatement may be denied. Possible reasons for denial include, but are not limited to, the following:
  - a. Grade Point Average (GPA) is less than 2.5 from courses completed at current institution.
  - b. Refusal by clinical agencies to accept the student for clinical experiences.
  - c. Over twelve (12) months have elapsed since the student was enrolled in a nursing course.
  - d. Failure to demonstrate competency in all previous nursing courses successfully completed.
  - e. Space unavailability in a course in which the student wishes to be reinstated.
  - f. Previous disciplinary actions related to unsafe client care and/or unprofessional/unethical behavior
10. Dismissal from the previous program for disciplinary reasons and/or unsafe and or unsatisfactory client care in the clinical area may prohibit reinstatement or admission back into the nursing program.
11. Additional requirements for remediation or satisfactory completion of a student success seminar may be required by the nursing program.

### Readmission:

Students not eligible for program reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student, the student must take or retake all nursing program courses. Students who are not in good standing, such as those who withdrew or were recommended for dismissal for disciplinary reasons and/or unsafe client care may not be eligible for readmission. Students must adhere to the nursing curriculum and program policies and procedures in effect at the time of readmission.

### 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.

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of "C" or better in all required nursing program courses taken at another institution and possess a minimum of a 2.5 cumulative GPA at time of transfer.
3. Minimum 2.5 cumulative GPA at current institution (which includes all course work completed) and/or cumulative 2.5 GPA at institution from which student is transferring.

4. Dean/Director of previous nursing program must provide a letter of eligibility/letter of good standing for progression in previous nursing program.
5. Must comply with all program policy requirements at accepting institution.
6. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. 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.

## NACC Nursing Program Essential Functions/Eligibility Criteria

The Alabama Community College System endorses the Americans with Disabilities Act. In accordance with college policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

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/eligibility criteria with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to perform the essential functions/eligibility criteria delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions/eligibility criteria. The nursing program reserves 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 or meet eligibility requirements. Admission or progression may be denied if a student is unable to perform the essential functions/eligibility criteria with or without reasonable accommodations.

The essential functions/eligibility criteria delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers. The essential functions/eligibility criteria delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. The essential functions/eligibility criteria include but are not limited to the ability to:

### 1. Sensory Perception

- Visual
  - Observe and discern subtle changes in physical conditions and the environment
  - Visualize different color spectrums and color changes
  - Read fine print in varying levels of light
  - Read for prolonged periods of time
  - Read cursive writing
  - Read at varying distances
  - Read data/information displayed on monitors/equipment
- Auditory
  - Interpret monitoring devices
  - Distinguish muffled sounds heard through a stethoscope or other assistive technology
  - Effectively hear to communicate with others
- Hear and discriminate high and low frequency sounds produced by the body and the environment
- Tactile
  - Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
- Olfactory
  - Detect body odors and odors in the environment

### 2. Communication/ Interpersonal Relationships

- Effectively communicate and interact with others, from a variety of social, emotional, cultural, and intellectual backgrounds
- Work effectively in groups
- Work effectively independently
- Discern and interpret nonverbal communication
- Express one's ideas and feelings clearly
- Communicate with others accurately in a timely manner
- Obtain communication from a computer

### 3. Cognitive/Critical Thinking

- Effectively read, write, and comprehend the English language
- Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of healthcare settings
- Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
- Satisfactorily achieve the program objectives

### 4. Motor Function

- Handle or manipulate small delicate equipment/objects without extraneous movement, contamination, or destruction

- Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to client, self, or others
- Maneuver in small/tight spaces
- Push/pull heavy objects without injury to client, self, or others
- Coordinate hand/eye movements
- Stand, sit, bend, walk or otherwise move about for 6-12 hours in a clinical setting performing physical activities requiring physical energy without jeopardizing the safety of the client, self, or others
- Walk without a cane, walker, or crutches
- Function with hands free for nursing care and transporting items
- Transport self and client with or without the use of electrical devices
- Flex, abduct and rotate all joints freely
- Respond rapidly to emergency situations
- Perform daily care functions for the client
- Coordinate fine and gross motor hand movements to provide safe effective nursing care
- Calibrate/use equipment
- Execute movement required to provide nursing care in all health care settings
- Perform CPR and physical assessment
- Operate a computer

#### 5. Professional Behavior

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
- Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- Handle multiple tasks concurrently
- Perform safe, effective nursing care for clients in a caring context
- Understand and follow the policies and procedures of the College and clinical agencies
- Understand the consequences of violating the student code of conduct
- Perform all duties safely and understand one is subject to discipline for willful violation of safety standards
- Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- Pose no direct threat to self or others
- Understand that hostile and threatening behaviors toward others is unacceptable and is subject to discipline up to and including dismissal from the nursing program
- Function effectively in situations of uncertainty and stress inherent in providing nursing care
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- Provide nursing care in an appropriate time frame
- Accept responsibility, accountability, and ownership of one's actions
- Seek supervision/consultation in a timely manner
- Examine and modify one's own behavior when it interferes with nursing care or learning

#### **NUR 112 : FUNDAMENTAL CONCEPTS OF NURSING**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

**Credits 7**

**Theory Hours 4**

**Lab Hours 2**

**Clinical Hours 1**

**Prerequisites**

Admission to Nursing Program.

**Corequisites**

[BIO 201](#), [MTH 100](#) or higher level math

#### **NUR 113 : NURSING CONCEPTS I**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/ base balance, and fluid/electrolyte balance.

**Credits 8**

**Theory Hours 4**

**Lab Hours 1**

**Clinical Hours 3**

**Prerequisites**

[NUR 112](#), [BIO 201](#), [MTH 100](#) or higher level math.

**Corequisites**

[BIO 202](#), [ENG 101](#), [PSY 200](#)

#### **NUR 114 : NURSING CONCEPTS II**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/ electrolyte balance, and medical emergencies.

**Credits 8**

**Theory Hours 5**

**Lab Hours 0**

**Clinical Hours 3**

**Prerequisites**

[NUR 113](#), [BIO 202](#), [ENG 101](#), [PSY 200](#).

**Corequisites**

[NUR 115](#), [SPH 107](#)

### **NUR 115 : EVIDENCE BASED CLINICAL REASONING**

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

**Credits** 2

**Theory Hours** 1

**Lab Hours** 0

**Clinical Hours** 1

**Prerequisites**

[NUR 113](#), [BIO 202](#), [ENG 101](#), [PSY 200](#).

**Corequisites**

[NUR 114](#), [SPH 107](#)

### **NUR 209 : CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS**

This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.

**Credits** 10

**Theory Hours** 6

**Lab Hours** 1

**Clinical Hours** 3

**Prerequisites**

[BIO 201](#), [BIO 202](#), [ENG 101](#), [MTH 100](#), [PSY 200](#), [SPH 107](#)

### **NUR 211 : ADVANCED NURSING CONCEPTS**

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

**Credits** 7

**Theory Hours** 4

**Lab Hours** 0

**Clinical Hours** 3

**Prerequisites**

[NUR 114](#), [NUR 115](#), [SPH 107](#).

**Corequisites**

[BIO 220](#), [PSY 210](#)

### **NUR 221 : ADVANCED EVIDENCE BASED CLINICAL REASONING**

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems.

**Credits** 7

**Theory Hours** 3

**Lab Hours** 0

**Clinical Hours** 4

**Prerequisites**

[NUR 211](#), [BIO 220](#), [PSY 210](#).

**Corequisites**

HUMANITIES ELECTIVE (Ethics preferred)

## Office Administration

### **OAD 101 : BEGINNING KEYBOARDING**

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis 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.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

### **OAD 103 : INTERMEDIATE KEYBOARDING**

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and 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.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

[OAD 101](#) or permission of instructor

**OAD 125 : WORD PROCESSING**

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memo, letters and reports.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

[OAD 101](#) or permission of instructor

**OAD 126 : ADVANCED WORD PROCESSING**

This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

[OAD 125](#) or permission of instructor

**OAD 131 : BUSINESS ENGLISH**

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.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**OAD 211 : MEDICAL TERMINOLOGY**

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**OAD 214 : MEDICAL OFFICE PROCEDURES**

This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

**Credits** 3

**Prerequisites**

As required by college

**OAD 215 : HEALTH INFORMATION MANAGEMENT**

This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

**Credits** 3

**Prerequisites**

As required by college

**OAD 217 : OFFICE MANAGEMENT**

This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the student should be able to demonstrate effective supervision in the modern office.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**OAD 218 : OFFICE PROCEDURES**

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 relationship.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisite Courses**

[OAD 101: BEGINNING KEYBOARDING](#)

**OAD 231 : OFFICE APPLICATIONS**

This course is designed to enable the student to develop skill in the use of integrated software through classroom and lab instruction. Emphasis is on the use of computerized equipment, software, and communications technology. Upon completion, the student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**OAD 241 : OFFICE CO-OP**

This course is designed to provide the student with an opportunity to work in an office environment. Emphasis is on the integration of classroom learning with on-the-job experiences that relate meaningfully to office careers. Upon completion, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to an actual work situation.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**OAD 243 : SPREADSHEET APPLICATIONS**

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

**OAD 246 : OFFICE GRAPHICS AND PRESENTATIONS**

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by college

## Paralegal/legal Assistant

**PRL 101 : INTRODUCTION TO PARALEGAL STUDY**

This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As determined by college

**PRL 102 : BASIC RESEARCH AND WRITING**

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As determined by college

### **PRL 103 : ADVANCED LEGAL RESEARCH AND WRITING**

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

**Credits 3**

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisite Courses**

[PRL 102: BASIC RESEARCH AND WRITING](#)

### **PRL 150 : COMMERCIAL LAW**

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

**Credits 3**

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As determined by college

### **PRL 160 : CRIMINAL LAW AND PROCEDURE**

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/ federal crimes, defenses, constitutional issues, pre-trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

**Credits 3**

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As determined by college

### **PRL 192 : SELECTED TOPICS IN PARALEGAL**

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

**Credits 3**

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As determined by college

### **PRL 210 : REAL PROPERTY LAW**

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

**Credits 3**

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As determined by college

### **PRL 230 : DOMESTIC LAW**

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

**Credits 3**

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As determined by college

### **PRL 240 : WILLS, TRUSTS, AND ESTATES**

This course covers various types of wills, trusts, probate estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

**Credits 3**

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As determined by college

### **PRL 262 : CIVIL LAW AND PROCEDURE**

This course is designed to give the student a basic understanding of the federal rules of civil procedure and Alabama rules of court. The student will demonstrate the ability to prepare a trial notebook for litigation purposes.

**Credits 3**

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As determined by program

### **PRL 282 : LAW OFFICE MANAGEMENT AND PROCEDURES**

This course focuses on the organization, function, practices and procedures of a law office. Emphasis is placed on basic law office management, including office layout, personnel, equipment and supplies, filing systems, scheduling and docket control; as well as the creation, preparation, organization and processing of pleadings, forms, briefs and other legal documents. Upon course completion, students will be able to demonstrate and apply appropriate law office management techniques and procedures.

**Credits** 3

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As determined by college

## Philosophy

### **PHL 206 : ETHICS AND SOCIETY**

This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

As required by program

## Physical Education

### **PED 103 : WEIGHT TRAINING (BEGINNING)**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

**Credits** 1

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program

### **PED 104 : WEIGHT TRAINING (INTERMEDIATE)**

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.

**Credits** 1

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program

### **PED 109 : JOGGING**

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.

**Credits** 1

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program

### **PED 118 : GENERAL CONDITIONING (BEGINNING)**

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

**Credits** 1

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program

### **PED 126 : RECREATIONAL GAMES**

This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities.

**Credits** 1

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program



**PED 133 : TENNIS (BEGINNING)**

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

**Credits** 1

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**PED 134 : TENNIS (INTERMEDIATE)**

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes, and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

**Credits** 1

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

[PED 133](#) and/or as required by program

**PED 176 : VOLLEYBALL (BEGINNING)**

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

**Credits** 1

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**PED 188 : YOGA**

This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progress deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity.

**Credits** 1

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**PED 200 : FOUNDATIONS OF PHYSICAL EDUCATION**

In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

As required by program

## Physical Science

**PHS 111 : PHYSICAL SCIENCE I**

This course provides the non-technical student with an introduction to the basic principles of astronomy, geology, and meteorology. Laboratory is required.

**Credits** 4

**Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

**Prerequisites**

As required by program

**PHS 112 : PHYSICAL SCIENCE II**

This course provides the non-technical student with an introduction to the basic principle of chemistry and physics. Laboratory is required.

**Credits** 4

**Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

**Prerequisites**

As required by program

# Physics

## **PHY 115 : TECHNICAL PHYSICS**

Technical physics is an algebra based physics course designed to utilize modular concepts to include: motion, forces, torque, work energy, heat wave/sound, and electricity. Results of physics education research and physics applications in the workplace are used to improve the student's understanding of physics in technical areas. Upon completion, students will be able to: define motion and describe specific module concepts; utilize microcomputers to generate motion diagrams; understand the nature of contact forces and distinguish passive forces; work cooperatively to set-up laboratory exercises; and demonstrate applications of module-specific concepts.

**Credits** 4

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

MTH100

## **PHY 120 : INTRODUCTION TO PHYSICS**

This course provides an introduction to general physics for non science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, simple harmonic motion, SHM, waves and sound, electricity and magnetism, optics and modern physics. Laboratory is required.

**Credits** 4

### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### **Prerequisites**

[MTH 098](#) or higher

## **PHY 201 : GENERAL PHYSICS I -TRIG BASED**

This course is designed to cover general physics at a level that assures previous exposure to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required.

**Credits** 4

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisites**

[MTH 113](#) OR equivalent

## **PHY 202 : GENERAL PHYSICS II-TRIG BASED**

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electroplatics, circuits, magnetism, and modern physics. Laboratory is required.

**Credits** 4

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisite Courses**

[PHY 201: GENERAL PHYSICS I -TRIG BASED](#)

## **PHY 213 : GENERAL PHYSICS WITH CALCULUS I**

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. Laboratory is required.

**Credits** 4

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisite Courses**

[MTH 125: CALCULUS I](#)

## **PHY 214 : GENERAL PHYSICS WITH CALCULUS II**

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required.

**Credits** 4

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisite Courses**

[PHY 213: GENERAL PHYSICS WITH CALCULUS I](#)

# Plumbing

## **PLB 111 : INTRODUCTION TO PLUMBING**

This course covers fundamental plumbing principles, practices, and history. Topics include basic plumbing principles, safety, job seeking skills, blueprint reading, plumber's math, shop orientation, and school policy. Upon completion, students will be able to seek employment, understand basic plumbing principles, read and interpret blueprints, work safely, and use formulas to solve plumbing problems involving measurement and layouts. This is a CORE course.

**Credits** 3

### **Prerequisites**

As required by college

## **PLB 112 : PLUMBING APPLICATIONS**

Students perform various basic plumbing and pipefitting tasks. Safety and regulatory compliance is emphasized throughout this course. At the conclusion of this course students will be able to develop basic plumbing drawings and schematics, use hand and power tools, measure fittings, and join pipe with oxy-fuel equipment.

**Credits** 3

### **Prerequisites**

As required by college

**PLB 113 : PIPES & FITTINGS**

This course includes the theory of joining pipe and fittings. Topics include methods of joining pipe and fittings, selecting and using power tools, and methods of securing piping. Upon completion students will be able to identify pipe and fittings, identify tools, properly care for tools and identify various types of pipe securing devices. This is a CORE course.

**Credits** 3

**Prerequisites**

As required by college

**PLB 114 : JOINING PIPES & FITTINGS**

This course covers identifying pipe and fittings, proper methods for joining all types of pipe and fittings, hanging and securing pipe and using materials and tools. Emphasis is on all plumbing materials, tools, suppliers, equipment and methods. Upon completion, students will be able to join various pipe and fittings.

**Credits** 3

**Prerequisites**

As required by college

**PLB 115 : PRESSURE & NON-PRESSURE SYSTEMS**

This course covers pressure and non-pressure systems including piping for potable water, drainage, waste, vent, gas, air, and water. Topics include types of plumbing systems, and system design and size. At the conclusion of this course students will be able to rough-in basic plumbing systems for pressure and non-pressure pipe systems. This is a CORE course.

**Credits** 3

**Prerequisites**

As required by college

**PLB 116 : PRESSURE & NON-PRESSURE SYSTEMS APPLICATIONS**

Students perform various basic pressure and non-pressure pipe systems tasks. Safety and regulatory compliance is emphasized throughout this course. At the conclusion of this course students will be able to rough-in basic plumbing systems for pressure and non-pressure pipe systems.

**Credits** 3

**Prerequisites**

As required by college

**PLB 117 : PLUMBING CODES**

This course includes reading and interpreting international codes, local codes, and general regulations. Emphasis is on basic principles, definitions, materials, facility requirements, and technical review. Upon completion, students will be able to read and interpret applicable codes. This is a CORE class.

**Credits** 3

**Prerequisites**

As required by college

**PLB 211 : PLUMBING & REPAIR & INSTALLATION**

This course enables students to read and follow schematics/ diagrams/rough-in sheets to install or repair plumbing fixtures, to troubleshoot and make repairs. Topics include removing, replacing and repairing plumbing fixtures, new installations and troubleshooting. Upon completion, students will be able to make plumbing repairs and install plumbing fixtures.

**Credits** 3

**Prerequisites**

As required by college

**PLB 212 : PLUMBING REPAIR & INSTALLATION LABORATORY**

This course is an application of [PLB 211](#). Topics include repairing and installing plumbing fixtures, and choosing appropriate fixtures for the job. Upon completion, students will be able to install new fixtures and remove, repair, and replace existing plumbing fixtures.

**Credits** 3

**Prerequisites**

As required by college

## Political Science

**POL 211 : AMERICAN NATIONAL GOVERNMENT**

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and to function as more informed participants of the American political system.

**Credits** 3

**Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

**Prerequisites**

As required by program

### **POL 220 : STATE AND LOCAL GOVERNMENT**

This course is a study of the forms of organization, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S., and function as more informed participants of state and local political systems.

**Credits** 3

#### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

#### **Prerequisites**

As required by program

## Psychology

### **PSY 200 : GENERAL PSYCHOLOGY**

The course is a survey of the scientific study of psychological, biological, and socio-cultural factors that influence behavior and mental processes.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **PSY 210 : HUMAN GROWTH AND DEVELOPMENT**

This course is a study of the physical, cognitive, social, and emotional factors that affect human growth and development from conception to death.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

## Religious Studies

### **REL 100 : HISTORY OF WORLD RELIGIONS**

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

As required by program

### **REL 151 : SURVEY OF THE OLD TESTAMENT**

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

As required by program

### **REL 152 : SURVEY OF THE NEW TESTAMENT**

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

**Credits** 3

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

As required by program

## Salon and Spa Management

### **SAL 133 : SALON MANAGEMENT TECHNOLOGY**

This course is designed to develop entry-level management skills for the beauty industry. Topics include job-seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon. NDC

**Credits** 3

#### **Prerequisites**

As required by program

### **SAL 201 : ENTREPRENEURSHIP FOR SALON/SPA**

This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up the legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a customer base.

**Credits** 3

#### **Prerequisites**

As required by program

# Sociology

## **SOC 200 : INTRODUCTION TO SOCIOLOGY**

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

**Credits** 3

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisites**

As required by program

## **SOC 210 : SOCIAL PROBLEMS**

This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research.

**Credits** 3

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisite Courses**

[SOC 200: INTRODUCTION TO SOCIOLOGY](#)

# Spanish

## **SPA 101 : INTRODUCTORY SPANISH I**

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

**Credits** 4

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisites**

As required by program

## **SPA 102 : INTRODUCTORY SPANISH II**

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

**Credits** 4

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisites**

[SPA 101](#) or equivalent

## **SPA 201 : INTERMEDIATE SPANISH I**

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

**Credits** 3

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisites**

[SPA 102](#) or equivalent

## **SPA 202 : INTERMEDIATE SPANISH II**

This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

**Credits** 3

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisites**

[SPA 201](#) or equivalent

# Speech

## **SPH 106 : FUNDAMENTALS OF ORAL COMMUNICATION**

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. The course surveys current communication theory and provides practical application for workforce readiness.

**Credits** 3

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

### **Prerequisites**

As required by program

## **SPH 107 : FUNDAMENTALS OF PUBLIC SPEAKING**

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized.

**Credits** 3

### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

# Theater Arts

## **THR 113 : THEATER WORKSHOP I**

These courses provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production.

**Credits** 2

### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### **THR 114 : THEATER WORKSHOP II**

These courses provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production.

**Credits 2**

#### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### **THR 115 : THEATER WORKSHOP III**

These courses provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production.

**Credits 2**

#### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

### **THR 120 : THEATER APPRECIATION**

This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions to modern media.

Emphasis of playwright, actor, director, designer and technician to modern media. Attendance at theater production may be required.

**Credits 3**

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

As required by program

### **THR 124 : THEATER TECHNOLOGY SCENERY & LIGHTING**

Scenic construction techniques and execution of stage lighting via lectures, demonstrations, and practical application. Emphasis in tools, materials, and procedure.

**Credits 3**

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program

### **THR 126 : INTRODUCTION TO THEATER**

This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations. CORE

**Credits 3**

#### **Transfer Code Designation**

A - AGSC approved transfer courses in Areas I – IV that are common to all institutions.

#### **Prerequisites**

As required by program

### **THR 131 : ACTING TECHNIQUES I**

This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes.

**Credits 3**

#### **Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

#### **Prerequisites**

As required by program

### **THR 132 : ACTING TECHNIQUES II**

This course is a continuation of [THR 131](#).

**Credits 3**

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisite Courses**

THR 131: ACTING TECHNIQUES I

### **THR 216 : THEATRICAL MAKE-UP**

This course is a study of the materials and techniques of theatrical make-up.

**Credits 2**

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program

### **THR 221 : SCENOGRAPHIC TECHNIQUES**

This course includes practical work developing proficiency in drafting technical drawings for the stage, including ground plans, elevations, and orthographic and isometric drawings. The course also includes the study and application of the elements of design as relevant tools to theatrical design, including the roles of scenic, lighting, and costume designer and their relationship with the director.

**Credits 3**

#### **Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

#### **Prerequisites**

As required by program

**THR 224 : SCENE PAINTING**

Historic and contemporary methods of painting scenery for the stage. Includes practical application of techniques in the scenic studio.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**THR 236 : STAGECRAFT**

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.

**Credits** 3

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

**THR 241 : VOICE AND SPEECH FOR THE PERFORMER**

This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warm-up, dialect reduction, articulation, class performance and written exams.

**Credits** 3

**Transfer Code Designation**

B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Prerequisites**

As required by program

**THR 296 : DIRECTED STUDIES IN THEATER**

This course deals with problems in theater and art management. Problems may be arranged in conjunction with other disciplines in the Fine Arts.

**Credits** 2

**Transfer Code Designation**

C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

**Prerequisites**

As required by program

# Welding

**WDT 108 : SMAW FILLET/OFC**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. This is a CORE course.

**Credits** 3

**Prerequisites**

As required by college

**WDT 109 : SMAW FILLET/PAC/CAC**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. This is a CORE course.

**Credits** 3

**Prerequisites**

As required by college

**WDT 110 : INDUSTRIAL BLUEPRINT READING**

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. This is a CORE course.

**Credits** 3

**Prerequisites**

As required by college

**WDT 115 : GTAW CARBON PIPE**

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.

**Credits** 3

**Prerequisites**

As required by college

**WDT 116 : GTAW STAINLESS PIPE**

This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code.

**Credits 3**

**Prerequisites**

As required by college

**WDT 119 : GAS METAL ARC/FLUX CORED ARC WELDING**

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. This is a CORE course.

**Credits 3**

**Prerequisites**

As required by college

**WDT 120 : SHIELDED METAL ARC WELDING GROOVE**

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. This is a CORE course.

**Credits 3**

**Prerequisites**

As required by college

**WDT 122 : SMAW FILLET/OFC LAB**

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F- 3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

**Credits 3**

**Prerequisites**

As required by college

**WDT 123 : SMAW FILLET/PAC/CAC LAB**

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

**Credits 3**

**Prerequisites**

As required by college

**WDT 124 : GAS METAL ARC/FLUX CORED ARC WELDING LAB**

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

**Credits 3**

**Prerequisites**

As required by college

**WDT 125 : SHIELDED METAL ARC WELDING GROOVE LAB**

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**Credits 3**

**Prerequisites**

As required by college

**WDT 155 : GTAW CARBON PIPE LAB**

This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**Credits 3**

**Prerequisites**

[WDT 115](#) and/or as required by college



**WDT 156 : GTAW STAINLESS PIPE LAB**

This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**Credits** 3

**Prerequisites**

[WDT 116](#) and/or as required by college

**WDT 157 : CONSUMABLE WELDING PROCESSES**

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals.

**Credits** 3

**Prerequisites**

As required by college

**WDT 158 : CONSUMABLE WELDING PROCESSES LABS**

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using consumable welding processes according to AWS Codes and standards.

**Credits** 3

**Prerequisites**

[WDT 157](#) and/or as required by college

**WDT 160 : ROBOTICS LAB I**

This course is the practical application of robotics theory. Students will complete machine origins, robotic programming, robotic welding parameters, link programs to create jobs, and allocate a weave start.

**Credits** 3

**Prerequisites**

As required by college

**WDT 166 : FLUX CORE ARC WELDING**

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards.

**Credits** 3

**Prerequisites**

As required by college

**WDT 167 : FLUX CORE ARC WELDING LAB**

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards.

**Credits** 3

**Prerequisites**

As required by college

**WDT 180 : SPECIAL TOPICS**

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**Credits** 3

**Prerequisites**

As required by college

**WDT 181 : SPECIAL TOPICS LAB**

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students needs.

**Credits** 3

**Prerequisites**

As required by college

**WDT 217 : SMAW CARBON PIPE**

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes.

**Credits** 3

**Prerequisites**

As required by college

**WDT 218 : CERTIFICATION**

This course is designed to provide the student with the knowledge needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with various applicable welding code requirements.

**Credits** 3

**Prerequisites**

As required by college

**WDT 219 : WELDING INSPECTION AND TESTING**

This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report.

**Credits 3**

**Prerequisites**

As required by college

**WDT 221 : PIPE FITTING AND FABRICATION**

This course provides the student with skills and practices necessary for fabricating pipe plans using pipe and fittings. Emphasis is placed on various pipe fittings to include various degree angles. Upon completion, students should be able to fit various pipe fittings, and cut and fabricate tees, and assorted angles.

**Credits 3**

**Prerequisites**

As required by college

**WDT 223 : BLUEPRINT READING FOR FABRICATION**

This course provides a student with advanced skills in identifying and interpreting lines, views, dimensions, notes, bill of materials, and the use of tools of the trade. Emphasis is placed on figuring dimensional tolerances, tolerances, layout and fitting of different component parts. Upon course completion, a student should be able to interpret, layout, and fabricate from blueprints to given tolerances.

**Credits 3**

**Prerequisites**

As required by college

**WDT 228 : GAS TUNGSTEN ARC WELDING**

This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**Credits 3**

**Prerequisites**

As required by college

**WDT 229 : BOILER TUBE**

This course is designed to provide the student with the practices and procedures of welding boiler tubes using the gas tungsten arc and shielded metal arc welding process to the applicable code. Emphasis is placed on tube fit-up, tube welding technique, and code requirements. Upon completion, students should be able to identify code requirements and tube welding technique.

**Credits 3**

**Prerequisites**

As required by college

**WDT 257 : SMAW CARBON PIPE LAB**

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

**Credits 3**

**Corequisites**

[WDT 217](#) and/or as required by college.

**WDT 258 : CERTIFICATION LAB**

This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with various welding code requirements.

**Credits 3**

**Prerequisites**

[WDT 218](#) and/or as required by college

**WDT 268 : GAS TUNGSTEN ARC LAB**

This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**Credits 3**

**Prerequisites**

[WDT 228](#) and/or as required by college

### **WDT 269 : BOILER TUBE LAB**

This course is designed to provide the student with the skills in welding boiler tubes using the gas tungsten arc and shielded metal arc welding process using filler metals in the F6 and F4 groups to applicable code. Emphasis is placed on welding boiler tubes using the gas tungsten arc and shielded metal arc welding process in the 2G and 6G positions in accordance with the applicable code. Upon completion, students should be able to perform gas tungsten arc and shielded metal arc welding on boiler tubes with the prescribed filler metals in the 2G and 6G positions to the applicable code.

**Credits** 3

**Prerequisites**

[WDT 229](#) and/or as required by college

## Workplace Skills Enhancement

### **WKO 106 : WORKPLACE SKILLS**

This course emphasizes the foundational information to develop knowledge and skills to prepare individuals for employment following completion of technical and academic programs. At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem solving, decision making, and project management. Students will receive an National Career Readiness Certificate, an assessment-based credential, that gives students a measure of key workplace skills, as well as an OS HA 10-hour certification in General Industry Safety and Health.

**Credits** 3

**Prerequisites**

As required by program

### **WKO 110 : NCCER CORE**

This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential. tolerances, layout and fitting of different component parts. Upon course completion, a student should be able to interpret, layout, and fabricate from blueprints to given tolerances.

**Credits** 3

### **WKO 131 : MSSC SAFETY COURSE**

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Students completing this course will be eligible to test for the MSSC Safety Certification. Students completing courses WKO 131, 132, 133 and 134 will be eligible to test for the Certified Production Technician credential.

**Credits** 3

**Prerequisites**

As required by program

### **WKO 132 : MSSC QUALITY PRACTICES AND MEASUREMENT**

This course is designed to provide students with knowledge and skills related to quality practices in a manufacturing environment. Students completing this course will be eligible to test for the MSSC Quality Practices and Measurement Certification. Students completing courses [WKO 131](#), 132, 133 and 134 will be eligible to test for the Certified Production Technician credential.

**Credits** 3

**Prerequisite Courses**

[WKO 131: MSSC SAFETY COURSE](#)

### **WKO 133 : MSSC MANUFACTURING PROCESSES AND PRODUCTION**

This course is designed to provide students with knowledge and skills related to manufacturing practices in a manufacturing environment. Students completing this course will be eligible to test for the MSSC Manufacturing Processes and Production Certification. Students completing courses [WKO 131](#), 132, 133 and 134 will be eligible to test for the Certified Production Technician credential.

**Credits** 3

**Prerequisite Courses**

[WKO 131: MSSC SAFETY COURSE](#)

### **WKO 134 : MSSC MAINTENANCE AWARENESS**

This course is designed to provide students with knowledge and skills related to maintenance practices in a manufacturing environment. Students completing this course will be eligible to test for the MSSC Maintenance Awareness Certification. Students completing courses [WKO 131](#), 132, 133 and 134 will be eligible to test for the Certified Production Technician credential.

