



Bevill State Community College

COLLEGE CATALOG
2024-2025

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General Information

2024-2025 College Calendar

2024 Fall Semester

August 7-9	Faculty Non-Duty Days*
August 12	College-wide Professional Development/Faculty Duty Day
August 13	Registration for Fall Semester—Advising Centers Open Late Registration and Schedule Change Period
August 14-20	Full Term and 1st Mini Term
August 16	Classes Begin (Full Term & 1st Mini Term)
September 2	COLLEGE CLOSED for LABOR DAY
September 12	Mid-Term for 1st Mini Term
September 19-20	Registration for Minimester
September 23	Classes begin Minimester; Late Registration for Minimester 23. Classes End for 1st Mini Term /Last Day to Drop for 1st Mini Term
October 8	24. Mid-Term for Full Term
October 9	Final Examinations for 1st Mini Term
October 10-11	Registration for 2nd Mini Term
October 14	Classes Begin for 2nd Mini Term
October 14-15	Late Registration and Schedule Change Period for 2nd Mini Term Spring 2025 Priority Online Registration
October 21	Opens at 8:00 a.m. for students with 30 or more semester hours Spring 2025 Online Registration
October 28	Opens at 8:00 a.m. for all students
November 5	Mid-Term for 2nd Mini Term
November 11	COLLEGE CLOSED for VETERANS DAY
November 25-26	Statewide Faculty Professional Development
November 27	Local Professional Development
November 28-29	COLLEGE CLOSED for THANKSGIVING 23. Classes End Full Term, 2nd Mini Term, and Minimester
December 5	24. Last Day to Drop Classes for Full Term, 2nd Mini Term, and Minimester
December 6-12	Final Examinations for Full Term, 2nd Mini Term, and Minimester
December 13	Grades Due /Faculty Duty Day
December 16	Graduation – held on Sumiton Campus
December 17	Graduation – held on Fayette Campus
December 19-20	Faculty Non-Duty Days*
December 23-January 1	COLLEGE CLOSED for CHRISTMAS AND NEW YEAR'S BREAK

2025 Spring Semester

January 2-3 Faculty Duty Days – Advising Centers Open

January 6	Registration for Spring Semester
January 7-13	Late Registration and Schedule Change Period Full Term and 1st Mini Term
January 8	Classes Begin (Full Term & 1st Mini Term)
January 20	COLLEGE CLOSED for MARTIN LUTHER KING DAY
February 3	Mid-Term 1st Mini Term
February 13-14	Registration for Minimester
February 17	Classes begin Minimester; Late Registration for Minimester 23. Classes End 1st Mini Term /Last Day to Drop for 1st Mini Term
February 28	24. Mid-term for Full Term
March 3	Final Examinations for 1st Mini Term
March 4	Registration for 2nd Mini Term
March 5	Classes Begin for 2nd Mini Term
March 5-6	Late Registration and Schedule Change Period for 2nd Mini Term
March 24-28	SPRING BREAK /Faculty Non-Duty Days*
March 24-28	4 Day Work Week Summer and Fall 2025 Priority Online Registration
March 31	Opens at 8:00 a.m. for students with 30 or more semester hours
April 2	Mid-Term 2nd Mini Term Summer and Fall 2025 Online Registration
April 7	Opens at 8:00 a.m. for all students 23. Classes End Full Term, 2nd Mini Term, and Minimester
April 25	24. Last Day to Drop Classes for Full Term, 2nd Mini Term, and Minimester
April 28-May 2	Final Examinations for Full Term and 2nd Mini Term, and Minimester
May 5	Grades Due /Faculty Duty Day
May 6	College-Wide Professional Development
May 7	Graduation – held on Hamilton Campus
May 8	Graduation – held on Jasper Campus
May 9	Faculty Duty Day
May 12-16	Faculty Non-Duty Days*

2025 Summer Semester

May 19	Registration for Summer Semester—Advising Centers Open Late Registration and Schedule Change Period for Full Term and 1st
May 20-22	Mini Term
May 22	Classes Begin for Full Term and 1st Mini Term
May 26	COLLEGE CLOSED for MEMORIAL DAY
June 19	COLLEGE CLOSED FOR JUNETEENTH 23. Classes End 1st Mini Term
June 25	24. Last Day to Drop Classes for 1st Mini Term
June 26	23. Final Exams for 1st Mini Term
June 27-30	Registration for 2nd Mini Term 23. Classes Begin for 2nd Mini Term
July 1	24. Late Registration and Schedule Change Period for 2nd Mini Term
July 4	COLLEGE CLOSED for INDEPENDENCE DAY

July 30 23. Classes End Full Term and 2nd Mini Term
24. Last Day to Drop Classes for Full Term and 2nd Mini Term

July 31-August 4 Final Exams for Full Term and 2nd Mini Term

August 5 Grades Due/Faculty Duty Day

August 6-8 Faculty Non-Duty Days*

Registration Dates

August 13, 2024 2024 Fall Term & 1st Fall Mini Term Registration - Advising Centers Open

September 19-20, 2024 2024 Fall Minimester Registraton

October 10-11, 2024 2024 2nd Fall Mini Term Registration

October 21, 2024 Priority Online Registration - 2025 Spring Full Term & 1st Spring Mini Term

October 28, 2024 Online Registration - 2025 Spring Full Term & 1st Spring Mini Term

January 6, 2025 2025 Spring Full Term & 1st Spring Mini Term Registration - Advising Centers Open

February 13-14, 2025 2025 Spring Minimester Registration

March 4, 2025 2025 2nd Spring Mini Term Registration

March 31, 2025 Priority Online Registration - 2025 Summer & Fall Full Term & 1st Summer Mini Term

April 7, 2025 Online Registration - 2025 Summer & Fall Full Term & 1st Summer Mini Term

May 19, 2025 2025 Summer Full Term & 1st Summer Mini Term Registration

June 27-30, 2025 2025 Summer 2nd Mini Term Registration

School Holidays (College Closed)

September 2, 2024 Labor Day - State Holiday

November 11, 2024 Veterans Day - State Holiday

November 28-29, 2024 Thanksgiving - State Holidays

December 23, 2024-January 1, 2025 Christmas Holidays and Local Holidays

January 20, 2025 Martin Luther King Day - State Holiday

May 26, 2025 Memorial Day - State Holiday

June 19, 2025 Juneteenth - State Holiday

July 4, 2025 Independence Day - State Holiday

2023-2024 Graduation Rate/Student Right to Know Report

2023-2024 GRADUATION RATE/STUDENT RIGHT TO KNOW REPORT

The 2020 cohort consisted of 404 first-time, full-time, degree/certificate-seeking students. After three years, 44%

of these students had graduated from our institution or completed their programs and 28% had transferred to other higher education institutions. Below are the Student Right-to-Know four-year average percentages for completion/graduation and transfer out rates for Bevell State Community College.

GRADUATION TRANSFER ATHLETICS GRADUATION TRANSFER				
COLLEGEWIDE 36%	18%	Baseball	25.0%	37.5%
		Basketball	11.1%	55.6%
		Softball	50.0%	40.0%
		Volleyball	37.5%	37.5%
		ALL ATHLETIC	31.4%	42.9%

History Of The College

Bevell State Community College is a part of the State of Alabama's system of community, junior, and technical colleges authorized by the Alabama Legislature under Act No. 93, approved May 3, 1963. Alabama Code -Section 16-60-111 (G) vested the authority and responsibility for the operation and maintenance of Alabama's two-year colleges with the Board of Trustees beginning summer 2016.

Bevell State Community College was created in 1992 by the consolidation of two premier two-year colleges which were a part of the original legislation: Walker State Technical College (Sumiton), formerly a vocational/technical institution which opened in 1966, and Brewer State Junior College (Fayette), a two-year academic transfer institution, created in 1969. The Hamilton Campus of Northwest Alabama Community College, primarily a vocational/technical campus which was created in 1966, merged with Bevell State in 1993 as one of its main campuses. Walker College (Jasper), established in 1938 as a two-year academic transfer college, completed the Bevell State four-campus college in 1998. In 2007, the College built the Pickens County Educational Center in Carrollton.

Bevell State offers academic transfer courses, career technical education, health sciences programs, adult education classes, and workforce solutions at its four main campuses and one instructional site. Bevell State's service area spans over 4600 square miles in a seven-county area, reaching more than 200,000 people from the Birmingham city limits to the Mississippi state line.

Fayette Campus

2631 Temple Avenue N
Fayette, AL 35555
205-932-3221

Hamilton Campus

P.O. Drawer 9
Hamilton, AL 35570
205-921-3177

Jasper Campus

1411 Indiana Avenue
Jasper, AL 35501
205-387-0511

Sumiton Campus

P.O. Box 800
Sumiton, AL 35148
205-648-3271

Institutional Mission Statement

Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

Vision Statement

Bevill State Community College will set the standard of excellence for education, workforce training, partnerships, and economic development.

Values

- Acknowledging the dignity, self-worth, and uniqueness of each individual.
- Providing service for our students and the community.
- Demonstrating accountability in all actions, obligations, and duties.
- Developing leadership by example.
- Facilitating collaboration among all stakeholders.
- Striving for excellence in all endeavors.

Strategic Goals

GOAL #1: CONNECT

Bevill State will CONNECT with both internal and external stakeholders through recruitment and enrollment activities, community partnerships, and workforce initiatives.

GOAL #2: COMPLETE

Bevill State will enhance programs and services that empower both credit and non-credit students to COMPLETE their intended educational goal.

GOAL #3: CONTRIBUTE

Bevill State will CONTRIBUTE to local communities by providing a highly skilled workforce that enhances economic development, community engagement, and generosity among alumni.

General Education Core Competencies

Graduates of Bevill State Community College will demonstrate effective communication, critical thinking, and cultural awareness. Communicating effectively is the ability to engage in effective written and oral communication. Critical thinking is an intellectual process that involves discovering and analyzing information to overcome obstacles and find solutions. Cultural Awareness is an understanding of diverse human traditions.

Statement Of Catalog Responsibility

Generally, the student is bound to the program requirements in effect at the time of the student's initial registration at the College. When a student changes his/her program or is readmitted to the College, the catalog at the time of the change becomes the catalog in effect. As courses and program requirements are revised to the extent that it becomes impossible for the student to meet the requirements of the original catalog in effect, it may become necessary for the student to conform to the requirements published in the most recent edition of the catalog.

This Catalog is the official announcement of the program requirements and regulations of Bevill State Community College. Students enrolling in the College are subject to the provisions stated herein. Statements regarding programs, courses, fees, and conditions are subject to change without advance notice.

This Catalog is effective from August 1st through July 31st.

Disability Services/ADA Accommodations

The College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is the policy of the College that a good faith effort shall be made to meet the accommodation requests of persons with disabilities. Persons requesting accommodation may contact the campus Disability Services Coordinator. The 504/ADA accommodations request process for persons with disabilities is as follows:

1. Disclosure of a disability is voluntary.
2. All new students who attend the required Orientation course are given a copy of the ADA Fact Sheet/ Accommodations Request Form and the name of the campus Coordinator and are informed of the accommodations request process.
3. The accommodations request process begins when a student contacts the campus Disability Services Coordinator: **Fayette Campus** - Abby Parker, Ext. 5102; **Hamilton Campus** - Abby Parker, Ext. 5102; **Jasper Campus** - Sara Murray, Ext. 5901; **Sumiton Campus** - Sara Murray, Ext. 5901 and **College Coordinator** - Beth Roberts, Ext. 5385.
4. The student and the Coordinator work together to determine the student's campus-related accommodation needs. A good faith effort is made to provide appropriate accommodations and to fully comply with Section 504 and ADA guidelines.
5. An Accommodations Request Form must be completed, identifying accommodations requested and other pertinent information. Forms are available from the Disability Services Coordinator, the placement test center, the Office of Student Services, in the Orientation Workbook and at www.bscc.edu.
6. Accommodations will not be considered until the student has submitted the ADA Fact Sheet/ Accommodations Request Form and any required documentation to the Coordinator. If accommodations are granted, they begin on or after the date of approval. Under no circumstances will accommodations be granted retroactively.
7. If official documentation is required, information release forms are available from the coordinator to assist the student in obtaining official documentation of disability from physicians or other agencies.
8. Once a student meets with the Disability Services Coordinator to request classroom accommodations and provides any needed documentation of disability, the Coordinator will send a Documentation

of Disability Form to each of the student's instructors to inform them of the accommodations that must be met in their classroom.

9. The student must meet with the Coordinator at the beginning of each academic term for which classroom accommodations are requested so that the instructors for each term can be notified of the accommodations.
10. The student will then meet with each instructor to discuss the implementation of each authorized accommodation. Instructors will not initiate accommodations without the student's consent.
11. Non-classroom accommodation requests are forwarded by the Coordinator to the appropriate College official for implementation.
12. Completed Accommodations Request Forms and any documentation of disability are confidential and are stored in a locked file separate from the student's permanent student record.

Nondiscrimination Policy Compliance Assurance

It is the policy of the Alabama Community College System, its Board of Trustees, and Bevill State Community College, a postsecondary institution under its control, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, but not limited to, race, color, disability, sex, religion, creed, national origin, or age, or any other protected class as defined by state and federal law.

No employee or applicant for employment or promotion, including applicants for presidential, full-time faculty, and other administrative and supervisory positions, shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, sex, age or any other protected class.

This policy is enforced by Federal law under Title IX of the Education Amendment of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Inquiries regarding compliance with these statutes may be directed to the Title IX Coordinator, at 1411 Indiana Avenue, Jasper, Alabama, 35501.

Bevill State Community College complies with federal regulations that guarantee the right of privacy and access to student records/information as established by the Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendment.

Conscious effort is made to assure that all College regulations are within the scope of the lawful mission of public higher education. It is recognized that it is not a lawful mission of the College to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the Administration will take direct and appropriate action in any case involving the integrity of the College and the well-being of the students.

Title IX Sexual Harassment Procedures

Title IX Sexual Harassment Complaint Procedures

INTRODUCTION

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

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. To support and assist students, the College provides a range of resources that include a trained counselor.

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

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

Andrew McCay
Vice President of Administration and Operations
1411 Indiana Avenue Jasper, AL 35501
Phone: 205 387 0511 Ext. 5435
Email: andrew.mccay@bscc.edu

and/or

Assistant Secretary
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339|
Email: OCT@ed.gov (mail to: OCR@ed.gov)

Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website at www.bscc.edu under the Title IX webpage.

POLICY

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

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

DEFINITIONS RELATING TO SEXUAL HARASSMENT

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

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

Complainant: is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

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

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

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

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who

is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

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

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

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

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

Definitions of Sexually Based Offenses

Sexual abuse in the first degree:

(a) A person commits the crime of sexual abuse in the first degree if:

(1) They subject another person to sexual contact by forcible compulsion; or

(2) They subject another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.

(b) Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

Sexual abuse in the second degree:

(a) A person commits the crime of sexual abuse in the second degree if:

(1) They subject another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or

(2) They, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

(b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

Rape in the first degree:

(a) A person commits the crime of rape in the first degree if:

(1) They engage in sexual intercourse with a member of the opposite sex by forcible compulsion; or

(2) They engage in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or

(3) They, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

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

Rape in the second degree:

(a) A person commits the crime of rape in the second degree if:

(1) Being 16 years old or older, a person engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.

(2) They engage in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

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

Sodomy in the first degree:

(a) A person commits the crime of sodomy in the first degree if:

(1) They engage in deviate sexual intercourse with another person by forcible compulsion; or

(2) They engage in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or

(3) They, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

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

Sodomy in the second degree:

(a) A person commits the crime of sodomy in the second degree if:

(1) They, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.

(2) They engage in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

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

Domestic Violence:

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

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

Dating Violence:

Means violence committed by a person –

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

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

Stalking:

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

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

Sexual assault:

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

Victims Option to Report

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

Formal Complaint Process

INITIAL STEPS

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled

by the College should report the complaint to the campus Title IX Coordinator. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

REPORTING A COMPLAINT

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

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

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

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

SUPPORTIVE MEASURES

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to

the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

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

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

STANDARD OF EVIDENCE FOR DETERMINING RESPONSIBILITY

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

FORMAL COMPLAINT PROCESS

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

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

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

DISMISSAL OF FORMAL COMPLAINT

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

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

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

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

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

NOTICE OF ALLEGATIONS

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

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

ADVISORS

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

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

Neither party may dismiss a College appointed advisor.

INVESTIGATION PROCEDURE

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

The burden of proof and the burden of gathering evidence

sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

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

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

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

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

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

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

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

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

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

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

LIVE HEARING PROCEDURE

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

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of

the hearing record.

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

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

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

The hearing process will consist of:

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

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

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

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

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

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

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

If a witness or party is not available or declines cross-examination, the decision makers must not rely on any statement of that witness in reaching a determination regarding responsibility; provided, however, that the 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-examinations, the Hearing Officer shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

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

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

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

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

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

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

APPEAL PROCEDURE

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the

outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

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

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

As to all appeals, the College will:

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

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

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

Informal Resolution. The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and

adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

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

RETALIATION PROHIBITED

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

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

For Students:

- Reprimand (verbal or written)
- Probation
- Loss of Privileges
- Suspension
- Expulsion
- No Contact Order
- Other penalties which may be set forth by the College

For Employees:

- Written Reprimand
- Probation
- Education and/or Remediation
- No Contact Order
- No Trespass Order
- Suspension
- Dismissal / Termination

For individuals other than employees or students:

- Verbal or Written Warning
- No Contact Order
- No Trespass Order
- Restitution
- Termination of Contractual Agreements

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

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

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at www.bscc.edu.

Accreditation

Bevill State Community College is accredited by the Southern Association of Colleges and Schools Commission

on Colleges (SACSCOC) to award the Associate degree. Bevell State Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Bevell State 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).

ADDITIONAL ACCREDITATIONS AND CERTIFICATIONS

The Associate Degree Nursing Program is approved by the Alabama Board of Nursing.

The Associate Degree Nursing Program at Bevell State Community College at the Jasper campus located in Jasper, Alabama is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326, (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation.

-View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.com/accreditedprograms/programsearch.htm>

The Practical Nursing Program is approved by the Alabama Board of Nursing.

The Practical Nursing Program at Bevell State Community College at the Jasper campus located in Jasper, Alabama is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326, (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program is Continuing Accreditation.

-View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.com/accreditedprograms/programsearch.htm>

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Surgical Technology Profession. The program is accredited until December 31, 2024.

The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP).

The program received continuing accreditation in January 2018 and the next accreditation reaffirmation will be in November 2024.

The Vehicle Technology Repair/Auto Service Excellence Program on the Hamilton Campus is accredited by the National Automotive Technicians Education Foundation (ASE), 101 Blue Seal Drive, Suite 101, Leesburg, Virginia 20175.

The Air Conditioning & Refrigeration Technology Program on the Sumiton Campus is accredited by the Partnership for Air Conditioning, Heating, Refrigeration Accreditation (PAHRA), 4100 North Fairfax Drive, Suite 200, Arlington, VA 22203. Accreditation/certification was received in November 2007.

The Air Conditioning & Refrigeration Technology Program has been accepted by the Alabama Board of Heating, Air Conditioning and Refrigeration as an approved training program for the Alabama contractor's license exam.

Copyright Infringement

Bevell State Community College has designated a copyright agent to receive notification of claimed copyright infringement on the College's website as required by the Digital Millennium Copyright Act. If a person believes his or her work is being infringed on Bevell State's website, he or she should notify Tana Collins-Allred, Director of Public Relations, Recruiting and Advancement, Bevell State Community College 1411 Indiana Avenue, Jasper, AL 35501; email: tana.collins@bscc.edu; telephone number: (205) 648-3271.

According to the Digital Millennium Copyright Act, the notification of claimed infringement must include 1) identification of the copyrighted work claimed to have been infringed (include ISBN, title, etc.); 2) identification and URL of the material that is claimed to be infringing; 3) information sufficient to contact the complaining party, such as an address, telephone number, fax number, and electronic mail address; and 4) other information relating to the claim. Any copyright concerns or questions about the Bevell State website should be directed to Tana Collins-Allred at tana.collins@bscc.edu.

Admissions Information

Students seeking admission to Bevell State should follow these steps:

- Complete a Bevell State application for admission online at www.bscc.edu/students/apply-online

- Request an official transcript from high school and any previously attended colleges.
- Students with an earned Associate or Bachelor's Degree or higher are not required to submit a high school transcript.
- Contact the Office of Student Services to schedule an appointment to complete the placement test, if needed.

Applicants who have not provided all the necessary required documents by the required date will be placed on hold for future registration and official transcript release.

Admission to the College does not guarantee acceptance or admission to certain Health Science programs such as Nursing, Emergency Medical Services and Surgical Technology, which may have additional standards for admission. Students should refer to the program descriptions in this Catalog for additional information. Any and all elements of admission requirements are subject to change without prior notice.

Admission Status

There are two types of admission status: unconditional and conditional. All first-time freshmen, readmit, transfer, & dual/accelerated students are considered conditionally admitted when an application is submitted. Transient students are held on a pending status until all required documents are received.

- **Unconditional status (UA):** Students who have submitted all required documentation may be admitted unconditionally.
- **Conditional status (CA):** Students who have not submitted all required documentation may be admitted as conditional status. Students with a conditional admission status are not eligible for federal financial aid.

First-Time Student Admission Requirements

An applicant who has not previously attended any duly accredited postsecondary institution or Council on Occupational Education institution will be designated a first-time freshman. A first-time freshman must provide a valid high school transcript documenting graduation or an official transcript of GED scores issued by the appropriate state education agency. A student with dual enrollment credit will be considered a first-time freshman for admissions purposes if they never attended another college for more than dual enrollment credit while still in high school. Students with dual enrollment college credit MUST submit college transcript(s).