**Credits** 3

**Prerequisite Courses**

[WKO 131: MSSC SAFETY COURSE](#)

# General Information

## Administration, Faculty, and Staff

	<b>Administration</b>	
Campbell, J. David	B.A., Auburn University; M.A., Florida State University; Ph.D., University of Texas	President
Gorham, Chad	B.S.Ed., M.S.Ed. Admin., Ed.S. Ed. Admin., Jacksonville State University	Dean of Instruction
Bone, Rodney	B.S., B.A., Auburn University	Dean of Financial Services
Hawes, Jeff	A.S., Northeast Alabama Community College; B.S., Troy University; M.A.T., University of West Alabama	Dean of Student Services
Wright, Kerry	B.S., Auburn University; M.S., Alabama A&M University	Dean of Workforce Development & Skills Training
Kilgore, Barbara	A.S., Northeast Alabama Community College; B.F.A., Auburn University; M.F.A., University of Alabama	Associate Dean of Instruction
Pope, Jon-Alan	B.S., M.Ed., Auburn University; Ed.S., Jacksonville State University; University of West Alabama; Northeast Alabama Community College	Adult Education Program Director
	<b>Faculty Full-Time</b>	
Abercrombie, Samantha	B.S.N., M.S.N., Jacksonville State University	Nursing
Andrews, Galen	A.A.S., Southern Crescent Technical College	Industrial Electronics (Mechatronics) Instructor
Archer, W. Brad	B.F.A., Arkansas State University; M.F.A., University of North Carolina-Greensboro	Theatre Instructor/Designer
Barnett, Leah	A.S., Northeast Alabama Community College; B.S. and M.A., Jacksonville State University	English
Barre, Jessica	A.S., Northeast Alabama Community College; B.S.N., Auburn University; M.S.N., University of Alabama in Huntsville; Post-Masters Certificate, University of Tennessee at Chattanooga; East Tennessee State University	Nursing
Bergman, Kim	B.S., Athens State University; M.S., Clemson University	Biology
Black, Kelly	B.A., Auburn University; M.B.A., Faulkner University	Advanced Design & Manufacturing
Bloodworth, Rachel	A.A.S., Gadsden State Community College; B.S.N., M.S.N., University of Alabama Birmingham	Nursing
Breland, Milah	B.S.Ed., University of North Alabama; M.A.Ed., The University of Alabama	Mathematics
Brewer, Stephen	B.A., Youngstown State University	Adult Education Instructor
Brown, Alisa	B.S., Auburn University M.Ed. Auburn University	Adult Education Instructor
Byrum, Dr. Scott	A.S., Northeast Alabama Community College; B.S., Athens State University; M.A., University of Alabama; Ed.D., Liberty University	Biology
Camp, John	B.S., M.Ed., Auburn University; Ed.S., Lincoln Memorial University	Mathematics
Chapman, Misty	B.S., M.S., Jacksonville State University	Biology
Chen, Jaia	M.F.A., Ohio State University; B.A., University of Alabama at Birmingham	Art
Dalton, Marilyn	B.S., Independence University – California College for Health Science	Medical Assisting Technology/Program Director
Day, Billy	A.S., Northeast Alabama Community College; B.S., M.A., The University of Alabama	History

DeAngelis, Hugo	A.A.S., Northeast Alabama Community College	Machine Tool Technology
Everett, Dr. Julia B.	A.A., Northeast Alabama Community College; B.A., University of Montevallo; M.A., The University of Alabama in Huntsville; M.L.I.S., The University of Alabama; Ed.D., The University of Alabama	Head Librarian
Fowler, John	A.A.S., Northeast Alabama Community College	Welding Instructor
Frost, Thomas	B.S., University of Alabama; M.A., Jacksonville State University	Mathematics
Gant, Kristi	B.S., Athens State University; A.S. Wallace State Community College; Gadsden State Community College; Creighton University	Emergency Medical Services/Director
Gardner, Dr. Janet	B.S.N., Auburn University; M.S.N., University of Alabama at Huntsville; DNP, Samford University	Nursing
Guffey, Shawn		CDL Truck Driving
Hamrick, Keri	B.A., University of Alabama in Huntsville; M.A., Jacksonville State University	History
Hester, Julie K	B.S., University of Alabama in Huntsville; M.S., Florida Institute of Technology	CIS
Hilbun, Terrie	B.S., University of Southern Mississippi M.S., M.Ed., William Carey University	Psychology
Holcomb, Renea	A.A.S., Northeast Alabama Community College; B.S.N., Jacksonville State University; M.S.N., University of Alabama	Nursing
Holloway, Dr. Wendy	A.S., Northeast Alabama Community College; B.S.N., M.S.N., Jacksonville State University	Nursing
Holt, Kevin	A.S., Northeast Alabama Community College; B.A., University of Alabama; M.S., Jacksonville State University	Biology
Hyatt, Dave	A.A.S., Gadsden State Community College; B.S. and M.S., Jacksonville State University	Engineering Technology
Johnson, Haley	M.S., B.S., University of Alabama; M.S., Keller Graduate School	Business
Jones, Dr. Kelley	Associate in Nursing and Licensed Practical Nursing Certificate, Snead State; B.S.N., Jacksonville State University; M.S.N. and D.N.P., University of South Alabama	Nursing
Lacey, Kristin	A.A.S., Gadsden State Community College; B.S., Athens State University; Cosmetology Instructor – Alabama Board of Cosmetology	Salon and Spa Management
LaCount, Amy	A.A.S., Gadsden State Community College; B.S., M.S., Faulkner University	Office Administration
Lester, Dennis	A.S., A.A.S., Northeast Alabama Community College	Industrial Electronics and Industrial Systems Technology
Markham, Sara	B.M.E., Birmingham-Southern College; M.M.E., Samford University	Music
Massey, Jay	B.S., Cumberland University; M.S., Ball State University	Computer Science
McBride, Keith	B.S., The University of Alabama; M.B.A., The University of North Alabama	Director, Division of Business and Computer Science/Economics
McCamy, Adam	J.F. Drake State Community College; Northeast Alabama Community College	Industrial Electronics
Miller, Bryon	B.S., Liberty University; M.B.A., University of North Alabama; Troy University; Northeast Alabama Community College	Computer Science
Mize, Chris	CER, A.A.S., Northeast Alabama Community College	Industrial Electronics
Moore, Donna	A.A.S., Northeast Alabama Community College; B.S.N., Jacksonville State University	Medical Assistant Technology
Morris, Stacy	B.M., M.M., The University of Alabama	Music
Moseley, Joan P	B.A., Jacksonville State University; M.A., University of Alabama in Birmingham	English
Murphy, Lisa	B.S., University of Central Florida; M.A., University of West Alabama; Valencia Community College	Child Development

Niblett, Adam C	B.A., Cumberland University; M.S., Middle Tennessee State University	Director, Division of Mathematics/Mathematics
Peek, Chris	Drake State Technical College; Calhoun Community College; University of Georgia	CDL Truck Driving
Phillips, Traci M	B.A., Jacksonville State University; M.A., Indiana State University	Speech
Ragsdale, Jody	B.S., M.S., Jacksonville State University	English
Reed, Everett	B.A., Harding University; M.A.L.A., St. John's College; M.A., The University of the South	English
Reeves, Joan	A.S., Northeast Alabama Community College; B.S., University of North Alabama; M.Ed., University of Tennessee at Chattanooga	Director, Division of English and Fine Arts/English
Saint, Dawn	B.S., Baptist Bible College, Clarks Summit	Regional ESL/Bilingual Resource Instructor
Sanders, Dr. Kevin	B.S., Athens State University; B.S., Alabama A&M University; M.S., Fort Hays State University Ph.D., Iowa State University; Calhoun Community College	Building Construction
Smith, Kayleigh	A.A., Northeast Alabama Community College; B.A., Jacksonville State University; M.A., Regent University	Theatre/Theatre Director
Whited, Steven	A.S., Northeast Alabama Community College; B.S., Athens State University; M.J.A., Faulkner University	Criminal Justice
Wilhelm, Blake	B.A., University of Alabama; M.A., Jacksonville State University	Learning Resources Center Archivist/Librarian
Williamson, Dr. Myrna	A.S., Snead State Community College; A.S.N., B.S.N., Samford University; M.S.N., Jacksonville State University; Ed.D., University of Alabama	Nursing Instructor/Nursing Education Director
Woodall, Robert	B.S., Berry College; M.S., Jacksonville State University	Psychology/ Division Director, Social Sciences, Speech, and Foreign Languages
Wootten, Roger	A.A.S., Gadsden State Community College; EMS Instructor/Coordinator, University of Alabama at Birmingham; B.S., Athens State University	Emergency Medical Services
<b>Adjunct Faculty</b>		
Adkins, Jeff	A.S., Northeast Alabama Community College; B.S., M.S., The University of Alabama	Mathematics
Akins, Stacie	B.A., M.A., Jacksonville State University	English
Allison, Kim	A.A.S., Northeast Alabama Community College	Nursing Assistant
Amos, Cory	B.A., M.A., Jacksonville State University	English
Anderton, Lebron	A.S. Calhoun Community College; B.S.Ed. Athens State University; M.Ed. University of Alabama; Northeast Alabama Community College, Jacksonville State University	Biology
Baldwin, Susan	A.S., Northeast Alabama Community College; B.S., Athens State University; M.Edu, William Carey University	Mathematics
Barnes, Valorie	B.S., University of Montevallo; M.S., Jacksonville State University	History
Bell, Gerald	A.S., Northeast Alabama Community College; B.S., Jacksonville State University	Medical Assistant Technology
Bellomy, Slade	Northeast Alabama Community College; B.Edu, Athens State University	Workplace Skills
Berry, Bill	B.S.Ed., Samford University; M.A., The University of Alabama; Ed.S., Ph.D., University of Southern Mississippi	Geography
Blackwell, Tonya	A.S., Northeast Alabama Community College; B.S., Athens State University; M.A.T., University of West Alabama	Math

Blalock, Joanna	A.A., Northeast Alabama Community College; B.A. and M.A., Jacksonville State University	English
Bouldin, Devin	B.S., Jacksonville State University; M.Ed., University of West Alabama	Biology
Bryant, Robin	B.S., Athens State University; M.A., University of West Alabama	English
Busby, Seth	B.A. and M.A., Jacksonville State University	Political Science
Cantrell, Anthony	A.S., Floyd College; B.S., Covenant College; M.S., Regis University	Computer Science
Carter, Robert	A.A.S., Northeast Alabama Community College; M.L.T., High Forest Medical Academy	Medical Assistant Technology
Centers, Emily	A.A.S., Northeast Alabama Community College; Short Term Certificate, Certificate	Massage Therapy
Chaffin, Chris	M.B.A., Jacksonville State University; University of the Cumberlands; University of Alabama at Huntsville; University of West Alabama; Snead State Community College	Adjunct Instructor (Business)
Cole, Dr. Ashley	B.S., University of Alabama; M.D., University of Alabama School of Medicine	EMS Medical Director
Cole, Scott	B.S. and M.S., Jacksonville State University	History
Colvard, Brent	A.A., Northeast Alabama Community College; B.A., M.A., Jacksonville State University	History
Cooper, Christy	M.S. and B.S., Jacksonville State University; Ed.S., Lincoln Memorial; M.A.T., University of West Alabama	English
Coots, Cody Justin	B.S., Jacksonville State University; M.A.Ed., Jacksonville State University	Mathematics
Crawford, James Bradley	B.S.Ed., University of Alabama; B.S.Ed., Jacksonville State University; M.A.Ed., Jacksonville State University	History
Davidson, Jim	B.A., Samford University; M.Div., New Orleans Baptist Theological Seminary	Religion
Davis, Joshua A.	Northeast Alabama Community College; B.S., Auburn University	Workplace Skills Enhancement
Deere, Christie L.	A.S., Northeast Alabama Community College; B.S., Jacksonville State University; M.A., University of Alabama	Mathematics
Doll, Tom	B.A., Athens State University; M.A., University of Alabama; M.S., Jacksonville State University	Mathematics
Durham, James B	B.S., M.B.A., Auburn University	Business
Everett, Lauren	B.S., Jacksonville State University; M.S., University of West Alabama	Biology
Ferguson, Carrie	A.S., Northeast Alabama Community College; B.S., Jacksonville State University; M.A., University of Alabama	Mathematics
Finch, Starla	A.S., Northeast Alabama Community College; M.A., Ed.S., The University of Alabama	English/History
Fossett, Kathy	B.S. Jacksonville State University ; M.S. Jacksonville State University; Northeast Alabama Community College; University of West Alabama	Biology
George, Arlene	A.A.S., CERT, Snead State Community College	Salon and Spa Management
Gifford, Pamela Jean	A.S., Northeast Alabama Community College; B.A., B.S., Athens State University; M.A.Ed., The University of West Alabama	English
Goins, Bettina	B.A. University of Alabama in Huntsville; M.A. Jacksonville State University; Northeast Alabama Community College; University of West Alabama	English
Grisham, Dewayne	Short Term Certificate, Northeast Alabama Community College	Emergency Medical Services
Guilford, Harold	A.A.S., CER, STC, Northeast Alabama Community College	Air Conditioning and Refrigeration Technology

Hairston, Ashley	B.S. and M.S. University of Alabama in Huntsville	English
Hales, Courtney	B.S.Ed., Athens State University; M.A.Ed., University of West Alabama	English
Hall, Hunter	M.E.D., University of West Alabama; B.A., Auburn University; Northeast Alabama Community College	History
Hall, Rod	Northeast Alabama Community College; B.S. and M.Edu, Auburn University	Workplace Skills
Hancock, Debra	A.A.S., Northeast Alabama Community College	Massage Therapy
Hawes, Shainah	A.A.S., Northeast Alabama Community College; B.S.N., Jacksonville State University	Medical Assisting Technology
Hayes, Taylor	B.S., Jacksonville State University; M.E.D., University of West Alabama; Grand Canyon University	Speech
Hechler, Brian	B.S., Athens State University; M.S., The University of Alabama	Mathematics
Henson, Brianna	B.S., M.S.E., Jacksonville State University; Northeast Alabama Community College	Adjunct Instructor (ENG)
Hill, Stephanie	B.S., University of Tennessee at Chattanooga	Medical Assisting Technology
Hilley, Natasha	B.S., Jacksonville State University; M.A., University of West Alabama	English
Holman, Johnny	B.S., University of Tennessee at Chattanooga; M.S.E., Jacksonville State University	History
Howell, Jessica Lindsey Sparks	B.S., Jacksonville State University; M.S.Ed., Jacksonville State University; Ph.D., Mississippi State University	Sociology
Johnson, Carolyn	A.S., Northeast Alabama Community College; B.S., M.S., Jacksonville State University	English
Johnson, Mark Wesley	A.A.S., Northeast Alabama Community College	Welding
Johnson, Rhonda	B.S., Jacksonville State University; M.Ed., The University of Alabama	Biology
Jolley, Belinda	A.S., Tomlinson College; B.S., Jacksonville State University; M.A., Ed.S., University of Alabama	Biology
Jones, Amanda	A.S., Northeast Alabama Community College; B.S., Auburn University; M.S., University of Alabama at Birmingham; M.S., Jacksonville State University	Medical Assistant/Biology
Jones, Chasity	A.A.S., Northeast Alabama Community College	Emergency Medical Services
Killion, Martin	A.A.S., Northeast Alabama Community College	Emergency Medical Services
Kleve, Tim	B.A. Ed., University of Akron; M.A., Cleveland State University	Mathematics
Koger, Bradley H.	A.A., Northeast Alabama Community College; B.A., Jacksonville State University; M.A., Jacksonville State University	History
Land, Rodney	A.S., Northeast Alabama Community College; B.S., M.Ed., Auburn University; Ed.S., University of Alabama in Birmingham	Chemistry
Lea, Dr. Michael	BA, Samford University; Duke University, M. Div.; Mercer University, Doctor of Ministry	Religion
Ledbetter, Beverly	B.S.E., Athens State University; M.Ed., University of West Alabama; Ed.S., Lincoln Memorial University	Mathematics
Lee, Ashley	B.S., University of Alabama in Huntsville; M.S., Alabama A & M University	Biology
Marroquin, Vanessa	B.S., Jacksonville State University; M.S. University of West Alabama; University of Alabama Birmingham; Northeast Alabama Community College	Mathematics
Martin, Patricia J.	B.S., Auburn Alabama; M.S., Jacksonville State University	Biology



McAllister, Carmela	A.S., Northeast Alabama Community College; B.S., Athens State University; M.S., University of West Alabama	Math
McBride, Adam	Snead State Community College; B.A., University of Alabama; M.Ed., Alabama A&M University; E.Dd., Liberty University	History
McClain, Tresha L.	B.A., Auburn University; M.A., University of Alabama; Ed.S., Lincoln Memorial University	Spanish
McFall, Russell Lee	Gadsden State Community College Certificate in Welding; A.A.S., Northeast Alabama Community College; UA Local 91 Training Center Apprenticeship Certificate	Welding
McFall, Scott	CRT, University of Alabama; B.S.Ed. Jacksonville State University; M.Ed. Jacksonville State University	Math
Megehee, Leshia	B.A., Mississippi State University; M.A., Marshall University	Mathematics
Metz, Lashawna	B.S., Jacksonville State University; M.S., The University of West Alabama	Mathematics
Millis, Zack	B.A., University of South Alabama; M.A., Southern Illinois University of Carbondale	Philosophy
Mitchell, Michael	B.A., Samford University; M.Div., New Orleans Theological Seminary	Philosophy
Morrow, Delisa	A.A., Meridian Community College; B.S.N. and M.S.N., Jacksonville State University	Nursing
Ormond, Deborah	B.A., M.S., Vanderbilt University	Physics
Overdear, Lisha F.	B.S.Ed., Athens State College; M.S.Ed., University of Alabama; EDS, University of West Alabama	Child Development
Palmer, Cory	A.A.S., Northeast Alabama Community College; Chattanooga State Technical Community College	Air Conditioning and Refrigeration Technology
Patterson, Denise	B.S., The University of Alabama; M.S., University of Alabama in Huntsville	Biology
Peek, Amanda	B.S.Ed. Athens State University; M.Ed. William Carey University; Northeast Alabama Community College; Northwest-Shoals Community College	Math
Peek, Travis	A.A.S., Northeast Alabama Community College	Emergency Medical Services
Peppers, Suzann	A.A.S., Snead State Community College; M.S., Jacksonville State University, Athens State University	Nurse Assistant
Phillips, Crystal	B.S., Athens State University; M.S., University of West Alabama	Mathematics
Pope, Jon-Alan	B.S., M.Ed., Auburn University	Mathematics
Quizon, Sheena	B.S., M.S., The University of Alabama	Nutrition
Reeves, Rebecca	A.S., Northeast Alabama Community College; B.S.N., Jacksonville State University	Medical Assistant Technology
Richons, Emily	A.A.S. Pierce Community College; B.A. Hawaii Pacific University	Speech
Riggs, Sharon	A.A., A.S., Northeast Alabama Community College; B.S., Jacksonville State University; M.A., Ed.S., Ed.D., University of Alabama	Mathematics
Robbins, Rachel	B.F.A., University of Montevallo; M.A., University of Alabama	Art
Rogers, Jai	A.A.S., Northeast Alabama Community College	Emergency Medical Services
Saint, Robert	B.S.Ed., The University of Alabama; M.S.Ed., Alabama A & M University	Biology
Schrader, Loran	M.E., University of West Alabama; B.S., Faulkner University; A.S., Northeast Alabama Community College	Biology
Shelton, Robyn	B.S., University of Alabama in Birmingham; M.Ed., University of West Alabama	Biology
Shelton, Stephanie	B.S., Athens State University; M.A.T., University of West Alabama	Mathematics

Shugart, Anna Stout	B.A., M.Ed., Auburn University	English
Simpson, Steve W.	B.S., M.S., Jacksonville State University	Mathematics
Smith, Heather	A.A., Northeast Alabama Community College; B.A., M.A., The University of Alabama	Speech
Smith, Valerie C.	B.S., M.S., Jacksonville State University	English
Southeast, Kenneth E.	B.A., University of Alabama; M.B.A., Alabama A&M University	Workplace Skills
Stivers, Nia	B.S., Jacksonville State University; M.Ed., Jacksonville State University	English
Strickland, Kari	B.S. University of Alabama ; M.A. University of West Alabama	Math
Swinford, Joseph N.	A.S., Northeast Alabama Community College; B.S., Athens State University; M.S., University of West Alabama	Mathematics
Taylor, Jeremy Scott	B.A., University of Alabama; University of Alabama School of Law Juris Doctor	Paralegal
Treece, Rickey	A.A.S, Northeast Alabama Community College	Carpentry
Vernon, Phillip	B.S., Auburn; M. Edu, Auburn University at Montgomery; Ed.S., Troy State University; University of Alabama at Birmingham	Physical Science
Wade, Cynthia	B.S., University of Tennessee; M.A., University of Alabama	Mathematics
Walker, Rachel	A.S., B.S., University of the State of New York	Medical Assistant Technology
Wells, Kathy	B.S.Ed., Auburn University; M.S.Ed., University of Alabama at Birmingham	Physical Education
Whitten, Sherry	B.S., University of Alabama; M.S., Alabama A&M University	Office Administration
Woodall, Lacinda	A.S., Northeast Alabama Community College; B.S., Athens State University; M.L.I.S., University of Alabama	Librarian
Wright, Loretta	A.S., Northeast Alabama Community College; B.S., M.Ed., Auburn University	History
	<b>Professional and Support Staff</b>	
Allen, Noah	A.A.S., Northeast Alabama Community College	Computer Technician
Anderson, Chris	B.S., Auburn University	ATN Project Engineer
Andres, Ermitana	A.S., Northeast Alabama Community College	Adult Education Program Assistance
Andrews, Darlene	B.A., Auburn University; M.S.C., Auburn University; Troy University; Auburn University at Montgomery; NorthCentral University	Director of Advising
Bailey, Emily	B.M., Middle Tennessee State University; A.A., Northeast Alabama Community College	Assistant to the Director of Institutional Planning and Assessment and SACSCOC Accreditation Liaison
*Bain, Angie	A.S., Northeast Alabama Community College; B.S., University of North Alabama; M.A./M.S., University of Alabama; Ed.S., University of Alabama	Office Assistant, Reverse Transfer
Blackwell, Jarrod	A.A., Northeast Alabama Community College; B.S., Middle Tennessee State University	Multimedia/Audio-Visual and Classroom Equipment Technician
*Britt, Chandler	A.A.S., CRT., Northeast Alabama Community College	Cosmetology Live Work Aid
Brown, Chasley	A.A.S., Northeast Alabama Community College; B.S., Auburn University	Event Planning and Alumni Relations
Brown, Jennifer	A.S., Northeast Alabama Community College; B.S., Auburn University; M.B.A., Jacksonville State University	Title IV Specialist/Financial Aid Office Assistant
*Bunch, Leisa	Northeast Alabama Community College	Adult Education Office Assistant/Accountant
Bynum, Jerry		Custodial/Maintenance
*Cantrell, Madelyn	A.S. Northeast Alabama Community College	Office Assistant

Carroll, Barbara W.	A.S., Northeast Alabama Community College; B.S., University of Alabama in Birmingham; Ed.S., University of Montevallo	Professional Tutor
Chambless, Justin		Maintenance Technician
Childers, Glenda	B.S. Jacksonville State University	Professional Tutor
*Clement, Julise	A.A., Northeast Alabama Community College; B.A., Alabama A&M University; Cosmetology Instructor, Alabama Board of Cosmetology	Office Assistant
Cloud, Rebecca	A.S., Northeast Alabama Community College; B.A., Athens State University; M.Ed., Lamar University	Administrative Assistant to the Associate Dean of Instruction
*Cole, Dr. Ashley	B.S., B.A. Western Kentucky University; Ph.D. CRT. University of Kentucky	Medical Director
*Colvard, Brent	B.A., Jacksonville State University; M.A., Jacksonville State University	Bookstore Clerk
Cook, Barbara	A.A. & A.S., Northeast Alabama Community College B.S., Athens State University	Business Office Assistant
Cowart, Darlene	A.A.S., Northeast Alabama Community College	MIS Office Manager
*Darwin, Pamela	A.S., Northeast Alabama Community College; B.S., Athens State University; MLIS, University of Alabama	Librarian
Dodd, Olivia	A.A., Northeast Alabama Community College; B.A., Birmingham-Southern; M.A., University of Alabama	Director of Institutional Planning and Assessment and SACSCOC Accreditation Liaison
Dupree, Kellie	B.S. Jacksonville State University; Northeast Alabama Community College	Accounts Receivable Specialist
Ealy, Kyle	A.A.S., Northeast Alabama Community College	Computer Technician
Edmondson, Tonia	A.S., A.A., Northeast Alabama Community College; B.S., Jacksonville State University	Adult Education Office Manager/MIS
Falk, Patricia	A.A.S., Northeast Alabama Community College; B.S., Athens State University; M.Ed., Alabama A&M University	Director of Educational Technology
Freeman, Jada	B.S., Athens State University	ATN MEP Program Coordinator
Garrett, Lee	A.A.S., Northeast Alabama Community College	Computer Technician
George, Julie	A.A.S., Northeast Alabama Community College	Skills Training Coordinator/Assistant
Gilliland, Trey	B.A., University of North Alabama	Administrative Assistant to the Theatre Office
Gonzalez, Lizeth	A.S., Northeast Alabama Community College; B.S., University of Montevallo	Career and Transfer Advisor
Graben, Tiffany	A.S., Northeast Alabama Community College; B.S., Huntingdon	Purchasing Coordinator/Business Office Assistant
Graham, Rachael	A.A., Northeast Alabama Community College; B.S., Auburn University;	Assistant Foundation Fundraiser
Green, Penny	B.S., Jacksonville State University	Health Science Division Secretary
Gross, Gail	B.S., B.A., The University of Alabama in Huntsville	Bookstore Manager
*Guffey, Larry	B.S., Jacksonville State University; M.B.A., Jacksonville State University	Business Office Programmer & Account Specialist
*Guffey, Linda	A.A.S., Northeast Alabama Community College; Certified Professional Secretary, Institute for Certifying Secretaries	Office Assistant
Hancock, Susan R	A.S., Northeast Alabama Community College; B.S., University of Alabama in Huntsville	Assistant to the Dean of Administrative Services/Accountant
Hartline, Wanda		Custodial/Maintenance Employee
Haynes, Doug	B.S., Jacksonville State University	Golf Coach
Hernandez, Brenda	A.S., Northeast Alabama Community College; B.S., University of Alabama in Huntsville	Financial Aid Office Assistant
Holland, Riley	A.S., Northeast Alabama Community College; B.S., University of North Alabama	Admissions Office Assistant
Jones, Kaitlyn	A.S., Northeast Alabama Community College; B.S., Athens State University	Human Resources Assistant
Jones, Kent	Gadsden State Community College	Director of Physical Plant

*Kirk, Donna	A.S. Northeast Alabama Community College; B.S. Jacksonville State University; M.S. Jacksonville State University	Retention Specialist
Kisor, Ronny	B.S., Athens State University; M.S.E., University of Alabama	ATN Center Director
*Laney, Patrick	B.S., University of Alabama; M.Div., Columbia Theological Seminary	Cross Country Coach
Lea, Judith	A.A.S., Northeast Alabama Community College; B.S., Athens State University; M.S., Troy State University	Director, Student and Faculty Technology Center
Ledbetter, Melissa	B.S., Auburn University; M.S., Austin Peay State University; Birmingham School of Law	Work Experience Coordinator and Assistant to the Dean of Workforce Development
Lockard, Greg	A.A.S., Northeast Alabama Community College	Emergency Medical Services Clinical Coordinator
*Mathewson, Amber	A.S., A.A, Northeast Alabama Community College	Office Assistant
McAlpin, Van	Jacksonville State Police Academy	Police Chief
McCallie, Ellen	A.S., Northeast Alabama Community College; B.S., University of North Alabama; M.B.A., University of North Alabama	Financial Aid Office Clerk
McCurdy, Gloria		Custodial/Maintenance Employee
*McGill, Taytum	A.A.S. Northeast Alabama Community College	Cosmetology Live Work Aid
Merillien, Misty	A.S. Snead State Community College; B.A. Auburn University	Work-Based Learning Coordinator
*Miller, Danny	CRT, Northeast Alabama Community College	Police Officer
Miller, Staci R	A.S., Northeast Alabama Community College; B.S., M.S., Jacksonville State University	Dual Enrollment Coordinator
Mitchell, Darrell		Maintenance Assistant
*Morris, Kyle	Short-Term Certificate, Northeast Alabama Community College	Emergency Medical Services Training Specialist
Moore, Scarlett		Custodial/Maintenance Employee
Nappier, Jonathon	A.A., Northeast Alabama Community College; B.B.A., Athens State University; M.S., Athens State University	Assistant Registrar
*Nevels, Melanie	B.S.E., Jacksonville State University; M.A., University of Alabama	Dual Enrollment Specialist
Newsome, Rhiannan	M.B.A, Faulkner University	Admissions Office Assistant
Nippers, Meg	A.A., Northeast Alabama Community College; B.A., Jacksonville State University	Director of Promotions and Marketing
Okwu, Andrea	A.A., A.S., Northeast Alabama Community College; B.S., Athens State University; M.B.A., University of North Alabama	Coordinator of High School Relations/Recruiting
O'Tinger, Laura	A.A.S., Northeast Alabama Community College	Administrative Assistant to the Dean of Student Services
Pack, Chace		Grounds/Maintenance Technician
*Peek, Travis	A.A.S. Northeast Alabama Community College	EMS Lab Coordinator
Prater, Debbie	A.A.S., Northeast Alabama Community College	Payroll Clerk
Sanford, Julia	A.S., Northeast Alabama Community College; B.S., Athens State University; M.L.I.S., The University of Alabama	Director of Developmental Studies Support Programs and College Retention
*Shankles, Amy	B.S., Athens State University; M.S., Alabama A&M University; M.S., Jacksonville State University	Library Resources Cataloger
*Shelton, Kristen	A.S., Northeast Alabama Community College; B.S., Huntingdon College	Office Assistant
Shepard, Andrea	A.S., Northeast Alabama Community College; B.S., Athens State University	Admissions Office Assistant
*Smith, Jacob	Northeast Alabama Community College	EMS Continuing Education Coordinator
Smith, Heather	A.A., Northeast Alabama Community College; B.A., M.A., The University of Alabama	Development Director
Smith, John	Snead State Community College; Gadsden State Community College	Maintenance Technician

*Smith, Norman	Jacksonville State University Police Academy	Police Officer
*Smith, Rickey		Part-Time Maintenance Assistant
Snay, David	A.S., Northeast Alabama Community College; B.S., Athens State University; Jacksonville State University Police Academy	Police Officer
Stewart, Angela	A.A.S., Northeast Alabama Community College	Administrative Assistant to the Vice President/Dean of Instruction
Stringer, Brenda	A.S., Snead State Community College; B.S., Athens State University	Executive Assistant to the President
*Taheri, Jessica	M.S, Jacksonville State University; University of Alabama; Northeast Alabama Community College	Theatre Set and Maintenance Assistant
Valey, Seferina	A.A.S., Northeast Alabama Community College	Administrative Assistant to the Dean of Workforce Development and Skills Training
Vaughn, Paige	A.S., Northeast Alabama Community College; B.S., Athens State University	Assistant to the Coordinator of High School Relations and Recruiting
*Webb, Susan	B.S., Auburn University; M.A., University of Alabama	Dual Enrollment Specialist
Wheeler, Lynde	A.S., Northeast Alabama Community College; B.S., Athens State University; M.B.A., University of North Alabama	Human Resources Director
*Wildman, Pat	A.A.S., Northeast Alabama Community College; Certified Professional Secretary, Institute for Certifying Secretaries; University of Alabama	Office Assistant
Williams, Holly	A.S., Northeast Alabama Community College; B.S., University of Alabama; M.B.A., University of North Alabama	Career and Transfer Advisor
Williamson, Kip	A.S., Gadsden State Community College; B.S., Auburn University; M.A., University of Alabama; M.Ed., Alabama A & M University	Director of Financial Aid
Wilson, Haley	A.S., Northeast Alabama Community College; B.S. and M.A., University of North Alabama	ALAMAPS Success Coach
*Woodall, Lacinda	A.S. Northeast Alabama Community College; B.S.Ed. Athens State University; M.S. University of Alabama	Librarian
Woodall, Mallory	A.S., Northeast Alabama Community College; B.S., Athens State University	Business Office Assistant
Woods, Alicia	A.S., Northeast Alabama Community College; B.S., University of North Alabama	GED Chief Examiner and Testing Lab Coordinator
*Works, Greg		Police Officer
Wright, Kerry	B.S., Auburn University; M.S., Alabama A&M University	Work Experience Coordinator
York, Rhonda		Custodial/Maintenance Employee
Young, Taylor	A.A.S., Northeast Alabama Community College	Learning Resources Center Secretary

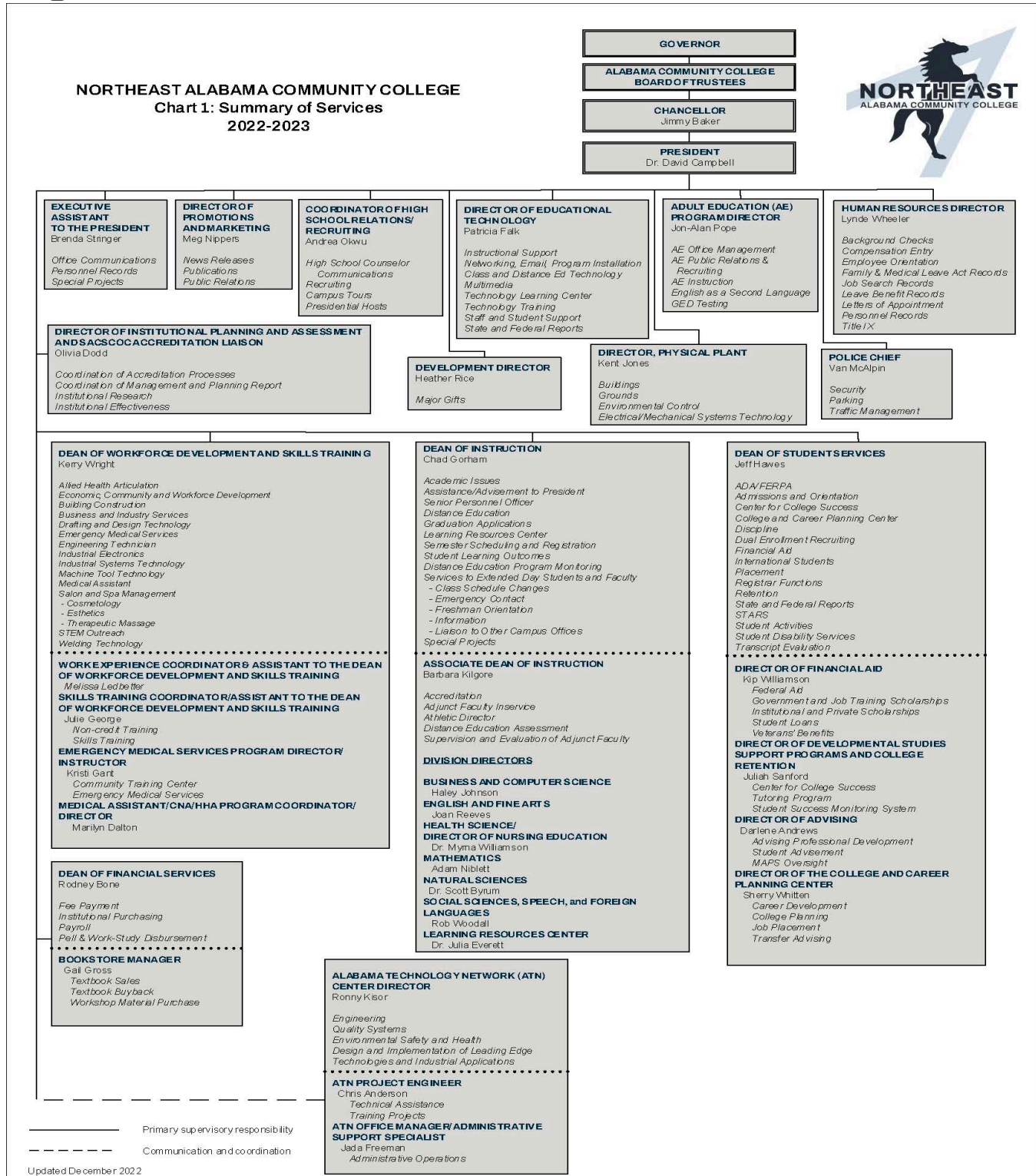
## Where to go for Assistance

Concerning	Office	Location
Absences – Instructor	Instructor	Instructor's Office
Academic Advisement	Advisor	Advisor's Office
Adding a Class	Advisor	Advisor's Office
Admissions/Readmissions	Admissions Office	Student Center 115
Alumni Services	Chasley Brown	Pendley Admin. Building 201
Apply for a Certificate	Advisor	Advisor's Office
Auditing a Course	Admissions Office	Student Center 115
Books and Supplies	Bookstore	Annex100
Campus Tours	Andrea Okwu/Paige Vaughn	Pendley Admin. Building 205

Career Advising	Sherry Whitten	Wallace Admin. Building 112
Change of Address	Admissions Office	Student Center 115
Change in Schedule	Advisor	Advisor's Office
Chorus/Voice Scholarships	Sara Markham	William H. Beck & Fine Arts Building 243
Club Meetings	Sponsor	Sponsor's Office
Complaint Processes	Dean of Student Services	Student Center 115
Distance Education	Barbara Kilgore	Pendley Admin. Building 112
Drama Program	Kayleigh Smith	Tom Bevill Lyceum/Theatre 208
Drama Scholarships	Kayleigh Smith	Tom Bevill Lyceum/Theatre 208
Dropping a Class	Advisor	Advisor's Office
Email	Technology Support	Pendley Admin. Building 129B
Fees	Business Office	Wallace Admin. Building 122
Final Examinations	Instructor	Instructor's Office
Financial Aid	Financial Aid Office	Wallace Admin. Building 101
Fines	Business Office	Wallace Admin. Building 122
Forming a Club	Dean of Student Services	Student Center 115
Grades	Registrar's Office	Pendley Admin. Building 129
Graduation	Dean of Instruction	Pendley Admin. Building 112
Harassment	Human Resources/Title IX Coordinator	Pendley Admin. Building 116
ID Cards	Admissions Office	Student Center 117
Insurance Certifications (Student)	Registrar's Office	Pendley Admin. Building 129
Job Placement	College and Career Planning Center	Wallace Admin. Building 112
Lost and Found	Campus Police	Student Center 102
Non-Credit Training	Skills Training Office	Pendley Admin. Building 118
Online Classes	Barbara Kilgore	Pendley Admin. Building 112
Orientation	Director of Advising	Wallace Admin. Building 100
Parking Permits	Admissions Office	Student Center 117
Probation (Academic)	Dean of Student Services	Student Center 115
Refunds	Business Office	Wallace Admin. Building 122
Registration	Advisor	Advisor's Office
Reserving School Facilities	Dean of Instruction	Pendley Admin. Building 112
Reverse Transfer	Admissions Office	Student Center 107
Safety or Security Concerns	Campus Police	Student Center 102
Schedule of Classes	Dean of Instruction	Pendley Admin. Building 112
Social Functions	Dean of Student Services	Student Center 115
Student Government	Joan Reeves	English Building 107
Suspension	Dean of Student Services	Student Center 115
Technology Support	Technology Support	Pendley Admin. Building 129B
Testing (ETS Proficiency Profile)	Director of Institutional Planning and Assessment	Wallace Admin. Building 112
Testing (ACCUPLACER)	Admissions Office	Student Center
Testing (GED)	Alicia Woods	William H. Beck Health & Fine Arts Building 227
Testing (WorkKeys)	Haley Wilson	Workforce Development 259
Theatre Tickets	Trey Gilliland	Tom Bevill Lyceum 208
Transcripts	Registrar's Office	Pendley Admin. Building 129
Transfer Credit Problems	Admissions Office	Student Center 115
Transferability of Courses	Holly Williams	Wallace Admin. Building 112
Tutoring Services	Juliah Sanford	Student Center 113
Used Books	Bookstore	Annex 100
Veterans' Services	VA Office/Financial Aid Office	Wallace Admin. Building 101
Visitors to Campus	Campus Police	Student Center 102

Visual Arts Scholarships	Jaia Chen	William H. Beck Health & Fine Arts Building 229
Withdrawal from School	Financial Aid Office	Wallace Admin. Building 101
Work Study	Financial Aid Office	Wallace Admin. Building 101

# Organizational Chart



# Campus Regulations and Services

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This handbook describes student rights and responsibilities. The following specific issues are addressed alphabetically.