Non-Degree (Certificate) Programs Admission Requirements

An applicant to a course not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided the applicant is 1) at least seventeen (17) years of age; 2) has not been enrolled in secondary education for at least one calendar year or provides written recommendation from the local superintendent of education; and 3) has achieved sufficient scores on an approved assessment.

Bevill State offers a Truck Driver Training program under this provision. In addition, Truck Driver Training applicants must be at least eighteen (18) years of age and hold a valid driver's license.

According to the Federal Motor Carrier Safety Regulations, Truck Driver Training applicants must have the ability to read and speak the English language efficiently, to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records. They must pass the DOT physical (administered at student's expense) and a drug screening. The College will acquire a Motor Vehicle Report on each Truck Driver Training student. The report, which lists all accidents and moving violations within the last five years, will be obtained from the Alabama Department of Public Safety. A copy will be given to the student and a copy will be kept on file, according to Department of Transportation regulations. Applicants for the Truck Driver Training program are required to submit their applications along with payment of tuition to secure placement in the next available class.

A student shall be classified as non-degree eligible and shall not be allowed to enroll in a course creditable toward an associate degree unless appropriate conditions are met. The College may establish higher or additional admission requirements for a specific program or service when student enrollment must be limited.

High School Dual Enrollment Admission Requirements

All credit for coursework completed under these provisions is considered as "conditional credit" until the student provides proof of high school graduation or meets program admission requirements.

Accelerated Credit High School Students may enroll in college classes concurrently with high school classes and receive college credit. Bevill State Community College admissions, course placement, and course sequencing are applicable in addition to eligibility requirements listed below.

- The student has successfully completed the 10th grade or has an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.12 regarding gifted and talented students;
- The student provides certification from the local principal and/or designee certifying that the student has a minimum cumulative 3.0 GPA average and recommending the student be admitted under this policy;
- The student may enroll only in postsecondary courses for which high school prerequisites have been completed (e.g., a student may not take English Composition until all required high school English courses have been completed).

Dual Credit High School Students may enroll in college classes concurrently with high school classes, either on the College campus, online or at the high school and receive both high school and college credit. There must be on file at Bevill State Community College a formal written agreement between the student's local school board, homeschool, or private school, and Bevill State Community College before approval for Dual Credit/Dual Enrollment admission is granted. To be eligible the student must meet the following requirements:

- The student must be a rising 10th, 11th, or 12th grader.
- The student must have a 2.5 GPA average for Academic coursework or the program specific GPA requirement for Career Technical coursework, as defined by board policy, in completed high school courses.
- The student must have written approval of the appropriate principal, counselor, or career and

technical education program representative (if applicable). Student access to Dual Credit/Dual Enrollment is dependent upon both academic readiness and social maturity. Approval from the appropriate counselor, principal and superintendent indicates that the student has demonstrated both.

- The student must meet admission requirements established by the College.
- Students who are rising 10th, 11th, or 12th graders may be deemed eligible to participate in Dual Credit/Dual Enrollment in occupational/technical courses pending demonstrated ability-to-benefit as documented by successful completion of placement.
- Students who meet the criteria for initial admission for a Dual Enrollment for Dual Credit program will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses.
- Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirements for Dual Credit/Dual Enrollment. The student has the right to appeal the suspension.
- Students must meet all applicable pre-requisites prior to enrolling in courses. Dually enrolled students registering for college-level English or math courses must be placed into courses using the current approved placement guidelines. Students who do not register for college-level English or math courses are not required to take any English or math placement test, regardless of their grade levels. Developmental courses (those numbered below 100) are not offered through dual enrollment.

International Student Admission Requirements

For admission to an Alabama Community College System institution, all international applicants must provide: a VISA acceptable to the United States and an official translated copy of the student's high school/college transcript, a minimum score on an approved English as a Foreign Language exam as specified in ACCS Board Policy, signed notarized statement verifying adequate financial support, and documentation demonstrating adequate health and life insurance, which must be maintained during enrollment.

The credentials of an applicant from a foreign country for admission to the college are evaluated under the established general regulations governing admission. An

applicant for admission to the College who has received disciplinary action from another institution or agency may be denied admission to the College.

International students may only apply for admission to the Jasper Campus.

Transfer Student Admission Requirements

An applicant who has previously attended any duly accredited postsecondary institution or duly accredited Council on Occupational Education institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all institutions. The College may also require the transfer of student documents required of first-time college students. A transfer student who meets requirements for admission to a course creditable toward an associate degree shall be classified as a degree-eligible student. A transfer student who does not meet these requirements shall be classified as a non-degree eligible student.

A transfer student who has been academically suspended from another institution will not be considered for admission until the appeal of academic suspension is complete as outlined in the Academic Progress Standards found in Academic Information.

Unconditional Admission of Transfer Students

- A transfer student must have submitted to the College an application for admission and official transcripts from any duly accredited postsecondary institution or Council on Occupational Education institution attended, and, as designated by the College, any other documents required for first-time college students.
- An applicant who has completed an associate degree or higher will not be required to submit a high school transcript.
- Official transcripts from all colleges attended must be on file.

Conditional Admission of Transfer Students

- A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the College may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester.

- If all required admission records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcripts. However, students will not be allowed to register for a second term until all required admission records are on file.

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 on Academic Probation. The transcript will read "ADMITTED ON ACADEMIC PROBATION." A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 credit hours at the institution.
- An applicant who has been academically suspended from any duly accredited postsecondary institution or Council on Occupational Education institution may be admitted as a transfer student only after following the appeal process established at Beville State Community College. If the transfer student is admitted upon appeal, the student will enter Beville State Community College on Academic Probation. The transcript will read "ADMITTED UPON APPEAL-ACADEMIC PROBATION."

General Principles for Transfer of Credit

- Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the degree program, with course content and level of instruction resulting in student competencies equivalent to those of students enrolled in Beville State's undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, and the American Association of Collegiate Registrars and Admissions Officers.
- A course completed at a duly accredited postsecondary institution 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 student's cumulative GPA from transfer institutions is 2.0 or higher.
- Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous training.

Transient Student Admission Requirements

A student enrolled at another institution may secure permission from that institution to enroll at Bevell State as a transient student by submitting an Application for Admission and certification from the primary institution which certifies that the student is in good standing and/or that the course(s) will be accepted as a part of the student's academic program. Transient students are not required to submit official transcripts of their previously earned credits at other postsecondary institutions. Transient students must submit a transcript request at the end of the term before a transcript will be issued to the primary institution.

Senior Citizen Admission Requirements

Individuals age 60 or over may receive tuition scholarships. They must follow standard admissions procedures and meet all course prerequisites as stated in the Catalog. Waivers apply only to college-credit courses and do not include books, fees, supplies, tools or repeated courses. Registration will take place during regular registration periods, but, to assure available space, will not be finalized until the last day of late registration. In the event space is no longer available, senior citizens will be required to withdraw from the course.

Readmission Requirements

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

- Complete an Application for Admission;
- Retake placement exam, if needed;
- Request transcripts from other previously attended colleges and universities to be sent to the Office of Student Services at Bevell State Community College, if such transcripts are not in the student's academic record.

NOTE: A returning student who is on academic or disciplinary suspension from any college should refer to the appropriate section of the Catalog.

Placement Testing Policy

PLACEMENT TESTING POLICY

All entering students who enroll in associate degree or certificate programs will be assessed at the appropriate level as indicated by the assessment results.

The following students are exempt from the placement test:

- Any student with acceptable ACT scores, final high school GPA and/or course grades, within five years of enrollment. However, students who wish to improve their course placement may take the state placement test;
- Any student who has an associate degree or higher;
- Any student who transfers degree-creditable, college-level English or mathematics courses with a grade of "C" or better from an accredited institution;
- Any student who has successfully completed required developmental coursework at another Alabama Community College System college or an accredited college. Course descriptions from institutions outside of the Alabama Community College System must be reviewed;
- Any student who scores 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED;
- Any transient student with documentation;
- Any student who is enrolling for personal enrichment purposes only;
- Any student who is enrolling in short term certificate programs having no English, Reading, or Math requirements.

Registration

Registration dates are listed in the calendar section of the College Catalog.

Registration procedures are as follows:

- Bevell State students must consult with an academic advisor for the purpose of selecting coursework appropriate for their program of study.
- Students with 30 hours or less earned credit hours are required to meet with an advisor prior to registration each term.
- All general studies pre-nursing students will be required to meet with an advisor prior to registration each term, regardless of number earned credit hours.
- Remove all financial obligations (e.g., tuition, fees, library fees, and bookstore charges) from previous enrollment.
- Complete the registration process by registering online at www.bscc.edu. Students must be authorized by their advisor to register online.

- Pay all tuition and fees. Students are not registered until tuition and fees are paid or financial assistance has been arranged. If all tuition and fees are not paid by the end of registration, students will be assessed a \$25 late fee.
- Students who do not pay charges for all tuition and fees will be removed from course rosters.

NOTE: Students are required to have all necessary documentation in their academic record files prior to the beginning of their second term. Students who fail to provide the required documentation will not be allowed to register for a second term at Bevill State.

Course Overload

Special approval from the Dean of Instruction is required for students who desire to register for more than 19 credit hours. Students may not register for more than 24 credit hours during any term. The student must have a cumulative 2.0 GPA to request over 19 hours.

Schedule Changes/Drop And Add

All schedule changes must be made during the official schedule change period. Students may change their schedules by accessing their myBSCC Account during this specified time. *Students receiving financial aid should contact the Office of Student Services if there is a change in total number of credit hours.*

Withdrawal from a Course

After the schedule change period, a student **must** drop a course by the published last day to drop classes for the course as noted on the College Calendar. Students withdrawing from a course for which they are registered must complete the Course Withdrawal form. The Course Withdrawal form can be found on the College website. A grade of “W” will be assigned for withdrawals submitted prior to the published deadline.

Withdrawal from the College

Students withdrawing from the College must complete a Course Withdrawal form to drop all courses for which they are registered. The Course Withdrawal form can be found on the College website. A grade of “W” will be assigned for withdrawals submitted prior to the published deadline.

Administrative Withdrawals

The College may withdraw a student from course rosters for the following reasons:

- Student has not met prerequisite requirements for a course.
- Student has not attended course within the first two weeks.
- Student has not cleared all tuition and/or fees for courses.
- Student disciplinary action.
- Student violation of program policy.

Non-Traditional College Credit

Bevill State recognizes some types of non-traditional experiences and credit by examination: Credit for Prior Experiential Learning, Advanced Placement (AP), College Level Examination Program (CLEP), Subject Proficiency Examinations, Articulated Programs, Credit for Specialized Military Service (SMT), and other special credit awards. The total number of credit hours awarded from all non-traditional sources may not exceed 40 percent of the total credit hours required by the program. Credit is awarded only in areas offered within the current curriculum of the institution and must be appropriately related to the student’s educational programs. Non-traditional credits which are awarded by the institution do not count toward fulfilling the 25 percent residency requirement for graduation for degree programs.

Credit for Prior Experiential Learning

Bevill State recognizes that learning takes place in a variety of situations and circumstances. Many students have experiences/training which may lie outside the traditional academic environment provided. Credit will be awarded for prior experiential learning only for documented learning which demonstrates achievement of all outcomes for specific courses in an approved degree program. Credit will be awarded only to matriculated students and will be noted on the transcript. A fee of \$25 per course evaluation is charged to complete course review. Experiential learning credits will not be awarded for academic transfer coursework.

Advanced Placement

A student who has completed college-level courses offered by high schools through the College Board Advanced Placement Program and have passed the National

Examination(s) of the College Board Advanced Placement Program with scores of three (3) or higher may be awarded advanced placement credit in equivalent courses at Bevill State. The student should be aware that acceptance of a score of three (3) does not assure that another postsecondary institution will award advanced credit for the course credited by Bevill State. Advanced Placement scores must be received from the College Board after the student applies for admission but prior to the beginning of the term in which the student wishes the credit to be applied. It is the student's responsibility to request forwarding of an official score report by the College Board to the appropriate Office of Student Services.

College Level Examination Program (CLEP)

Bevill State honors credit earned through CLEP examination from an approved CLEP testing site, provided appropriate scores are earned and adequate documentation is provided. A minimum score of fifty percent on the subject examinations is required in order for specific course credit to be awarded.

Credit awarded by any other accredited postsecondary institution under the College Level Examination Program (CLEP) for a score of less than fifty percent will not be accepted by Bevill State. Test scores must be documented by the official score sheet for the College Level Examination Program in the Office of Student Services. Requests for CLEP credit should be submitted to the Office of Student Services.

Students may receive a maximum of 3 hours of credit awarded in each academic area. Students may receive English credit only for ENG 101-English Composition I. In mathematics, students may not receive credit for a mathematics course higher than MTH 113, Precalculus Trigonometry. Students may not receive CLEP credit for courses in biology, chemistry, physics or other laboratory courses. It should be noted that credit may be awarded only in areas offered within the current curriculum of the institution.

Articulated Credit Program

Students who have participated in programs articulated with Bevill State programs may be granted credit as provided for in the respective articulation agreements. Articulated program credit is not necessarily transferable to other colleges or universities. For proper placement in an articulated program, students should obtain an Articulated Credit Recommendation Form.

Military Service

Students who have enrolled at Bevill State may receive credit for specialized military training. Military credit is awarded on the basis of recommendations published by the American Council on Education in its latest Guide to the Evaluation of Educational Experience in the Armed Services. Documentation of military courses must be submitted to the Office of Student Services for evaluation. Students must request official transcripts at <https://jst.doded.mil/official.html> for Army & National Guard, Coast Guard, Marine Corps, and Navy.

Other Special Credit Awards

The College may award credit for some courses in the specialized portion of an Associate in Applied Science Degree program to a student who successfully completes specific course examinations. The student must obtain approval of his/her instructor in order to take a challenge examination, and the results must be approved by the Dean of Instruction.

Co-Enrollment Eligibility for Adult Education Students

Co-Enrollment is an opportunity for adult education students to enroll in both adult education classes and specific Career Technical Education courses (CTE) at Bevill State Community College. Through Co-Enrollment, students can apply for and receive Pell Grant funding before achieving a high school equivalency credential.

ELIGIBILITY:

- Student must be enrolled in adult education classes. (Minimum 12 hours attendance)
- Student must score a level 5 or 6 on the TABE assessment in all three subjects. (Reading, Math, and Language)
- Student must take the ACCUPLACER assessment and meet the minimum scores for Co-Enrollment and college placement.
- Student must meet with a Co-Enrollment Representative to assist with financial aid and college admissions requirements.
- Student must choose approved courses from **one** of the following Co-Enrollment Programs:
 - Air Conditioning & Refrigeration

- Modern Manufacturing
 - Machine Tool Technology
 - Salon & Spa Management
 - Vehicle Technology & Repair
 - Welding Technology
- Once the student fulfills all requirements above and is accepted as a Co-Enrollment student, to remain eligible:
 - Student must complete a **minimum of 20 hours** of instruction in adult education **each semester**.
 - The student will exit Co-Enrollment once he/she obtains a GED or Non-Traditional High School Diploma.

Financial Information

Tuition And Fees

The following financial information is subject to change by action of the Alabama Community College System Board of Trustees. The information printed below is current at the time of publication. Any changes will be updated and publicized on the College website prior to the start of each term. All tuition and fee payments are due at the time of registration.

In-State Tuition

Students who meet the specific criteria of Policy No. 803.01, as Alabama residents, are eligible to pay the following tuition and fees:

Credit Hours	Tuition	Bond Reserve Fee*	Facilities Renewal Fee	Technology Fee	Library Fee	Building Fee	ACCS Enhancement Fee	Total Tuition/ Fees
1	129	1	9	9	0	10	10	168
2	258	2	18	18	0	20	20	336
3	387	3	27	27	15	30	30	519
4	516	4	36	36	15	40	40	687
5	645	5	45	45	15	50	50	855
6	774	6	54	54	15	60	60	1,023
7	903	7	63	63	15	70	70	1,191
8	1,032	8	72	72	15	80	80	1,359
9	1,161	9	81	81	15	90	90	1,527
10	1,290	10	90	90	15	100	100	1,695
11	1,419	11	99	99	15	110	110	1,863
12	1,548	12	108	108	15	120	120	2,031
13	1,677	13	117	117	15	130	130	2,199
14	1,806	14	126	126	15	140	140	2,367
15	1,935	15	135	135	15	150	150	2,535
16	2,064	16	144	144	15	160	160	2,703
17	2,193	17	153	153	15	170	170	2,871
18	2,322	18	162	162	15	180	180	3,039
19	2,451	19	171	171	15	190	190	3,207

Credit Hours	Tuition	Bond Reserve Fee*	Facilities Renewal Fee	Technology Fee	Library Fee	Building Fee	ACCS Enhancement Fee	Total Tuition/ Fees
20	2,580	20	180	180	15	200	200	3,375
21	2,709	21	189	189	15	210	210	3,543
22	2,838	22	198	198	15	220	220	3,711
23	2,967	23	207	207	15	230	230	3,879
24	3,096	24	216	216	15	240	240	4,047

*Effective Fall 2024

* Reserve Fee is a non-waivable fee

For an estimated total cost of attendance please click [here](#).

NOTE: The institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. **Title 38 United States Code Section 3679(e).**

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Nonresidents of Alabama

All full-time and part-time students who do not meet specific criteria are required to pay out-of-state tuition at a rate of two (2) times the in state rate. All other fees are the same. Students should contact the Office of Student Services for further information regarding appropriate tuition rates.

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees

purposes:

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill® benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under chapter 31, Vocational Rehabilitation/Employment (VR&E), will also be charged the resident rate. Effective for courses and terms beginning after **March 1, 2019**, a public institution of higher learning must charge the resident rate to chapter 31 participants, as well as the

other categories of individuals described above. When an institution charges these individuals more than the rate for resident students, VA is required to disapprove programs of education sponsored by VA.

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill -Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill[®]), of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill[®] benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using education benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.

Truck Driver Training Program

Tuition: \$1,566.00

Additional expenses: \$299.00

(Book, drug testing, physical exam, written test, permit and license fees)

Total Tuition, fees and expenses \$1,865.00

Effective January 1, 1995, the Department of Transportation regulations required that all truck driving students undergo drug screening. Since the test is conducted by an independent health service, the student must be prepared to pay a screening fee (cash or money order only). The test will be conducted the first day of the class.

*Out of state tuition: \$3,132.00

Other Charges and Fees

(For all students, where applicable)

ACT On Campus Fee	Determined by ACT
Administrative Fee	5%
BSCC Transcript Fee	\$5

Compliance Certification	1 yr \$35 / 2yrs \$40
Each Additional Decal	\$10
EMS Advanced National Registry Testing Fee	\$144
EMS Basic National Registry Testing Fee	\$104
EMS Liability Insurance	\$55
EMS Testing Fee	\$35
Fee for Additional Diploma	\$25
Health Science Background Check	\$35
Health Sciences Drug Testing Fee	\$38
Health Sciences HURST Live NCLEX Review	\$319
Health Science (Immunitrax)	\$35
HESI	\$47
Late Registration Fee	\$25
Medical Assisting (MAT) Liability Fee (MAT 229 & 239)	\$13
Nursing Liability Insurance	\$13
Nursing Simulation Fee	\$50
Nursing Testing Fee (per semester)	\$542
Orientation Fee	\$30
Paramedic National Registry Testing Fee	\$160
Parking Decal (required)	\$10
Parking in Disabled Parking Space	\$50
Parking/Traffic Violation	\$15
Returned Check Charge	\$30
SUR Lab Fee (102)	\$100
SUR Liability Insurance	\$13
SUR Testing Fee (103)	\$95
SUR Testing Fee (104)	\$247

Student Housing

Applications for housing and residence hall rent/fee information may be obtained in the Office of Student Services and the Business Office. Housing is available on the Fayette Campus.

Payment Of Tuition And Fees

All tuition and fees required of any student at Beville State are due at the time of registration. A student is not officially registered until tuition and fees are paid or assumed by financial assistance.

Refund Policy

Refunds are issued by the Central Business Office on designated dates each term.

All refunds that process via eRefund will be sent directly to the checking or savings account of the students' choosing. All eRefund recipients will receive e-mail notification of the processing deposit. Deposits are made available within 3 – 5 business days, depending on your financial institution's guidelines, Beville State Community College does not place holds of any kind on student refunds.

Partial Withdrawal During the Schedule Change Period

A student who officially drops a course during the Schedule Change Period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, plus all refundable fees. After the Schedule Change Period, no refunds are issued for partial withdrawal.

Withdrawal from the College

A student who officially withdraws before the first day of class from ALL courses will be refunded the total tuition, plus refundable fees. A student who officially withdraws from the College (all courses) during the first seven calendar days of class (inclusive of Saturday and Sunday) will receive 75 percent of refundable tuition, plus refundable fees.* Students who officially withdraw from the College after the first seven calendar days after the beginning of the term and on or before the fourteenth calendar day after the beginning of the term will receive 50 percent of refundable tuition, plus all refundable fees. Students who officially withdraw from the College after the fourteenth calendar day after the beginning of the term and on or before the twenty-first calendar day after the beginning of the term will receive 25 percent of refundable tuition, plus all refundable fees.*

For calculating refunds during the fall and spring sixteen-week terms, a “week” is defined as seven calendar days. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms, mini-terms, split terms, and weekend terms, will reflect a prorated week based on the number of days in the term.