## Absence Policy

Specific policies governing class attendance are established by individual faculty members. Instructors will discuss their attendance policy with each class at the beginning of the semester. It is the responsibility of students to know the attendance policy for each course in which they are enrolled.

## Academic Progress Standards

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

### 1. Exceptions

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

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation upon admission and must transition to these standards of academic progress.

Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

### 2. Required GPA Levels for Students According to Number of Hours Attempted at the Institution

Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.

Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 Cumulative Grade Point Average.

Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

### 3. Intervention for Student Success

When a student is placed on Academic Probation, or one-term academic suspension or one-calendar year academic suspension, then institution officials may provide intervention methods for the student. These strategies and methods may include but are not limited to limiting the student's course load, requiring study skills seminars, administering the LASSI (Learning and Study Strategies Inventory) and/or recommending other specific courses. Students on Academic Probation may also be included in the SAGE early alert process.

### 4. Application of Standards of Progress

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

When the student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on Academic Probation. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution but the semester GPA is 2.0 or above, the student remains on Academic Probation.

When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the



total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED–ONE SEMESTER.

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

The student who is readmitted upon appeal re-enters the institution on Academic Probation. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.

A student returning from a one term or one year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one year suspension.

The student may appeal a one term or one year suspension.

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

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an “appeal for readmission” to the Admissions Committee.

During the meeting of the Admissions Committee, which shall not be considered a “due process” hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the college's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

## 5. Initial Academic Status of Transfer Students

A transfer student 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.

A transfer student whose cumulative grade point average 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 ADMITTED ON ACADEMIC PROBATION.

An applicant who has been academically suspended from another regionally or Council on Occupational Education accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the college 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.

## 6. Definition of Terms

Grade Point Average (GPA) – The grade point average based on all hours attempted during any one term at the institution based on a 4 point scale.

Cumulative Grade Point Average (GPA) – The grade point average based on all hours attempted at the institution based on a 4 point scale.

Clear Academic Status – The status of a student whose Cumulative Grade Point Average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

### Academic Probation

(1) The status of a student whose Cumulative GPA falls below the level required by this policy for the total

number of credit hours attempted at the institution; or

(2) The status of a student who was on Academic Probation the previous term and whose Cumulative GPA for that semester remained below the level required by this policy for the total number of credit hours attempted at the institution but whose Semester GPA for that term was 2.0 or above.

One Semester Academic Suspension – The status of a student who was on Academic Probation the previous term but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose Cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose Semester GPA for that term was below 2.0.

One Year Academic Suspension – The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose Semester GPA for that term was below 2.0.

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

## Accelerated High School Program

The Accelerated High School program is an enrichment opportunity allowing eligible high school students to earn college credits for courses taken at NACC while still enrolled in high school. High school students will not receive high school credit for any college courses completed in the Accelerated High School program. The Accelerated High School program is available to students attending public, private, parochial or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school/private tutor pursuant to §16-28-5 of the Code of Alabama 1975. Students in the Accelerated High School program are responsible for the cost of tuition, fees, textbooks, materials and supplies as required in the syllabus of each course.

Students may only enroll in postsecondary courses for which the high school prerequisites for the courses in which he/she enrolls have been completed. Students may enroll in academic, career and technical, or health profession courses/programs. Upon completion of the Accelerated High School program and high school graduation, the student must apply for admissions and meet all NACC admissions requirements.

## Accommodations for Disabilities

Students or guests who have a disability which may prevent them from enjoying the services or activities of the college may request accommodations to enable their participation. Requests may be directed to instructors, to any person in charge of an activity, or to any receptionist or other staff member who is in a position to assist. The college is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and all other applicable regulations. Special needs or requests for assistance beyond what can be readily provided by the point-of-contact personnel listed above should be directed to Riley Holland, the ADA Compliance Coordinator, Office 115 in the Student Center at 138 Alabama Hwy 35, Rainsville, AL 35986 or 256-638-4418, ext. 2222.

## Accuplacer

The ACCUPLACER placement test is administered by the Admissions Office. The test consists of two sections and assesses a student's achievement level in writing and mathematics. ACCUPLACER is not a timed test and is administered via computer. This assessment tool helps determine the level of preparedness for college-level work and plan the best set of courses for individual career goals and skill levels. A student may retest for a \$10.00 fee per subject area provided there is evidence the student has completed sufficient test preparation activities. Students scheduled to take the ACCUPLACER must present a primary ID and may not bring any personal belongings in the computer lab; including cell phones, calculators, bags, smart watch, etc.

Exemptions: Students who have previous college credit in college-level English and mathematics with a grade of “C” or better and students who have an associate degree or higher are not required to take the test. Also, any student scoring at or above the established ACT or SAT scores as detailed on the website at nacc.edu for either English or

mathematics within five years of enrollment is exempt from the subject-specific placement assessment. Students who have the appropriate high school GPA and grade markers from public Alabama high schools may also be exempt from subject specific assessment

## ADA Complaint Process

Northeast Alabama Community College has adopted an internal complaint process providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Titles I and II of the Americans with Disabilities Act. Title I, Section 102(a) states that “No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. Title II, states, in part, that “No otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

1. As a first step, the party making a complaint should meet with the party with whom he/she is in disagreement, and attempt to discuss and clarify the problem.
2. If the problem cannot be resolved in step one, the next step is for the complainant to discuss the complaint with the ADA Compliance Coordinator. If the complaint is lodged against the ADA Compliance Coordinator, the complainant will meet with the ADA Compliance Coordinator’s immediate supervisor.
3. If the ADA Compliance Coordinator is unable to resolve the issue informally, the complainant can file a formal complaint in writing. The written complaint must contain the name and address of the person filing the complaint, and it must briefly describe the alleged violation of the regulation. The complaint must be submitted to the ADA Compliance Coordinator within ten (10) business days of the alleged violation
4. The ADA Compliance Coordinator will investigate the complaint. The investigation shall be an informal but thorough investigation, affording all interested parties and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
5. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Compliance Coordinator to the complainant no later than fifteen (15) business days after the complaint is filed. The report shall be delivered in person or to the address given in the written complaint, by certified mail, return receipt requested.
6. If the complainant is not satisfied with the decision of the ADA Compliance Coordinator, he or she may file a written appeal with the President specifically stating the objections to the decision within ten (10) business days after receipt of the decision. The President will appoint a committee of at least three persons to review the complaint. The Committee will review the decision of the ADA Compliance Coordinator solely on the following grounds, and none other:
  - a. to determine if there was substantial evidence to support the decision;
  - b. to determine if the student had a fair and impartial investigation regarding their case; and
  - c. to determine if there is new evidence which would affect the decision.
7. The committee will submit a recommendation to the President, within thirty (30) days of the filing of request for reconsideration.
8. The President will review the committee report and will file a written response to the Complainant and the ADA Compliance Coordinator. The decision of the president shall be final under the provision of this complaint process.
9. If, after exhausting all available institutional processes, a student’s complaint remains unresolved, the student may appeal to the Alabama Community College System using the System’s official Student Complaint Form (PDF) or Online Student Complaint Form. Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and emailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to the Alabama Community College System.
  1. The Division of Student Success will investigate the complaint.
  2. The institution which is the subject of complaint has 15 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
  3. The Division of Student Success will adjudicate the matter within 30 days business days of receipt of complaint and write a report or Letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
  4. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
  5. The decision made by ACCS is final and cannot be appealed.

Notes: Any time limit set herein may be extended upon the written mutual consent of both parties. A copy of the complaint and resolution of the complaint will be kept on file with the ADA Compliance Coordinator for a minimum of five years. During resolution proceedings, the College shall use a preponderance of evidence to determine if a

violation of policy has been made. The preponderance of evidence will consist of such evidence as, when considered and compared with that opposed to it, has more convincing force and produces in the mind's belief that what is sought to be proved is more likely true than not true

Students requiring reasonable accommodations during the complaint process should contact the ADA Compliance Coordinator. Students should allow reasonable advanced notice so that reasonable accommodations may be arranged.

All complaints related to disabilities should be addressed to:

Riley Holland  
ADA Compliance Coordinator  
Phone: (256) 638-4418, Ext.2222  
Email: [hollandr@nacc.edu](mailto:hollandr@nacc.edu)

## Admissions

Admissions requirements are outlined in the Admissions Requirements section of this catalog.

Admissions information may be obtained at the Admissions Office in the Student Center and on the college website at [www.nacc.edu/admissions](http://www.nacc.edu/admissions).

## Academic Advising

NACC is committed to an advising system to develop self-regulated learners by which academic advisors build relationships of trust and guidance that empower students to achieve their personal, academic, and career goals. We believe that students who are actively engaged in their education will be more successful throughout their educational careers and beyond.

Each student, upon enrollment, will attend a new student orientation and be assigned an academic advisor who is familiar with the college program specific to the area of interest of the student.

## Adult Education

Adult Education operates under the Alabama Community College System and through a consortium of public school systems and community colleges in DeKalb, Jackson, and Marshall Counties. **The Program** provides academic instruction from very basic skills up to the college level. Areas of instruction include reading, writing, and speaking English, math, social studies, science, GED, Non-Traditional High School Diploma, **ACT prep**, college preparation, career preparation, digital literacy instruction, pre-apprenticeship programs, and **assisting with career pathways**. Instruction is grouped into two general areas: Basic Academic Improvement (including GED, adult reading, and college/career prep), and English as a Second Language (ESL). Classes are usually scheduled separately and are free and open to anyone 17 years of age or older and not enrolled in a K-12 school. Students may attend classes at one of the many class locations within the service area of DeKalb, Jackson, and Marshall Counties or may participate in classes online. Instructional materials are provided to enrollees, and many classes are equipped with computers using the latest software and **online programs**. In some cases, the Program partners with area industries to provide classes for their employees. Whether held on-site or in public locations, participants have the opportunity to improve workspecific skills in addition to general academic improvement. Please contact us if you wish to enroll or perhaps volunteer your time to help others. For more specific information or class locations and times, please contact our office at 256-638-2957 or 256-228-0021, visit our website at <https://www.nacc.edu/about-nacc/college-offices/adult-education> or email us at [popej@nacc.edu](mailto:popej@nacc.edu).

## Adult Education Learning Lab

The Adult Education Learning Lab, located in Room 227 of the Beck Health & Fine Arts Building, is a Pearson VUE Authorized Testing Center for Northeast Alabama Community College and the surrounding areas. The lab was developed to offer the new computer based GED Exam, and has grown to include various certification and licensing testing for many other fields to meet the needs of local students and professionals, as well as businesses and industries. Certifications through CompTIA, C++, and Adobe, are among the items offered in the information

Technology field. The National Registry of Emergency Medical Technicians (NREMT) exams are part of the growing healthcare fields represented. Business and education profession exams are also available. For more information, contact Alicia Woods at (256) 638-4418 \*2362 or [woods@nacc.edu](mailto:woods@nacc.edu). To register for exams, please visit [www.pearsonvue.com](http://www.pearsonvue.com).

## App–Elliciango

Northeast Alabama Community College Mobile App (EllucianGO) is available for free download from the Apple App Store and Google Play Store. The App is a great resource for faculty and staff, but also for current and prospective students. The App also includes easily accessible crisis management directions for any emergency situations on campus.

To access this App, go to the Apple App Store for the iOS version or go to the Google Play Store for the Android version.

## Alcoholic Beverages

Northeast does not permit the consumption or possession of alcoholic beverages on the campus or at college-sponsored functions.

## Articulation/Transfer

### Alabama Transfers:

The Alabama Articulation Program (also called Alabama Transfers) is an articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four-year institution. Alabama Transfers is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made. Alabama Transfers is the information link between the state's public two-year and four-year institutions. The Alabama Transfers database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one institution to another. It is the student's responsibility to stay informed about Alabama Transfers and the university's requirements regarding individual programs of study. Students must print the Alabama Transfers guide, follow the instructions and retain the printed copy as documentation for the public universities in Alabama. For more information, go to [alabamatransfers.com](http://alabamatransfers.com)

### 2TO4 Transfer Program:

2to4 Transfer Program assists transfer students with determining what courses will transfer to a private college or university in Alabama. Students can obtain a 2to4 Transfer Guide for the university and major of their choice by visiting [www.accs.edu/academics/2-to-4-transfer](http://www.accs.edu/academics/2-to-4-transfer). It is the student's responsibility to stay informed about 2to4 and the university's requirements regarding individual programs of study.

As of 2020, the following members of Alabama's Independent Colleges and Universities (AAICU) participate in the **2to4** Program:

- Birmingham-Southern College
- Faulkner University
- Huntingdon College
- Miles College
- Samford University
- Spring Hill College
- Tuskegee University
- United States Sports Academy
- University of Mobile
- More colleges are being added as Transfer Guides are completed.

## Bookstore (Textbooks, ETC.)

The college bookstore is Textbooks, Etc. and is located in the Annex. Textbooks, workbooks, lab books, supplies for art, nursing, and music, and general supplies such as paper, pens, pencils, index cards, headache/ cold remedies, NACC t-shirts and caps, and other items are offered for sale. Students can pay by cash, check, credit card, or debit card.

The goal of Textbooks, Etc. is to have the textbooks and related materials in the store at the beginning of the semester and to keep the cost of all items as low as possible.

**Buyback Policy:** Hardcover and paperback books will be bought back at 50% of purchase price. The book must be in good condition for use by the owner, and it must be in use the upcoming semester.

Textbooks that will not be used on campus will have a buyback price established by the Market Buyer's Guide. These buybacks will be determined by the bookstore having an opportunity to market these books.

**Refunds:** With a receipt, textbooks may be returned/exchanged for full credit within the first 7 class days of each semester if a class has been changed or dropped. The books must not be marked, shrink-wrap must not be removed and disk or CD must be unopened in book. REFUNDS WILL NOT BE GIVEN UNTIL THE SECOND DAY OF CLASS OF THE SEMESTER.

Hours for Textbooks, Etc.:	
Monday and Thursday	8:00 AM - 5:00 PM
Tuesday and Wednesday	8:00 AM - 2:00 PM
Friday	8:00 AM - 12:00 Noon

Telephone: 256-638-4418, Ext. 2287 FAX: 256-638-9476

## Cafeteria/Food Services

A privately operated Cafeteria is located in the Student Center. Students should return trays and dishes to the designated window and help to keep the building clean. Glasses, dishes, utensils, etc., should not be removed from the Student Center. Students should conduct themselves with proper manners at all times.

## Campus Save Act and Clery Act

The Campus Sexual Violence Elimination Act (SaVE Act) was passed in March 2013 as a part of the Violence Against Women Reauthorization Act (VAWA).

The goals of the Campus Save Act are to:

- Prevent domestic violence, sexual assault, dating violence and stalking on campus.
- Educate the campus community that violence against women is unlawful.
- Coordinate services to recipients and survivors in response to incidents
- Give students and staff information on campus security policies and statistics

The Campus Save Act amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act), which requires higher education institutions to report crime statistics and disclose security-related information, in several important ways:

- It adds offenses involving domestic violence, dating violence, and stalking to the crimes that institutions must report and include in their annual security reports (ASR)
- It expands the categories of reportable "hate crimes" to include those based on bias against gender identity or national origin
- The policy statements filed as part of the ASR must now include detailed descriptions of the institution's internal procedures in cases of domestic violence, dating violence or stalking, as well as descriptions of its education and prevention programs.

The Campus SaVE Act contact at NACC is Lynde Wheeler in office 116, Pendley Administration Building, extension 2230, email [wheelerl@nacc.edu](mailto:wheelerl@nacc.edu).

## Annual Security Report

Northeast Alabama Community College is committed to the safety and security of its educational environments. The College produces an Annual Security Report by October 1, which outlines information on timely warnings; how to report crimes or sexual harassment matters; campus crime and arrest statistics; the sexual harassment policy; details about educational programs for topics such as sexual assault, stalking, domestic violence, and drug and alcohol abuse, and much more. This report is available at [www.nacc.edu/annalsecurityreport](http://www.nacc.edu/annalsecurityreport). A printed copy can also be requested at no charge by contacting the Title IX Coordinator, Ms. Lynde Wheeler, at 256.228.6001, ext. 2230, or at [wheelerl@nacc.edu](mailto:wheelerl@nacc.edu).

## Campus Crime and Arrest Statistics

Campus crime and arrest statistics are compiled utilizing the daily crime log maintained in the Campus Police Office as well as through reports provided by Campus Security Authorities and local police as required by the Jeanne Clery Act. The crime statistic information represents reports received but does not necessarily indicate that a crime was found to have occurred. Campus crime and arrest statistics are published each year in the Annual Security Report, available at [www.nacc.edu/annalsecurityreport](http://www.nacc.edu/annalsecurityreport). This report is also available in a printed version at no charge upon request. Contact Ms. Lynde Wheeler, Title IX Coordinator, at 256.228.6001, ext. 2230, or at [wheelerl@nacc.edu](mailto:wheelerl@nacc.edu) for more information.

## Campus Security Authorities

Students who observe a Clery Act crime on campus have a number of options for reporting such crimes to ensure that timely warnings are issued and statistics are maintained. The Clery Act defines reportable crimes as hate crimes, domestic violence, dating violence, stalking, sexual assault, homicide, rape, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Crimes observed on campus can be reported to any of the following Campus Security Authorities (CSAs) designated by NACC.

### Name, Title and Contact Information

Kelly Black, SkillsUSA Sponsor/Advanced Design & Manufacturing Instructor  
256.228.6001/256.638.4418, ext. 2286  
258 Workforce Development

Chris Peek, CDL Training Coordinator  
256.244.5174  
CDL Training Site

Jon-Alan Pope, Adult Education Program Director  
256.228.6001/256.638.4418, ext. 2363  
219 William M. Beck Health and Fine Arts Center

Chad Gorham, Dean of Instruction  
256.228.6001/256.638.4418, ext. 2294  
121 Charles Pendley Administration

Kristin Lacey, Salon and Spa Management Instructor  
256.259.1512  
Salon Institute

Olivia Dodd, Phi Theta Kappa Sponsor  
256.228.6001/256.638.4418, ext. 2399  
121 Wallace Administration

Jeff Hawes, Dean of Student Services  
256.228.6001/256.638.4418, ext. 2278  
115 Student Center

Lynde Wheeler, Human Resources Director/Title IX Coordinator  
256.228.6001/256.638.4418, ext. 2230  
116 Charles Pendley Administration

Adam Niblett, Mu Alpha Theta Sponsor  
256.228.6001/256.638.4418, ext. 2389  
225 Mathematics, Science, and Engineering Technology

Andrea Okwu, Presidential Host Sponsor  
256.228.6001/256.638.4418, ext. 2258  
205 Charles Pendley Administration

Joan Reeves, Student Activities Coordinator  
256.228.6001/256.638.4418, ext. 2231  
107 English Building

Kayleigh Smith, Theatre Instructor/Director of Theatre  
256.228.6001/256.638.4418, ext. 2218  
208 Tom Bevill Lyceum

Campus Police: Van McAlpin, Police Chief; David Snay, Police Officer; Norman Smith, Danny Miller, Steven Whited, and Greg Works – Part-Time Police Officers  
256.609.1060 256.228.6001/256.638.4418, ext. 2249  
101 Student Center

CSAs can assist students with reporting crimes to Campus Police or to local police, if desired by the victims. NACC allows voluntary, confidential reporting to CSAs, who are not campus police, previously listed. The college will strive to protect confidentiality in Clery Act reporting and disclosures and will maintain confidentiality regarding the investigation, accommodations, and protective measures provided to the complainant except when maintaining confidentiality could cause harm to others or hinder an investigation. Reporting crimes, including those as defined in the Clery Act, does not constitute that legal proceedings must take place.

## Canvas Learning Management System and Distance Education

Canvas is the learning management system that NACC uses for online and distance education course delivery. NACC has been using Canvas exclusively for online and distance course delivery since January 2017.

To take a web-based (online) course:

- **Read the Technical Requirements** for using Canvas, and make sure you have access to a computer meeting these specifications.
- **Register.**
- **Take Orientation for each class** as shown on Class Schedule:
  - Attend class Orientation if it meets on campus
  - Complete class Orientation within Canvas if it is online
  - Class Orientation is not to be confused with orientation to using Canvas in general, which is a hands-on training session offered at the first of each semester ([see below](#)). Class orientation is always required; orientation to using Canvas is recommended the first time you take an online class.
- **If you have not settled all financial obligations to the college**, you will not be able to access your current semester Canvas courses. Your registration is not considered complete until all financial aid and/ or payments have been applied to your current semester account. At Orientation or by email, TELL YOUR INSTRUCTOR that you intend to finish registering and take the course. Ask how to avoid getting behind in your early assignments, and follow instructions. Then access Canvas as soon as you become eligible
- **Financial Aid Students:** If your instructor does not hear from you by the end of Late Registration, your name will be turned in to Financial Aid as “not attending.” If you are having computer problems, go to a different computer and email the instructor; also turn in any assignments due the first few days.
- **ALWAYS use your college email account to correspond with instructors and college offices, never a different account. Mail from other accounts may not be accepted.** Emailing your online instructor through Canvas is highly encouraged. To do this simply click the “inbox” button on your Global Navigation panel on the left side of the main screen. Next, click on the “Compose a new message” button. Select your course and then select your instructor from the drop down menu, enter your text, and send the email. The email link in Canvas is directly tied to your NACC email account.



- **Have a back-up plan** for accessing Canvas and college email when you have computer or Internet problems. NACC computers in the library or computer labs can be used. Computer issues are not a reason to miss an assignment or exam

## How to Login to Canvas

Canvas is a course management system used by NACC to provide online access to instructional materials. Every active student has a Canvas account that can be accessed when registration is complete.

1. Open NACC website: <https://www.nacc.edu/>
2. Find the Canvas login on the upper right side of the screen.

OR

1. Go to the direct Canvas link: <https://nacc.instructure.com/>
2. Enter User ID (full NACC email including the word mail. Ex. [jlea0306@mail.nacc.edu](mailto:jlea0306@mail.nacc.edu))
3. Enter Password (eight-digit birthday (mmddyyyy))
4. Select Login.

IF YOU DO NOT SEE a course you intended to take on your dashboard, check the next icon down which is all courses. If the course is not listed there either as published or non-published, you should email your advisor or check your official course registration on your OneACCS as well as ask Financial Aid or the Business Office why your registration is incomplete.

**Using any computer or information technology resource of Northeast Alabama Community College signifies that the user agrees to comply with the following NACC policies found online:**

[Computer Technology Acceptable Use Policy](#)  
[Peer-to-Peer File Sharing Policy](#)  
[Wireless Access Policy](#)

For technical assistance, contact Judith Lea, Director of Technology Learning Center, ext. 2309 or by email [leaj@nacc.edu](mailto:leaj@nacc.edu).

## Center for College Success

The Center for College Success (CCS) serves all NACC students by providing them with assistance in skill building, academic support, and advising. CCS services help students develop fundamental skills and procedures for success in college and the future.

CCS provides the following free services:

- On-campus and online tutoring
- Success Seminars
- One-on-one student advisement
- Learning and Study Strategies Inventory (LASSI)
- Student outreach

For more information about CCS services, contact Julia Sanford, Director of Developmental Studies Support Programs & College Retention, at ext. 2257 or [sanfordj@nacc.edu](mailto:sanfordj@nacc.edu).

## Change in Schedule (Add/Drop)

Students should discuss all changes to their schedule with their advisor and the financial aid office before making a schedule change. During the drop/add period, a course may be dropped without academic penalty. A grade (including "W") will not be noted on the transcript for courses dropped during the drop/add period. Courses withdrawn after the drop/add period will receive a "W" on the transcript. Grades of "W" are not included in grade point average calculations. Withdrawing from a course or all courses may affect a student's financial aid, could cause the student to owe money back to the college, and could cause the student to lose future financial aid. Students should contact the financial aid office before withdrawing from courses.

Students who wish to withdraw a course after the drop/add period must email [drop@nacc.edu](mailto:drop@nacc.edu) with their full name, A#, the course name and the course subject code to be withdrawn. Once the course(s) has been withdrawn, the student will receive an email. It is the student's responsibility to review their online schedule and confirm the course(s) has been withdrawn.

## College and Career Planning Center

The College and Career Planning Center provides students with career services. The services include individual career advising sessions, various career assessments, transfer advising. Clients served are students currently enrolled, including dual enrollment students, adult education students, displaced workers, former NACC students, and community residents are also provided career planning services. The goal of the program is to help individuals find the right career path, education, and training to be competitive and successful in today's workforce. The College and Career Planning Center has two staff members: career planning and transfer advisors.

- a. Career Planning: The purpose of the College and Career Planning Center is to provide guidance, motivation, and assistance to individuals as they transition from high school/ GED to postsecondary education/training and into the workforce. Personnel work with high-school counselors, GED instructors, college students, and local employers to act as a link that will ensure students become productive participants in the workforce. Suggestions and advice are given in an attempt to help the student identify strengths and weaknesses as they may be related to college and career plans. Staff members also coordinate career exploration events.
- b. Transfer Advising: career and transfer advisors are also available to assist students transferring to four-year institutions as well as other two-year colleges. The transfer advisors provide one-on-one college transfer advising regarding selection of an institution to attend, selection of a major for the student's desired degree, and the articulation of courses taken at NACC to universities and two-year colleges within the State of Alabama as well as out-of-state schools. This process includes helping students obtain an Alabama Transfers Guide or 2-to-4 Guide and promoting these and other articulation agreements to students and faculty. The transfer advisors assist with the admissions and scholarship process for four-year institutions. The transfer advisors also assist with on-campus college days and organize individual college visits to campus. It is the goal of the transfer advisors to help students successfully transfer and complete their chosen degree.

## College Dress

Students are expected to dress in a socially acceptable manner. Shoes and conventional dress must be worn by students. Some labs, shops, and workplace settings have specific dress policies intended to enhance the safety of the student. For instance, steel-toed shoes and fire resistant clothing may be required in some programs while other programs may require that students not wear loose clothing, long-sleeved shirt, or jewelry.

## Complaint Process

**Northeast Alabama Community College  
Complaint Processes for Title IX Violations;  
Violations of the College's Anti-Harassment, Physical Assault, and Anti-Discrimination Policy;  
Violations of the College's Code of Conduct;  
and General Complaints  
Updated June 1, 2023**

### Introduction

NACC has adopted policies regarding violations of Title IX, violations of NACC's anti-harassment, physical assault, and anti-discrimination policies, and violations of NACC's Code of Conduct. Those policies govern all members of the NACC community and are available to any member who believes that he or she has been the victim of a violation of those policies. Each policy is described in summary form, with the policies in entirety following.

### Anti-Harassment, Physical Assault, and Anti-Discrimination Policies

NACC's Anti-Harassment, Physical Assault, and Anti-Discrimination policies prohibit harassment and or discrimination on the basis of an individual's race, color, national origin, religion, marital status, disability, gender, age, or other protected class as defined by federal and state law. Discrimination on the basis of race, color, religion, sex,

sexual orientation, and national origin is illegal under Title VII of the Civil Rights Act of 1964. Discrimination on the basis of sex is illegal under Title IX of the Educational Amendments of 1972. Discrimination on the basis of age is illegal under the Age Discrimination Act of 1975. Violations related to non-sexual harassment or physical assault should be reported to the Dean of Student Services. Violations related to sexual harassment, sexual discrimination, or sexual assault should be reported to the Title IX Coordinator.

### Code of Conduct

NACC has adopted a Code of Conduct that governs the conduct of NACC students and student organizations. The Code of Conduct is intended to ensure that NACC students conduct themselves in a manner compatible with the educational objectives of NACC. The Code of Conduct applies to all students and student organizations. By enrollment and affiliation with NACC, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. NACC is committed to maintaining an environment that contributes to its educational mission, as well as the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by NACC. Violations of NACC's Code of Conduct should be reported to the Dean of Student Services (or other appointed administrator).

### General Complaint Policy

NACC has general complaint policies for employees to file complaints against students and for students to file complaints against employees or the College in general for reasons that are not covered under the Title IX Sexual Harassment Policy or Anti-Harassment, Physical Assault, or Anti-Discrimination Policy.

### Title IX Sexual Harassment Policy

NACC has adopted a Title IX Sexual Harassment Policy. Pursuant to Title IX of the Educational Amendments of 1972, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Acts that constitute violations of NACC's Title IX Sexual Harassment Policy are described in detail within the policy and should be reported to the Title IX Coordinator immediately.

### Anti-Harassment, Physical Assault, and Anti-Discrimination Policy

Northeast Alabama Community College (NACC) is committed to providing both employment and educational environments free of harassment, physical assault, or discrimination related to an individual's race, color, national origin, religion, marital status, disability, gender, age, sex, sexual orientation, or other protected class as defined by federal and state law. Such harassment, discrimination, and assault are violations of NACC and the Alabama Community College System policies. Discrimination on the basis of race, color, religion, sex, sexual orientation, and national origin is illegal under Title VII of the Civil Rights Act of 1964. Discrimination on the basis of sex is illegal under Title IX of the Educational Amendments of 1972. Discrimination on the basis of age is illegal under the Age Discrimination Act of 1975.

A nondiscriminatory environment is essential to the mission of the College. Any practice or behavior that constitutes harassment, physical assault, or discrimination shall not be tolerated on campus, at any off-campus site, or in any division or department by any employee, student, agent, or non-employee on the institution's property and while engaged in any institutionally-sponsored activities. It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the college community are respected that harassment, physical assault, and discrimination of students and employees is unacceptable conduct and shall not be tolerated at the College.

For these purposes, the term "harassment" includes, but is not necessarily limited to, the following: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, creed, sex, gender identity, transgender status, pregnancy, national origin, disability, sexual orientation, military or veteran's status, genetic information, age or any other characteristic that is protected by applicable state or federal law or the Alabama Community College System policies. Harassment also includes Sexual Harassment, which is forbidden by the NACC

Code of Conduct and the College's Title IX Sexual Harassment Policy. Complaints of Title IX sexual harassment can be made according to the procedures outlined in the College's Title IX Sexual Harassment Policy. Complaints for harassment that fall outside the purview of Title IX sexual harassment will be governed by the Code of Conduct and general complaint policies.

Employees and students of the College shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students.

The employees of the College determine the ethical and moral tone for the College through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between College personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any other inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.

Harassment of employees or students by non-employees on the institution's property and while engaged in any institutionally-sponsored activities is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the Dean of Student Services, Campus Police, or Title IX Coordinator. Intimidation and retaliation against complainants, respondents, and witnesses are forbidden under this policy, Title IX, and by the College's Code of Conduct.

#### NACC Code of Conduct

NACC'S Code of Conduct is intended to ensure that NACC students conduct themselves in a manner compatible with the educational objectives of NACC. The Code of Conduct applies to all students and student organizations. By enrollment and affiliation with NACC, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. NACC is committed to maintaining an environment that contributes to its educational mission, as well as the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by NACC. It is assumed that students enrolling in NACC are mature and have a desire for constructive learning. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person - whether a student, visitor, faculty or staff member or NACC itself is strictly prohibited. NACC does not permit in any way the consumption or possession of alcoholic beverages, narcotics, and/or other hallucinogenic drugs on campus or at college-sponsored functions. Possession of firearms is prohibited. Littering is also prohibited. Students who are observed littering on campus will be fined \$10.00 per incident. Students on probation due to a violation of the Code of Conduct may not represent the school in interscholastic contests.

Other specific forms of prohibited conduct include but are not limited to:

1. Dishonesty, including cheating, plagiarism, or furnishing incomplete or false information to the College. Any student found guilty of cheating may be dropped from the course with a grade of "F."
2. Destruction or theft of property;

3. Failure to comply with directions of College officials acting in the performance of their duties;
4. Forgery, alteration, or misuse of College documents, exams, records, or identification;
5. Disorderly or disruptive conduct, including classroom disruptions, reckless endangerment, harassment, assault, bullying, cyberbullying, and discrimination;
6. Obstruction or disruption of the College's academic program or operations;
7. Unauthorized entry to College facilities;
8. Unauthorized possession of a key to College facilities;
9. Violation of traffic regulations;
10. Violation of library regulations; and/or
11. Violation of any federal, state, or local law or ordinance.

Any practice or behavior that constitutes harassment, physical assault, or discrimination shall not be tolerated on campus, at any off-campus site, or in any division or department by any employee, student, agent, or non-employee on the institution's property and while engaged in any institutionally-sponsored activities. Examples of sexually harassing verbal or physical conduct prohibited by NACC's Conduct policies, include, but are not limited to, the following:

1. Direct propositions of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following:
  1. comments of a sexual nature; or
  2. sexually explicit statements, questions, jokes, or anecdotes;
4. Repeated conduct that would cause discomfort and/or humiliate a reasonable person toward whom the conduct was directed that includes one or more of the following:
  1. Touching, patting, pinching, hugging, or brushing against another's body;
  2. Commentary of a sexual nature about an individual's body or clothing;
  3. Remarks about sexual activity or speculations about previous sexual experience(s);
  5. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
  6. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed; and/or
7. Gender stereotyping.

Violation of the College's Code of Conduct may lead to disciplinary action up to and including suspension, expulsion, and arrest for any criminal acts.

Any student or employee who feels that he or she has been the victim of a violation of the Code of Conduct can make a report to the Dean of Student Services (reports of non-sexual harassment or physical assault) or the Title IX Coordinator (reports of sexual harassment, sexual discrimination, or sexual assault), who will attempt to find a prompt and equitable resolution.

### General Complaint Policy

Any student who feels that he or she has been the victim of a violation of college policies can make a report to the Dean of Student Services, or other appointed administrator, including reports of non-sexual harassment or physical assault. (For reports of sexual harassment or sexual assault, see the Title IX Sexual Harassment Policy). If the Dean of Student Services (or other appointed administrator) is not available, the matter may be brought to the attention of any division director, dean, director, supervisor, advisor, or Campus Police Officer. Employees who believe that they have been the victim of a violation of this policy can make a report to the Human Resources Director. Employees and students who are found in violation of College policy shall be disciplined as deemed appropriate to the severity of the offense, with final approval by the President. If the allegations against a student are sufficiently grave, the President or designee has the authority and responsibility to suspend the student at any time pending further disciplinary proceedings.

### General Complaint Policy (Against Students for Reasons not Related to Title IX Sexual Harassment/Sexual Assault)

A general complaint can be lodged against any student by any affected party (student or employee) or any party with information or knowledge concerning the subject of the complaint. General complaints for reasons other than sexual harassment, sexual discrimination, or sexual assault should be reported to the Dean of Student Services (or other appointed administrator). All records of the proceedings will be kept confidential, unless it is deemed necessary to release information for the safety of the campus and/or community.

### Procedures for Filing a General Informal Complaint Against a Student

1. The complainant shall meet with the Dean of Student Services (or other appointed administrator) to lodge an informal complaint.
2. After receiving a complaint, the College shall make every reasonable effort to attain an informal resolution. The informal complaint investigation record may include informal statements from the complainant, the respondent, witnesses, and/or others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the respondent a full opportunity to respond to the allegations.
3. If an informal resolution of the complaint is accepted by the complainant, and he or she desires no further action against the respondent, the complainant will sign a statement requesting that no further action be taken and that the informal resolution is accepted by him or her. The respondent will sign a statement attesting to his or her acceptance of the informal resolution.