*A portion of the tuition is earmarked by the Community College System Board of Trustees for retirement of debt and cannot be refunded. This non-refundable tuition is \$37 for students taking 9 or more hours, \$30 for students taking 6-8 hours, and \$22 for students taking fewer than 6 hours.

NOTE: Refunds for Truck Driver Training tuition and housing payments are calculated at the same rate as noted above.

NOTE: Refund policy for financial assistance recipients is outlined in the Financial Assistance section of this catalog.

NOTE: A student who adds classes will be charged additional tuition and fees at the applicable rate.

NOTE: Paper checks will need to be picked up in the Jasper campus business office only.

Administrative Fee

An administrative fee not to exceed 5% of tuition and other institutional charges shall be assessed for each withdrawal.

Returned Check Policy

When a check for tuition and fees is returned, the Business Office will immediately notify the student. The student will be advised that if payment for tuition and fees is not made within five (5) days from the date of the notification, the student will be removed from all class rosters. There is a \$30 fee for each returned check.

If the student fails to respond within five (5) days, the Business Office will notify the Office of Student Services to remove the student from all class rosters. The instructor of each course will be notified by the Office of Student Services of the College’s action to remove the student from his/her class roster. The student will not be allowed to re-enroll until all outstanding debts to the College are satisfied and will be placed on a cash-only basis.

Delinquent Accounts

A student who has a delinquent account at the College for any tuition, fees, or other charges may not complete registration until his/her account has been satisfied. A service charge will also be applied to the student’s account. In the event of delinquent student payments, no college credits, transcripts, or diplomas shall be issued or released. A student with a delinquent account shall not be enrolled in subsequent semesters, and all accounts will be turned over to a collection agency. The student will be responsible for all associated collection fees charged by the collection agency.

Financial Aid

Although primary responsibility for financing a college education must be assumed by the student, the College subscribes to the theory that no student should be denied the opportunity of acquiring an education because of financial barriers. Through diverse grant, scholarship, and work programs, Beville State Community College has been able to offer educational opportunities to individuals who cannot, through their own resources, afford a postsecondary education.

Eligibility

General eligibility for most financial assistance programs requires that a student:

- Be a U.S. citizen or an eligible noncitizen;

- Be enrolled as a regular student in an eligible program;
- Demonstrate financial need;
- Have no default on any federal loan nor owe a repayment on a Pell Grant, Supplemental Educational Opportunity Grant, or any federal grant at any institution;
- Maintain satisfactory academic progress;
- Have a high school diploma or GED, or enroll in an eligible career pathway program and meet one of the ability to benefit alternatives;
- Have a valid Social Security Number.

Application for Financial Assistance

Financial assistance for students may be in the form of scholarships, grants, employment, or a combination of any of these programs. Financial assistance is awarded annually; therefore, each student must apply each year. It is the student's responsibility to secure the necessary applications, complete them as directed, and submit them to the designated place at the appropriate time. Students who wish to be considered for need-based financial aid must complete the U.S. Department of Education's **Free Application for Federal Student Aid (FAFSA)**. Students may apply online at <https://studentaid.gov>. Students are encouraged to apply as soon as possible after October 1 for the following academic year. All financial assistance applications may be obtained online at www.bscc.edu.

Federal Pell Grant

The Pell Grant Program serves as a foundation of financial assistance to which aid from other federal and non-federal sources may be added. To determine eligibility, students must complete a **Free Application for Federal Student Aid (FAFSA)**. Students may apply online at <https://studentaid.gov>.

Federal Supplemental Educational Opportunity Grant (FSEOG)

A limited number of Pell Grant recipients with the greatest financial need are given priority for the FSEOG program. Students do not need to complete any additional application for FSEOG. The Free Application for Federal Student Aid (FAFSA) serves as the application. Students must be enrolled in at least 6 credit hours to be eligible. Students may apply online at <https://studentaid.gov>.

Return of Title IV Funds

Federal regulations state that any student who withdraws from all courses prior to the 60% point of the semester may only keep the federal financial aid that they have earned. If a student received any grant funds under a Title IV program

(Pell Grant and FSEOG) and the student completely withdraws a portion of these funds may need to be returned under the guidance of the federal formula. When this occurs, Beville State will return any unearned funds to the U.S. Department of Education on the student's behalf and the student will owe a repayment of those unearned funds to the college.

A complete official withdrawal is defined as the date the student submits a completed schedule change form (dropping all classes) to the Office of Student Services or instructional site. In those cases when a student unofficially withdraws (stops attending without completing the withdrawal process), the withdrawal date is the mid-point (50%) of the term.

Repayment is defined as the unearned grant money the student must return to the college. The amount of repayment will be based on a formula prescribed by federal policies that consider the date of withdrawal and the amount of federal grant funds (excludes Federal Work-Study) received. Students who owe a repayment to the college will not be allowed to register for subsequent terms until outstanding charges are paid.

If a return is required, a specific order of refund has been established by the federal government. Beville State does not participate in the federal loan programs so Federal Pell Grant is returned first, followed by the Federal Supplemental Educational Opportunity Grant (SEOG).

The school must return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the institution's determination that the student has withdrawn.

If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The school may automatically use all or a portion of the post-withdrawal disbursement of grant (Pell Grant and SEOG) funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give their permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce any debt at the school. For any grant funds owed a student, the school must make the disbursement as soon as possible, but no later than 45 days after the date of the institution's determination that the student withdrew.

Federal Work-Study Program (FWS)

Eligible work-study students are paid \$10 per hour for part-time employment on campus. Students work in a variety of offices and departments with their work schedules built around their academic schedules. Students must complete a Free Application for Federal Student Aid (FAFSA) and may apply online at <https://studentaid.gov>. Students must also complete a FWS Program Application for Employment. The form is available in the Office of Student Services or at www.bscc.edu under forms and publications.

Alabama Student Assistance Program (ASAP)

Funds are awarded to eligible Alabama residents who demonstrate need and who are enrolled in at least 6 credit hours. Students must be eligible for Federal Pell Grant. There is no special application for these funds and the funds are very limited for this program. Students must complete a Free Application for Federal Student Aid (FAFSA) and may apply online at <https://studentaid.gov>.

Institutional Scholarship Program

Bevill State offers numerous scholarships including academic, leadership/service, foundation/need-based, athletics and performing arts. For more information contact the Office of Student Services.

Private/Alternative Loans

Bevill State does not participate in the Federal Student Loan program. Students may wish to pursue a private/alternative loan option. Alternative Loans are private loans made through lending institutions based on the student's level of creditworthiness as determined by the lender. The student's level of creditworthiness affects the loan terms and if a co-signer is required. The college is not able to recommend, promote or endorse any specific loan products or lenders. Students should discuss all aid options before enrolling in any student loan program and should borrow conservatively. Students should decide upon a lender that best meets his or her needs. Private/alternative loans will be certified upon the request from the lender and the student. The loan amount may not exceed the student's Cost of Attendance. Students must complete a Private Loan Request Form.

VA Benefits

Bevill State Community College is fully approved by the Veterans' Administration to offer training to veterans. Veterans or veterans' dependents planning to attend college should make application directly to the Veterans' Administration and acquire prior approval before entering college.

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.

Workforce Innovation and Opportunity Act (WIOA)

The WIOA program offers assistance to selected eligible individuals who enter approved training programs at Bevill State Community College. Funds are generally provided for tuition and fees. In some cases, funds are also available for books and tools. Eligibility is determined by the local State Employment Office.

Vocational Rehabilitation

The State of Alabama provides certain benefits for students through the Alabama Department of Rehabilitation Services. Information is available from the Director of Rehabilitation, State Department of Education, Montgomery, Alabama 36104. Telephone numbers are 800-441-7607 or 334-694-4900.

Satisfactory Academic Progress (SAP)

In addition to meeting the College's required progress standards as outlined in this publication, students receiving federal financial aid must also meet the following standards of progress. Students who fail to meet these standards will be ineligible for federal financial aid. SAP is measured at the end of each term for all enrolled students.

Qualitative-Grade Point Average (GPA)

GPA requirements for long-term certificate and degree seeking students

- If the student has attempted 0-21 hours, they must maintain a 1.5 GPA.
- If the student has attempted 22-32 hours, they must maintain a 1.75 GPA
- If the student has attempted 33 or more hours, they must maintain a 2.0 GPA.

GPA requirements for short-term certificate (24-29 credit hours) students

- If the student has attempted 0-12 hours, they must maintain a 1.5 GPA.
- If the student has attempted 13 or more hours, they must maintain a 2.0 GPA.

Grades for developmental courses, Incompletes, and periods where Academic Bankruptcy was applied must be factored into the GPA calculation.

Repeated Courses: The first repeat shall not be factored into the GPA calculation; however, all additional attempts shall be factored into the GPA calculation.

Quantitative -Pace of Progression (PACE)

Completion rate (attempted class hours) required by long-term certificate and degree seeking students

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

Completion rate (attempted class hours) required short-term certificate (24-29 credit hours) students

- If the student has attempted 0-12 hours, they must maintain a 58% completion rate.
- If the student has attempted 13 hours or more they must maintain a 67% completion rate.

Transfer courses accepted by the institution, developmental courses, incompletes, periods where Academic Bankruptcy was applied, and forgiven courses must be factored into the completion rate calculation.

Quantitative-Maximum Timeframe (MAX)

- The maximum timeframe for the completion of an undergraduate degree program is defined as no more than 150 percent of the normal timeframe required to complete the degree program. Example: For degree programs that require 64 credit hours to graduate, maximum timeframe is 96 attempted credit hours.
- All attempted courses, to include transfer credits accepted by the institution, incompletes, periods where Academic Bankruptcy was applied, forgiven courses, and developmental courses, must be factored into the calculation for Maximum Timeframe.

Warning Semester

- If a student fails to meet the Qualitative Standard-Grade Point Average (GPA) and/or the Quantitative Standard -Pace of Progression (PACE) for Satisfactory Academic Progress they should be placed on a one semester warning.
- If a student fails to regain good standing, satisfying both the Qualitative Standard - Grade Point Average

(GPA) and/or the Quantitative Standard - Successful Completion Rate - (PACE), during their warning semester they will be placed into a Failing SAP Status and will be ineligible for continued aid. Students must follow the institution's financial aid appeal policy if they wish to be reconsidered for possible continued eligibility.

- There is no warning semester for Maximum Timeframe.

A federal financial aid recipient who is enrolled in a developmental (remedial) course may not enroll in the same course more than three times and continue to receive federal financial aid. A federal financial aid recipient may not be paid for more than 30 hours of developmental (remedial) work.

A student may receive federal financial aid for any repetition of a course as long as the student has never passed the course. Federal financial aid will apply to only one paid repeat of a course where a student has earned a "D" or higher.