### Procedures for Filing a General Formal Complaint Against a Student

1. If the complainant does not accept the informal resolution to the complaint or desires to make an immediate formal complaint, he or she may file a formal, written complaint with the Dean of Student Services (or other appointed administrator). The complainant must provide a written statement that clearly and specifically states the alleged violations, names the person(s) whom the complaint is against, and provides the date of the alleged violation. The complainant is advised to keep a copy of all written statements.
2. The Dean of Student Services (or other appointed administrator) will immediately notify the President of receipt of the complaint.
3. The Dean of Student Services (or other appointed administrator) shall investigate the complaint and make a preliminary decision. If the Dean of Student Services (or other appointed administrator) finds that there is no probable cause for the complaint, the Dean of Student Services (or other appointed administrator) shall take no further action and will notify the respondent and complainant of the findings. If there is probable cause to believe that the complaint is well-founded, the Dean of Student Services (or other appointed administrator) will compose a written complaint, submit the written complaint to the Disciplinary Committee, and notify the complainant that the complaint has been filed with the Disciplinary Committee. The Disciplinary Committee is composed of faculty and staff members appointed by the President.

4. Upon receipt of a written complaint from the Dean of Student Services (or other appointed administrator), the Disciplinary Committee shall convene a hearing and shall give reasonable notice of the date, time, and place of the hearing, together with a copy of the written complaint, to the respondent and the complainant. Before the hearing, the Dean of Student Services (or other appointed administrator) and the respondent may provide supporting documentation and the names of witnesses to the Disciplinary Committee to aid in the hearing.
5. The hearing shall consist of informal fact finding by the Committee. The respondent may present facts and may also present witnesses; the Dean of Student Services (or other appointed administrator) shall present facts and witnesses. Those present at the hearing may only consist of the respondent, complainant, witnesses, Dean of Student Services (or other appointed administrator), and Committee members. After the hearing, the Disciplinary Committee, by majority vote, shall make a written recommendation to the President if the Committee finds that the complaint is supported by the facts. The Disciplinary Committee shall recommend an appropriate sanction in its written findings, if appropriate. If the Disciplinary Committee finds that the complaint is not supported by the facts, the Disciplinary Committee will take no further action and will notify the respondent, the complainant, the Dean of Student Services (or other appointed administrator), and the President of the findings.
6. The President of the institution shall approve or disapprove the suggested sanction, or the President may further alter or amend the suggested sanction.
7. The President shall, within ten (10) business days after receipt of the Disciplinary Committee's finding, notify the respondent, complainant, and the Dean of Student Services (or other appointed administrator) in writing of the sanction(s) to be imposed.
8. If the complainant and/or respondent is not satisfied with the decision of the President, he or she may file a written appeal with the President specifically stating the objections to the decision within five (5) business days after receipt of the notice of sanction. Copies of the appeal must be provided to the Dean of Student Services (or other appointed administrator). The appeal will be reviewed by an Appeals Committee made up of college administrators appointed by the President. The Appeals Committee will review the appeal solely on the following grounds, and none other:
  - a. to determine if there was substantial evidence to support the decision;
  - b. to determine if the student had a fair and impartial hearing; and
  - c. to determine if there is new evidence which would affect either the guilt or innocence of the student or the degree of sanctions.
9. The findings of the Appeals Committee are presented to the President for approval and notification of the results are provided to the respondent, complainant, and Dean of Student Services (or other appointed administrator).
10. If, after exhausting all available institutional processes, a student complaint remains unresolved, the complainant may appeal to the Alabama Community College System (ACCS) using the System's official Student Complaint Form, which is available on the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by electronically submitting the form or printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:

Alabama Community College System  
Attention: Division of Academic and Student Affairs  
P.O. Box 302130

Montgomery, AL 36130-2130

The Division of Academic and Student Affairs will investigate the complaint. The institution which is the subject of the complaint has 15 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will adjudicate the matter within 30 business days of receipt of complaint and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action. The decision made by the Alabama Community College System is final and cannot be appealed.

Each complainant has the right to proceed with or withdraw from the formal complaint process once it has been submitted. The issues involved in the complaint should not be changed from the information provided when the charge was originally made. However, these procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or to the institution when the initial complaint was filed. The investigation will afford the respondent a full opportunity to respond to the allegations.

#### General Complaint Policy (Against Employees for Reasons not Related to Title IX Sexual Harassment/Sexual Assault)

A student who has a difference or dispute with a college employee with respect to the application of the rules, policies, procedures, and regulations of the College which has affected the student may file a complaint. These processes do not apply to the contesting of disciplinary decisions, ADA concerns, or Title IX sexual harassment complaints since separate complaint processes exist to address these issues. The purpose of the general complaint policy is to provide fair and orderly processes to resolve these issues. Procedures for complaints made by students against college employees will be based on the procedures as set forth in Alabama Community College System Board of Trustees Policy 620.01 for employee-related complaints.

#### Procedures for Filing an Informal General Complaint Against an Employee

1. The complainant shall meet with the College employee who would be best able to handle the complaint (i.e., the person with whom the student has a difference or a dispute) to lodge an informal complaint. The employee will evaluate the complaint and let the complainant know if an informal resolution can be achieved.
2. The complainant can appeal to the employee's immediate supervisor if the complainant is not satisfied with the informal resolution. The supervisor will determine if another informal resolution can or cannot be achieved.
3. If the complainant is not satisfied with the determination and/or informal resolution of the supervisor of the employee involved, he or she may appeal to the appropriate dean who will make a final determination regarding the original complaint and any proposed informal resolutions.

After receiving a complaint, the College shall make every reasonable effort to attain an informal resolution. The informal complaint investigation record may include informal statements from the complainant, the person or subject of the complaint, witnesses, and/or others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the respondent a full opportunity to respond to the allegations. If an informal resolution of the complaint is accepted by the complainant, and he or she desires no further action against the person or subject of the complaint, the complainant will sign a statement requesting that no further action be taken and that the informal resolution is accepted by him or her. The respondent will sign a statement attesting to his or her acceptance of the informal resolution.

#### Procedures for Filing a Formal General Complaint Against an Employee

If the complainant does not accept the informal resolution to the complaint, he or she may file a formal, written complaint. All formal general complaints should be reported to the College employee's immediate supervisor. Each complainant has the right to proceed with or withdraw from the formal complaint process once it has been submitted. The issues involved in the complaint should not be changed from the information provided when the charge was originally made. However, these procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed. The investigation will afford the respondent a full opportunity to respond to the allegations.

1. Students should make every effort to pursue an informal resolution before filing a formal complaint. If the complainant does not accept the informal resolution to the complaint, he or she may file a formal, written complaint stating the objections and requesting a meeting with the immediate supervisor of the employee involved within five (5) business days of receipt of the decision of the informal resolution. Within five (5) business days of the supervisor's receipt of the formal complaint from the complainant, the supervisor shall notify the employee involved in the complaint. The supervisor shall also set a date for a meeting and notify the complainant where and when the meeting shall take place. The meeting date shall not be later than 14 business days after the supervisor's receipt of the formal complaint. At this point, the College employee involved may respond in writing to the complaint. The supervisor must make a written report of findings/decisions and provide it to the parties involved within 10 business days of the meeting date.
2. If the complainant is not satisfied with the decision by the supervisor of the employee involved, he or she may file a written appeal specifically stating the objections to the decision and request a meeting with the appropriate dean(s), if applicable, within five (5) business days after the receipt of the decision of the employee's immediate supervisor. If the employee does not answer to a dean, the complainant will file the appeal with the president. The dean (or president)



will render a decision to address the complaint or if, in the administrator's judgment, the appeal and record of previous actions have addressed the complaint or do not warrant further action, no further action will occur. The involved administrator must make a written report of findings/decisions and provide it to the complainant, employee, and supervisor within 14 business days after receipt of the appeal of the decision.

3. If the complainant is not satisfied with the decisions by the dean(s) involved, he or she may file a written appeal specifically stating objections to the decision and request a meeting with the president within five (5) business days after receipt of the decision of the dean. If in the president's judgment the appeal and record of previous actions have addressed the complaint or do not warrant further action, the president shall notify the complainant, employee, supervisor, and dean(s) within 10 business days after receipt of the appeal. If the president grants the appeal, the president may either hear the appeal or appoint a hearing committee to hear the appeal. Such hearing committee will include student representation. The president will notify the complainant, employee, supervisor and dean(s) of this decision within ten (10) business days after the conclusion of the meeting. If the hearing committee is to hear the appeal, the chairman shall within five (5) business days after the appointment of the committee set a time and place for the hearing and notify the complainant, the employee, the employee's supervisor, the appropriate dean (if applicable), and the president. The committee shall review the appeal and determine the facts. The committee may also choose to meet with the complainant, witnesses and the employee. The committee will communicate its recommendation in writing to the president within five (5) business days after the hearing is completed. Within 14 business days of the president's receipt of the recommendation, the president shall make the decision and notify the complainant, the employee involved, the employee's supervisor, and the appropriate dean (if applicable). If the president hears the appeal, the president will make his decision and notify the complainant, the employee involved, the employee's supervisor, and the appropriate dean (if applicable) within 14 business days of receipt of the appeal. The decision of the president shall be final under the provision of this complaint process.

4. If, after exhausting all available institutional processes, a student complaint remains unresolved, the complainant may appeal to the Alabama Community College System (ACCS) using the System's official Student Complaint Form, which is available on the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by electronically submitting the form or printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:

Alabama Community College System  
Attention: Division of Academic and Student Affairs  
P.O. Box 302130

Montgomery, AL 36130-2130

The Division of Academic and Student Affairs will investigate the complaint. The institution which is the subject of the complaint has 15 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will adjudicate the matter within 30 business days of receipt of complaint and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action. The decision made by the Alabama Community College System is final and cannot be appealed.

General Complaint Policy (Against the College in General for Reasons not Related to Title IX Sexual Harassment/  
Sexual Assault)

A student who has a difference or dispute with the College with respect to the application of the rules, policies, procedures, and regulations of the College which has affected the student may file a complaint. These processes do not apply to general complaints against a student or employee, to the contesting of disciplinary decisions, ADA concerns, or Title IX sexual harassment complaints since separate complaint processes exist to address these issues.

Procedures for Filing an Informal General Complaint Against the College

1. The complainant shall meet with the Dean of Instruction to lodge an informal complaint. The Dean will evaluate the complaint and let the complainant know if an informal resolution can be achieved.
2. The complainant can appeal to the President if the complainant is not satisfied with the informal resolution. The President will make a final determination regarding the original complaint and any proposed informal resolutions.

After receiving a complaint, the College shall make every reasonable effort to attain an informal resolution. The informal complaint investigation record may include informal statements from the complainant, witnesses, and/or others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. If an informal resolution of the complaint is accepted by the complainant, and he or she desires no further action, the complainant will sign a statement requesting that no further action be taken and that the informal resolution is accepted by him or her.

#### Procedures for Filing a Formal General Complaint Against the College

If the complainant does not accept the informal resolution to the complaint, he or she may file a formal, written complaint with the Dean of Instruction. Each complainant has the right to proceed with or withdraw from the formal complaint process once it has been submitted. The issues involved in the complaint should not be changed from the information provided when the charge was originally made. However, these procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.

1. Students should make every effort to pursue an informal resolution before filing a formal complaint. If the complainant does not accept the informal resolution to the complaint, he or she may file a formal, written complaint stating the objections and requesting a meeting with the Dean of Instruction within five (5) business days of receipt of the decision of the informal resolution. Within five (5) business days of the Dean of Instruction's receipt of the formal complaint from the complainant, the Dean shall notify parties involved in the complaint (if necessary), set a date for a meeting, and notify the complainant and any involved College personnel where and when the meeting shall take place. The meeting date shall not be later than 14 business days after the Dean's receipt of the formal complaint. At this point, the College employee(s) (if any) involved may respond in writing to the complaint. The Dean of Instruction must make a written report of findings/decisions and provide it to the parties involved within 10 business days of the meeting date.
2. If the complainant is not satisfied with the decision by the Dean, he or she may file a written appeal specifically stating objections to the decision and request a meeting with the president within five (5) business days after receipt of the decision of the Dean. If in the president's judgment the record of previous actions have addressed the complaint or do not warrant further action, the president shall notify the complainant, dean(s), and any other appropriate College personnel within 10 business days after receipt of the appeal that the decision stands. If the president grants the appeal, the president may either hear the appeal or appoint a hearing committee to hear the appeal. Such hearing committee will include student representation. The president will notify the complainant, dean, and other appropriate College personnel of this decision within ten (10) business days after the conclusion of the meeting. If the hearing committee is to hear the appeal, the chairperson shall within five (5) business days after the appointment of the committee set a time and place for the hearing and notify the complainant, the dean, other appropriate College personnel, and the president. The committee shall review the appeal and determine the facts. The committee may also choose to meet with the complainant, witnesses, and appropriate College personnel. The committee will communicate its recommendation in writing to the president within five (5) business days after the hearing is completed. Within 14 business days of the president's receipt of the recommendation, the president shall review the committee's recommendation, make the final decision, and notify the complainant, the dean, and any other appropriate College personnel. The decision of the president shall be final under the provision of this complaint process.
4. If, after exhausting all available institutional processes, a student complaint remains unresolved, the complainant may appeal to the Alabama Community College System (ACCS) using the System's official Student Complaint Form, which is available on the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by electronically submitting the form or printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:

Alabama Community College System  
Attention: Division of Academic and Student Affairs

P.O. Box 302130

Montgomery, AL 36130-2130

The Division of Academic and Student Affairs will investigate the complaint. The institution which is the subject of the complaint has 15 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will adjudicate the matter within 30 business days of receipt of complaint and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action. The decision made by the Alabama Community College System is final and cannot be appealed.

## Title IX Sexual Harassment Policy and Complaint Process

1. Title IX Sexual Harassment Policy Introduction
2. Title IX Sexual Harassment Policy
3. Sexual Harassment Complaints Against a Student – Complaint Process
4. Student Sexual Harassment Complaints Against an Employee – Complaint Process
5. General Provisions for Sexual Harassment Complaints

### 1. Title IX Sexual Harassment Policy Introduction

The Title IX Sexual Harassment Policy applies to any student; student organization; employee; individual seeking employment or admissions; or individual participating in or attempting to participate in the educational programs or activities of the College. Northeast Alabama Community College is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the College and applicants for employment; students and applicants for admission; or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on College premises or at any College-owned off campus location and while participating in an educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the student and employee handbooks, both published on the College website, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. To support and assist students and employees, the College has partnerships with local advocacy organizations who can provide counseling and assistance.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to

- a resolution of their complaint;
- have the College conduct a prompt, thorough, and impartial investigation; and

- receive supportive measures to ensure the safety and wellbeing of the individuals involved and the College community.

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

Lynde Wheeler, Human Resources Director/Title IX Coordinator

P.O. Box 159  
Rainsville, AL 35986  
Telephone: 256.228.6001/256.638.4418, ext. 2230

Email: [wheelerl@nacc.edu](mailto:wheelerl@nacc.edu)

Office: PA 116

and/or

Assistant Secretary  
U.S. Department of Education

Office for Civil Rights

Lyndon Baines Johnson Department of Education Building

400 Maryland Avenue, SW  
Washington, DC 2002-1100

Telephone: 800.421.3481  
Fax: 202.453.6012; TDD: 800.877.8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Information regarding the Title IX Coordinator and this role is made available to all faculty, staff, students, applicants for admission, and applicants for employment on the College website under the Title IX webpage. (Search Title IX Coordinator)

## 2. Title IX Sexual Harassment Policy

The U.S. Department of Education's Office of Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

This policy encourages any student; employee; individual seeking employment or admissions; or individual participating in or attempting to participate in the educational programs or activities of the College who believes that he or she has been the victims of sexual harassment to contact the Title IX Coordinator. Complaints may also be lodged by these parties if they have knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned or controlled by the College. Complaints should be reported to the Title IX Coordinator. Title IX sexual harassment complaints are generally investigated by the Dean of

Student Services (for complaints against students) and the Senior Personnel Officer (for complaints against employees). However, other investigators may be assigned by the President. Sexual harassment that does not fit the definition under this section may be punishable as a violation of the College's Code of Conduct or other College policies.

Definitions relating to terms used throughout this policy are defined as follows:

1. **Educational Program/Activity:** The educational programs and activities of the College include, but are not limited to, locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.
2. **Actual knowledge:** The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College shall be deemed actual knowledge on the part of the College.
3. **Complainant:** An individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure, a complainant may be an individual applying for admission or employment; an employee; or a student or an individual otherwise participating in or attempting to participate in the College's educational programs and activities.
4. **Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
5. **Formal Complaint:** A written document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. The document must include the names of the complainant(s) and respondent(s), the approximate date(s) of the incident(s), facts of the incident(s), and contact information for the person submitting the complaint. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity at the College.
6. **Consent:** Consent is informed, voluntary, and mutual agreement to sexual activity and can be withdrawn at any time. Consent is not present in situations where there is force – expressed or implied – or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing, future consent with that person or consent to the same sexual activity with another person.
7. **Incapacitation:** An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation includes sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntary consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not able to give consent to sexual contact.
8. **Sexual Misconduct:** The act of committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined in this policy or under Alabama State Law. Sexual harassment includes acts of sexual misconduct.
9. **Harassment:** The striking, shoving, kicking, or otherwise touching or making physical contact in regards to another for the purpose of harassing, annoying, or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

The following actions and behaviors constitute Sexual Harassment as defined in Title IX, 34 C.F.R. §106.30(a):

1. Unwelcome conduct, on the basis of sex, that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access.
2. Behavior by employees that constitutes quid pro quo harassment, defined as unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when

perceived by the recipient that submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities, or as the basis for employment or academic decisions affecting that individual, or as a condition of any aid, benefit, or service to the individual.

3. Sexual assault, defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. It is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C. 1092 (f)(6)(A)(v).
4. Dating violence, defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on a consideration of the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship [34 U.S.C. 12291(1)(10)]. In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.
5. Domestic violence, defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. This includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or who has cohabitated with the victims as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction [34 U.S.C. 12291(1)(8)]. In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).
6. Stalking, defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress [34 u.s.D. 12291(a)(30)]. In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90: Stalking in the First Degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91: Stalking in the Second Degree).

### 3. Sexual Harassment Complaints Against a Student – Complaint Process

A complaint for sexual harassment under Title IX can be lodged against any student by any affected party or by the NACC Title IX Coordinator. If the NACC Title IX Coordinator is not available, the matter may be brought to the attention of any division director, dean, director, supervisor, advisor, Campus Police, or Campus Security Authority. All complaints for sexual harassment or discrimination should be reported to the NACC Title IX Coordinator for prompt and equitable investigation and resolution, but only complaints for Sexual Harassment under Title IX will be subject to the procedures in this section.

#### 1. Filing an Informal Title IX Sexual Harassment Complaint Against a Student

1. The complainant shall contact the NACC Title IX Coordinator to lodge an informal, written complaint. The Title IX Coordinator will provide Title IX Sexual Harassment complaints and concerns to the Dean of Student Services (or other appointed administrator), who will conduct an informal review into the matter unless more formal action is deemed necessary by the Title IX Coordinator.

2. Upon initiation of an informal complaint, the NACC Title IX Coordinator will discuss with the complainant the availability of supportive measures with or without the filing of a formal complaint; will consider the complainant's wishes regarding supportive and other corrective measures; will explain the process for filing a formal complaint; and will explain the processes for reaching informal resolutions and formal resolutions.
3. After receiving a complaint, the College shall make every reasonable effort to attain a resolution by working with the complainant and respondent if appropriate under the circumstances. No investigation or imposition of sanctions on the respondent may take place until the filing of a formal complaint.

## 2. Filing a Formal Title IX Sexual Harassment Complaint Against a Student

1. If the complainant does not accept the informal resolution to the complaint or desires to make an immediate formal complaint, he or she may meet with the Title IX Coordinator to file a formal, written complaint. The complainant must provide a written statement that clearly and specifically states the alleged violations, names the person(s) whom the complaint is against, provides the date(s) of the alleged violation, and lists requests for supportive and corrective measures. If the complainant needs assistance in writing a complaint, he or she may also request such assistance from the Title IX Coordinator.
2. The Title IX Coordinator will immediately notify the NACC President of receipt of the complaint. Any Title IX complaints will be provided to the NACC Dean of Student Services (or other appointed Title IX investigator) within ten (10) business days following the date the formal complaint was filed. All Title IX investigators have received annual investigator training.
3. Within five (5) business days of receipt of the formal complaint, the Dean of Student Services (or other appointed administrator) will notify both the complainant and the respondent of its receipt and the intent to investigate in order to provide sufficient time for the party to prepare to participate in the investigation. The investigation will commence within ten (10) business days of receipt of the formal complaint by the Dean of Student Services (or other appointed administrator).

This notice will include the following information about the complaint:

1. the identities of the parties involved in the incident, if known;
2. the conduct allegedly constituting sexual harassment under Title IX;
3. the date(s) and location of the alleged incident, if known;
4. the supportive measures that may be available to both parties; and
5. a list of individuals intended to be interviewed, if known.

This notice will describe the College's policies and procedures for responding to complaints, including the following:

1. A description of interim supportive measures available to the parties;
2. A description of the College's formal complaint and resolution procedures, including time frames;

3. A description of any optional voluntary informal resolution process, if the College determines that an informal resolution process may be appropriate;
  4. A statement that a determination regarding responsibility is made at the conclusion of the complaint process, and that the College will presume the respondent not responsible for the alleged conduct;
  5. The right of parties to have an advisor of their choice, who may be, but is not required to be, an attorney, and the College's responsibility to provide an advisor to either party and how the student can request such an advisor;
  6. Any restrictions regarding the extent to which an advisor may participate in proceedings;
  7. The right of both parties to present evidence and witnesses;
  8. The right of parties to inspect and review evidence collected in the investigation, subject to applicable privacy laws;
  9. The College's use of a "preponderance of the evidence" standard of evidence in Title IX investigations;
  10. A description of the range of remedies and disciplinary sanctions available;
  11. A reminder that dishonesty and providing false information are forbidden by the College's Code of Conduct and employment policy;
  12. A reminder that intimidation and retaliation against complainants, respondents, and witnesses are forbidden under Title IX and by the College's Code of Conduct.
4. The NACC Dean of Student Services (or other appointed administrator) shall investigate the complaint by gathering and objectively evaluating all relevant evidence and make a preliminary decision. The investigation will be factual and all applicable statutes, regulations, and/or policies will be researched. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not on the parties. The Dean of Student Services (or other appointed administrator) must provide written notice at least five (5) business days in advance of any interviews or meetings to any party expected or invited to attend. Such notice will also be provided to the party's advisor, if any, and must allow adequate time to prepare. The notice will include the participants, date, place, purpose, and time of the interview or meeting. Either party may identify and present other witnesses, including fact and expert witnesses, with relevant information for interview or other evidence for review by the investigator. Additionally, either party may present other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

Prior to the completion of the investigative report, the Dean of Student Services (or other appointed Title IX investigator) will submit all reviewed evidence to the Title IX Coordinator, who will in turn make the evidence available to the complainant, respondent, and their advisors for additional review. The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The parties will have five (5) business days to review the evidence and to respond in writing to the Title IX Coordinator. These responses will be forwarded to the Dean of Student Services (or other appointed Title IX investigator). The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

If the Dean of Student Services (or other appointed Title IX investigator) finds that there is no probable cause for the complaint, the Dean of Student Services (or other appointed administrator) shall dismiss the complaint and will provide written notice to the respondent, complainant and the Title IX Coordinator of the dismissal stating the reasons for and right to appeal the dismissal. If there is probable cause to believe that the complaint is well-founded, but that the matter is not Sexual Harassment under Title IX, the Dean of Student Services (or other appointed administrator)



will dismiss the formal complaint, treat the matter as a violation of the College's Code of Conduct, and provide written notice to the respondent, complainant, and the Title IX Coordinator of the dismissal stating the reasons for and right to appeal the dismissal.

If there is probable cause to believe that the complaint is well-founded and that the matter is under the purview of Title IX, the Dean of Student Services (or other appointed administrator) will compose a written investigative report that lists and summarizes relevant evidence, including supporting documentation and the names of witnesses, submit the written investigative report to the Title IX Investigative Committee (hereafter referred to as the Hearing Decision Makers) and to both parties and their advisors, if any, and the Title IX Coordinator and will notify the parties that the investigative report has been filed with the Hearing Decision Makers. The Hearing Decision Makers are composed of faculty and staff members appointed each fall by the President and have received annual decision maker training.

5. At least ten (10) business days after the receipt of an investigative report from the Dean of Student Services (or other appointed Title IX investigator), the Primary Decision Makers (chair of the Disciplinary Committee) shall convene a live hearing and shall give the parties; their advisors, if any; the Title IX Coordinator; the Title IX investigator; and witnesses reasonable notice of the date, time, and place of the hearing, together with a copy of the written complaint. The live hearing date must provide the complainant, respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence. The Primary Decision Maker will also request a listing of proposed questions from the parties involved prior to the hearing.

The hearing shall be live and attended by the Hearing Decision Makers; the complainant and respondent; and their advisors, if any, in person or via teleconference. The Title IX Coordinator and Title IX investigator will attend the hearing in an advisory capacity. The Title IX investigator, Title IX Coordinator, complainant, respondent, and witnesses will be called to provide testimony if requested by the Hearing Decision Makers, parties, or their respective advisors. All parties must be able to see and hear the party or witness answering questions in real time. The hearing shall be recorded by either a court reporter or on audio, video, or other electronic recording medium. Additionally, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

If the complainant or respondent do not have an advisor present at the live hearing, the College shall provide, without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney. Neither party may dismiss a College-appointed advisor.

Each party and advisor will have the opportunity to present evidence and to present witnesses, if any such witnesses are willing participants in the proceedings. The Hearing Decision Makers and advisors will have the opportunity to cross examine the complainant, respondent, and any witnesses. No witness shall be required to participate in the proceedings. Before any party or witness is required to answer a question under cross-examination, the Primary Decision Maker must determine whether the question is relevant and must explain on the record the basis for excluding any question. Questions and evidence about a complainant's sexual predisposition or prior sexual behavior are deemed not relevant and will not be permitted. Only the Hearing Decision Makers and advisors, whether selected or appointed, are allowed to conduct cross-examination. Complainants and respondents cannot conduct cross-examination.

The hearing process, overseen by the Primary Decision Maker, will consist of the following:

1. An opening statement;
2. A review of hearing procedures, the formal complaint, and the notice of allegations;
3. A review of potential hearing outcomes and recommended sanctions;

4. The complainant(s) testimony;
5. Cross-examination of the complainant by the respondent's advisor;
6. Testimony of complainant witnesses;
7. Cross-examination of complainant witnesses by respondent's advisor;
8. The respondent(s) testimony;
9. Cross-examination of the respondent by the complainant's advisor;
10. Testimony of respondent witnesses;
11. Cross-examination of the respondent witnesses by complainant's advisor;
12. Decision Maker questions;
13. A review of the appeal process;
14. Closing statement by the Primary Decision Maker;
15. Dismissal of the parties; and
16. Decision Maker deliberations.

At the hearing, the Primary Decision Maker shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Primary Decision Maker concludes opening statements, the complainant shall have the opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to the complainant testimony, the respondent's advisor may conduct cross-examination. The Decision Maker(s) may question the complainant after the cross-examination.

The complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The respondent's advisor may conduct cross-examination of the witnesses. The Decision Maker(s) may question the witnesses after the cross-examination.

The respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the respondent defense against the formal complaint. Subsequent to the respondent testimony, the complainant advisor may conduct cross-examination. The Decision Maker(s) may question the respondent after the cross-examination.

The respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The complainant advisor may conduct cross-examination of the witnesses. The Decision Maker(s) may question the witnesses after the cross-examination.

Only relevant cross-examination or other questions may be asked of a party or witnesses. During cross-examination, the advisor will pose each question orally to the Hearing Decision Maker(s). The Primary Decision Maker will determine if the complainant, respondent, or witnesses may respond to the question. If the Primary Decision Maker determines that the question is not relevant, he or she will explain the rationale for dismissing the question. Rape shield protection is provided for complainants. Therefore, questions and evidence about a complainant's behavior are

considered irrelevant unless offered to prove that someone other than the respondent committed the alleged misconduct or concern specific incidents of a complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The Hearing Decision Makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examination, the Primary Decision Maker will read the appeal process and closing statements. The complainant, respondent, their respective advisors, Title IX investigator, Title IX Coordinator and all witnesses shall be dismissed.

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

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties; interviews with parties and witnesses; site visits; methods used to gather other evidence; and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College's Code of Conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions the College may impose on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be recommended by the Hearing Decision Makers to the President; and
6. The College's procedures and permissible bases for the complainant and respondent appeal.

The Title IX Coordinator and Title IX investigator will attend the hearing in an advisory capacity.

6. Within ten (10) business days after the hearing, the Hearing Decision Makers, by majority vote, shall issue a written determination of responsibility simultaneously to the complainant, respondent, any advisor to either party, the President, the Dean of Student Services (or other appointed Title IX investigator), and the Title IX Coordinator. If the Hearing Decision Makers finds that the complaint is supported by the facts, it will decide in favor of the complainant and will recommend appropriate sanctions in its written findings.
7. The President will determine if such sanctions will be imposed based on the written report and recommendations of the Hearing Decision Makers and will issue written notice simultaneously to the respondent, complainant, any advisor to either party, the Dean of Student Services (or other appointed Title IX investigator), and the Title IX Coordinator of the determination within ten (10) business days of receipt of the Hearing Decision Makers' recommendations. This notification will also include the appeal procedure.
8. Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds:
  1. Procedural irregularity that affected the outcome of the matter;

2. New evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made which could affect the outcome; and/or
3. The Title IX Coordinator, Investigator, or a Hearing Decision Maker had a conflict of interest or bias that affected the outcome.

Based on these reasons, the complainant and/or respondent may file a written appeal with the Title IX Coordinator specifically stating the objections to the decision within five (5) business days after receipt of the notice of responsibility and sanctions from the President. Copies of the appeal must be provided by the Title IX Coordinator to the other party, any advisor to either party, the Title IX Investigator, the Primary Decision Maker, and the President.

The Title IX Appeals Committee will be the appeal authority in upholding, rejecting, or modifying the recommendations of the Hearing Decision Makers and President. The Title IX Appeals Committee shall not be bound in any manner by the recommendation(s) of the Hearing Decision Makers or President, but shall take it (them) into consideration in rendering a decision. The Title IX Appeals Committee is made up of college administrators appointed by the President who receive annual training. The Appeals Committee will review the appeal solely on the following grounds, and none other:

1. to determine if there was substantial evidence to support the decision;
2. to determine if the student had a fair and impartial hearing;
3. to determine if there is new evidence which would affect either the guilt or innocence of the student or the degree of sanctions; and
4. to determine if procedural irregularities affected the outcome.

Regarding appeals, the College will ensure the following:

1. The other party is notified in writing when an appeal is filed and implement appeal procedures equally for both parties;
2. The Appeals Committee members do not also serve on the Hearing Decision Maker panel and are not the Title IX Coordinator or Title IX Investigator;
3. The Appeals Committee members comply with the standards set for in 34 C.F.R. § 106.45(b)(iii);
4. Both parties are given a reasonable, equal opportunity to submit a written statement in support of or in challenge to the outcome;
5. A written decision describing the results of the appeal and the rationale for the result is issued to the President within 30 calendar days of the initiation of the appeals process. The time for decisions may be extended for exigent circumstances or as may be otherwise agreed to by both parties.

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

The findings of the Title IX Appeals Committee are presented to the President, who will issue simultaneous notification of the Committee's determination to the respondent, complainant, any advisor to either party, Title IX Coordinator, Title IX investigator, and Primary Decision Maker.

9. If, after exhausting all available institutional processes, a complaint remains unresolved, the complainant or the respondent may appeal to the Alabama Community College System (ACCS) using the System's official Student

Complaint Form, which is available on the ACCS website ([www.accs.cc](http://www.accs.cc)). The form should be completed by printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:

Alabama Community College System

Attention: Division of Academic and Student Affairs

P.O. Box 302130

Montgomery, AL 36130-2130

The ACCS Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

10. NACC has 30 days to provide a written response to questions and/or concerns raised during the ACCS Division of Academic and Student Affairs investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will judge the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.
  
3. **Withdrawal of Complaint.**  
Each complainant has the right to proceed with or withdraw from the formal complaint process once it has been submitted. The issues involved in the complaint should not be changed from the information provided when the charge was originally made. Complaints may be revised to address issues arising during the investigation which were not known to the complainant or to the institution when the initial complaint was filed.
  
4. **Informal Resolution.**  
At any time prior to reaching a determination regarding responsibility, the College may initiate and facilitate a voluntary informal resolution process, such as mediation, that does not involve a full investigation and adjudication. Informal resolution processes may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The College may not require the parties to participate in the informal resolution processes previously named and may not offer these processes unless a formal complaint is filed. The College may not require the waiver of the right to an investigation and adjudication of formal complaints as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right.

If the College determines that informal resolution process may be appropriate, it will provide written notice to both parties which includes the following:

1. The allegations;
2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records will be maintained or could be shared;
3. The range of possible sanctions that may be imposed on the respondent as part of an informal resolution, which may include expulsion.

Initiation of informal resolution process proceedings will require the written consent of each party. Informal resolutions, including sanctions, must be voluntarily agreed to by each party.

Voluntary informal resolutions to formal complaints may include, but are not limited to, no contact agreements; schedule changes; agreements to restrict participation in certain College activities or use of college facilities; agreement to engage in counseling, training, or education; or mutual agreement to engage in a restorative meeting.

At any time prior to agreeing to a resolution, any party has the right to withdraw from informal resolution and resume the complaint process with respect to the formal complaint.

#### 4. Sexual Harassment Complaints Against an Employee – Complaint Process

A complaint for sexual harassment under Title IX can be lodged against any employee or individual seeking employment by any affected party or by the NACC Title IX Coordinator. If the NACC Title IX Coordinator is not available, the matter may be brought to the attention of any division director, dean, director, supervisor, advisor, Campus Police, or Campus Security Authority. All complaints for sexual harassment or discrimination should be reported to the NACC Title IX Coordinator for prompt and equitable investigation and resolution, but only complaints for sexual harassment under Title IX will be subject to the procedures in this section. All other grievances should follow the Employee Grievance and Complaint Policies as published in the Employee Handbook or the general complaint policies published, as deemed most appropriate to the complaint by the Title IX Coordinator. Title IX complaints of sexual harassment as defined in the NACC Title IX Sexual Harassment Policy will be considered formal complaints when filed against employees.

##### 1. Filing a Formal Title IX Sexual Harassment Complaint Against an Employee

1. The complainant must meet with the Title IX Coordinator and provide a written statement that clearly and specifically states the alleged violations, names the person(s) whom the complaint is against, and provides the date of the alleged violation. If the complainant needs assistance in writing a complaint, assistance may be requested from the Title IX Coordinator. The Title IX Coordinator will immediately notify the President and the Alabama Community College System Legal Division of receipt of the complaint. In an emergency situation, the College has the right to impose an emergency removal of the employee.
2. Any Title IX complaints against an employee will be provided to the Senior Personnel Officer (or other Title IX Investigator) within ten (10) business days following the date the formal, written complaint was filed. All Title IX investigators have received annual investigator training. Upon the filing of a formal complaint, and at any time during the complaint process, the College may place the respondent on administrative leave for the duration of the complaint process.
3. The Senior Personnel Officer (or other Title IX Investigator) will notify both the complainant and the respondent of the receipt of the complaint and intent to investigate within five (5) business days of receipt of the formal complaint to provide sufficient time for the party to prepare to participate in the investigation. The investigation will commence within 10 business days of receipt of the formal complaint by the Senior Personnel Officer (or other appointed Title IX Investigator).

This notice will include the following information about the complaint:

1. the identities of the parties involved in the incident, if known;

2. the conduct allegedly constituting sexual harassment under Title IX;
3. the date and location of the alleged incident, if known;
4. the supportive measures that may be available to both parties; and
5. a list of individuals intended to be interviewed, if known.

This notice will describe the College's policies and procedures for responding to complaints, including the following:

1. A description of interim supportive measures available to the parties;
  2. A description of the College's formal complaint and resolution procedures, including time frames;
  3. A statement that a determination regarding responsibility is made at the conclusion of the complaint process, and that the College will presume the respondent not responsible for the alleged conduct;
  4. The right of parties to have an advisor of their choice, who may be, but is not required to be, an attorney, and the College's responsibility to provide an advisor to either party;
  5. The right of both parties to present evidence and witnesses;
  6. The right of parties to inspect and review evidence collected in the investigation, subject to applicable privacy laws;
  7. The College's use of a "preponderance of the evidence" standard of evidence in Title IX investigations;
  8. A description of the range of remedies and disciplinary sanctions available;
  9. A reminder that dishonesty and providing false information are forbidden by the College's Code of Conduct and policy within the Employee Handbook;
  10. A reminder that intimidation and retaliation against complainants, respondents, and witnesses are forbidden under Title IX and by the College's Code of Conduct and Anti-Harassment, Physical Assault, and Anti-Discrimination Policy.
4. The Senior Personnel Officer (or other Title IX Investigator) shall investigate the complaint by gathering and objectively evaluating all relevant evidence and make a preliminary decision. The investigation will be factual and all applicable statutes, regulations, and/or policies will be researched. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not on the parties. The Senior Personnel Officer (or other Title IX Investigator) must provide advance written notice of any interviews, meetings, or hearings to any party expected or invited to attend. Such notice will also be provided to the party's advisor, if any, and must allow adequate time to prepare. Either party may identify and present other witnesses, including fact and expert witnesses, with relevant information for interview or other evidence for review by the investigator. Additionally, either party may present other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

Prior to the completion of the investigative report, the Senior Personnel Officer (or other Title IX Investigator) will submit all reviewed evidence to the Title IX Coordinator, who will in turn make the evidence available to the complainant, respondent, and their advisors for additional review. The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The parties will have five (5) business days to review the evidence and to respond in writing to the Title IX Coordinator. These responses will be forwarded to the Senior Personnel Officer (or other Title IX Investigator). The

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

If the Senior Personnel Officer (or other Title IX Investigator) finds that there is no probable cause for the complaint, the Senior Personnel Officer (or other Title IX Investigator) shall dismiss the complaint and will provide written notice to the respondent, complainant, and Title IX Coordinator of the dismissal stating the reasons for and right to appeal the dismissal. If there is probable cause to believe that the complaint is well-founded, but that the matter is not sexual harassment under Title IX, the Senior Personnel Officer (or other Title IX Investigator) will dismiss the formal complaint and provide written notice to the respondent, complainant, and Title IX Coordinator of the dismissal stating the reasons for and right to appeal the dismissal.

If there is probable cause to believe that the complaint is well-founded and that the matter is under the purview of Title IX, the Senior Personnel Officer (or other Title IX Investigator) will compose a written investigative report that lists and summarizes relevant evidence, including supporting documentation and the names of witnesses, submit the written investigative report to the Title IX Investigative Committee (hereafter referred to as the Hearing Decision Makers) and to both parties and their advisors, if any, and the Title IX Coordinator and will notify the parties that the investigative report has been filed with the Hearing Decision Makers. The Hearing Decision Makers are composed of faculty and staff members appointed each fall by the President and have received annual decision maker training.

At least ten (10) business days after the receipt of an investigative report from the Senior Personnel Officer (or other Title IX Investigator), the Primary Decision Maker (chair of the Title IX Investigative Committee) shall convene a live hearing and shall give the parties; their advisors, if any; the Title IX Coordinator; the Title IX investigator; and witnesses reasonable notice of the date, time, and place of the hearing, together with a copy of the written complaint. The live hearing date must provide the complainant, respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence.

5. The hearing shall be live and attended by the Hearing Decision Makers; the complainant and respondent; and their advisors, if any, in person or via teleconference. The Title IX Coordinator and Title IX investigator will attend the hearing in an advisory capacity. The Title IX investigator, Title IX Coordinator, and witnesses will be called to provide testimony if requested by the Hearing Decision Makers, parties, or their respective advisors. All parties must be able to see and hear the party or witness answering questions in real time. The hearing shall be recorded by either a court reporter or on audio, video, or other electronic recording medium. Additionally, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

If the complainant or respondent do not have an advisor present at the live hearing, the College shall provide, without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney. Neither party may dismiss a College-appointed advisor.

Each party and advisor will have the opportunity to present evidence and to present witnesses, if any such witnesses are willing participants in the proceedings. The Hearing Decision Makers and advisors will have the opportunity to cross examine the complainant, respondent, and any witnesses. No witness shall be required to participate in the proceedings. Before any party or witness is required to answer a question under cross-examination, the Primary Decision Maker must determine whether the question is relevant and must explain on the record the basis for excluding any question. Questions and evidence about a complainant's sexual predisposition or prior sexual behavior are deemed not relevant and will not be permitted. Only the Hearing Decision Makers and advisors, whether selected or appointed, are allowed to conduct cross-examination. Complainants and respondents cannot conduct cross-examination.



The hearing process, overseen by the Primary Decision Maker, will consist of the following:

1. An opening statement;
2. A review of hearing procedures, the formal complaint, and the notice of allegations;
3. A review of potential hearing outcomes and recommended sanctions;
4. The complainant(s) testimony;
5. Cross-examination of the complainant by the respondent's advisor;
6. Testimony of complainant witnesses;
7. Cross-examination of complainant witnesses by respondent's advisor;
8. The respondent(s) testimony;
9. Cross-examination of the respondent by the complainant's advisor;
10. Testimony of respondent witnesses;
11. Cross-examination of the respondent witnesses by complainant's advisor;
12. Decision Maker questions;
13. A review of the appeal process;
14. Closing statement by the Primary Decision Maker;
15. Dismissal of the parties; and
16. Decision Maker deliberations.

At the hearing, the Primary Decision Maker shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Primary Decision Maker concludes opening statements, the complainant shall have the opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to the complainant testimony, the respondent's advisor may conduct cross-examination. The Decision Maker(s) may question the complainant after the cross-examination.

The complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The respondent's advisor may conduct cross-examination of the witnesses. The Decision Maker(s) may question the witnesses after the cross-examination.

The respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the respondent defense against the formal complaint. Subsequent to the respondent testimony, the complainant advisor may conduct cross-examination. The Decision Maker(s) may question the respondent after the cross-examination.

The respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The complainant advisor may conduct cross-examination of the witnesses. The Decision Maker(s) may question the witnesses after the cross-examination.

Only relevant cross-examination or other questions may be asked of a party or witnesses. During cross-examination, the advisor will pose each question orally to the Hearing Decision Maker(s). The Primary Decision Maker will determine if the complainant, respondent, or witnesses may respond to the question. If the Primary Decision Maker determines that the question is not relevant, he or she will explain the rationale for dismissing the question. Rape shield protection is provided for complainants. Therefore, questions and evidence about a complainant's behavior are considered irrelevant unless offered to prove that someone other than the respondent committed the alleged misconduct or concern specific incidents of a complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The Hearing Decision Makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examination, the Primary Decision Maker will read the appeal process and closing statements. The complainant, respondent, their respective advisors, Title IX Investigator, Title IX Coordinator, and all witnesses shall be dismissed.

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

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties; interviews with parties and witnesses; site visits; methods used to gather other evidence; and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College's Code of Conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions the College may impose on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be recommended by the Hearing Decision Makers to the President; and
6. The College's procedures and permissible bases for the complainant and respondent appeal.

The Title IX Coordinator and Title IX investigator will attend the hearing in an advisory capacity.

6. Within ten (10) business days after the hearing, the Hearing Decision Makers, by majority vote, shall issue a written determination of responsibility simultaneously to the complainant, respondent, any advisor to either party, the President, the Senior Personnel Officer (or other Title IX Investigator), and the Title IX Coordinator. If the Hearing Decision Makers finds that the complaint is supported by the facts, it will decide in favor of the complainant and will recommend appropriate sanctions in its written findings. If the Hearing Decision Makers find that the complaint is not supported by the facts, the Primary Decision Maker will take no further action and will notify the respondent, the complainant, Title IX Investigator, Title IX Coordinator, and the President of the findings.
7. The President will determine if such sanctions will be imposed based on the written report and recommendations of the Hearing Decision Makers and will issue written notice simultaneously to the respondent, complainant, any advisor to either party, the Senior Personnel Officer (or other Title IX Investigator), and the Title IX Coordinator of the determination within ten (10) business days of receipt of the Hearing Decision Makers' recommendations. This notification will also include the appeal procedure.

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

Based on these reasons, the complainant and/or respondent may file a written appeal with the Title IX Coordinator specifically stating the objections to the decision within five (5) business days after receipt of the notice of responsibility and sanctions. Copies of the appeal must be provided by the Title IX Coordinator to the other party, any advisor to either party, the Title IX Investigator, the Primary Decision Maker, and the President.

The Title IX Appeals Committee will be the appeal authority in upholding, rejecting, or modifying the recommendations of the Hearing Decision Makers and President. The Title IX Appeals Committee shall not be bound in any manner by the recommendation(s) of the Hearing Decision Makers or President, but shall take it (them) into consideration in rendering a decision. The Title IX Appeals Committee is made up of college administrators appointed by the President. The Appeals Committee will review the appeal solely on the following grounds, and none other:

1. to determine if there was substantial evidence to support the decision;
2. to determine if the student or employee had a fair and impartial hearing;
3. to determine if there is new evidence which would affect either the guilt or innocence of the student or employee or the degree of sanctions; and
4. to determine if procedural irregularities affected the outcome.

Regarding appeals, the College will ensure the following:

1. The other party is notified in writing when an appeal is filed and implement appeal procedures equally for both parties;
2. The Appeals Committee members do not also serve on the Hearing Decision Maker panel and are not the Title IX Coordinator or Title IX Investigator;
3. The Appeals Committee members comply with the standards set for in 34 C.F.R. § 106.45(b)(iii);
4. Both parties are given a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome;
5. A written decision describing the results of the appeal and the rationale for the result is issued to the President within 30 calendar days of the initiation of the appeals process. The time for decisions may be extended for exigent circumstances or as may be otherwise agreed to by both parties.

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

The findings of the Title IX Appeals Committee are presented to the President, who will issue simultaneous notification of the Committee's determination to the respondent, complainant, any advisor to either party, Title IX Coordinator, Title IX investigator, and Primary Decision Maker.

9. If, after exhausting all available institutional processes, a complaint remains unresolved, the complainant or the respondent may appeal to the Alabama Community College System (ACCS) using the System's official Complaint Form, which is available on the ACCS website ([www.accs.cc](http://www.accs.cc)) or from the Title IX Coordinator. The form should be completed and either (1) scanned and e-mailed to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailed to:

Alabama Community College System

Attention: Division of Academic and Student Affairs

P.O. Box 302130

Montgomery, AL 36130-2130

The ACCS Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

10. NACC has 30 days to provide a written response to questions and/or concerns raised during the ACCS Division of Academic and Student Affairs investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will judge the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

2. **Withdrawal of Complaint.**

Each complainant has the right to proceed with or withdraw from the formal complaint process once it has been submitted. The issues involved in the complaint should not be changed from the information provided when the charge was originally made. Complaints may be revised to address issues arising during the investigation which were not known to the complainant or to the institution when the initial complaint was filed.

3. **Informal Resolution.**

At any time prior to reaching a determination regarding responsibility, the College may initiate and facilitate a voluntary informal resolution process, such as mediation, that does not involve a full investigation and adjudication. Informal resolution processes may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The College may not require the parties to participate in the informal resolution processes previously named and may not offer these processes unless a formal complaint is filed. The College may not require the waiver of the right to an investigation and adjudication of formal complaints as a condition of enrollment or continuing enrollment, employment or continuing employment, or enjoyment of any other right.

If the College determines that informal resolution process may be appropriate, it will provide written notice to both parties which includes the following:

1. The allegations;

2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records will be maintained or could be shared;
3. The range of possible sanctions that may be imposed on the respondent as part of an informal resolution, which may include restitution, suspension, or termination, upon approval of the President.

Initiation of informal resolution process proceedings will require the written consent of each party. Informal resolutions, including sanctions, must be voluntarily agreed to by each party.

Voluntary informal resolutions to formal complaints may include, but are not limited to, no contact agreements, schedule changes, agreements to restrict participation in certain College activities or use of college facilities, agreement to engage in counseling, training, or education, mutual agreement to engage in a restorative meeting.

At any time prior to agreeing to a resolution, any party has the right to withdraw from informal resolution and resume the complaint process with respect to the formal complaint.

## 5. General Provisions for Title IX Sexual Harassment Complaints

**Advisors:** Complainants and respondents shall have the right to retain an advisor who may be but is not required to be a licensed attorney, at any level of the complaint process, at the respective party's own expense. Complainants and respondents who do not retain their own advisor will be assigned an advisor by the College. Advisors may be present and participate in any meetings, interviews, or hearings in which the advised party participates. Only advisors may conduct cross examinations of parties and witnesses. Additional guidance will be provided to complainants and respondent about the scope of advisor responsibilities by the Dean of Student Services, the Senior Personnel Officer, or other appointed administrator. Advisors appointed by the College receive annual training.

**Party-Designated Advisor:** Both parties shall have the right to designate one personal advisor. This party-designated advisor can be legal counsel or other type of personal representative (i.e., pastor, family member, AEA Representative, friend) and shall be retained at the respective party's own cost. Other persons may be selected by the party as additional advisors to attend meetings and hearings, but additional advisors are not permitted to speak or otherwise participate.

**College-Designated Advisor:** In the event that either party does not or cannot designate their own advisor, that party shall have the right to request one advisor to be provided by the College by making a request in writing to the Title IX Coordinator and declaring that the party has not selected another advisor. An advisor will be appointed for the party at the discretion of the College. Once requested, a party may not dismiss a College-designated advisor unless that party elects to retain legal counsel. A College-designated advisor will be released by the College if a party subsequently designates legal counsel as its advisor.

Either the party or the party's designated advisor (not both) may conduct cross-examination during the live hearing.

A party is never required to obtain an advisor.

At no time may any party have more than one designated advisor. A designated advisor may speak on the party's behalf when appropriate.

**Amendments:** The College may amend the policy or procedures periodically. Nothing in the policy or procedures shall affect the inherent authority of the College to take actions such as it deems appropriate to further the educational mission or to protect the safety or well-being of the campus community.

**Complaints Made Against Parties other than Students and Employees:** While this policy is intended to address complaints against students or employees, Title IX sexual harassment complaints can be made against other parties who are involved in the educational programs or activities of the institution by following the process of complaints made against students. For more information, please see the Title IX Coordinator.

**Complaint files:** Records of Title IX formal and informal complaints shall be maintained by the Title IX Coordinator. These shall include at minimum the following: the name of the complainant; the date of complaint filing; the specified allegation made in the complaint and any corrective action requested; the name(s) of the respondent(s); the levels of processing and resolution; the date and hearing officer(s) at each level; any audio or video recording or transcript; a summary of major points, facts, and evidence presented by each party to the complaint; a statement of the final resolution and the nature and date of any corrective action taken or disciplinary sanctions imposed; a record of any appeal and the results of that appeal; record of any informal resolution and the results of that informal resolution, and records of any supportive measures taken in response to a complaint, or records that document why no supportive measures were required; and the basis for a conclusion that the College's response was not deliberately indifferent. Such records shall be maintained on a confidential basis except that they must be provided to the complainant and the respondent upon request.

**Constitutional rights:** The complaint process shall not be construed as to restrain employees and/or students in their exercise of constitutional rights.

**Dismissal of Formal Complaint:** The College may dismiss a formal complaint or allegation therein if (1) the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein; (2) the respondent is no longer enrolled or employed by the College; or (3) specific circumstances prevent the College from gathering sufficient evidence to reach a determination. The College must dismiss a formal complaint or allegation therein if (1) the allegations do not meet the definition of sexual harassment, (2) the alleged conduct did not occur in the United States, or (3) the alleged conduct did not occur within a College-sponsored program or activity. If the College determines that the formal complaint or allegations therein will be dismissed, the Dean of Student Services, Senior Personnel Officer, or other appointed administrator will provide written notice to both parties of the dismissal of allegations, the reason for dismissal, and the complainant's right to appeal, if applicable. This notification must be made within five (5) business days of the decision to dismiss the complaint.

**Failure to appeal within time:** If there is no written mutual agreement to extend the time limit(s) set herein, and if a decision at any step is not appealed to the next step of the process within the stated time, the complaint shall be deemed settled on the basis of the last decision rendered, provided the decision is within the authority of the parties.

**Failure to respond within time limit:** Failure at any level of the complaint process to notify the parties of the reviewer's decision within the specified time limit shall permit an appeal at the next step of the process within the time which would have been allotted had the decision been communicated by the final day.

**Harassment and physical assault prevention programs:** The College requires all employees and invites all students to participate in a web-based harassment and physical assault awareness and prevention training program, which includes information required by the Campus SaVe Act. Additionally, the College coordinates ongoing educational programs for employees and students to promote awareness and prevention of harassment and physical assault, including, but not limited to, rape, acquaintance rape, domestic violence, dating violence, sexual assault, consent, and stalking.

**Identification:** All written complaints and appeals shall include the name of the complainant, the name of the respondent(s), a statement of the nature of the complaint, and the corrective action sought by the complainant.

**Informal discussion:** Nothing contained herein shall be construed as limiting the right of the student having a complaint to discuss the matter informally with any appropriate member of the College and having the complaint informally resolved nor the right of the College to manage normal business operations.

**Notification of law enforcement:** Victims of sexual harassment and physical assault needing immediate assistance from law enforcement can notify Campus Police or local law enforcement offices. Additionally, Campus Police can assist a victim with contacting local law enforcement, at the discretion of the victim. Individuals should dial 9-1-1 in emergencies.

**Preservation of evidence:** Victims of sexual harassment and physical assault should make every effort to preserve evidence that could be necessary to prove that the violation occurred or to obtain a protection order. Victims of assault are encouraged to seek a thorough medical examination. Rape victims should not bathe, smoke, use the toilet, or change clothes before they are examined. Stalking victims should preserve gifts and letters received and should also document phone calls, social media posts, and any other contact they have had with the alleged stalker. Domestic violence victims can document injuries by seeking medical attention or by taking photos of bruises, cuts, or other injuries. Likewise, parties accused of sexual assault should make every effort to preserve evidence that could be necessary to prove the violation did not occur.

**Protection:** In an effort to provide a harassment-free campus environment, the College is committed to the protection of employees and students. Anyone who has a legal order of protection, no contact order, restraining order, or similar lawful order against another individual is encouraged to provide a copy of the order to Campus Police.

**Protective measures:** Persons who have experienced harassment, physical assault, or discrimination may be able to change academic or working situations if accommodations are reasonably available even if the student chooses not to report the crime to Campus Police or law enforcement.

**Public complaint file:** For purposes of the dissemination of Title IX complaint precedents, separate file records shall be kept by the Title IX Coordinator which indicate only the subject matter of each complaint, the resolution of each complaint, and the date of the resolution. These records shall not refer to any specific individuals, and they shall not be considered confidential.

**Retaliation prohibited:** No College employee or any person involved in these complaint processes may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the Code of Conduct (Student Handbook) or Employee Complaint (Employee Handbook) procedures. The College shall keep confidential the identify of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR, part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

**Sanctions:** Possible sanctions for students may include but are not limited to warnings, restrictions from specific areas of campus, restitution, suspension, or expulsion. Possible sanctions for employees may include but are not limited to restitution, suspension, or termination. The College will follow the guidelines of the Students First Act in all cases where sanctions are recommended for employees. For individuals other than employees or students, sanctions could include a no-trespass order and or a no-contact order issued for individuals who have been accused of and/or found in violation of sexual harassment.

**Standard of evidence:** During resolution proceedings, the College shall use a preponderance of evidence to determine if a violation of policy has been made. The preponderance of evidence will consist of such evidence as, when considered and compared with that opposed to it, has more convincing force and produces in the mind's belief that what is sought to be proved is more likely true than not true.

**Student:** A student is defined as one who is or who has been duly and legally registered as either a full-time or part-time enrollee at Northeast.

**Supportive measures:** Supportive measures are defined as non-disciplinary, non-punitive individualized services that are designed to restore or preserve equal access to the education for the complainant and respondent without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment or to deter sexual harassment. These measures are without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. The range of possible supportive measures includes, but is not limited to, referral to counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or housing locations; leaves of absence; increased security and monitoring of certain areas of the campus; and other similar measures. The College will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.

**Timelines:** It is the intent of the College to address complaints as quickly as possible. Every effort shall be made to expedite the process and to stay within the timeline parameters of these procedures. However, there may be individual cases where the timelines involved may need to be adjusted to allow the institution to thoroughly investigate the issues. Timeline extensions will be made by mutual, written agreement between all parties involved.

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

Witnesses: Both the complainant and the respondent shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the complaint. No witness shall be required to participate in the proceedings.

## Computer Technology Acceptable Use Policy

### Introduction

Northeast Alabama Community College provides students with computer workstations in laboratories and in the library, and provides faculty and staff with computer access in offices. These workstations, software, and storage device contents are the property of Northeast Alabama Community College. As part of campus resources, computers are connected to and have access to the Internet. Each user is responsible for his or her activities on computers and on the Internet. Activities which are illegal, harass others, and offend those working around one are not permitted and will result in loss of privileges.

Campus workstations and the resources they access are provided for course-related assignments, scholarly research, college business, and other activities directly related to the mission of Northeast Alabama Community College. At the discretion of college personnel, resources may be used for recreational and casual use when they are not otherwise in use. In all cases, computer use in support of the college's mission will take precedence over recreational and casual use.

Access is a privilege, not a right: Northeast Alabama Community College reserves the right to deny the privilege of the use of any or all types of computer technology to individuals who violate the Acceptable Use Policy.

### Definitions and Application

This Acceptable Use Policy applies to all persons who use or attempt to use computer resources owned by Northeast Alabama Community College. Computer resources include computers, networks, software, data, and other information technologies, whether located on campus or at an off-campus activity sponsored by the College. These resources are to be used in a manner that supports the institutional mission of Northeast Alabama Community College.

Northeast Alabama Community College provides Internet access on selected computers available to its students, faculty, and staff by participating in the Alabama Research and Educational Network (AREN), which is administered by the Alabama Supercomputer Authority in order to provide Internet access for academic, educational, and research purposes only. The College abides by the Acceptable Use Policy of AREN, which is available for view in the Office of Technology.

All Northeast Alabama Community College regulations and existing state and federal laws apply, including not only those regulations and laws that are specific to computers and networks but also those that may apply generally to personal conduct and state-owned property.

### Unacceptable Use

Users of computing resources belonging to Northeast Alabama Community College will be held accountable for their conduct under this policy statement, any other applicable policies or procedures of Northeast Alabama Community College, and/or state or federal laws and regulations. Use of computer information technology that is unacceptable includes but is not limited to the following examples:

- acceptable includes but is not limited to the following examples:
- Violating or attempting to violate copyright laws governing software and materials accessed by means of computer technology.
- Violating or attempting to violate license agreements, including but not limited to making unauthorized copies of software or data owned by or licensed to Northeast Alabama Community College.
- Using software or data obtained by means that are illegal or contrary to the policies of Northeast Alabama Community College.



- Violating or attempting to violate Northeast Alabama Community College security, including but not limited to circumventing data protection schemes, gaining unauthorized access, or decrypting secure data.
- Accessing or attempting to access information belonging to another individual or Northeast Alabama Community College office; or
- misrepresenting one's identity, including but not limited to using another's password.
- Allowing an unauthorized individual to access an account or information, including but not limited to divulging a password or other sign-on information.
- Intentionally executing, transmitting, or installing any program designed to damage or to place excessive load on a computer system or network, including but not limited to computer viruses, Trojan Horses and worms.
- Creating, reproducing, or transmitting materials that are slanderous or defamatory in nature, that threaten violence, or that otherwise violate existing laws or regulations.
- Displaying text or images that might be found offensive in a location that can be seen or read by others, including but not limited to text or images that are obscene or harassing in any way.
- Using or attempting to use computer resources to harass others, to monitor others, or to disrupt their work.
- Failing to abide by the provisions of this statement that give priority to educational uses of computer resources, including but not limited to using computers for commercial purposes or for recreational purposes while others need access for educational purposes.
- Failing to abide by the policies, procedures, and regulations of the lab, library, classroom, office, or other facility in which the computer equipment is located.
- Using or installing any software that has not been authorized by Northeast Alabama Community College.
- Overusing or overloading computer resources, including computer memory as well as paper and other supplies. Northeast Alabama Community College reserves the right to periodically purge excessively large files and email files.
- Damaging, destroying, defacing, or removing hardware, software, data, or supplies that belong to others or to Northeast Alabama Community College.

## Disciplinary Actions

Because access to information technology resources at Northeast Alabama Community College is a privilege, abuse of this privilege is subject to campus disciplinary procedures and possibly legal action.

If the initial violation is minor or accidental, the situation will be resolved informally with the purpose of educating the violator. If the violation is repeated or is more serious in nature, Northeast Alabama Community College may rescind or modify computer access privileges. Violations of local, state, or federal laws will result in the immediate loss of all Northeast Alabama Community College computing privileges and will be referred to appropriate Northeast Alabama Community College officials and/or law enforcement authorities.

## Security

Northeast Alabama Community College has the responsibility of administering, protecting, and monitoring all computers, software, and networks owned or licensed by the college whether on or off campus, with the exception of privately owned computers in the possession of individuals for their personal use. Authorized personnel may monitor computer activity, including electronic mail, for the purpose of maintaining system performance and security. Users are expected to cooperate with investigations of violation of college policy.

Northeast Alabama Community College reserves the right to require users to refrain from using any program or property of the college.

## Disclaimer

Northeast Alabama Community College accepts no responsibility for damage to personal property or data caused by any Northeast Alabama Community College computer system or connections including, but not limited to, malfunctions of hardware and software, computer viruses, Trojan Horses, and worms.

Northeast Alabama Community College will not be liable for the actions of anyone, including students and employees, connected to the Internet through the college Internet access.

## User Agreement

Using or attempting to use any computer or information technology resource of Northeast Alabama Community College signifies the following:

The user agrees to comply with the provisions of this Acceptable Use Policy:

- The user accepts responsibility for knowing the contents of this policy statement. Failure to read or acknowledge this statement will not be an excuse for noncompliance.
- The user accepts that failure to comply with this policy may result in temporary or permanent denial of access to computer or information technologies, or in some cases may result in college disciplinary action or legal action.

Copies of the Acceptable Use Policy are available in the College Catalog, on the College website, and in facilities where computer resources are used. A summary of this policy is posted on or near computer equipment.

## Conduct

Students are expected to conduct themselves in a manner compatible with the educational objectives of the College. By enrollment and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission, as well as the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College. It is assumed that students enrolling in the College are mature and have a desire for constructive learning. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person - whether a student, visitor, faculty or staff member or the College itself is strictly prohibited. The College does not permit in any way on consumption or possession of alcoholic beverages, narcotics and/or other hallucinogenic drugs the campus or at college-sponsored functions. Possession of firearms is prohibited. Littering is also prohibited. Students who are observed littering on campus will be fined \$10.00 per incident. Students on probation may not represent the school in interscholastic contests.

Other specific forms of prohibited conduct include but are not limited to:

1. Dishonesty, including cheating, plagiarism, or furnishing incomplete or false information to the College. Any student found guilty of cheating may be dropped from the course with a grade of "F."
2. Destruction or theft of property;
3. Failure to comply with directions of College officials acting in the performance of their duties
4. Forgery, alteration, or misuse of College documents, exams, records, or identification;
5. Disorderly or disruptive conduct, including classroom disruptions, reckless endangerment, harassment, assault, bullying, cyberbullying, and discrimination;
6. Obstruction or disruption of the College's academic program or operations;
7. Unauthorized entry to College facilities;
8. Unauthorized possession of a key to College facilities.
9. Violation of traffic regulations;
10. Violation of library regulations;
11. Violation of any federal, state, or local law or ordinance

Violation of the college's conduct policy may lead to disciplinary action up to and including suspension, expulsion and arrest for any criminal acts.

## Credit Awarded Through Non-Traditional Means

Northeast Alabama Community College recognizes that individuals can develop mastery of course competencies through different methods. The College awards non-traditional credit by the following methods: College Board Advanced Placement Program (AP), College Level Examination Program (CLEP), Military Service Credit, Articulated High School Technical Coursework and Prior Learning. Academic credit may be granted for other officially documented learning experience according to American Council on Education recommendations.

Credit for academic transfer courses awarded through non-traditional means may only be awarded by examination or nationally recognized guidelines. Course credit earned through non-traditional means will be noted as such on the student's transcript. Credit awarded through non-traditional means does not count toward the minimum of 25% of semester credit hours that must be completed at Northeast Alabama Community College. Credit may not be received twice for the same learning.

Credit awarded will be recorded on the student's transcript without grades or quality points and will not be included in the calculation of the student's grade point average.

## Advanced Placement

Advanced Placement (AP) credit may be awarded by Northeast to students who have obtained satisfactory scores on the CollegeBoard AP exam.

The official AP score report must be sent directly from CollegeBoard, either electronically or by mail, to the Admissions Office in order to be evaluated for course credit. Course credit awarded for AP by Northeast, however, does not indicate that four-year or transfer institutions will award credit. It is the student's responsibility to verify credit with the transfer institution.

AP credit at NACC is offered in the subjects listed in the chart below. Other AP courses must be evaluated by the appropriate division director for evaluation.

Subject	Min. Score	NACC Equivalent	Sem. Hrs. Credit
Biology	3	BIO103	4
Biology	4 or 5	BIO103 and BIO104	8
Calculus AB	3	MTH 113 and MTH 125	7
Calculus BC	3	MTH 113, MTH 125, and MTH 126	11
Calculus BC – AB subscore	3	MTH 125	4
Chemistry	3	CHM111 or CHM104	4
Chemistry	4 or 5	(CHM111 and CHM 112) or CHM104	8 or 4
English Language/ Composition	3	ENG101	3
English Language/ Composition	5	ENG101 and ENG102	6
English Language/ Composition	3	ENG101	3
English Language/ Composition	5	ENG101 and ENG102	6
Government & Politics: US	3	POL 211	3
Physics B	3	PHY 201 and PHY 202	8
Physics C: Electricity & Magnetism	3	PHY 214	4
Physics C: Mechanics	3	PHY 213	4
Physics I	3	PHY 201	4
Physics II	3	PHY 202	4
Psychology	3	PSY 200	3
Spanish Literature/ Culture	3	SPA 101 & SPA 102	8
Statistics	3	MTH 265 or BUS 271	3
US History	3	HIS 201 and 202	6

## Articulated High School Technical Coursework

Northeast awards credit to students who have completed high school courses listed on the approved Statewide Career and Technical Education Articulation Agreement and/or locally established articulation programs with area secondary technical schools. To ensure that coursework and learning outcomes are at the collegiate level and comparable to NACC degree programs, Northeast faculty must be involved in the process to determine which secondary technical course may be accepted for articulation. Students must request credit for articulated credit within 20 months of high school graduation.

## College Level Examination Program - CLEP

Northeast awards credit earned through CLEP examinations provided minimum scores are achieved. Credit is granted in the course for which credit is to be earned or for credit already earned in the subject examination's course equivalent.

Official score reports must be sent electronically or mailed to the Admissions Office directly from the College Board. Credit awarded for CLEP by Northeast does not indicate that four-year or transfer institutions will award credit. It is the student's responsibility to verify credit with the transfer institution.

CLEP credit at NACC is offered in the subjects listed in the chart below. Other CLEP courses must be evaluated by the appropriate division director for evaluation.

Subject	Min. Score	NACC Equivalent	Sem. Hrs. Credit
American Government	50	POL 211	3
American Literature	50	ENG 251	3
Anatomy & Physiology I	50	BIO201	4
Biology	50	BIO 103,104	8
Calculus	50	MTH125	4
Chemistry	50	CHM111, 112	8
College Algebra	50	MTH100	3
College Mathematics	50	MTH110	3
Composition (College)	50	ENG 101	3
English Literature	50	ENG 261	3
History of the US I	50	HIS 201	3
History of the US II	50	HIS 202	3
Human Growth And Development	50	PSY 210	3
Pre-Calculus	50	MTH112	3
Psychology (Intro)	50	PSY 200	3
Spanish Language, Level 1	50	SPA 101, 102	8

## Military Service Credit

Students who desire to receive college credit for their military training should request a Joint Services Transcript (JST). All enlisted, officers and warrant officers, both active and veterans from all Army components, Coast Guard, Marine Corps and Navy are eligible to receive free official transcripts from JST. Individuals interested in a free official JST should request a transcript at <https://jst.doded.mil>. Air Force personnel should contact Community College of the Air Force (CCAF) at [www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/](http://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/) to obtain official transcripts. Students requesting transcripts should ask that the transcript be sent electronically or mailed directly to the Admissions Office.

Students who have had active military service may receive credit in physical education (less any completed prior to military service) as follows: from three to six months, three semester hours; for more than six months, four semester hours.

## Prior Learning Credit

Prior learning credit allows students to receive credit for life experiences which may include employment, training, professional certifications, noncredit courses, and other experiences. Students must document that they have obtained a mastery of skills equivalent to the course objectives. Prior learning does not apply to secondary/post-secondary articulation agreements or dual enrollment. Students seeking credit through prior learning must pay a \$25.00 fee for each course.

Prior learning credit is awarded through industry certification or portfolio review. Both methods must be reviewed and approved by the program instructor, Dean of Workforce Development and Skills Training and Dean of Student Services. The awarding of credit may be dependent upon the student passing an examination and/or verification of the industry certification. The student requesting prior learning credit through portfolio review must also obtain a copy of the course syllabus/ plan of instructor from the instructor in charge of the program and provide documentation indicating that the student has met all learning objectives for the course.

# Developmental Studies Program

The Developmental Studies Program at Northeast Alabama Community College provides students with the academic foundation to be successful in college-level English and math courses. Incoming students are placed in developmental courses based on their ACT scores, high school GPA, and/or ACCUPLACER scores. The co-requisite developmental model allows students to enroll directly in college-level courses and receive academic support through a learning support course. Learning support courses are co-requisite environments that provide instruction, one-on-one support, and small group engagement as well as active learning opportunities that are designed to review skills that mirror in real-time what is currently being taught in the college-level course. The Developmental Studies Program promotes scholastic opportunity, academic skill development, and educational efficiency.

## Distance Education

Northeast Alabama Community College (NACC) recognizes distance education as a delivery system for instruction. Distance education is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. The goal of these courses is to help fulfill the NACC mission of providing available, accessible, and affordable courses for transfer and career programs for students.

All of the present policies that apply to on-campus or “traditional classroom” education will apply to the area of distance education. This includes admission, prerequisites, grade requirements, complaint processes, etc.