Due Process for Appeal of the Suspension of Title IV Financial Assistance

A student who desires to appeal the suspension of their federal financial aid may do so by submitting a Financial Aid Appeal Packet to the Financial Aid Services Central Processing Center. The Financial Aid Appeal Form outlines the guidelines for completing the appeal process. The form is available in the Office of Student Services or at www.bscc.edu under forms and publications. Students who want to continue on federal financial aid must have documented circumstances explaining their reasons. Submission of an appeal is not an automatic approval for federal financial aid. The student will be notified and can review the committee's decision on their oneACCs account. The decision will be final. Students who have reached their 600% Lifetime Eligibility for Federal Pell Grant are not eligible to appeal.

Administrative Fee

An administrative fee not to exceed 5% of tuition and other institutional charges shall be assessed for each withdrawal.

Return of Title IV Funds - Disbursed

In cases where any Title IV refunds (referring to PELL Grant or SEOG funding) are rejected via eRefund or those

returned by mail to the College, Bevill State Community College will make additional attempts to disburse those funds by contacting those affected students no more than 45 days after receiving notice of the original failed attempt. However, the school must cease all attempts to disburse the funds and ensure that all unclaimed credit balance funds are returned to the Department of Education no later than 240 days after the date it issued the refund. All unclaimed credit balances must be returned -there is no de minimis amount. Once the funds have been returned they are no longer available to be claimed by the student.

Academic Information

Graduation

After completion of all program requirements, Bevill State will award the appropriate degree or certificate to students at the time they become eligible. Advisors are responsible for notifying the Director of Student Services when a student becomes eligible to receive certification. Advisors should also direct students to register for GRA 100 in their final semester. Students receiving an Associate in Arts or Associate in Science degree will only be awarded one degree based on the student's program of study at the time of completion. The Associate Degree requires completion of 60-64 semester hours; therefore it is recommended that students follow the appropriate Alabama Transfers guide (<https://alabamatransfers.com/>) for their program of study. Students pursuing an Associate in Applied Science, certificate, or short-term certificate program should follow the specific course requirements of their program of study. Students must meet the following requirements:

- Earn a 2.0 cumulative grade point average in all courses attempted at the College;
- Meet all program of study requirements for the certificate or degree. These requirements are stated in the appropriate programs of study section for each certificate or degree offered by the College;
- Complete at least 25 percent of the credit hours required for the degree/certificate at Bevill State Community College;
- Complete ORI 107 course.

In order to receive a printed diploma and/or participate in the annual commencement program, students must also meet the following additional requirements:

- Complete an **Application for Diploma** and register for GRA 100 during their last term of enrollment;
- Remove all admissions and probation conditions;
- Clear all financial obligations to the College;

- Meet all program requirements outlined in the appropriate Catalog.
- Students who are eligible and complete the required steps for graduation during the current processing term of their graduation date will receive the digital and printed diploma at no charge.
- Any student (current or former) who requests a diploma after the processing term of their graduation date will complete the Diploma Request through Parchment and will be charged a fee of \$25.

Certificates/degrees are awarded at the end of each semester after all end of term processing is complete.

NOTE: Students may receive a short-term certificate, certificate, and degree in the same program of study. For each additional program of study diploma, students will be charged \$25.00. There is an additional cost for cap, gown, Associate Degree hood, and honor cords.

Graduation Honors

Graduation Honors for Degrees

Calculation of the grade point average (GPA) for graduation honors shall be identical to the method used to calculate the GPA to fulfill graduation requirements for a degree or certificate which is based on the student's overall cumulative GPA. Superior academic achievement by graduating students shall be recognized by the following designations:

Graduation with Honors (Cum Laude) 3.50 to 3.69 GPA

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

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

Graduation Honors for Certificates

Graduation with Distinction 3.50 to 4.00 GPA

Honors

The **President's List** is compiled at the end of each term. To qualify for this honor, a student must have taken a minimum of 12 credit hours in degree/certificate creditable courses with a 4.00 GPA. This achievement is noted on the student's transcript.

The **Dean's List** is compiled at the end of each term. To qualify for this honor, a student must have taken a

minimum of 12 credit hours in degree/certificate creditable courses with a grade point average of 3.5 to 3.99 during the term. This honor is noted on the student's transcript.

NOTE: Developmental courses are not considered to be degree/certificate creditable courses.

Phi Theta Kappa is the premier honor society in American junior and community colleges. Students who are inducted into the organization each year are honored for academic excellence and recognized for their demonstration of model citizenship. This membership is noted on the student's transcript.

The **Carl A. Elliott, Sr. Outstanding Student Award** is an annual recognition at spring commencement of the Most Outstanding Student among the graduates of Fayette, Hamilton, Jasper, and Sumiton campuses. This award is presented in recognition of outstanding academic achievement, service to the community, and concern for the welfare of others.

Academic Advisement

The focus of academic advisement is to assist the student in progressing toward his/her academic goal and to facilitate the successful and timely completion of program requirements leading to the student's desired outcome (i.e., Associate in Arts, Associate in Science, Associate in Applied Science, or Certificate). Academic advisors also facilitate the student's transfer to his/her selected senior institution. Academic transfer students are strongly encouraged to obtain Alabama Transfers program guides available online at <http://alabamatransfers.com>.

Advisor Assignment

Academic Transfer students will see an advisor in the Advising Center prior to registering for classes. Students in Career Technical programs will be assigned an advisor at time of application for admissions. Pre-Nursing students will see an advisor in the Advising Center. Once accepted to the Nursing Program, a nursing advisor will be assigned.

Alabama Transfers Program Guides

Students who plan to transfer into four-year programs of study are strongly encouraged to obtain Alabama Transfers program guides from the Internet (<https://alabamatransfers.com/>) and to take Alabama Transfers guides with them to their advising appointments. Dated Alabama Transfers guides are important documents which list required and accepted courses for specific programs of study and should be held by students until their four-year institution transfers are complete.

Assistance with utilizing the Alabama Transfers system is available in each campus Library/Learning Resource Center.

Program/Advisor Change

Students who wish to make a program of study/major change must complete a [Program of Study Change Form](#). Students who change their program of study/major are required to meet program requirements based on the course catalog in effect at the time.

Student Survival Skills/ORI 107

This one-semester, one-hour credit course introduces the entering student to college life, responsibilities, rules and regulations, college services, academic success skills, research skills, stress management, campus safety and security policies, career planning and job seeking skills, and the use of Canvas, an internet classroom program. **All entering students are required to complete ORI 107.** ORI 107 is not usually transferable. PSY 100 and ORI 101 taken at BSCC will substitute for ORI 107 if previously earned credit.

Attendance

Class attendance is considered an essential part of the educational process at Bevill State Community College. The College subscribes to the philosophy that a student's academic success is directly proportional to class attendance. It is the responsibility of the student to attend all classes and perform assignments as prescribed by instructors and appropriate syllabi. Attendance requirements in Health Science and Career Technical programs may differ from the policy above.

Classification Of Students

Students who have earned 30 hours or fewer are classified as freshmen. Those who have earned 31 hours or more are classified as sophomores. Students are classified as full time or part time according to the number of credit hours attempted. A full-time student is enrolled for a minimum of 12 credit hours. Students are considered part time if they are enrolled for fewer than 12 credit hours. For purposes of Title IV financial aid programs, a student must be enrolled for 9-11 credit hours to be considered three-quarter time and 6-8 credit hours to be considered half-time.

Evaluation Of Students

The instructor will evaluate students through tests, quizzes (oral or written), projects, work assignments, and laboratory work. If a student misses a test or examination, it is the student’s responsibility to make arrangements with the course instructor regarding make-up examinations based on that instructor’s policy.

Final Examinations

Final exams are held during the last week of each semester/ term. A final examination schedule for the current term is published online at www.bscc.edu -Current Students.

Make-Up Examinations

Make-up exams may be given when the instructor is convinced that extenuating circumstances prevented the student from taking the exam. It is the student’s responsibility to report to the instructor any condition that causes an absence from an exam.

Grade Changes/Appeal Of Course Grade

Students are responsible for the review of their grades at the end of each semester. Students who appeal a grade must do so by the end of the schedule change period of the semester following the one in which the grade was assigned. No grades may be appealed after the schedule change period has ended. If the student feels that a grade is incorrect, he/she should contact the instructor for that course, who will initiate a **Change of Grade Form**, if necessary. If the instructor does not agree that the grade should be changed, the student can begin the Due Process for Student Academic Grievance outlined in the Student Handbook.

Grade Reporting

At the end of each term, grades are processed and posted to each student’s academic record. Students may access their [myBSCC](#) account to view their final grades.

Grade Point Average (GPA)

Quality points for grades earned each term are awarded as follows:

Grade of A	4 quality points per credit hour
Grade of B	3 quality points per credit hour

Grade of C	2 quality points per credit hour
Grade of D	1 quality point per credit hour
Grade of I, F	0 quality points
Grade of W, AU, S, U or IP	0 quality points

Grade Point Average (GPA) Computation

The Grade Point Average (GPA) is calculated by dividing the total quality points earned by the total GPA hours.

Grading Scale

- A Excellent (90-100)
- B Good (80-89)
- C Average (70-79)
- D Passing (60-69)
- F Failure (Below 60)
- I Incomplete
- W Withdrawn
- AU Audit
- S Satisfactory
- U Unsatisfactory

A grade of **“I” (Incomplete)** is assigned when the quality of work has been passing, but the student has been prevented by illness or other justifiable cause from completing the required work, or from taking the final examination. If the cause is personal illness, the student must present a statement signed by the attending physician. A grade of “Incomplete” is calculated into the Grade Point Average (GPA) as an “F.” The “I” must be cleared before the end of the following term or it will be changed to an “F.” A student does not have to register for the course again in order to remove an incomplete grade. A grade of **“W” (WITHDRAWN)** is assigned without academic penalty when the student withdraws from class by the published deadline.

Academic Progress Standards

Standards of Progress Policy

Required Cumulative GPA Levels

Hours Attempted	GPA Required	Status If Successful	Status If Not Successful
12-21 Credit Hours	1.5	Clear	Probation
22-32 Credit Hours	1.75	Clear	Probation
33 or More Hours	2.0	Clear	Probation

NOTE: All applicable academic designations except Clear will appear on the student’s transcript.

Required Cumulative GPA Levels, defines the consequence of failure to comply with the Standards of Academic Progress. Students who meet or exceed the Standards of Academic Progress are defined as having “Clear Academic Status.”

Academic Probation

At the conclusion of any academic term, those students who have not met the minimum Academic Standards of Progress are placed on Academic Probation. Academic Probation is a warning that is intended to put the individual student on notice that his/her academic performance has fallen below the Academic Standards of Progress as summarized in the **Academic Probation** table below. If the student wishes to continue and eventually graduate, the condition that caused the Academic Probation must be satisfied and the student must return to Clear Academic Status. The Academic Probation table defines what the student must accomplish in order to attain clear academic status. A transfer student admitted with less than a 2.0 overall GPA is automatically placed on Academic Probation for their first semester.