1. Distance education courses must be of the same quality and rigor as those presented on campus as demonstrated through the following procedures:
  - Application with the accompanying course syllabi provided to the division director for review and approval by the Curriculum Committee and Dean of Instruction prior to course implementation;
  - Submission of scheduled student learning outcomes reports to supervisors for review;
  - Review by the Curriculum Committee of annual institutional effectiveness reports, including reports relating to course evaluations and the comparability of distance education and traditional courses.
2. Instructors must demonstrate how student work is monitored to assure integrity through the following procedures:
  - Each instructor or an approved proctor with (1) administer at least one significant on-campus examination or assignment per course OR (2) require at least one significant examination per course be completed by the student through the LMS online monitoring system, Respondus Monitor. The choice of completing the examination or assignment on campus or through Respondus Monitor shall be at the discretion of each student.
  - Each instructor will require students to present a formal ID prior to all video monitored test or proctored test.
  - Each student will be required to use a unique user name and password to access the course management system and other online instructional interfaces
  - The date(s) of any required online conference/meetings or on campus meeting (if any) must be announced to students at the beginning of the semester
3. Distance education instructors must support continued communication with and amongst students by:
  - incorporating into the course a discussion board or other shared communication tool whereby students and the instructor have the opportunity to regularly communicate;
  - sending emails to students in order to encourage course progress, make announcements regarding the coursework, etc.
4. Appropriate library/learning resources are made easily accessible for distance education students through access points within the course management system (Canvas) and through the Library and Learning Resources Center web page.
5. Student services must be easily accessible and relative to distance education students. Access to such services is provided within the course management system and through the Distance Education and Student Services web pages.
6. Faculty approved to teach distance education must meet the following requirements:
  - Completion of an orientation to distance education instruction session through the NACC Technology Learning Center prior to teaching a distance education course.
  - Participation in at least two annual training sessions through the NACC Technology Learning Center or through Canvas or other digital content training modules.
  - The Director of the Technology Learning Center is responsible for maintaining records of orientation sessions and of participation and assessment of training sessions
7. The NACC Intellectual Property and Distance Education Course Ownership Policy govern issues pertaining to ownership of intellectual properties and is to be employed in conjunction with the Distance Education Policy.

8. Distance Education faculty members must deliver accurate and current information. Faculty shall not include in the content or delivery of a course any information which he or she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violate the legal rights of others. (See the TEACH Act).

## Distance Education Courses

In order to take online courses, a student must have access to active internet connection with an internet service provider and a functional browser. Broadband (high speed) connections are preferred but not required. Courses will work with dial-up connections but the student may experience a lower level of performance. Lab and library computers with high speed connections are available on campus for students who do not have an adequate internet connection at home or are experiencing problems with their home equipment.

Students may use a device of their choice to complete online courses provided that the device is up-to-date and compatible with the Canvas Learning Management System. Northeast does not provide technical support nor guarantee satisfactory performance of course software with any device other than devices/computers owned by the college.

Northeast utilizes the Canvas Learning Management System for online course delivery. Northeast does not control these servers and additional hardware or software requirements or limitations may apply. Individual courses may have specific hardware or software requirements in addition to basic connectivity. If you have questions about specific courses, consult your class syllabus, contact your instructor, or contact the Student and Faculty Technology Learning Center at extension 2309.

Distance education courses meet the same standards of quality of those offered in classroom instruction on campus. Each course provides opportunities for interaction with the instructor as well as classmates. Students will be given information on the logistics of accessing and participating in the online course by the instructor. The instructor will also provide students with information on access to library resources. Students will be expected to complete internet courses within the semester time frame that they enrolled for the course. Students are advised that Internet courses demand good self-motivation habits and persistence in completing assignments.

Registration procedures and tuition for distance learning courses will be the same as for regular on campus courses.

For more information contact the Student and Faculty Technology Learning Center in room 107, Business Education Building, or call phone extension 2309.

## Dual Enrollment for Dual Credit

Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken at NACC while still enrolled in high school. Dual Enrollment for Dual Credit is available to students attending public, private, parochial or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school/private tutor pursuant to §16-28-5 of the Code of Alabama 1975. Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, materials and supplies as required in the syllabus of each course.

Courses offered must be approved by the student's high school designated official and will be drawn from Northeast's existing academic inventory of courses offered for credit. Courses numbered below 100, physical education (PED) courses, and independent study courses are not eligible for dual enrollment for dual credit. Students may not audit courses. Eligible high school students are permitted to enroll in College courses conducted during school hours, after school hours, online courses, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements. Students must meet all applicable pre-requisites prior to enrolling in courses.

Students who earn a grade of D, F, I or who withdraw from a course will be suspended from the Dual Enrollment for Dual Credit program for a minimum of one term. The one-term suspension may not be served during the summer. The student may not re-enroll until the suspension has been served unless the student submits an appeal to the dual enrollment coordinator. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirements identified above.

Upon completion of the dual enrollment program and high school graduation, the student must apply for admissions and meet all NACC admissions requirements.

## Drug Free Schools Compliance

Northeast is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor.

All current students are provided copies of the College policy for drugfree schools and communities, including a statement of the College standards of conduct and disciplinary sanctions; a summary of the legal sanctions; a description of health risks; and a list of contacts for available treatments in the region. The Dean of Student Services can provide students with information on substance abuse as well as referral to counseling and other treatment.

## Early College Enrollment Program

The Early College Enrollment Program (ECEP) provides an opportunity for qualifying high school students to earn a high school diploma and college credits toward a technical or health certificate and/or degree that meets local, regional, or state high-skill, high-wage, and highdemand critical workforce training needs.

## Emergency Medical Treatment

Emergency medical treatments by a physician or hospitalization are at the expense of the student or student's parent(s) or guardian. Students are responsible for their own health services. For any minor injuries such as cuts or bruises, first-aid kits are kept in laboratories, the campus police, and administrative offices.

## Examinations

Every student will be expected to take the final examination at the scheduled time. If a delayed examination becomes necessary, it must be taken during the following semester, or the grade of I (Incomplete) becomes an F. Such delay in taking the examination must be approved by the Dean of Instruction or Dean of Workforce Development and Skills Training. The student must take the delayed examination at the time designated by the instructor.

## Firearms

Possession of firearms around or in college buildings at any time or at any college sponsored function is strictly prohibited.

## Food and Drink in the Classroom

No food and drinks are permitted in the Northeast classrooms, laboratories, the Learning Resources Center, the Music Auditorium, or the auditorium of the Tom Beville Lyceum. In areas where these objects are permitted, to help keep our campus clean, please dispose of bottles, cans, wrappers, paper, food items, and discarded cigarettes in the appropriate trash/cigarette receptacles that are located throughout the campus.

## Foundation

The NACC Foundation assists the college with fundraising and fiscal issues to support the NACC mission. The board consists of community and business leaders from DeKalb and Jackson counties. The Foundation serves as a legal vehicle for donations to the College, whether it is a financial donation, property, or technology equipment. The focus of the Foundation, however, will be on fundraising activities through various events and activities selected by the College

President, Director of Development, and the Foundation Board. The NACC Foundation has the 501(c)(3) status so that donations to the foundation are tax deductible. For more information about the Foundation and its activities and opportunities, contact Heather Rice, Director of Development, or Rachael Graham at [grahamr@nacc.edu](mailto:grahamr@nacc.edu) in the Pendley Administration Building, Room 145, by telephone at extension 2301, or by email at [riceh@nacc.edu](mailto:riceh@nacc.edu).

## Fundraising

All fundraising activities of Northeast are conducted to help fulfill the mission of the College. Fundraising includes:

1. All fundraising activities, whether on the Northeast campus or sponsored by an organization or persons affiliated with Northeast must be conducted in a manner designed to adhere to the college's mission, "to provide accessible quality educational opportunities, promote economic growth and enhance the quality of life for the people of Alabama."
2. All fundraising activities which involve Northeast Alabama Community College students, faculty, staff, administrators or the college's name or insignia (hereinafter "College-related fundraising") must secure specific written approval of the College's president or his authorized designee. A *Request for Fundraising Activity* form must be submitted and approved by the College's president or his authorized designee before the College-related fundraising activity can be advertised, publicized or commenced.
3. No agent, vendor or solicitor will be allowed on the Northeast Alabama Community College campus to sell merchandise or services to students unless sponsored by a Northeast student organization. Student organization sponsorship includes the requirement of student participation in the actual selling. Student organization sponsorship also requires that the sponsoring organization receive a significant portion of the receipts from the sales. Organizations and persons involved in College-related fundraising must make every effort to ensure that the funds are used for the purpose presented on the Fundraising Activities form or—at the least—for a purpose in keeping with the College's mission.
4. Sales or solicitations by charitable, tax-exempt organizations will be considered by the College's president or his authorized designee on an individual basis.
5. Any contributions of money or property to the College— both those solicited by persons affiliated with Northeast and those which are unsolicited—must be reported to and approved by the College's president.
6. All College-related fundraising activities are subject to campus and the state auditing processes. Appropriate records must be maintained by the organization or person(s) identified on the Fundraising Activity form.
7. All College-related fundraising activities should be included in the College planning process. All College-related fundraising activities will be regularly evaluated by the Dean of Administrative Services and the College's Fundraising Committee.
8. All College-related fundraising activities must abide by the College's Student Handbook provisions on Student Conduct.

## GED Testing

For those who do not have a high school diploma, GED® testing is available in our Adult Education Learning Lab. To schedule an appointment, please go to [www.GED.com](http://www.GED.com) and create an account. If you need assistance, please contact Jonathon Nappier at extension 2362 or [nappierj@nacc.edu](mailto:nappierj@nacc.edu). The Adult Education Learning Lab is located in Room 227 in the Beck Health & Fine Arts Building.

## Housing

The College does not provide housing facilities for students, either on or off campus. Students are encouraged to live at home and commute.

## ID Cards

All new and returning students are required to obtain and carry a NACC student ID. Student IDs are free and allow students to check out library books, laptops and wi-fi hotspots, receive student discounts, and identify themselves as a NACC student. Student IDs expire two years from the date issued. All students must be in the active directory and present a picture ID in order to receive a NACC student ID.



Students who have been accepted into specific programs (nursing, cosmetology, medical assisting, EMS, etc.) must notify the staff to ensure that the correct information is included on the student ID. Students can obtain their ID from the Admissions Office in the Student Center, Room 117. Students with questions may contact the Admissions Office at ext. 2224.

## Incomplete Grades

If a grade of I (Incomplete) is granted by an instructor, the student must complete the course in the following semester. A grade of I is calculated as an F in the GPA until the student has completed the coursework and the instructor has a Grade Change Form. It is the responsibility of the student to make arrangements with the instructor to complete the required coursework and ensure that the Grade Change Form has been completed. If the student fails to complete the course during the following semester, the Incomplete automatically becomes an F on the student's transcript.

## Insurance

All students are responsible for providing their own insurance. Students enrolling at Northeast have the responsibility of coordinating their status of enrollment with their health care and automobile insurance providers. Students should be aware that any change of enrollment status may affect their insurance coverage.

## Intellectual Property and Distance Education Course Ownership Policy

Northeast Alabama Community College encourages its students, faculty, and staff to pursue initiatives that will create intellectual properties and distance education courses. Consequently, it becomes necessary to clearly establish the legal rights of ownership of intellectual properties. The NACC policy is as follows:

Any ownership or royalty issues not discussed herein shall be determined on a case-by-case basis prior to the development of the course.

If a student, faculty or staff member develops an original course offering, without any assistance or resources of the college and completely on his or her own time, then he or she shall retain one hundred percent (100%) ownership of the intellectual property rights to the course, including the right to all proceeds should the course become commercially marketable.

If a student, faculty or staff member develops an original course offering using any assistance or resources of the college but completely on his or her own time, then he or she shall be entitled to receive fifty percent (50%) of any royalties should the course become commercially marketable. The college, however, will retain full ownership of the intellectual property rights to the course.

If a student, faculty or staff member develops an original course offering using any assistance or resources of the college and on release time, then he or she shall be entitled to receive twenty-five percent (25%) of the royalties should the course become commercially marketable. The college, however, will retain full ownership of the intellectual property rights to the course. To obtain release time to develop a course, a student, faculty or staff member must obtain prior permission from the President.

If a course is developed using either a combination of resources and/ or release time, then the student, faculty or staff member understands and agrees that the college may offer the course to the Alabama Distance Learning Consortium for offering by member-colleges of the Consortium. In such circumstances, the respective property rights of the student, faculty or staff member and the college will be proportionally reduced according to any further development time invested by other member colleges of the Consortium.

Students, faculty or staff will formalize their agreement with the appropriate dean and president's approval.

## Library

**CECIL B. WORD LEARNING RESOURCES CENTER**

**Hours: Monday-Thursday: 7:30 a.m.-8:00 p.m. Friday: 7:30 a.m.-3:00 p.m.\***

\*The library may be closed between semesters. Advance notice of changes in hours of operation will be posted on the LRC's doors whenever possible.

**Phone: 256-228-6001 or 256-638-4418 ext. 2326**

The Cecil B. Word Learning Resources Center houses the library, two multimedia rooms, faculty offices, and classrooms.

## Mission

The mission of the library of Northeast Alabama Community College is to provide for the students, faculty and staff of the College, the personnel, services, information resources and facilities to support, sustain, and enrich the educational purposes, programs and curriculum of Northeast Alabama Community College.

Embracing the College's "open door" policy, many of the Northeast Alabama Community College's resources and services are available to the community

## Collection

The library's collection consists of over 45,000 print and bound periodicals, over 250,000 licensed and owned eBooks, over 79,000 audiovisual materials and digitized media (excluding books and periodicals), over 60 print periodical titles, and over 24,000 digital serials. NACC students and personnel have access to the following electronic resources: EBSCO's Discovery Service, EBSCO Associates Programs Source Plus database, EBSCO's Academic eBook Collection, EBSCO's Nursing Reference Center Plus, Alexander Street's Academic Video Online, and Newsbank's America's News and Newsbank's Black Life in America. The Alabama Virtual Library, a collection of multidisciplinary databases, is available to students, teachers, and citizens of Alabama.

## Special Collections

An archives/special collections division is in Room 206 on the second floor of the library. This collection contains various books and other resources that focus on local history and culture. This collection is available to NACC students, personnel, and to the public.

The library also contains a designated collection of books donated to the college by Dr. Barbara Heath, a clinical psychologist who practiced psychology in the area. Taken as a whole, Dr. Heath's collection of books demonstrates the extent and type of knowledge necessary to work as a clinical psychologist and can be useful for someone interested in a career in the field. This collection is available to students and the public.

## Technology

Wireless access is available in the LRC, as well as throughout the NACC campus. On the first floor, twenty-three computers provide access to the library's online catalog as well as access to the internet for student research. In addition, one computer located on the second floor provides access to the library's online catalog. The two multimedia rooms contain internet access and presentation equipment. Over 300 laptops and over 60 MIFIs are available for students to check out for the semester. Technology such as LCD projectors and laptops are also available for instructors to check out on a short-term basis.

## Assistance

Librarians offer one-on-one assistance in conducting library research. Assistance may be requested in person, by telephone, chat, text, or email.

## Request for Instruction/Orientation/Research

Information literacy is a general education outcome for students at NACC. Therefore, students in ENG 101 and SPH 107 have the opportunity to attend a library orientation and complete an assessment to demonstrate achievement of the program learning outcome of information literacy. Instructors of courses other than ENG 101 and SPH 107 schedule library orientation and/or research on an individual or as-needed basis.

## Distance Education and Dual Enrollment Students

The library's resources and services are available to distance education and dual enrollment students, online, in person, or via Canvas, depending on the resource/service being requested.

## Library Management Network, INC.

The library is a member of the Library Management Network, Inc. (LMN). Through this network, the NACC library shares a database with the following libraries: Gadsden State Community College, and Snead State Community College.

NACC students may view and borrow the holdings of other LMN member libraries.

## Policies

1. When checking out items, students will be asked to present a student ID card. The card must be presented each time items are checked out.
2. Currently enrolled students may check out books and audiovisual items for two weeks and may check out laptops and MIFIs until the end of the semester.
3. A fine of ten cents per day (books and AV) or \$1 per day (laptops and MIFIs) will be charged. The maximum fine will be \$5.
4. Students and/or library patrons who owe fines or have failed to return items will forfeit their library privileges and/or will not receive copies of their transcripts.

## Policies for Community Library Patrons

Many of the library's resources are available to members of the community.

1. Community members wishing to use the library should obtain a library card by completing an application at the circulation desk and showing an Alabama-issued ID card demonstrating residence in the community (as defined by NACC's service area).
2. Adult community members may check out up to five items at a time.
3. Juvenile community members may check out up to two items at a time.
4. Items are checked out for two weeks and may be renewed for two additional weeks unless needed by another patron.
5. A fine of ten cents per day is charged per overdue item. No fine in excess of \$5.00 per item will be charged. When the library is closed, items may be returned in the outside book drop facing the student center.
6. Community members who have overdue items or fines will forfeit their library privileges.
7. Community members will be charged a \$2 fee for a lost library card.
8. Community members wishing to use the library's multimedia rooms should complete an activity request, which may be obtained from an NACC library faculty or staff member.

## Life-Threatening Illnesses Policy

Northeast recognizes that students, faculty, and staff with lifethreatening illnesses (LTI), including but not limited to cancer, heart disease, diabetes, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as the students, faculty, or staff members are able to meet the same performance standards as those persons without LTI, and medical evidence indicates that their conditions are not a threat to others, deans, directors, and division chairs should be sensitive to their conditions and ensure that they are treated consistently with other students, faculty, and staff members. It is the policy of Northeast to provide a safe environment for all students, faculty, and staff.

## LTI Policy Guidelines

1. Northeast will not undertake programs of mandatory testing of either employees or students for the presence of indicators of LTI. For health status testing and/or counseling, students, faculty, and staff should be aware of appropriate community health agencies.
2. The existence of conditions related to LTI in an applicant for Northeast admission or employment will not be considered in admission or employment decisions.
3. Northeast students with LTI conditions, whether or not symptomatic, will be allowed regular classroom attendance in an unrestricted manner, as long as they are able to attend classes.

4. Northeast faculty and staff who have LTI-related conditions, whether or not symptomatic, will be allowed to continue their work in an unrestricted manner, so long as they are able to perform the duties of their jobs, in compliance with the College's employment policies and federal guidelines.
5. The access of Northeast students or employees with LTI or LTI-related conditions to the College's public areas will not be restricted, in compliance with College and federal guidelines.
6. There will be an ongoing program to educate students, faculty, and staff in regard to LTI.
7. Information regarding an individual diagnosed as having an LTI or LTI-related condition will be maintained in the strictest confidence. Only people within the college with a legitimate need to know should be informed of the identity of students, faculty, or staff who have LTI or LTI-related conditions; this number should be kept to an absolute minimum. Individuals should be aware that medical information cannot be released to anyone outside of the college without the specific written consent of the individual involved, except where required by law.
8. Reasonable accommodations will be made to persons with LTI consistent with established laws and rules including ADA and public health policies.
9. Persons with LTI may be required to exhibit and establish that they are fully acquainted with all possibilities of complication and possible contagion and are following authorized medical advice in limiting exposure to others and in avoiding complications to themselves.
10. This policy is subject to change from time to time based on advances and increased knowledge of various conditions involving LTI.
11. Any breach of the above guidelines should be reported to the ADA Compliance Coordinator, in writing. Such reports should be made within seven (7) days of the incident.

## Lost and Found

Lost and found articles should be reported to the Campus Police in the Student Center.

## Maximum and Minimum Course Loads

The student course load for a full time student is 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload. A student course overload must be approved by the Dean of Instruction/designee. No student will be approved for more than 24 credit hours in any one term for any reason.

## Name/Address Change

Any student who has a name or address change should inform the Admissions Office of the change immediately. Students seeking to change their name must present a legal document that reflects the requested name change.

## MyNACC Login Information

MyNACC is the secure Internet access to OneACCS, which provides NACC students with grades, transcript, tuition account, financial aid status, and online registration.

To access MyNACC, click the MyNACC link on the NACC website. User ID = school-issued email address  
Default Password = NACC+ eight digit date of birth (NACC01021999)

Students may be required to change their password the first time they access their MyNACC account. Students should use a password that they will remember. Changing the MyNACC password will also change the student's Office365 account password:

**MyNACC tech support: [etshelp@nacc.edu](mailto:etshelp@nacc.edu)**

Using any computer or information technology resource of Northeast Alabama Community College signifies that the user agrees to comply with the following NACC policies found in this catalog and online:

[Computer Technology Acceptable Use Policy](#)  
[Peer-to-Peer File Sharing Policy](#)  
[Wireless Internet Access Policy](#)

Helpful links are found online by clicking:

[Email Instructions](#)

[Canvas Instructions](#)

[NACC Alert System/Schoolcast](#)

## Nondiscrimination

It is the official policy of the Alabama Community College System and entities under its control, including Northeast Alabama Community College, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law. (ACCS Board of Trustees Policies 601.02-4/15/16 and 800.00—5/10/17).

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

Any person who believes himself or herself, or any specific class of individuals, to be subjected to discrimination prohibited by Title VI or Title IX of the Act and Regulation issued thereunder may, by himself or herself or through a representative, file a written complaint. Harassment and discrimination complaints can be reported to the Title IX Coordinator (Lynde Wheeler, PA 116, ext. 2230). Northeast is an Equal Opportunity Employer.

### Nondiscrimination on the Basis of Disability

Northeast does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The ADA Compliance Coordinator, Riley Holland (256-638-4418 Ext 2222), located at 138 Alabama Hwy 35, Rainsville, AL 35986 in Office 115 in the Student Center has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Compliance Coordinator.

Persons who need accommodations or assistance in order to participate in college programs or services should contact the ADA Compliance Coordinator as identified above. The telephone numbers are (256) 638-4418 and (256) 228-6001, ext. 2222. The relay number for speech or hearing impaired persons using a text telephone or TDD is (800) 548-2546.

## Online Registration Guidelines

Current and former Northeast students, transients, and transfer-in students who have completed admission files must see an advisor to be authorized to register online. Students will be able to print an invoice that they can mail or bring to the college with tuition payment or to verify and validate financial assistance (scholarship, Pell grant, etc.).

## Organizations and Officers

Any student holding an office in any organization on the campus must carry a minimum course load of 12 hours each semester and must not have accumulated more than 64 hours. Students on probation may not hold offices within the College. Any exceptions must be approved by the Dean of Student Services.

Any student seeking nomination for any elected office should contact the organization's sponsor(s) and must submit in his/her platform for office to the sponsor(s). After the platform is approved, the student will be given instructions concerning the display of campaign material.

Any student or group of students desiring to form new campus organizations must use the following procedures:

1. Submit to the Dean of Student Services a written statement consisting of the organization's purpose (including the proposed organization's name and the students expected to participate), a draft constitution, bylaws, and the desired meeting schedule.
2. The Dean of Student Services refers this statement to the Student Services Committee to determine if the proposed organization is in keeping with the philosophy of the College.
3. If the Student Services Committee approves the proposed organization, the Dean of Student Services forwards the information to the Dean of Instruction for the appointment of a sponsor and provides the Student Government Association the constitution and bylaws for approval.
4. If the Student Government Association approves the constitution and bylaws and the Dean of Instruction appoints a sponsor, the Dean of Student Services presents all of the above to the President for final approval.
5. If the President approves, the Dean of Student Services will issue a permit to hold an organizational meeting.

Any student seeking nomination for an elected office must submit in writing his or her platform for office to the sponsors. After the platform is approved, the student will be given instructions concerning the display of campaign material.

Any student holding an office in a campus organization must carry a minimum course load of 12 hours each semester and must not have accumulated more than 64 hours. Students on probation may not hold offices within the College. Exceptions must be approved by the Dean of Student Services.

Fraternities and sororities or societies are prohibited on the campus.

## Parking/Vehicle Registration/Traffic Regulations

1. All students will park in the areas designated for student parking

### **PARKING CATEGORIES ARE:**

Student Parking	Unpainted (or White)
Handicapped Parking	Blue
Faculty & Staff Parking	Red
No Parking	Yellow

Students are not permitted to sit in parked cars or to play loud music between classes and during social events. Students are not permitted to park in red, blue, yellow or other restricted areas, or in the reserved parking spaces in front of the Pendley Administration Building. Only cars with an official decal are allowed in the parking spaces designated for the disabled. Individuals with temporary disabilities should check with the Campus Police.

2. Any student who drives a car or motor-driven cycle on campus must register it and obtain a parking permit from the Admissions Office. These permits are issued to students free of charge. The permit should be placed on the student's vehicle as directed.
3. Parking and traffic violations will be ticketed. Students receiving parking or traffic tickets will pay the Campus Police within 72 hours. Fines will double after 72 hours.
4. Trucks larger than pickups are not allowed to park in front of the administration buildings or to use angle parking anywhere on campus. Tail gates must be up on all trucks parked on campus. It is illegal to back in and park on angle parking.
5. Students driving unregistered vehicles will park off campus. Visitors of students will park in any unrestricted area and come to the Campus Police to get a visitor's pass.
6. Each semester a student is given a fine of \$5.00 for the first violation on all nonmoving violations, \$10.00 for the second, and \$15.00 for the third.
7. The speed limit on all campus streets is 15 miles per hour. Speeding, reckless driving, running stop signs, and driving in the wrong direction are moving violations. The fine for this violation is \$10.00.
8. Students will clear the campus within a reasonable time after classes and all other activities are over. This does not include students using the library; however, these students must remain in the library.
9. Traffic and parking regulations for the campus are conspicuously posted and made available at least thirty (30) days prior to their enforcement.
10. Individuals assessed parking and traffic fees can appeal their fee assessments and have their appeals heard within thirty (30) days by a standing traffic and parking committee appointed by the president. This committee will consist of the Chief of Police, Business Manager and the Dean of Student Services.

# Peer to Peer Sharing and Illegal Downloading

File sharing is the practice of distributing or providing access to digitally stored information, such as computer programs, multi-media (audio and video), documents, or electronic books. Illegal file sharing is the sharing of copyright protected files without authorization. Under copyright law, it is illegal to download or share copyrighted materials such as music or movies without the permission of the copyright owner.

Northeast maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, staff and community. The college is required by federal law to inform students that illegal distribution of copyrighted materials may lead to civil and/ or criminal penalties. The law also requires that the college take steps to detect and punish users who illegally distribute copyrighted materials.

Peer to Peer (P2P) technologies have many genuine uses and Northeast does not ban P2P programs from its network. It is however, a violation of copyright law to use P2P technology for copying commercial music and/or video files without the copyright holder's permission.

NACC utilizes technology based deterrents to effectively combat unauthorized downloading/distribution. The college internet provider is through the Alabama Supercomputer Authority (ASA), which monitors bandwidth traffic and accepts and responds to Digital Millennium Copyright Act (DMCA) notices. When illegal downloading is detected, DMCA notifies ASA, which in turn notifies the college immediately. IT personnel at the college track down the offenders.

For more information on "fair use" and copyright laws please go to: <http://www.copyright.gov/title17/>

Some music, movies and television shows can be legally obtained through online subscription services or from sites officially permitted by the copyright holders to offer certain downloads. Use the following sites as alternatives to illegal downloading: <http://www.educause.edu/legalcontent>

The college reserves the right to suspend or terminate network access to any campus user if the violation is deemed severe or the use is impacting the operation of the network. NACC must report any violations to appropriate authorities for criminal or civil prosecution. In addition, violators may be referred to the college discipline committee, which may impact college enrollment.

## **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).*

## Plagiarism

Plagiarism is the intentional copying of the ideas or words of another and using those ideas or words as one's own. Instructors may use antiplagiarism programs to check student work. When outside sources are paraphrased or incorporated verbatim, they must be acknowledged.

Students who submit plagiarized or partially plagiarized assignments will not receive credit for those assignments and may be subject to failure in the course.

## Poster/Information Display

Posters, signs, announcements, and other information should be placed only on the bulletin board space provided in each building. Nonstudents and off-campus organizations must secure permission from the Dean of Student Services before displaying information on campus.

The placement of any posters or announcements on glass or walls, or defacing existing materials posted, is strictly prohibited.

## Privacy Policy

### Alabama Community College System Privacy Notice

Updated 4.7.23

The Alabama Community College System (ACCS) values your privacy, and is committed to protecting your personal information. In this End User Privacy Notice (“Notice”), we describe how we collect, use, and share personal information about students and other payors (“End Users”).

ACCS is Alabama’s gateway to world-class, affordable education and technical training for the necessary skills to compete in a constantly evolving workforce. The system consists of 24 community and technical colleges. We work with both public and private schools and four-year universities to offer residents the education programs they need. We offer academic and career technical dual enrollment classes that allow high school students to earn college credit that saves valuable money and time towards a certificate or degree.

As part of the offerings provided by ACCS, we use commerce and credential solutions (“Services”) that enable us to offer End Users easy ways to engage with and manage their payment and billing relationship with our Member Institutions. End Users may access these Services through the Institutions’ websites, in mobile applications, and any other Institution service that relies on the Services where this Notice is posted. We may provide additional privacy notices as necessary that apply to your use of certain products. This Notice applies to these Services as provided by ACCS, on its own behalf or in combination with one of its affiliates, subsidiaries, or vendors.

#### Information Collected and How it is used

When End Users interact with ACCS Services, we collect personal information in order to facilitate the services that the Institution is providing you.

If you are an End User who has a relationship with one of our Institutions such as a school or university and have a question about how your personal information is collected, used, or shared, or would like to exercise any rights you may have with respect to your personal information, please contact your Institution directly.

ACCS and its Member Institutions will only collect, use, and share personal information where we are satisfied that we have an appropriate legal basis to do so. Subject to consent if required by law, we may collect the following categories of End User information on behalf of and as directed by your Institution:

- Identifiers (such as name, contact information including telephone number, email address, or postal address)
- Information protected against security breaches (such as your name and financial account, username and password)
- Protected characteristics (like race, gender, ethnicity, etc.)
- Commercial information (such as products or services purchased, events attended, or other purchasing or consuming histories)
- Internet/electronic activity (see “Cookies” for additional information)
- Geolocation data (for the purpose of enabling location-based Services such as building access at your school or college)
- Audio/Video Data (such as call recordings if you receive customer service support over the phone)



- Professional or employment related information (such as your status with the organization with which you are affiliated)
- Education information including your status with the school or college with which you are affiliated (i.e. student, faculty, staff)
- Biometrics

#### How we use your personal information

We use your personal information to provide the Services. In providing the Services, we may use your personal information for the following business purposes:

- Create, maintain or provide service for your account
- Process or fulfill requests from you
- Respond to customer service requests from you
- Verify your information
- Process payments
- Undertake activities to maintain the quality, safety or integrity of the Services
- Maintain data security including detecting and responding to security incidents and protecting you, and us, from fraud
- Monitor our Services including gathering usage data and other analytic information that enables us to maintain and improve the Services
- Other uses that are required for us to meet our legal, contractual or regulatory requirements, and
- Other uses as directed by your Institution and subject to their privacy policy

#### Sources of personal information

We collect personal information from the following sources:

- Information that you provide to us: We collect personal information that you provide to us through your use of the Services. For example, we may collect personal information like your name, contact information, payment information, and enrollment status as part of the Services offering. Providing us with personal information about yourself is voluntary, and you can always choose not to provide certain information, but then you may not be able to take advantage of or participate in some of your Institution's services.
- Information collected from third parties: We may collect information about you from third parties as part of providing our Services to you. For example, we may collect personal information like your name, contact information and enrollment status from your university or Member Institution in order to offer the Services to you.
- Information collected through technology: When you visit our Sites or Apps or interact with an email we send to you, we may collect certain information automatically such as your account or device identifier, and usage information such as pages that you visit, information about links you click, the types of content you interact with, the frequency and duration of your activities, and other information about how you use our Services. You have the ability to express your preference regarding some of the ways we collect information through technology in some of our Services (see "Cookies and Other Tracking Technologies" for more information). We may collect geolocation in the Apps for the purpose of enabling location-based Services.

The legal basis for our processing your personal information. Our legal basis for using your personal information includes (1) performance of a contract with your Institution so you can use the Services, (2) our legitimate interests which include Services improvement, better engagement with you, fraud prevention, and security our Services, and (3) to comply with a legal obligation (to keep information we are required to keep such as payment information), or (4) with your consent when required by applicable law.

The business purpose for our processing your personal information. Our primary business purpose for processing your personal information is to provide the Services consistent with the contract terms between us and your Institution. We may also use your personal information to enable the following additional business purposes: (1) detecting and managing security incidents or fraudulent activity, (2) providing customer service, fulfilling requests, and other functions directly related to the Services, (3) maintaining our software including debugging and repairing errors, and (4) maintaining the quality of the Services and developing enhancements and improvements to meet your Institution's needs.

Data anonymization and aggregation. Subject to your consent if required by law, we may anonymize or aggregate your personal information in such a way as to ensure that you are not identified or identifiable from it, in order to use the anonymized or aggregated data. For example, we may use anonymized or aggregated data for statistical analysis including to analyze trends, for product development, and for risk assessments and cost analysis. We may share anonymized or aggregated data with our parents, subsidiaries, affiliates or with other third parties.

This Notice does not restrict ACCS's use or sharing of any non-personal, summarized, derived, anonymized or aggregated information.

#### How Personal Information is Shared

Except as otherwise specified, we may share any of the categories of your personal information in the manner and for the purposes described below:

- With ACCS affiliates where such disclosure is necessary to provide you with our Services or to manage our business.
- With third-party service providers. For example, we share personal information with IT and internet service providers who help manage our back office systems or administer our Services. These third-party service providers have agreed to confidentiality restrictions and have agreed to use any personal information we share with them, or which they collect on our behalf, solely for the purpose of providing the contracted service to us.
- With the Institution with whom you are also engaging when you use the Services. For example, you may be using a Service provided to you through a school or college website to engage in a purchase. ACCS may share the personal information you provide with the school in order to fulfill your request. You may also receive communications from the school.
- With banks and payment providers to authorize and complete payments.
- We may share identifiers with logistics service providers to enable the delivery of packages to individuals.
- As directed by the Institution with whom you are engaging with for the purpose of providing the Services.
- With other third parties with whom you direct us to share defined categories of your personal information.

ACCS does not sell your personal information to third parties for monetary compensation. We may also disclose personal information about you if we believe such disclosure is necessary to comply with laws or respond to lawful requests and legal process or to protect or defend the rights, safety or property of ACCS and/or its Member Institutions, users of the Services or any other person, including to enforce our agreements, policies and terms of use.

In addition, subject to applicable legal requirements, we may share personal information in connection with or during negotiation of any merger, financing, acquisition, bankruptcy, dissolution, transaction or proceeding involving sale, transfer, divestiture, or disclosure of all or a portion of our business assets to another company.

## Global Transfer of Personal Information

Some of the solutions supporting the Services operate globally. This means that your personal information may be transferred to and stored in the United States or in another country outside of the country in which you reside, which may be subject to different standards of data protection than your country of residence.

We will take appropriate steps to ensure that transfers of personal information are in accordance with applicable law, are carefully managed to protect your privacy rights and interests and limited to countries which are recognized as providing an adequate level of legal protection or where alternative adequate arrangements are in place to protect your privacy rights. To this end:

- we ensure transfers with our affiliates and vendors are covered by agreements which contractually requires each such entity to ensure that personal information receives an adequate and consistent level of protection wherever it is transferred;
- where we transfer your personal information outside of ACCS environments and/or to third parties who help provide our Services, we obtain contractual commitments from them to protect your personal information; and
- where we receive requests for information from law enforcement or regulators, we carefully validate these requests before any personal information are disclosed.

## How we Protect Personal Information (including Disposal)

We take our responsibility to protect the security and privacy of your personal information seriously. We maintain safeguards designed to protect the personal information you provide against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use.

Any suspected attempt to breach our policies and procedures, or to engage in any type of unauthorized action involving our information systems, is regarded as potential criminal activity. Suspected computer mischief may be reported to the appropriate authorities.

Please remember that communications over the internet like emails are not inherently secure. We seek to keep secure all confidential information and personal information submitted to us in accordance with our obligations under applicable laws and regulations. However, like all website operators, we cannot guarantee the security of any data transmitted through the internet.

When we no longer need your personal information to provide the Services, or to comply with a legal or regulatory obligation, it will be securely deleted, de-identified, or sanitized in a manner that ensures you cannot be re-identified.

## Cookies and other Tracking Technologies

A “cookie” is a text file that is stored to your browser when you visit a website. The cookies described below provide information about how ACCS and/or its vendors uses cookies in providing the Services.

Unique device identifiers like IP address or UDID recognize a visitor’s computer or other device used to access the internet. Unique device identifiers are used alone and in conjunction with cookies and other tracking technologies for the purpose of “remembering” computers or other devices used to access the Services. We may also use other technologies like pixels or tags that allow us to measure responses to our email communications.

Cookies can be classified by duration and by source:

- **Duration.** The Services use both “session” and “persistent” cookies. Session cookies are temporary - they terminate when you close your browser or otherwise end your “active” browsing session. Persistent cookies remember you on subsequent visits. Persistent cookies are not deleted when you close your browser, and they will remain on your computer or other device unless you choose to delete them.

- Source. Cookies can be “first-party” or “third-party” cookies, which means that they are either issued by or on behalf of ACCS and/or its vendors, or by a third-party operator of another website. For an example of a third-party cookie, our Services may contain a Facebook “like” button, which would set a cookie that can be read by Facebook. Our Services may use both first-party and third-party cookies.

The cookies that we may use with the Services fall into the following categories:

- Strictly Necessary Cookies. These cookies are necessary for the website to function and cannot be switched off in our systems. They are usually only set in response to actions taken by you such as logging in or filling in forms. You can set your browser to block or alert you about these cookies, but blocking them may impede the functionality of the Services on the website.
- Performance Cookies. These cookies allow us to count visits and traffic sources so we can measure and improve the performance of our site. They help us to know which pages are the most and least popular and see how visitors move around the site. All information these cookies collect is aggregated. If you do not allow these cookies we will not know when you have visited our site, and will not be able to monitor its performance.
- Functionality Cookies. These cookies enable our sites to provide enhanced functionality and personalization. They may be set by us or by third-party providers whose services we have added to our pages. If you do not allow these cookies then some of these services may not function properly.

#### How to Delete or Block Cookies or Other Tracking Technologies

On some Services, when technically feasible, we will enable tools to help you make choices about cookies and other tracking technologies. You may also delete or block cookies at any time by changing your browser settings. You can click “Help” in the toolbar of your browser for instruction or review the cookie management guide produced by the Interactive Advertising Bureau available at [www.allaboutcookies.org](http://www.allaboutcookies.org). If you delete or block cookies, some features of the Services may not function properly.

#### External Links

ACCS’s Services may include links to other websites that are not under our control. We do not endorse or make any warranty of any type regarding the content contained on such websites or products and services offered on those websites.

We encourage End Users to be aware when they leave our sites and to read the privacy statements of each and every website that collects personal information. This Notice applies solely to personal information collected by us. You should read any other applicable privacy and cookies notices carefully before accessing and using other websites.

#### Your Legal Rights

If you are an End User who uses ACCS Services and have questions about legal rights you may have with respect to your personal information collected by your Institution, please consult the Institution with which you have a relationship.

Subject to certain exemptions, and in some cases dependent upon the processing activity we are undertaking, some of our End Users, including European Union residents and residents of the state of California, may have certain rights in relation to their personal information. If you have any questions about or wish to exercise any rights you may have under applicable law, please contact your Institution.

EU Residential Rights	What does this mean?
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Right to be informed	You have the right to be provided with clear and easy-to-understand information about how we use your personal information. This is why we are providing you this Notice and we may provide other forms of notice, as appropriate or required by law, in the Services.
Right to access personal information	You have the right to access and receive a copy of personal information we hold about you.
Right to data portability	In some circumstances, you have the right to receive the personal information you request from us in a format that is user-friendly and enables you to transfer it to another provider.
Right to rectification	You have the right to correct or update your personal information if it is outdated, incorrect or incomplete.
Right of erasure (“right to be forgotten”)	In some circumstances, you have the right to have your personal information erased or deleted.
Right to restrict/suspend processing of personal information	You may object to processing of personal information that is based on legitimate interest. You may withdraw consent for processing that is based on consent (this includes the right to opt out of direct marketing).
Right to information about information transfers	You have the right to obtain a copy of documents related to the safeguards under which your personal information is transferred outside the EU.
Right to complain to a supervisory authority	You have the right to contact the data protection authority in your country to complain about our data protection and privacy practices.

CA Resident Rights	What does this mean?
Right to know about personal information collected, disclosed, and sold	You have the right to request that we disclose to you what categories of personal information we have collected, used, disclosed, or sold over the past 12 months. We have provided information about the categories of personal information we have collected, the sources from which we collected it, the purposes for which it was collected, and the third parties with whom we may share it with above.
Right to opt-out of the sale of personal information	You may request that we do not sell your personal information to third parties.
Right to request deletion	In some circumstances, you have the right to have your personal information erased or deleted.
Right to equal service and prices (“non-discrimination”)	Your choice to exercise your privacy rights will not be used as a basis to discriminate against you in Services offered or pricing.

## Other Information

### Changes and Updates.

We reserve the right, in our sole discretion, to modify, update, add to, discontinue, remove or otherwise change any portion of this Notice, in whole or in part, at any time. When we amend this Notice, we will revise the “Updated” date located at the top of the document. We will also take reasonable steps to ensure you are made aware of any material updates including providing your Institution with communication about such changes, or providing a notification through the Services, as appropriate. If you provide personal information to us, or access or use the Services after this Notice has been changed, you will be deemed to have unconditionally consented and agreed to such changes. The most current version of this Notice will be available on all End User facing Services, and will supersede all previous versions of this Notice.

### Choice of Law.

To the extent not prohibited by law, this Notice, including all revisions and amendments thereto, is governed by the laws of the United States, State of Alabama, without regard to its conflict or choice of law principles which would require application of the laws of another jurisdiction.

### Contact Us

If you are an End User who has a relationship with ACCS or one or more of its Member Institutions, and have a question about how your personal information is collected, used, or shared, or would like to exercise any rights you may have with respect to your personal information, please contact your Institution directly.

For other questions about this Notice, or if you are an End User and want to exercise your rights as described in this Notice, you can submit a request by contacting ACCS as follows:

Contact the Registrar's Office at the Northeast Alabama Community College campus.

Phone: 256-228-6001

Mail:

PO Box 159

Rainsville, AL 35986-0159

## Registration

The Admissions Office assigns each student to an academic advisor according to the student's college major program. Each semester, the academic advisor assists the student in preparing a class schedule that is appropriate to the student's major, monitors academic progress and helps ensure that the advisee meets requirements for the associate's degree. Students should change advisors if they change their college major.

Students who plan to transfer to a public university in Alabama are responsible for obtaining a transfer guide from [AlabamaTransfers.com](http://AlabamaTransfers.com). Transfer students are encouraged to contact Holly Williams [williamsh@nacc.edu](mailto:williamsh@nacc.edu) for assistance in reviewing the degree requirements, determining coursework needed for your degree and any transfer scholarship opportunities available. All students bear the final responsibility for completing the correct courses for transfer and all requirements for a degree.

## Restrooms

Restrooms are designated separately for men and women unless otherwise posted.

## Reverse Transfer

NACC participates in the Reverse Transfer Program. Reverse Transfer allows student to complete their Associate's Degree at NACC by the reverse transfer of college credits from other two and four year institutions. Each student's credits will be evaluated to see if the combined credits meet the degree and graduation requirements. There is no cost for awarding of the degree. However, students that wish to receive a printed diploma or to participate in graduation ceremonies must pay required fees. All paperwork for the associate degree will be completed by the Reverse Transfer Specialist. Any questions may be directed to the Reverse Transfer Specialist at [reversetransfer@nacc.edu](mailto:reversetransfer@nacc.edu) or ext. 2207.

## Scholarships

Institutional scholarships are provided by Northeast, as authorized by the Alabama Community College System. Jeffery Hawes, Dean of Student Services, or his designee, disseminates scholarship information to area high schools.

## Sequence Courses

Sequence courses permit students to complete an academic year's worth of work in a subject during the summer term. These courses are scheduled so that students may take additional NACC courses chosen from the regular class schedule. Students should consult the class schedule to determine the sequence courses offered each term.

## Smoking

Smoking or the use of tobacco products shall be prohibited in any enclosed, indoor area of any building or other educational facility owned or operated by the institution, and no area therein may be designated for smoking or the use of tobacco products.

## Social Event Guidelines

1. Any student or visitor attending a social function under the influence of alcohol or drugs or having either in their possession will be turned over to the proper law officials. Offending students may be suspended after a proper hearing.
2. Visitors may attend social functions only by invitation which must be approved by the Social Committee. Students will be held accountable for the actions of their guests.
3. All social events at the College are sponsored and attended by certain faculty/staff members.
4. All visitors and students attending social events will be expected to attend in the building housing the social event and there only. When guests or hosts leave the building, they will be expected to leave the social and the campus for the evening.
5. All socials will be closed no later than 12:00 midnight.
6. Attendees must be at least sixteen years of age.
7. NO refreshments may be brought into a social event.
8. Each student will sign in for herself/himself and for any nonstudent guest(s).
9. Any attendee who goes outside during the social event will first be hand stamped if planning to return to event.

## Social Security Number

Although the students' social security numbers are used for the keeping of permanent records, for reasons of confidentiality they are not used for identification purposes. Students are assigned a student number upon application to the college and they should remember this number to use in the various offices of the college. Social security numbers will not be released without the consent, in writing, of the student. Authority for requesting the disclosure of a student's social security number is in Section 7(a) of the privacy Act of 1974 (5 U.S.C. 552a)

## Solicitations and Sales

Solicitation for any cause must have the President's approval. Northeast does not permit the sale of any product on campus without the knowledge and consent of the President.

## Speakers Invited to Campus

Recognized student organizations desiring to sponsor a guest speaker to address a college audience should complete an Activity Request Form and obtain approval from the President before scheduling or publicizing the event.

## Speech and Expression in Outdoor Areas

It is the policy of NACC and the Alabama Community College System (ACCS Board of Trustees Policy 224.01) that members of the Campus Community are permitted to engage in expressive activities in outdoor areas of College property with general access during regular hours of College operation. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, including any lawful verbal, written, or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions. For purposes of this policy, the Campus Community includes students, administrators, faculty, and staff, as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty, and staff.

## Student Access to Technology

NACC is connected to the Alabama Super Computer Authority. Internet is available campus wide through T-1 dedicated line access to the Alabama Super Computer ARE Network. The incoming line has a speed of 1.54 million bits per second capability.

Currently, the college has 10,000 feet of fiber optic backbone cable and 55,000 feet of Category 5 cable. Wireless access has been installed. All buildings have cable access.

Online class registration is available through the website, as well as many other services.

Software available for use includes: Microsoft Office 365.

Student accessible computer labs on campus include:

- Mathematics Lab
- Computer Science Labs
- ACCUPLACER Testing Lab
- Networking Lab
- Nursing Lab
- Statistics Lab
- WorkKeys Lab
- EMS Lab
- Office Administration Lab
- Electronics Labs
- English and Spanish Labs
- Library Drafting & Design Lab
- Industrial Systems Lab
- Cosmetology Lab
- Apple Swift Lab
- College & Career Planning Lab

## Student Assessment

Students who enroll into Northeast may be required to take the ACCUPLACER placement test. The Admissions Office will review a student's prior college-level coursework, ACT/SAT scores, high school unweighted GPA in conjunction with final grades in designated high school courses from an Alabama public high school, and ACCUPLACER placement assessment scores to determine eligibility into English and mathematics courses. Placement scores and high school GPA's are valid for five years in determining placement. Official documentation of these scores must be sent directly to the Admissions Office. Students who do not place into an English or math course based on the process above will be required to take the ACCUPLACER placement test. Students may attend conditionally for one term but must complete this requirement prior to registering for another semester.

## Student Complaints about Federal Financial Aid

Any student who has a complaint concerning the college's management or conduct of Title IV, HEA programs or its advertising or promoting of its educational programs, may seek resolution of such complaints by contacting the Dean of Student Services, Jeff Hawes. The Dean of Student Services will receive the complaint and assist the student in resolving the complaint.

Should students feel their complaint has not been resolved adequately, they have the right to complain online at the FSA Feedback System.

## Student Input into Institutional Decision Making

Northeast is a public college and welcomes input from the students regarding institutional decision making. Student surveys are conducted periodically that help determine needs, establish policies, and develop programs. There are



student members on relevant committees that make recommendations regarding institutional policies and procedures. Students are also encouraged to participate in institutional decision making through the Student Government Association.

## Student Permanent Information

All permanent records include student application materials, grade reports, and transcripts.

## Student Publications

All student publications are coordinated with the assistance of a faculty sponsor or advisor. Freedom of expression is encouraged and protected in all student publications. However, all publications must regard community, state, and federal libel and obscenity law. Questions pertaining to these legal issues must be submitted to the Student Services Committee for a judgment. Final approval rests with the college president.

## Student Record Policy

Record integrity is maintained by restricting records creation and modification access to employees within each functional area. Access to records correspond with the employee's job duties and are approved by the employee's immediate supervisor and the respective functional lead.

Student transcripts are created by computer programs which process faculty grade rolls. Student transcripts may only be modified by written documentation signed by the instructor who originally assigned the grade and the Dean of Instruction. Transcript modifications can be performed only by specific personnel within the Registrar's office.

Student record retention is governed by the guidelines of the Alabama State Records Manual, developed by the Functional Analysis and Records Disposition Authority of the Alabama Department of Archives and History (ADAH) for all state agency records, including colleges and universities.

Records are identified by record type and assigned a retention period, after which they may be destroyed. Northeast retains student records for periods which meet or exceed the minimum periods specified in the manual. Non-permanent, paper records are physically stored in filing cabinets within each functional area for the retention period or longer. Electronic versions of the files are maintained on computer for periods exceeding the guidelines.

## Student Resource Room

NACC has established a Student Resource Room on campus in the Student Center, Room 103. The Resource Room is stocked with "grab and go" food items, hygiene products, and office supplies. Equipped with a microwave, refrigerator, and an open pantry, this room is designated to be a free resource for NACC students in need. The food, hygiene items, and office supplies have been donated by faculty, staff, and students. The college hosts food drives to help stock the Student Resource Room, but donations are accepted year-round. Donations can be dropped off in the boxes in the Student Resource Room. For more information, contact Julia Sanford, Director of Developmental Studies Support Programs & College Retention, at ext. 2257 or sanfordj@nacc.edu.

## Student Right-to-Know Campus Safety Report

In compliance with the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) and The Higher Education Amendments of 1992 that expanded the security-related requirements of the Act, Northeast has established policies related to campus security and publishes reports regarding campus security. These policies and reports are found in the Annual Security Report, distributed annually to students and posted on the college website. This report details how to report emergencies and alleged crimes; campus security policies, procedures, and education programs; information on legal orders of protection; etc.

Students are encouraged to immediately report all acts of crime, violence, vandalism, and burglary to Campus Police (101 Student Center; Extension 2249; 256.609.1060). These types of acts can also be reported to the administrator

on duty (Dean of Student Services, ext. 2278; Dean of Instruction, ext. 2294; Associate Dean of Instruction, ext. 2303; or the Dean of Administrative Services, ext. 2313) or other Campus Security Authority (See *Campus Security Authorities*). Radio communication equipment is available for contact with local municipal law enforcement. Each campus police officer is certified and has full arrest powers under the State of Alabama.

When such breaches of security occur, campus police will take reasonable action to minimize harm or threat of harm to college students, employees, and visitors. Acts of a criminal nature that may require investigation and prosecution will be reported to the appropriate law enforcement authority. NACC allows voluntary, confidential reporting to Campus Security Authorities who are not campus police. The college will strive to protect confidentiality in Clery Act reporting and disclosures and will maintain confidentiality regarding the investigation, accommodations, and protective measures provided to the complainant except when maintaining confidentiality could cause harm to others or hinder an investigation.

Orientation sessions are conducted for new students. Each session addresses campus security procedures and encourages students to be responsible for their own and others' safety and security by understanding safe bystander intervention techniques. Each student is sent a copy electronically of the "Drug and Alcohol Abuse Prevention Program" published by the college, which is also available on the college website. It includes information about the school's policy regarding alcohol and drug-related violations, including use, sale, possession, and underage drinking. Additionally, educational programs on awareness and prevention of domestic violence, sexual assault, rape, stalking, and bystander intervention are offered to students throughout the year. These programs are outlined within the Annual Security Report.

## Student Right and Responsibilities

### Student Rights

- A. **Legal Rights:** Northeast is a part of the Alabama Community College System and adheres to the standards of the System and the policies of the Alabama Community College System which outline the rights and privileges of its students. Northeast recognizes the Student Government Association as the approved agency to voice students' opinions on institutional policies and students' activities. Also, students have the right to know about:
  1. The College's programs, instruction, laboratories, physical facilities, and faculty;
  2. The cost of attendance and refund policy;
  3. The types of financial assistance offered;
  4. Who the financial aid personnel are and the location of the Financial Aid Office;
  5. What the procedures and deadlines are for applying for financial aid;
  6. How the College selects its financial aid/scholarship recipients;
  7. How the College determines financial need;
  8. How much financial need has been met;
  9. How financial aid is received;
  10. The kind of Work-Study jobs offered, hours, duties, rate and frequency of pay;
  11. When and how financial aid awards are adjusted;
  12. The special facilities for the disabled;
  13. The College's Satisfactory Progress Policy
- B. **Rights of the Learner:** The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C. **Student Records:** The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records.
  1. Students may review their educational records by accessing their myNACC student portal or making a written request to the registrar.
  2. Student records will not be reviewed by third parties unless permission is obtained from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents. The Dean of Student Services will make the final decision concerning access to records.
  3. Official transcripts will be issued only when a request and applicable payment is received from the student or upon written authorization by a student to be released to a designated entity
- D. **Freedom of Association:** Students are free to organize or join an existing organization to promote the student's curriculum or career interest. Student organizations must be approved as outlined in the section on "Organizations and Officers" before organizing on the campus in order to ensure adherence to Northeast's policies and procedures.

- E. **Due Process:** Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student.

## Student Responsibilities

Students have the responsibility to—

1. Review and consider all information about the College before enrolling;
2. If applicable, pay special attention to the application for financial aid, complete it accurately, submit it to the proper office in a timely manner;
3. Know all deadlines for applying for aid and meet them;
4. Provide all required documentation, corrections, and/or information requested by the Financial Aid Office;
5. Notify the College of any information that has changed since the financial aid application was submitted.
6. Read, understand, and keep copies of all forms;
7. Notify the Admissions Office of a change in name, address, or enrollment status;
8. Satisfactorily perform the work agreed upon in a College Work-Study job;
9. Understand the College's tuition refund policy should withdrawal become necessary.

## Technology Learning Center

The Technology Learning Center is a multi-function resource and instructional support center for students and faculty. The primary mission of the Center is to provide instructional technology support to faculty and students. The Center focuses on the instructor as a lifelong learner by providing tools, resources, and facilities that enrich and support the integration of instructional technology into the curriculum. The Center hosts workshops and training designed to bring together faculty and other professionals to share expertise, explore innovations, and discuss the challenges of the integration of instructional technology. As a service to the community, the Center administers proctored exams and certifications for distance learning courses. All of the services and supports are free to students currently enrolled at Northeast. The Technology Learning Center reflects and supports goals four, five, nine, and ten of the College Mission.

## Theatre Gallery Collection

A gallery of photographs of theater productions is housed in the east hallway of the Tom Bevill Lyceum. The photographs show images from various productions performed since the NACC Theatre was established in 1982. The Gallery is open whenever the Bevill Lyceum is open. For more information about the Gallery, contact Kayleigh Smith, Director of the NACC Theatre, at ext. 2318 or by email at [smithk@nacc.edu](mailto:smithk@nacc.edu).

## Transfer in of College Credit

Courses transferred or accepted for credit must be equivalent with coursework at NACC. Course content and level of instruction must result in the same level of student learning to those of the students enrolled at NACC. In assessing and documenting equivalent learning and qualified faculty, NACC may use recognized guides which aid in the evaluation for credit including but not limited to those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

A course completed at other duly accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students. All foreign transcripts MUST be evaluated by an approved agency and a copy sent directly from the agency to the admissions office at NACC.

## Transfer Partnerships

Northeast Alabama Community College partners with several schools to provide a smooth transition for college students. Many of these partnerships include scholarship opportunities, fee waivers, early admissions, transfer representatives that students can contact, and much more. If you are planning to transfer to a school not listed on this

sheet, they likely still have scholarships and a transfer contact for you. For more information on these schools and others not listed, please contact Holly Williams, NACC Transfer Advisor, at [williamsh@nacc.edu](mailto:williamsh@nacc.edu) or [transfer@nacc.edu](mailto:transfer@nacc.edu) 256-638-4418 ext. 2372. (Revised 2/9/2023).

## Athens State University



- Athens State University offers majors in Business, Arts and Sciences, and Education - providing Northeast Alabama Community College (NACC) students with an easy and affordable way to apply their two years of college credit towards a four-year bachelor's degree.
- The Athens State 2+2 program means you can complete your first two years at NACC and transfer to Athens State to earn the last two years of your Bachelor's degree with a seamless transition.
- With close to 15 business degrees offered completely online, Athens State provides the flexibility and affordability to fit most any life schedule.
- An Athens State Enrollment Advisor is available and ready to assist through phone or Zoom appointment. Make an appointment today!
- For more information: Email [admissions@athens.edu](mailto:admissions@athens.edu) or call: (256) 233-8130
- Athens State awarded over \$1 Million dollars in scholarships last year! There are several scholarships offered by Athens State for NACC graduates who have earned no more than 12 credit hours at Athens State. Three of them are listed below:
  - Excellence Scholarships: 3.0 GPA or higher, up to \$2000 annually.
  - Empowerment Scholarships: Maximum EFC of 1000, up to \$1000 per semester.
  - Foundation, Alumni, and External Scholarships: various other scholarships that our students may be eligible to receive, For a complete list, visit <https://www.athens.edu/financial-aid/scholarships/>

## Birmingham-Southern College



### Birmingham-Southern College

- Birmingham-Southern College is a small, private liberal arts college, 2 miles from downtown Birmingham, AL.
- Due to our articulation agreement with NACC, students who earn their associate's degree from NACC need only take a writing reinforcement course and a senior capstone to fulfill general education requirements.
- Students who are transferring from a two-year or four-year college with a GPA of 2.5 or higher are eligible for these scholarships at a variety of levels, depending on the overall strength of their application. Members of Phi Theta Kappa are eligible for a renewable scholarship of \$10,500.
- BSC has over 50 majors, minors, and special programs, and our most popular programs include business, pre-health, education, psychology, and pre-law.

## Bryan College



- NACC students graduating with an Associate in Science (AS), an Associate in Arts (AA), Tennessee Transfer Pathway (TTP), an Associate in Applied Science (AAS) in any discipline and related transfer of credit from NACC to Bryan College's online programs. • An articulation agreement has been established to provide a smooth transition from an associate's degree to a bachelor's degree.
- The Bryan Difference Maker Program: Students may earn their Master's degree at a 50% discount after completing their Bachelor's degree with Bryan College. Must maintain a 3.75 GPA while at Bryan and maintain continuous enrollment.

## Jacksonville State University



JACKSONVILLE STATE UNIVERSITY

- NACC students can get an Associate's degree and transfer to JSU to obtain one of their 62 Bachelor's degrees.
- JSU has multiple scholarships for transfer students, including the JSU Presidential Transfer Scholarships. NACC students with 45+ hours of transfer credit can receive a scholarship based on their JSU-calculated GPA. For a 3.5 or higher GPA, the amount is \$3000 per semester for up to four semesters. For a 3.0-3.49 GPA, the amount is \$1500 per semester for up to four semesters. (Scholarships are subject to the availability of funding.) No additional application is needed, but students must be accepted to JSU. (NOTE: These scholarships start during the fall semester and can not be started in the spring. There is a spring supplemental scholarship; see information below.)
- JSU offers a competitive scholarship for Phi Theta Kappa members, as well. This scholarship is an enhancement scholarship to the Presidential Transfer Scholarship and requires a 3.5 or higher GPA (JSU-calculated), 45+ transfer credit hours, a scholarship application by July 1 and proof of PTK membership. It awards \$1,000 annually and is first come, first served.
- (JSU) Other scholarships are available. Visit this link for more info: [www.jsu.edu/transfer/scholarships-and-aid.html](http://www.jsu.edu/transfer/scholarships-and-aid.html).
- A JSU Transfer Advisor is on campus frequently during the Fall and Spring semester to answer your questions and assist you in transferring to JSU. See [nacc.edu/transfer](http://nacc.edu/transfer) for more information.

## The University of Alabama



- The University of Alabama offers very generous scholarship opportunities for qualifying transfer students and a full listing can be seen at <https://scholarships.ua.edu/transfer/>.
- First-time community college transfer students admitted before March 1 with at least a 3.5 cumulative GPA and 45 hours of transferable coursework completed after the completion of the fall semester prior to enrolling will be eligible for the following automatic merit awards:
  - **Community College Distinguished Scholarship** Students with a 3.75 – 4.0 cumulative GPA will receive \$3,000 per semester for four semesters.
  - **Community College Achievement Scholarship** Students with a 3.5 – 3.74 cumulative GPA will receive \$2,000 per semester for four semesters.
  - **Phi Theta Kappa Honors Scholarship** Students who transfer from an Alabama community college with a 3.5 GPA and are members of the PTK Honor Society will receive \$750 per semester for four semesters. This award cannot be combined with fulltuition scholarships. To receive this award, students must select the PTK Scholarship on the scholarship application and upload proof of membership.
  - **All-Alabama Academic Team Scholarship** Students named to the team will receive \$500 per semester plus a book grant of \$150 for four semesters.
- Other competitive scholarships are also available.
- In addition, for transfer students who graduate with their Associate's degree and are interested in attending UA via distance learning (online courses), the Bama Link program offers a tuition grant that will pay for your first class. More information on Bama Link can be found at [online.ua.edu/bama-link-2/](http://online.ua.edu/bama-link-2/).
- Bama Fast Pass: With Bama Fast Pass, you can prepare now for a successful transfer to The University of Alabama. Apply as early as your first semester at your two-year college, and track your degree progress at UA. Once you are accepted into this program, you can begin tracking your UA degree completion while still at NACC. To apply, start by applying for admission to UA (<https://www.ua.edu/apply>) and then visit [admissions.ua.edu/transfer/fast-pass/](http://admissions.ua.edu/transfer/fast-pass/) for your next steps.

## The University of Alabama-Huntsville



- UAHuntsville recognizes the academic success of new transfer students seeking their first bachelor's degree by offering special two-year merit scholarship awards. Students who have at least a 3.0 GPA and at least 48 transfer credit hours are guaranteed the transfer merit scholarship valued at \$1,500 annually. Students who have a 3.5 or higher GPA and at least 48 transfer credit hours will be awarded a super scholar transfer scholarship valued at \$3,000 annually.
- A UAH admissions representative is on campus monthly during the fall and spring to assist transfer students.
- Weekday Campus Visits:
  - The information session covers what it's like to be a part of the Charger Nation and provides you the opportunity to ask any questions you may have about the admissions process, financial aid, scholarships, student life, and housing.
  - Set up a virtual meeting with your admissions counselor, Breanna Fincher, to learn more about UAH, and to get answers to your questions.
  - Appointments are available Monday through Friday.
- How to register for a virtual meeting:
  - o Identify your Admissions Counselor, Breanna Fincher.
  - o Visit their page and click "schedule a meeting with ....".
  - o You will receive an email confirmation once you choose your preferred date and time.

## The University of Alabama at Birmingham



UAB is pleased to offer a variety of scholarships to assist in meeting students' educational goals. Prospective freshmen and transfer students are considered for university-wide scholarships after admission upon the submission of UAB's General Scholarship Application based on information submitted on their application.

Scholarships for transfer students (2022-2023):

Merit-based transfer scholarships are awarded using information from your admission application. An additional scholarship application is not required.

Transfer Academic Scholarships	Annual Amount (Fall/Spring)	Required GPA	Available to Phi Theta Kappa Members
Phi Theta Kappa Transfer Excellence	\$6,500	3.5-4.0	Yes*
	\$3,000	3.5-4.0	No
Transfer Pathway Scholarship	\$1,000	3.25-3.49	Yes**

\*Membership must be noted on your official community college transcript, or faculty sponsors may submit a letter to UAB Undergraduate Admissions on school letterhead, verifying your membership. All documentation must be received by the March 1 deadline for fall admits (December 1 deadline for spring admits).

\*\*Membership is not required to receive this scholarship (based on cumulative GPA of all transferable coursework).

## University of North Alabama



The University of North Alabama seeks to support all transfer students from the moment of application until the day of graduation. With more than 100 majors, 130 student organizations, and an alumni base of more than 60,000, every student can find his or her next steps at UNA

UNA offers a number of merit-based scholarships. One of which is the:

### **Community College Scholarship**

- \$2,500/Year
- Minimum 3.00 Transferable GPA
- Minimum of 30 Transferable Credit Hours
- Be a first-time Transfer student
- Must be transferring immediately to UNA from a two-year community college. Transfer students who have attended four-year institutions and students who are currently in high school are not eligible.

To be considered for a Community College Scholarship, a student must apply for admission (which requires an application, application fee, and all transcripts) and be accepted to the University. Students must also enroll full-time each semester to receive the scholarship. All requirements must be met by November 1 for students admitted for the Spring semester and June 1 for students admitted for the Fall semester. There is no separate formal scholarship application.

## Transient Letter Requests

A transient student is a student enrolled at NACC who would like to take a class at another college with the purpose of transferring the credit back to NACC. To request a transient letter, email your request to [registrar@nacc.edu](mailto:registrar@nacc.edu).

## Veterans

Northeast is approved for veterans training. Students who are eligible should contact the Veterans Services Officer, located in the Financial Aid Office in the Wallace Administration Building. This office will complete enrollment certification forms for veterans when they enroll.



# Visitors to Campus

Upon arriving on campus, a visitor is required to go directly to the Campus Police in the Student Center to get a visitor's pass. The police officer will ask the visitor to wait in the Campus Police Office. Unless it is an emergency, the police officer will wait until the student's class has ended, then ask the instructor to step into the hall with the student, where the officer will ask the student if he or she agrees to see the visitor. If the student refuses to see the visitor and/or feels endangered, the police officer will take appropriate steps to ensure that the visitor leaves campus.

# Weather Policy and Announcements

## How Weather Announcements Will Be Made



1. **SchoolCast messages to students and staff by phone voicemail, cellphone text, and email.**
  - You will be emailed instructions for signing up for SchoolCast early in your first semester. Keep your contact information up to date! More information: <http://www.nacc.edu/faculty-and-staff/nacc-alert-system>.
2. **Radio and television**

The following stations carry NACC announcements:

### Radio:

- WQSB/WAVU 105.1 FM Albertville
- WTWX 95.9 Arab/Guntersville
- WQEN 103.7 FM Gadsden/B'ham
- WRSA 96.9 Huntsville
- WKEA 98.3 FM Scottsboro
- WKEA 1480 AM Scottsboro
- WWIC 1050 AM Scottsboro
- WZCT 1330 AM Scottsboro

### Television:

- WHNT Ch 19 Huntsville
- WAAY Ch 31 Huntsville
- WAFF Ch 48 Huntsville
- WZDX Ch 54 Huntsville
- WRCB Ch 3 Chattanooga
- WTVC Ch 9 Chattanooga
- WDEF Ch 12 Chattanooga

3. **PA system on campus if classes are affected immediately.** If these do NOT make a weather announcement about Northeast, assume that classes WILL meet at the regular time. For current National Weather Service information and severe weather statements (not NACC announcements), go to: <http://www.srh.noaa.gov/hun/> **Safe Zones for Use During Storm Warnings.** Take cover in the nearest safe zone when a storm warning is announced via PA system or NACC Alert (SchoolCast). All onestory buildings and Knox will evacuate to safe zones in two-story buildings. Those near the new Math Science Engineering Building (MT) will use its Storm Shelter.

All two-story buildings except Knox have a safe zone inside them as listed below. If people prefer to leave these safe zones and go to the MT Storm Shelter they can do so, but it will be at their own risk.

- **AX** Annex MT Storm Shelter
- **BE** Campbell Business Ed Bldg Rooms 100 and 110 and east hallway
- **EN** English Bldg MT Storm Shelter
- **GY** Beck Health and Fine Arts\Gym Downstairs rear hallway



- **HE** Health Ed Bldg Rooms 110 and 106 and downstairs east hallway
- **IC** Industry Training Ctr/Alabama Room 101 or MT Storm Career Ctr Shelter
- **IS** Industrial Systems Technology If time allows, MT Storm Bldg Shelter; if not, center hallway away from doors
- **KX** Knox Science Bldg MT Storm Shelter
- **LI** Library/Word Learning Audio-Visual Room 101 and Resources Ctr Distance Learning Room 102
- **LY** Tom Bevill Lyceum Front vestibule between lobby and auditorium, closing all doors; green room, rehearsal room, dressing rooms at the back of the stage, restrooms in lobby, east corridor; or move to Pendley Bldg rear hallway
- **MT** Math Science Engineering MT Storm Shelter Tech Bldg.
- **PA** Pendley Admin Bldg Downstairs rear hallway and break room
- **SI** Salon Institute Offices, break room, and hallway
- **SC** Student Center MT Storm Shelter
- **SS** Social Science Bldg. MT Storm Shelter
- **TC** Tech Bldg Move to WD Bldg Room 132
- **WA** Wallace Admin Bldg MT Storm Shelter
- **WD** Workforce Development Bldg Room 132

Restrooms without glass qualify as safe zones but should be the last choice for shelter because they should remain available for use as restrooms.

Message to NACC Students  
from Dr. David Campbell, President:

Inclement weather may sometimes determine whether or not the college will be open. Northeast personnel have a number of sources of information available to decide if the college should be closed due to icy roads and snow and will be monitoring weather conditions very carefully.

**CLOSINGS:** If the college is to be closed for day classes, this information will be sent to student and staff email and phones by SCHOOLCAST. Information also will be provided to LOCAL TELEVISION AND RADIO STATIONS so that they might give notification by no later than 6:30 a.m. If the college is to be closed for evening classes, this information will be made available to the media for release no later than 4:00 p.m. Decisions to close will be made and released at the earliest possible time.

**DELAYS:** Depending on highway conditions, on some occasions the college may have a LATE OPENING. It may, for example, be announced that the college will open at 10:00 a.m. Under these circumstances students would go directly to their normally scheduled 10:00 a.m. class and follow the rest of the day's schedule.

If there is NO SchoolCast or media announcement for a specific date, assume that classes WILL meet at the regular time.

**EMERGENCIES:** In the event of an announced weather warning during classes, the college will evacuate classrooms to safe areas.

Be mindful that weather conditions in Northeast Alabama can change very quickly and that our students come from a diverse geographic area. On some occasions road conditions in most locations of our service area may be fine, but dangerous in a few isolated places. Therefore, when inclement weather occurs, please use caution and your best judgment in deciding whether to drive to Northeast or not. Your safety and that of our staff is our number one concern.