Required GPA not achieved, but current semester GPA 2.0 or over	Academic Probation continues
Required GPA not achieved and current semester GPA Under 2.0.	Suspension for one semester (may be appealed)

Academic Suspension for One Semester

In order for a student on Academic Probation to clear probation, his/her cumulative GPA must meet the standard. A student on Academic Probation whose academic performance during the next semester is 2.0 or higher but the cumulative GPA is not sufficient to allow that student to meet the Academic Standards of Progress is allowed to continue enrollment but will remain on Academic Probation. A student whose academic performance during the next semester is below 2.0 will be placed on suspension for one semester. After the one-semester suspension, the student is allowed to return to school on Academic Probation. A student who feels that extenuating circumstances resulted in his/her poor academic performance has the right to appeal the academic suspension. **Suspension for One Semester** table below summarizes the appeal process.

Student Action	Student Status	Status Upon Readmission
No appeal filed	Serves suspension	Academic Probation
Appeal successful	Readmitted	Academic Probation

Academic Suspension for One Calendar Year

A student readmitted after having served a one-semester suspension, or whose period of suspension was successfully appealed, will be subject to a one-calendar-year suspension if their semester GPA falls below 2.0. If the student’s semester GPA is 2.0 or higher, but the cumulative GPA remains below 2.0, the student’s enrollment status will remain on Academic Probation. A student who feels that extenuating circumstances resulted in his/her poor academic performance has the right to appeal the academic suspension.

Re-Admission after Having Been Suspended

(Whether suspension served or Readmitted Upon Appeal)

Required GPA for hours attempted not achieved but current term GPA 2.0	Student Remains on Academic Probation
Required GPA for hours attempted not achieved current semester GPA under 2.0	Student suspended for one year. (This suspension may be appealed, and, if successful, the student will be readmitted on Academic Probation. If appeal is unsuccessful, student serves suspension and will be readmitted on academic probation.)

Appeal of Academic Suspension

A student who is suspended for one semester or one calendar year may request consideration for readmission by submitting a letter outlining extenuating circumstances resulting in poor academic performance. The letter must be submitted to the Campus Director of Student Services no later than the day of registration for the requested readmission term. Appeals submitted after the deadline will not be considered until the next academic term. The Director of Student Services will convene an academic appeals committee consisting of Campus Division Chairs on the day classes begin for the term to review the student’s petition for readmission. The Director of Student Services will attempt to notify the student by phone with the Committee’s decision. An official letter stating the committee’s decision will be issued to the student. If the student disagrees with the committee’s decision, a written appeal may be submitted immediately to the appropriate Collegewide Associate Dean (Academic Transfer, Career Technical, or Health Sciences). The appropriate Associate Dean will make the final decision, either confirming or reversing the committee’s recommendation no later than noon on the last scheduled day of late registration. The Associate Dean will attempt to notify the student by phone of the final decision. An official letter stating the decision will also be issued to the student. If the student’s petition for readmission is denied at all levels, the student must serve the remainder of the suspension (one term or one year).

If the committee determines to allow the student readmission without serving the period of suspension, the transcript will read "Suspended One Semester (or One Calendar Year)/Readmitted Upon Appeal." The student is readmitted on academic probation.

NOTE: Title IV financial aid recipients must meet additional satisfactory academic progress (SAP) requirements.

NOTE: Financial aid recipients who are readmitted upon appeal must also appeal to the Financial Assistance Committee for reinstatement of financial aid awards.

Intervention For Student Success

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

Academic Bankruptcy

Under this policy, all college-level work done at an earlier date is eliminated from compilation of the GPA and none of it is applied toward a degree at the college attended. Such work, however, will not be removed from the student's records.

A student must complete an **Academic Bankruptcy Request Form** and submit it to the Director of Student Services to declare Academic Bankruptcy under the following conditions:

- Student must have completed a minimum of 12 semester credit hours at this institution with a grade of "C", "S", or higher in each course since the most recent semester they are requesting bankruptcy. Students may request to bankrupt either one (1), two (2) or three (3) semesters. Bankruptcy will apply to all coursework completed during the requested semester(s). All coursework completed during that semester will be disregarded in calculating GPA.
- Student will not be able to count any courses taken during the bankruptcy semester(s) toward graduation; however, courses completed may meet academic prerequisite requirements.
- Courses completed during the bankruptcy semester(s) remain on the student's transcript. The transcript will have an Academic Bankruptcy notation.

- Other institutions may not honor the bankruptcy policy. Approval of academic bankruptcy status at the college does not guarantee other institutions will honor that status. Students should consult with their transfer institution for clarification.
- Academic bankruptcy may be declared only once. Under this policy, all college-level work done at an earlier date is eliminated from computation of the GPA and none of it is applied toward a degree of the college attended. Such work, however, will not be removed from the student's records.

Distance Education

Bevill State Community College addresses the enormous impact which technology has on higher education. This involves the application of varied strategies that deliver education to students who are in a different location other than that of the instructor. Four distinct approaches to distance education are utilized by the College:

- **Web-Based Instruction** In order to achieve the goal of providing convenient courses to students at any time or place, the College offers web-based instruction. Students interested in enrolling in internet courses should visit the Distance Education - Technical Requirements section of the [College's website](#) to obtain information concerning equipment/software and course requirements.
- **Virtual Courses** The equivalent of a face-to-face class with dedicated class time for lectures. However, students attend the class remotely via computer eliminating the need to leave work or home to attend class.
- **Hybrid Courses** These courses combine in-class lectures with web-based assignments. Time in class is reduced and is replaced with web-based assignments that are required to complete the course. Students must come to class as scheduled for lectures and exams, complete web-based assignments, and work with others to complete group assignments or projects.
- **HyFlex Courses** These courses feature highly flexible course delivery methods that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, or virtual instruction. Available options vary by course.

Academic Testing Centers are located on each campus to provide distance education students proctored testing in an environment conducive to testing. Faculty must contact the testing center to schedule appropriate times and dates

for student testing. Students are responsible for scheduling exams in the academic testing center one week prior to the exam availability.

Successful distance education students are self-directed, mature, disciplined, and highly motivated people. Students who take virtual, hybrid, and web-based courses must be able to work independently with a minimum amount of face-to-face contact with faculty and a minimum amount of interaction with other students. Students assume full responsibility for developing a highly personalized study plan and adhering strictly to that plan to ensure individual learning.

Developmental Education Courses

The Developmental Studies program is designed to assist students whose placement exam scores indicate the need for a review in one or more academic areas prior to students proceeding into the prescribed course sequences leading to higher level academics. Diagnostic testing and individualized programs of study allow students to progress at rates appropriate for their individual circumstances. The learning environment allows for variety and flexibility in the presentation of course content and offers a gradual transition to the more traditional lecture-style classroom.

Students who place in developmental courses should take that course (or courses) in their first term of enrollment at the College.

Continuing Education Courses

Bevill State awards the Continuing Education Unit (C.E.U.) for special, non-academic activities and courses offered by the College. As defined by the Southern Association of Colleges and Schools Commission on Colleges, the Continuing Education Unit is given for 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Continuing education courses are offered for purposes of personal enrichment, community service, professional development, and creative pursuits. Courses are developed and selected according to the needs and interests of area citizens and students and vary each term.

Career Technical Education

The College provides a broad range of training, skills assessment and development, educational programs, and other services. The goal of this area is to provide quality education while responding to the needs and goals of students.

Adult Education Program

The Adult Education program offers free academic remediation instruction for adults 16 years of age and older, not enrolled in secondary school, who are interested in improving their skills in reading, language, and mathematics prior to taking the General Education Development Test (GED®), college entrance or pursuit of improved career opportunities. Classrooms are conveniently located throughout the college service area. GED preparation instruction is offered as a hybrid model that allows students to come into the classroom 1-2 times per week and complete additional instruction online (ADD). English as a Second Language (ESL) classes are offered at the College for individuals who wish to learn to read, write, and speak English. Alabama Career Essentials (ACE) is a FREE training course designed by the Alabama Community College System to provide Alabamians with relevant, cutting-edge, and industry driven employability skills training to better prepare individuals for the Alabama workforce. The main goal of the new ACE course is to ensure current and future workers are equipped with the skills necessary to enter the 21st-century Alabama workforce.

Tuition Free College Courses

Bevill State Community College and the Alabama Community College System offer students who successfully complete the GED® exam one tuition-free college level class for up to 4 credits. Students who successfully complete the ACE curriculum and earn the Alabama Certifies credential, may also earn one college-level class for up to 4 credits.

Adult Literacy

The adult literacy component of Adult Education strives to identify and train volunteers who are willing to work one-on-one with adults who desire to improve their reading abilities. Instructional materials are designed specifically for adults. The College offers adult reading instruction as well as private reading tutors.

GED Preparation and College Readiness

Bevill State has GED classes located at each of its locations and throughout its service area, at various off-campus sites. After completion of the GED, students are awarded one free college course at Bevill State Community College.

English as a Second Language Instruction (ESL)

Adult Education ESL instructors work with adults whose first language is not English. ESL classes help those not fluent and literate in English to communicate effectively by developing their listening, speaking, reading, and writing skills. Topics in citizenship, vocabulary building, employment training, personal paperwork, health, and emergency life skills are all part of the curriculum. ESL programs are designed to help adults acquire the skills they need to meet personal, vocational, academic, community and employment goals. (se habla español -800-648-3271 ext.5736).

GED® Classes

In-Person

Bevill State has GED classes located at each of its locations and throughout its service area, at various off-campus sites. After completion of the GED, students are awarded one free college course at Bevill State Community College.

Hybrid

All GED classes are offered in a hybrid model. Students may attend in-person class 1 to 2 times per week and continue their learning online outside of the traditional classroom. After students complete the required orientation in a convenient classroom location near them, they are allowed access to instructional software programs and communicate with an adult education instructor by email and message board within the software. After completion of the GED, students are awarded one free college course at Bevill State Community College.

Alabama Career Essentials

Alabama Career Essentials (ACE) is a FREE training course designed by the Alabama Community College System to provide Alabamians with relevant, cutting-edge, and industry-driven employability skills training to better prepare individuals for the Alabama workforce. The main

goal of the new ACE course is to ensure current and future workers are equipped with the skills necessary to enter the 21st-century Alabama workforce.

Workkeys®/National Career Readiness Certificate

WorkKeys® is to industry as ACT is to college. Many employers find WorkKeys® scores helpful in determining job placement. The Alabama Career Readiness Certificate reports an individual's Applied Mathematics, Graphic Literacy, and Workplace Document skills in relation to the level of skills needed in 80% of the jobs and occupations contained in the ACT's WorkKeys® national database. Certificate awards include Bronze, Silver, Gold, and Platinum certificates -each awarded based on assessment scores.

Testing

GED Tests

Bevill State has Pearson Vue approved GED® testing centers located on the Fayette (ext. 5137), Hamilton (ext. 5372), and Jasper (ext. 5901) Campuses.