## Website Policy

### I. Policy guidelines for official College web publications

The Northeast Alabama Community College is a State institution and College web publications have the same character as a written publication of the institution. These web publications include division, department, or program sub-web pages and Facebook and other social networking pages that in any way represent or reflect upon the college. The following are the official guidelines for the Northeast Alabama Community College websites and Internet related material.

All web content published by Northeast Alabama Community College must:

- be approved by the Office of the president or designee;
- present content that describes the College accurately for the current semester;

- reflect positively upon the College as an institution of higher learning in visual appearance and editorial tone;
- further the institutional mission and goals of the College;
- be consistent with all policies, rules, regulations, and guidelines of the College, including but not limited to those published in the Catalog, Faculty and Staff Handbook, and Board Policy;
- obtain approval through the appropriate college channels for any news releases or public announcements;
- be consistent with local, state, and federal laws, including copyright law;
- be consistent with principles of professional, educational, and creative ethics;
- be generated by software supported by the College;
- be designed to load quickly on computers of varied ages, Internet connections, and browsers.

## II. Web content outside official College web publications

The College recognizes that individuals or groups may, without the consent or authority of the College, establish web pages, weblogs, social network accounts, or other web presences. The College will not preview, censor, or otherwise superintend such items. Any current student or current employee who establishes or maintains an unofficial web presence will, however, be subject to appropriate discipline if web content therein is in violation of the policy, rules, regulations or guidelines of the College, and said web presence must display in a prominent and appropriate location the following:

“This site does not officially represent Northeast Alabama Community College, and it has not been reviewed or approved by the College. The authors are solely responsible for the contents herein.”

## III. Enforcement

The College reserves the right to enforce the provisions of this policy. Violations of any of these provisions may result in the loss of access or linkage without notice. In addition, students and employees are subject to College policies regarding discipline and sanctions.

## Wireless Internet Access Policy

Northeast Alabama Community College provides wireless data network access in select locations for the campus community. This access uses the 802.11b and 802.11g standards for speeds up to 54Mbps. Wireless networking is provided as a supplement to the College’s wired LAN network and is not considered a replacement for wired access. Use of the wireless network on campus is subject to the following rules:

1. Wireless access on campus is subject to the college’s Acceptable Use Policy found in the college catalog and posted on campus.
2. Connection of hubs, switches, routers, unapproved access points or any other device which may interfere with the campus network are not permitted.
3. Any other action that is judged detrimental to campus network operation by the IT staff may be terminated.
4. The wireless connection is a direct connection to the Internet with a basic firewall. The college does not provide virus or spyware scanning software for this connection, and therefore the risk of infections to computers increases. Connection users, not NACC, are responsible for infections originating from this wireless Internet connection

It is the responsibility of students and other computer users to read and become familiar with the institution’s Computer Technology Acceptable Use Policy.

**ACCESS IS A PRIVILEGE, NOT A RIGHT.**

**Using any computer or information technology resource of Northeast Alabama Community College signifies that the user agrees to comply with the following NACC policies:**

[Computer Technology Acceptable Use Policy](#)  
[Peer-to-Peer File Sharing Policy](#)  
[Wireless Access Policy](#)

## Withdrawal from All Courses

A financial aid student who withdraws from all courses may be required to repay benefits received that semester up to the time of withdrawal. Withdrawal from all courses may also affect the status of scholarship students. Therefore, students should consult with Financial Aid before beginning the withdrawal process. Students should also consult with their instructor and advisor to determine if the student can successfully complete the courses and to determine how dropping courses will affect graduation.

A student who wishes to withdraw from all courses should contact the Financial Aid Office before requesting to drop. After the student has been explained his/her options by financial aid and decides to withdraw, the student will email drop@nacc.edu. The email must contain the student's full name, A#, and the course or courses the student wants to be withdrawn. A confirmation email will be sent to the student once the withdrawal is completed. If the student does not receive a confirmation email within a week of emailing drop@nacc.edu, he/she should contact the financial aid office. The student is encouraged to keep written documentation of the withdrawal. Failure to complete the withdrawal process will result in a grade of F for each course in which the student is enrolled. Students who withdraw after the drop/add period will receive a grade of W in each of their courses. Grades of W are not used in grade point calculation but are used in determining Satisfactory Academic Progress for Financial Aid students.

## Work Experience Programs

All Workforce Development programs require a work experience component as part of the degree. Work experience may include internships, preceptorships, cooperative education, and US Department of Labor Registered Apprenticeships.

Internships and Preceptorships – Unpaid internships and/or preceptorships are required in MAT, EMS, and SAL as an integral part of the education process. Details regarding requirements are available from each program advisor.

Cooperative Education – Cooperative education opportunities are available for students in ACR, ENT, INT, ILT, DDT, MTT and WDT and usually take place in the final semester. These experiences may be paid or unpaid, and typically require a minimum of 15 hours per week for 15 weeks. However, some paid co-ops require additional work hours. Details regarding specific program requirements are available from each program advisor.

US Department of Labor Registered Apprenticeships – The college coordinates the Tri-State Apprenticeship Consortium, which provides opportunities for selected students to work approximately 30 hours per week while going to college approximately 10 hours per week. Students completing the Registered Apprenticeship program will receive a US DOL Journeyworker credential, along with a number of additional certifications, certificates and the Associate in Applied Science. Apprentices are selected by participating companies, which pay the apprentices for work hours and pay for tuition and fees. Current apprenticeship programs include CAR, MTT, INT and ILT although additional programs are being added each year. Details are available from program advisors or from Nancy Griggs, Administrative Assistant Workforce Development Coordinator of Work Experience Programs (extension 2217, office WD259).

## Activities, Awards, and Organizations

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*The Office of Student Services is responsible for the student educational experience outside the formal classroom program. The Dean of Student Services recommends approval of all College-related activities, including the formation of new organizations and clubs; campus events; and participation of students in departmental activities, with final approval given by the President. The Dean of Student Services judges each request based upon the social and educational benefits provided to the students by the activity. Following approval by the President, the Dean of Student Services works with each sponsor of student activity groups to develop specific supervisory guidelines for the activity. Mrs. Joan Reeves, the Coordinator of Student Activities, assists with supervision of student activities. All formal student activities must have a sponsor. The College deems this important and necessary for both academic and legal reasons. Sponsors are to encourage wholesome and creative student efforts. The College believes that it should fulfill academic, legal, ethical, and moral responsibilities, and uphold federal and state laws regarding student activities. Student activities personnel adhere to these principles as an integral part of their professional duties. In instances of travel, if hotels/housing arrangements are made through the College, assignments will be made based on biological sex of individuals. Refer to the Organizations and Officers section for the specific procedures to request the formation of a new organization. All activities, awards, and organizations must receive final approval from the President.*

## Academic Honors

The College recognizes scholastic achievement by publishing the President's List and the Dean's List at the end of each semester. Requirements for the President's List are (1) semester grade point of 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course load requirement.

Requirements for the Dean's List are (1) a semester grade point of 3.5 or above but below 4.0 and (2) completion of a minimum semester course load of 12 credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course load requirement.

The Part-Time Honor List is compiled at the end of each semester. Requirements for the Part-Time Honor List are (1) a semester grade point of 4.00 and (2) completion of a semester course load of 7 to 11 semester credit hours of college-level work. Developmental (precollegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course requirement.

## All-Alabama/All-USA Academic Team

Each year students are nominated by a panel of faculty judges to the All-Alabama/All-USA Academic Team. The purpose of this program is to recognize scholarly achievement, leadership, and service to the community. The nominees participate in a national and state competition coordinated by Phi Theta Kappa International, and the Alabama Community College System. Sponsor: Dean Jeffery Hawes, Student Services, Student Center.

## Alumni Association Friends and Alumni of the Northeast (FAN)

The NACC Alumni Association fosters a feeling of friendship and loyalty between alumni and the College whereby the two can continue to be of service to each other. The association works to promote education and to advance the interests of NACC. Membership is available to alumni and friends of Northeast. Sponsor: Jody Ragsdale, English Building.

## Alumni of the Year



The remarkable artist Sonya R. Clemons is the Northeast Alabama Community College 2022 Alumna of the Year. As a young girl, Sonya overheard her father say, “one day, Sonya will make her living with her art.” Mr. Clemons’ prediction proved true sooner, and in more ways, than he or she could have dreamed.

A Huntsville native, Sonya moved to Scottsboro in 1990, during her senior year of high school. Shortly after graduating Northeast with an Associate’s Degree in Art, she began her career as a professional artist. Her reputation for charming and intuitive art grew quickly, and soon she was in demand painting murals in homes and businesses locally.

Sonya became Artist-in-Residence for Madison County Schools and held the same position in Jackson County Schools. In seven years, she painted more than 50 murals in schools throughout the region. At Bridgeport Middle School, a child first called Sonya “the Art Lady”—the name fit and stuck! Sonya painted murals in homes, businesses, schools, and other places in four states, but she also saw opportunities share her artistry through other media. Sonya began producing a very popular series of Alabama-themed works on magnets, Christmas ornaments, prints, t-shirts, coffee cups, stickers, and the like, exploring iconic Southern cultural staples as diverse as tomatoes and okra, the Vulcan and the Boll Weevil Monument, mountains and rivers, and local treasures and landmarks in towns from Luverne to Skyline. Her work is sold in galleries and gift shops across Alabama, and online.

Ms. Clemons is involved with a myriad of impressive projects which improve Alabama, including the Singing River Trail, This Is Alabama, public art projects across North Alabama, commissions for businesses including Huntsville’s Parkway Place, curating art shows, and more. She was named Jackson County Citizen of the Year in 2020, and was selected in 2022 to create the Panoply Festival of the Arts 40th anniversary poster and chosen to illustrate a series of children’s books for a national publishing house. She worked with State leaders providing official art for the Alabama House of Representatives, the Governor’s Office, the Alabama Senate, and Appellate Courts in Alabama, Georgia, Arkansas, and Texas. She has also completed commissions for statewide judicial, governmental, professional and trade organizations. Ms. Clemons created the official art piece gifted to attendees at the 2021 National Conference of Speakers of the House and was honored with resolutions and commendations from the legislative and executive branches. Her social media presence enjoys many followers far and wide, from all walks of life.

Most impressively, joining a renowned group of women authors, college presidents, business leaders, politicians, and others from across the state, Sonya Clemons was honored as one of Twenty Women Who Shape Alabama in 2020.

Sonya is nationally recognized for the remarkable Pictures of Hope therapeutic art program she created, providing free art classes for participants and families in the Jackson County Recovery Community, Drug Court and Family Wellness Court. This program has been emulated throughout the state and nation. Pictures of Hope is entering its sixth year being funded by the Alabama State Council of the Arts and the National Endowment for the Arts, as well as through strong local financial support. Sonya has presented at both state and local conferences and seminars on the Pictures of Hope program.

Ms. Clemons is active in her church, community organizations, mentors young artists, and engages in a broad range of worthwhile endeavors. The 26th year of the career predicted by her father shows no sign of slowing, but sees The Art Lady and her creativity reaching new heights and new places.

## Campus Church

This organization is open to students of all denominations who are interested in developing a deeper spiritual life while in college. Its focus is to prepare students for Christian leadership, and involve students in community service projects, mission service and education. Students meet weekly at noon in the Student Center. Campus Minister: Phillip Dendy; Sponsors: Bryon Miller, Pendley Administration Building.

## Drama/Theatre

The Theatre Department (NACC Players) is open to all students and the community at large. The NACC Theatre presents three productions annually, one each semester. The theatre produces a variety of classic dramas, comedies, and Broadway-scale musicals each year. Initial auditions for each production are video submissions, followed by in-person callbacks. Submissions are typically accepted up until the Sunday after the precious show has closed. Audition notices are announced on our website and on social media. Students and community members who wish to participate behind the scenes in any technical or stage crew capacity are strongly encouraged to submit an online application. No performance audition is necessary for those interested in assisting backstage. No experience is necessary to participate either onstage or backstage. Sponsor: Kayleigh Smith, Tom Bevill Lyceum.

## Golf Teams

NACC has both men and women golf teams who compete in the Alabama Community College System Conference. The Golf Program is approved for membership by the National Junior College Athletic Association. Scholarships will be available to those who are chosen to participate on the teams. Contact: Barbara Kilgore, Pendley Administration Building.

## Intramural

Northeast is proud to offer many options for intramural sports to our students including basketball, volleyball, tennis, and soccer. The Northeast Intramural Sports (NIS) leagues are student-run organizations sponsored by Phi Theta Kappa and the Student Government Association. Matches are played on campus at various times and locations on campus. Follow us on our Instagram at @northeast\_intramural\_sports for more information. Our faculty sponsor is Ms. Rachael Graham. If you have any questions, you can reach Rachael at Phone: 256-228-6001 ext. 2391 or 256-638-4418 ext. 2391.

## James B. Allen Award

The James B. Allen Award is presented each year to an outstanding student at Northeast. The recipient is chosen by faculty and administrative staff. Contact: Kip Williamson, Wallace Administration Building.

## Ms. Northeast Pageant

Each year the Student Government Association sponsors the Ms. Northeast Pageant. The winner of this pageant represents the College at various school and community functions. Sponsors: Joan Reeves, English Building, Chasley Brown, Pendley Administration Building, and Andrea Okwu, Pendley Administration Building.

## Music Ensembles

**CHORUS** – The Chorus is open to all NACC students, regardless of major or experience. The NACC Chorus presents a variety of concerts throughout the year both alone and with the Instrumental Ensembles. The Chorus is available for school, church, and community activities. Sponsor: Sara Markham, William M. Beck Health and Fine Arts Building.

**ENCORE!** – Encore is an audition only chamber group that focuses on contemporary and jazz choral literature. Encore is available for school, church, and community activities. Sponsor: Sara Markham, William M. Beck Health and Fine Arts Building.

**JAZZ BAND** – The Jazz Band performs a variety of music within the genre of jazz. The ensemble is open to all students, music and non-music majors, as well as community musicians. The NACC Jazz Ensemble performs for civic groups, schools, church, and other community functions. They perform on a regular basis in DeKalb and Jackson counties. They have also performed throughout the state and have had numerous appearances at the Panoply Arts Festival in Huntsville. The Jazz Ensemble makes annual appearances at the Jacksonville State University Jazz Festival, where it has received consistent superior ratings when judged. It has also been rated superior at the annual Alabama Jazz Hall of Fame Festival. Sponsor: Stacy Morris, William M. Beck Health and Fine Arts Building

**MUSTANG STRING BAND** – The Mustang String Band typically consists of acoustic instruments such as Acoustic Guitar, Bass, Banjo, Mandolin and Ukulele. The group covers many genres of music including bluegrass, folk, country, funk, and Celtic. One of the main functions of the band is to be a primary outreach performance group for NACC and the community. It is also a great training ground for musicians who want to pursue a career as a working musician. Sponsor: Stacy Morris, William M. Beck Health and Fine Arts Building.

## MU Alpha Theta

Mu Alpha Theta is an honorary society for students who are mathematics majors or for students who are interested in mathematics.

Requirements for membership are:

- a. Completion of MTH 112 Precalculus Algebra or a higher level mathematics course; and,
- b. a 3.0 GPA overall in all two year college mathematics courses at or above the MTH 112 Precalculus Algebra level; and,
- c. pursuing a higher level mathematics course, that is one above the MTH 112 Precalculus Algebra level.

The purpose of the organization is to promote the study and enjoyment of mathematics. Sponsors: Milah Breland, John Camp, Adam Niblett, and Thomas Frost, Mathematics, Science, and Engineering Technology Center.

## NACC Rural Health Club

The NACC Rural Health Club is a student chapter of the Alabama Rural Health Association. It is the first community college chapter in the state of Alabama. The purpose of the NACC Rural Health Club (ASRHA) is to educate students and Alabamians regarding rural health issues in the state by addressing pertinent health issues through activities, workshops, volunteering, and information distribution through multiple media outlets. Membership is open to all students, faculty, and staff regardless of degree status, major, residency status, or school of enrollment. The only requirement is interest in Alabama rural health. Sponsors: Rodney Land, Misty Chapman, Kevin Holt, and Dr. Scott Byrum, Mathematics, Science and Engineering Technology Center.

## National Student Nurses' Association (NSNA)

The National Student Nurses' Association (NSNA) is a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and generic graduate nursing programs. The NSNA socializes students into the world of professional organizations and provides opportunities to gain invaluable skills and experiences that enhance professional development. We strive to build and strengthen the bridge between education and practice. The mission of the NSNA is to: 1) Bring together and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs. 2) Convey the standards and ethics of the nursing profession. 3) Promote development of the skills that students will need as responsible and accountable members of the nursing profession. 4) Advocate for high quality, evidence-based, affordable and accessible health care. 5) Advocate for and contribute to advances in nursing education. 6) Develop nursing students who are prepared to lead the profession in the future. NSNA Core Values: Professionalism, Leadership and Autonomy, Diversity, Quality Education, Advocacy, and Care. Prenursing and nursing students are eligible for membership. Faculty Sponsors: Christine Rains, Health Education and Technology Center.

## Northeast Student Veteran Association

This organization is open to all students and acts as an advocate for student Veteran related issues. Its purpose is to provide a fellowship of like-minded individuals and build awareness within the college and community of the challenges, experiences and related needs of the student Veteran and their dependents. NSVA students participate in fundraiser events to aid local Veterans and provide outreach to potential student veterans, local schools and youth organizations. Sponsors: Jennifer Brown and Brenda Hernandez, Wallace Administration Building.

## Pi Theta Kappa

Phi Theta Kappa (Psi Epsilon Chapter) recognizes intellectual achievement at Northeast. The purposes of Phi Theta Kappa are the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among students. Eligibility: minimum of 12 semesters hours earned in non-developmental courses and 3.5 minimum cumulative GPA in non-developmental courses. Sponsors: Billy Day, Social Sciences Building, and Olivia Dodd, Wallace Administration Building.

## President's Cup

The President's Cup is presented each year to the most outstanding student at Northeast. Contact: Kip Williamson, Wallace Administration Building.

## Presidential Hosts

Presidential Hosts are a group of men and women chosen each spring to serve Northeast Alabama Community College as student hosts throughout the year. Member selection is based upon the review of applications and an interview. Presidential Hosts are involved in a variety of duties both on and off campus including campus luncheons, dinners, receptions, campus tours, high school college programs, involvement with local charitable organizations, and support of other clubs and groups on campus during their various activities and functions. Sponsor: Andrea Okwu, Pendley Administration Building.

## Rotaract Club

NACC has joined with the Scottsboro Rotary Club to initiate the NACC Rotaract Club on campus. The Rotaract Club is a service organization that is open to NACC students from ages 18 to 30. The club's goals are to sponsor and partake in at least one community service project and one international service project per year. Sponsors Keith McBride, Harry Campbell Business Education Building.



## Sigma Kappa Delta

Sigma Kappa Delta, Epsilon Alpha Chapter, is an English honor society at Northeast. It is the first chapter in the state of Alabama to be chartered. The society is specifically designed for two-year community colleges. Membership requirements include: completion of at least 12 semester hours college credit and three semester hours of college English with a "B" or better. Sponsors: Joan Reeves, Leah Barnett, and Jody Ragsdale, English Building.

## SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel by providing educational programs, events and competitions that support career and technical education (CTE) in the nation's classrooms.

SkillsUSA improves the quality of America's skilled workforce through a structured program focused on the development of citizenship, leadership, employability, technical and professional skills training. SkillsUSA enhances the lives and careers of students, instructors and industry representatives as they strive to be champions at work.



All NACC students enrolled in a Career Technical course receive a complimentary membership to SkillsUSA. Sponsor: Kelly Black, Workforce Development Building.

SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce. By focusing on the development of citizenship, leadership, and employability, as well as academics and technical skills training, SkillsUSA improves the quality of America's skilled workforce and enhances the lives and careers of students, instructors, and industry representatives as they strive to be Champions at Work.

All NACC students enrolled in a career technical course receive a complimentary membership to SkillsUSA. Sponsors: Donna Moore and Marilyn Dalton, Workforce Development Building.

## Spectrum

The Spectrum Art Club is a student-led organization focused on visual arts. The club is open to any current NACC students who have an interest in art. The purpose of the club is to create a positive space for students to socialize, talk about, create, and explore art. The club expands the art educational experience beyond the classroom curriculum. The objective of the club is to raise student awareness and understanding of art and to facilitate the improvement of artistic ability and skills in the production of art. The club provides various opportunities for students to engage in artistic exchanges and participate in art-related activities within the college and nearby local art communities. Club activities include field trips to art museums, art galleries, artist studio visits, and comic conventions. The club also is a part of the Art Society of Jackson County; therefore, art club members are eligible to participate in art shows with the permission of the Spectrum Art Club sponsor and the board of the Art Society of Jackson County. These art shows will give the students an opportunity to promote their artistic ability and sell their own artworks. Lastly, due to the growing shared interest in Japanese animation, the art club offers Studio Ghibli movie viewing and anime, manga drawing sessions, and participation in cosplay contests. Faculty Sponsor: Jaia Chen, chenj@nacc.edu, William M. Beck Health, and Fine Arts Building.

## Spire Honor Society

Spire was founded for the purpose of recognizing the unique achievements of adult and other non-traditional students enrolled in Associate Degree programs. The founders of Spire noticed that nontraditional students, who are typically less involved in campus life, often married, and usually employed while attending college, were rarely selected for campus honoraries. It seems that the typical lifestyle and daily responsibilities of these students prevented them from being widely considered for membership in most campus academic, service, and leadership honoraries, thereby withholding from this entire category of students the career-enhancing advantages of such membership.

Spire was created to provide adult (defined as 25 years old or older) and other non-traditional students (such as young single parents, disabled students, students who earn degrees while working full-time, international students, and other similarly situated students) with the same level of recognition which outstanding traditional students have always received.

All students selected for induction must meet the following standards:

- Qualify as adult or non-traditional students (adult students must be at least 25 years of age); and
- Be within 12 months of graduation; and
- Have a minimum cumulative grade point average of 3.0 on a 4.0 scale; and
- Be involved in at least three campus and/or community activities; and
- Demonstrate leadership, persistence, and future promise; and • Maintain the highest ethical standards.

Sponsor: Marilyn Dalton, Workforce Development Building.

## Strategic Gaming League

Strategic Gaming and Esports is a student organization intended on bringing students together to participate in games involving strategy. The club does not include games of chance but rather focuses on high-level, competitive games of strategy. This club also competes in various Esports and has an Esports Lab in BE206. Sponsors: Bryon Miller and Noah Allen, Pendley Administration Building.

## Student Government Association

The Student Government Association (SGA) is the voice of students at Northeast. Its purpose is to promote the general welfare of students, to cultivate friendship and cooperation among the students and faculty, and to encourage participation in individual and group responsibilities in a democratic atmosphere. Through SGA participation and appropriate committee appointments, students participate in the college's decisionmaking process. All persons registered as students at Northeast are members of this organization and are encouraged to take an active part in its functions. Sponsor: Joan Reeves, English Building.

### SGA Constitution

#### Article I. Designation

##### **Section 1. Name:**

The organization representing the students at Northeast Alabama Community College shall be called the Student Government Association

##### **Section 2. Members:**

All students attending Northeast Alabama Community College shall be members.

##### **Section 3. Officers:**

The officers and members representing the students shall be known as the Student Government Association. The officers shall be president, vice president, secretary, treasurer, and historian. There shall be three elected representatives from each class.

##### **Section 4. Awards:**

Student Government Association awards shall be made to each Student Government Association member. The type and kind of award shall be voted on by the Student Government Association.

#### Article II. The Student Government Association Section

##### **Section 1. Qualifications:**

To be eligible for officership in the Student Government Association, a student must carry a regular class load, must have a 3.0 grade point average, and must not be on probation. To be an officer in the Student Government Association, a student must have completed two semesters at Northeast Alabama Community College, and have attained at least 30 hours credit at the end of the spring semester.

#### **Section 2. Selection:**

A selection committee composed of the faculty advisors and two students will review records of students whose names are submitted by the students as candidates for membership in the Student Government Association. Three students for each officer and a maximum of ten students from each class for representatives will be chosen as candidates for election by secret ballot by the students. Officers will be elected during the latter part of the spring semester and installed at the beginning of the following term. Election of members shall be held no later than two weeks after the beginning of the fall semester.

#### **Section 3. Suspension:**

An officer or representative can be suspended from his/her office if he/ she misses more than two meetings or SGA functions. Additionally, should an officer or representative receive more than two reprimands for failing to perform his/her duties, he/she can be suspended from office.

#### **Section 4. Vacancies:**

In the event the office of the president of the Student Government Association is vacated, the vice-president will become president, and a new member will be appointed by the remaining council members. In the event of a vacancy in the position of secretary, treasurer, or historian, a new member will be appointed to fill the vacancy. If more than one office is vacated at the same time, there will be an election to fill these vacancies.

If the presidency, secretaryship, and treasurership are vacated, the vicepresident will become president, and there will be an election to fill the office of vice-president, secretary, and treasurer. If a representative vacates his position, the Student Government Association will appoint a new representative.

#### **Section 5. Removal from Office:**

Any officer of the Student Government Association whose g.p.a. drops below a 3.0 will be allowed one semester to raise his/ her grades to the required level. Failure to do so will automatically result in removal from office. Any student who is placed on probation will be removed from office. A member of the Student Government Association who is found guilty of any activity which would bring discredit upon the college or the students will be subject to removal from office.

#### **Section 6. Tenure of Office:**

All officers and members of the Student Government Association shall serve for a period of twelve months or until their successors shall have been duly chosen and installed in the fall semester. This tenure is with the provision that all services conducted are satisfactory.

#### **Section 7. Duties and Responsibilities:**

The Student Government Association will assist in planning and executing a program of co-curricular activities for the students. Such activities will be planned in accordance with established school policies as outlined in the student handbook and catalog. The Student Government Association will conduct all student elections and perform such other duties as may be appropriate for the organization. All members are to attend all Student Government Association meetings. Absences from meetings may be excused by the presiding officer and sponsor.

#### **Section 8. Meetings:**

The Student Government Association may meet at least twice each month or as often as is deemed necessary. A quorum shall consist of a majority of the members including at least two officers and the sponsor.

### **Article III. Amendments**

#### **Section 1. Proposal:**

Amendments may be proposed by any student. Proposed amendments must be submitted in writing to the Student Government Association.

## **Section 2. Ratification:**

In not more than two weeks after the proposed amendment is submitted, the Student Government Association will review the suggestion to determine whether a vote is necessary. Any proposed amendment must be approved by the sponsor in order for an amendment to be ratified. A majority of the student body must vote in the election, and two-thirds of those voting must be in favor of the change.

### **Powers and Duties of the President:**

- a. Administer and enforce the constitution, its by-laws, and the Student Government Association statutes;
- b. Appoint committees with the concurrence of the Student Government Association;
- c. Remove, at his/her discretion, any person whom he/she has the power to appoint to fill vacancies in elective offices;
- d. Instruct and require reports from executive officers and committee members;
- e. Call and preside over meetings of the Student Government Association;
- f. Make recommendations for legislation to the Student Government Association;
- g. Have the power to sign or veto statutes passed by the Student Government Association, provided that he/she exercise such power within ten class days after receipt of said legislation. A presidential veto may be overridden by a two-thirds vote of the Student Government Association membership.
- h. Vote in case of a tie.

### **Power and Duties of the Vice-President:**

- a. Assume the powers and duties of the president in his/her absence.
- b. Assume the office of president should the president resign, be removed, or surrender office.

### **Powers and Duties of the Secretary:**

- a. Take minutes and maintain records of meetings of the Student Government Association.
- b. Conduct Student Government Association correspondence.
- c. Complete all activity requests.

### **Powers and Duties of the Treasurer:**

- a. Maintain and complete financial records of all the Student Government Association funds.
- b. Complete all purchase order forms.

### **Powers and Duties of the Historian:**

- a. Coordinate with the college public relations director to advertise all Student Government Association activities.
- b. Attend all Student Government Association functions and make pictures.
- c. Maintain a Student Government Association scrapbook.

## **Who's Who Among Students in American Junior Colleges**

Each year students are selected by the faculty and administration for Who's Who Among Students in American Junior Colleges based on academic achievement, service to the community, leadership in extracurricular activities, and potential for success. Selections for Who's Who are made during the fall semester from sophomores enrolled fulltime who have a minimum 3.50 grade point average. Contact: Rob Woodall, Charles M. Pendley Administration Building.

## **Students with Disabilities**

Students or guests who have a disability which may prevent them from enjoying the services or activities of the college may request reasonable accommodations to enable their participation. The college is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and all other applicable regulations. Special needs or requests for assistance beyond what can be readily provided by the point-of-contact personnel should be directed to the ADA Compliance Coordinator. Riley Holland, ADA Compliance Coordinator Student Center, room 115 256-638-4418 ext 2222 hollandr@nacc.edu.

# Additional Information

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## Top 10 Reasons to Earn a Community College Credential



### TOP 10 REASONS TO EARN A COMMUNITY COLLEGE CREDENTIAL

- 1.** You'll earn more! Students who complete their associate degree or certificate can **expect to earn about \$500,000 more in a lifetime** than a high school graduate. <sup>1</sup>
- 2.** **You'll be prepared!** When you are job-hunting, a college credential will always give you an edge. <sup>2</sup>
- 3.** Unemployment for community college graduates is typically **30 percent lower** than for high school grads. <sup>3</sup>
- 4.** **You'll encounter fewer barriers to transfer!** You'll save time and money by not having to repeat courses or take courses you did not know you needed. <sup>4</sup>
- 5.** You'll help **reverse a national trend** in the declining number of college graduates. <sup>5</sup>
- 6.** **You'll open doors for your children.** Children of college graduates are more likely to graduate themselves. <sup>5</sup>
- 7.** **You and your family will see improved health.** Research links greater educational attainment to longer life, healthful eating, exercising and avoiding risk factors. <sup>6</sup>
- 8.** You will be more likely to promote **environmental sustainability.** <sup>5</sup>
- 9.** You'll be **more likely to volunteer**, vote, contribute to charity, serve on boards and run for office. <sup>5</sup>
- 10.** You'll be an educated, prepared and **higher-paid employee**, providing support for federal, state and local governments. <sup>5</sup>

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For more information about Community College Completion Corps (C4) contact:

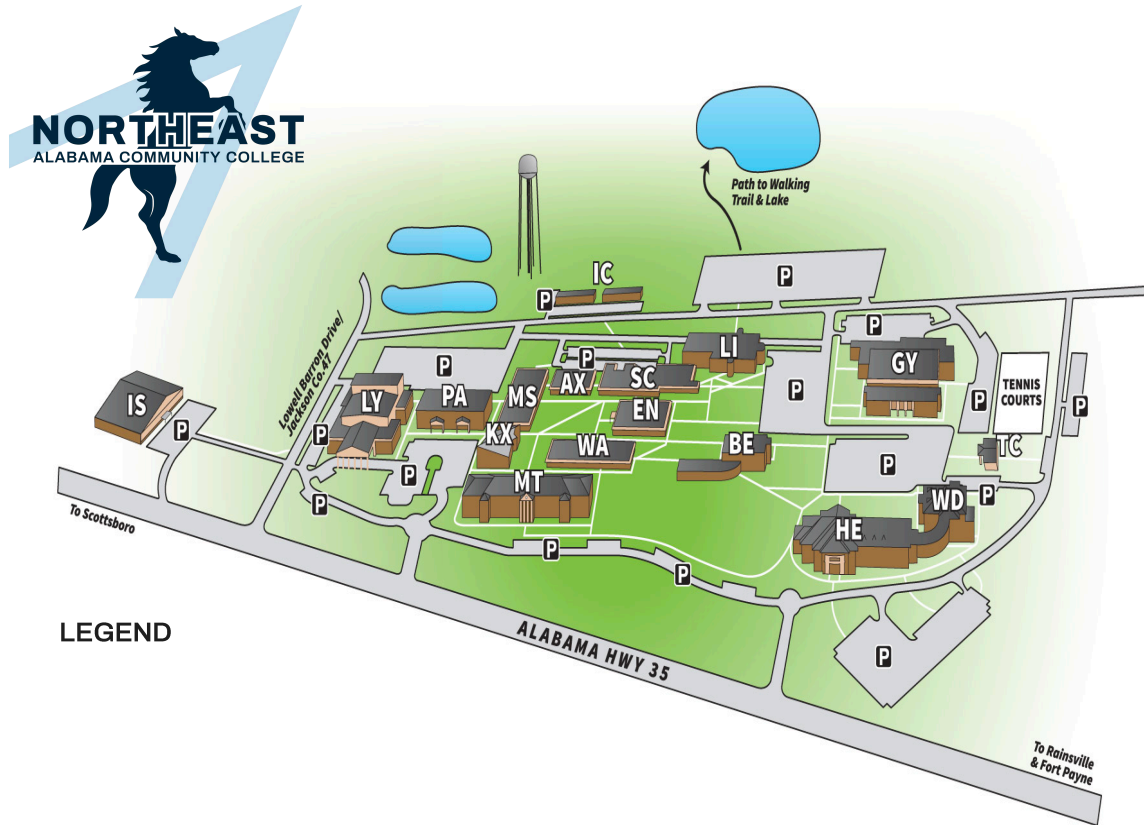
Billy Day  
Phi Theta Kappa Advisor  
dayb@nacc.edu

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#### Sources

- <sup>1</sup> Georgetown University Center on Education and the Workforce, June 2010
- <sup>2</sup> Rosenberg McKay, D. "How Often Do People Change Careers?" Guide to Career Planning since 1997 (2006)
- <sup>3</sup> Internationally, College Graduates Fared Better During Recession, *Chronicle of Higher Education*, September 2010
- <sup>4</sup> The National Center for Public Policy and Higher Education, American Association of Community Colleges, The National Articulation and Transfer Network
- <sup>5</sup> With Their Whole Lives Ahead of Them, A Public Agenda Report for The Bill & Melinda Gates Foundation
- <sup>6</sup> Robert Wood Johnson Foundation's Commission to Build a Healthier America

# Campus Map



LEGEND

## Alabama Technology Network Center

The Alabama Technology Network (ATN) of the Alabama Community College System links two-year colleges, the University of Alabama System, Auburn University and the Economic Development Partnership of Alabama to solve the needs of manufacturing and service industries. The ATN center at NACC develops services to meet local and state needs, providing innovative and cost-effective solutions to enable Alabama's existing industry to be globally competitive. The network is Alabama's affiliate of the National Institute of Standards and Technology's Manufacturing Extension Partnership, which provides hands-on assistance and training to small to mid-size manufacturers.

Since 1996, the Alabama Technology Network has been providing hands-on assistance and training to help address challenges and improve profitability of organizations in Alabama. Our experienced staff members provide insight, expertise, and holistic solutions that will improve business today and for the future. ATN helps organizations streamline operations, improve team performance, implement quality systems based on the voice of customers, plan strategies for future growth, and implement the latest in environmental and information technology.

The ATN center at NACC was established in October, 2005. For more information on the Alabama Technology Network at NACC visit the ATN website at <http://www.atn.org> or call the ATN office at 256-638-8968.



**WWW.NACC.EDU**



**naccmustangs**



**northeastalcommunitycollege**



**NACCmustangs**



**138 AL HWY 35  
RAINSVILLE, AL 35986**



**256.638.4418  
256.228.6001**

It is the official policy of the Alabama Community College System and entities under its control, including Northeast Alabama Community College, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law.  
(Sources: ACCS Policies 601.02 and 800.00)