WorkKeys Tests

WorkKeys® is to industry as ACT is to college. Many employers find WorkKeys® scores helpful in determining job placement. The Alabama Career Readiness Certificate reports an individual's Applied Mathematics, Graphic Literacy, and Workplace Document skills in relation to the level of skills needed in 80% of the jobs and occupations contained in the ACT's WorkKeys® national database. Certificate awards include Bronze, Silver, Gold, and Platinum certificates -each awarded based on assessment scores. Contact Adult Education for more information. Fayette & Pickens counties 800-648-3271 ext. 5169; Lamar & Marion counties 800-648-3271 ext. 5363; Walker County 800-648-3271 ext. 5208.

Training & Education

BEVILL STATE COMMUNITY COLLEGE WORKFORCE SOLUTIONS DIVISION WORKFORCE SOLUTIONS ENROLLMENT PREREQUISITES/REQUIREMENTS

Due to state laws, federal laws, governing board regulations, or company mandates, some Workforce Solutions classes may have enrollment requirements.

Please note that this may not constitute a complete list of all such classes. Some classes have a limited number of seats available. Enrollment is not finalized until:

- Registration enrollment form is completed in full.
- Payment is made for the class or funding has been approved.
- Workforce Solutions has confirmed that your request for enrollment is made at a time when there is a seat available.

STIPULATIONS FOR INDIVIDUAL CLASSES

CDL Third Party Testing (if you are taking test, but have not completed BSCC training)

FEE SCHEDULE

Applicant uses own vehicle \$200

Applicant uses BSCC vehicle \$350

Retest fee \$75

- To register, you must contact Beville State at least 48 hours in advance of any test
- You must hold a CDL Learner's Permit at least 14 days prior to test
- You must bring your Driver's License and CDL Learner's Permit in order to test
- If you are testing in your own vehicle
 - You must provide current proof of insurance on vehicle
 - Vehicle must have current tag
 - Vehicle must be deemed safe to operate upon inspection by Beville State employee
- You must have the proper CDL Learner's Permit (i.e., Class A, Class B, etc.) for vehicle used in test
- If you have a restriction on Driver's License (i.e., eyewear), you must be in compliance with restriction to test
- Upon arrival, if any applicant does not meet the requirements to test, Beville State reserves the right to deny applicant's test without a refund

If applicant fails to contact Beville State within 24 hours to cancel test, Beville State reserves the right to deny refund and will require applicant to pay full testing fee if another test date is requested

Certified Nursing Assistant

- Age 18 and over
- High school diploma or GED recommended, not required
- Must pass a background check by BSCC and/or clinical affiliate
- Must pass all drug and alcohol screens
- Must adhere to stringent attendance policy
Bring to first day of class:

- Copy of current Alabama Driver's License
- Social Security number
- Documentation of up-to-date vaccinations
- Documentation of current flu shot
- Documentation of TB skin test
- Documentation of Hepatitis B profile

Dental Assistant

- Age 18 and over
- High school diploma or GED required
- Must pass a background check by BSCC and/or clinical affiliate
- Must pass all drug and alcohol screens
- Must adhere to stringent attendance policy
Bring to first day of class:
- Copy of current Alabama Driver's License
- Social Security number
- Documentation of up-to-date vaccinations
- Documentation of current flu shot
- Documentation of TB skin test
- Documentation of Hepatitis B profile

Phlebotomy

- Must be at least 18 years of age
- Have a high school diploma or GED
- Have a valid ID
- Submit TABE scores (available free via local Adult Education Department)
- Maintain health insurance coverage through course of study

HVAC Fast Track

- Age 18 and over
- Social Security number

Industrial Maintenance Technician Online Refresher classes

- Social Security number
- Five classes are available as part of the Online Industrial Maintenance Technician Online Refresher. Individuals may complete one or more classes. If choosing to complete all five, it is recommended they are completed in the following order:
 - Basic Electrical for Industrial Maintenance Technicians
 - Mechanical for Industrial Maintenance Technicians
 - Advanced Electrical for Industrial Maintenance Technicians
 - Fluid Power for Industrial Maintenance Technicians

- Tool and Die for Industrial Maintenance Technicians

Manufactured Housing Installation Training

- Age 18 and over
- Social Security number
- Classes may move between classroom instruction and hands-on instruction at various locations. Transportation is the responsibility of the participant.
- Must be in sufficient physical condition to engage in manual labor associated with training

Mine Training – Surface New Miner

- Social Security number
- Must be in sufficient physical condition to engage in manual labor associated with training

Mine Training – Underground New Miner

- Must be age 18 and over
- Social Security number
- Must be in sufficient physical condition to engage in manual labor associated with training

MSSC

- Social Security number
- It is strongly recommended that participants enrolling in MSSC be able to work at a 9th grade level in Math and a 10th grade level in Reading

WORKFORCE SOLUTIONS REFUND POLICY

- Withdrawal from the class/test must be made in person; in writing, via letter; or an email from the email address used during enrollment/registration, to Workforce Solutions.
- Request for withdrawal must be made at least three business days prior to the class/test start date.
- CDL Third Party testing mandates that cancellation must occur within 24 hours of scheduled test
- Enrollee will receive a full refund if the request is made at least three business days prior to the start of class/test or if Workforce Solutions cancels the class/test.
- Enrollees who are released from class/test by Workforce Solutions will not receive a refund (i.e., positive drug screen, failed DOT physical, positive TB test, etc.).
- Please allow up to one month for the refund to be processed.

ONLINE WORKFORCE SOLUTIONS

Amatrol eLearning Courses

- After registration and payment, participants will receive an email with a link to the online classroom and login instructions.

CDL Third Party Testing (if you are taking test, but have not completed BSCC training)

- If using your own truck, you must be driven to test by licensed CDL driver
- You must bring your Driver's License and CDL Learner's Permit in order to test
- If you are testing in your own vehicle
 - You must provide current proof of insurance on vehicle
 - Vehicle must have current tag
 - Vehicle must be deemed safe to operate upon inspection by Bevill State employee
- You must have the proper CDL Learner's Permit (i.e., Class A, Class B, etc.) for vehicle used in test
- If you have a restriction on Driver's License (i.e., eyewear), you must be in compliance with restriction to test
- Upon arrival, if any applicant does not meet the requirements to test, Bevill State reserves the right to deny applicant's test without a refund
- If applicant fails to contact Bevill State within 24 hours to cancel test, Bevill State reserves the right to deny refund and will require applicant to pay full testing fee if another test date is requested

Certified Nursing Assistant

- After enrollment, you will be contacted by the program coordinator.

Dental Assistant

- After enrollment, you will be contacted by the program coordinator.

Phlebotomy

- After enrollment, you will be contacted by the program coordinator.

HVAC Fast Track

- After enrollment, you will be contacted by a program coordinator or instructor.

Industrial Maintenance Technician Online Refresher classes

- After registration and payment, you will receive an email with a link to the online classroom and login instructions.

Manufactured Housing Installation Training

- After enrollment, you will be contacted by the program coordinator or instructor.

Mine Training – Surface New Miner

- After enrollment, you will be contacted by a program coordinator or instructor.

Mine Training – Underground New Miner

- After enrollment, you will be contacted by a program coordinator or instructor.

MSSC

- After enrollment, you will be contacted by the program coordinator or instructor.

Non-Credit Online Classes

- Internet access and a working email address are required.
- Complete the registration process. Once you have completed the registration process, you will receive a letter with information you need to start your class.
- When your course starts, return to our Online Instruction Center. To begin your studies, simply log in with the username and password you selected during enrollment.

Health Related Professions

Certified Nurse Assistant (CNA)

The Certified Nurse Assistant (CNA) program is a non-credit training class that prepares you to take the CNA certification exam. CNAs care for patients of all ages in hospitals, clinics, nursing homes, assisted living facilities, and may be hired to provide in-home care. Available on the Fayette and Sumiton campuses, this 9-week program is \$1175, which includes supplies and testing. A high school diploma or GED is recommended, but not mandatory. The CNA program is approved for funding by WIOA and Vocational Rehabilitation.

Dental Assistant

The Dental Assistant program prepares individuals for the Dental Assistant certification exam. A Dental Assistant may perform basic supportive dental procedures specified by the State of Alabama Dental Practice Act and under the direct supervision of a licensed dentist. This non-credit, 15-week training program is available in Jasper only. It

includes a 50-hour externship and participants must have a high school diploma or GED. The cost is \$1400 plus books and funding is available for qualified applicants through WIOA and Vocational Rehabilitation.

Phlebotomy

Phlebotomy courses are designed to train individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients, and the general public. Phlebotomists are an important part of the laboratory team and are often the only part of the laboratory staff to see the patient. The courses are designed to prepare individuals to take the American Society of Phlebotomy Technicians (ASPT) certification exam. This non-credit 10-week training program costs \$1,025 and includes class fee, textbook, supplies and testing.

Customized Training for Business and Industry

Bevill State offers quality, full service training, assisting business and industry in making sound investments in their employees. Courses can be conducted on-site at Bevill State, at the business or industry facility, or a combination of both locations.

Computer Training

Workforce Solutions offers customized training to improve employee computer skills, from basic use to commonly used software such as Microsoft Office.

Employability Skills

Success depends upon a complex array of skills and knowledge that are often beyond those learned through degree programs or on the job. Employability skills are a critical component to organizational success. The need for these skills often becomes apparent over time. From Assertiveness Training to Marketing, Basics and Train-The Trainer, Workforce Solutions provides customizable and targeted training for continual employee development. Classes can be conducted on site at your facility or at a Bevill State campus.

Skills & Technical Training

Bevill State offers non-credit training in industry and job specific skills such as PLC, OSHA, welding, and commercial truck driving.

Skills Training Courses

Skills training courses are open to all persons who can benefit from the training, including those who do not possess a high school diploma or GED. The first priority of

the skills training courses is the development of skills. Skills training courses are designed to be flexible. The majority of the skills training courses are WIOA approved and can be authorized through the Career Links/One-Stop Centers.

Mining Technology/ Alabama Mining Academy

Officially established by the Alabama Legislature in 1985, The Alabama Mining Academy at Bevill State is the central agency for assistance to Alabama's miners and mine operators in Mine Safety and Health Training. The fundamental mission is to provide assistance to the mining industry, by developing and implementing effective Mine Health and Safety programs; and to improve and expand programs aimed at a safer, more productive mining industry.

Course Auditing

Students who desire to take College courses without earning credit may be admitted as audit students but must pay full tuition and fees for the course(s) audited. Students who audit courses will be listed on the official class rosters, but are not required to take tests or final examinations or make reports. A grade of "AU" (no credit) will be assigned for audited courses. Students who desire to change from credit to audit or audit to credit must officially request a status change before the end of the schedule change period. Audited coursework may not be counted toward a student's enrollment status for financial assistance or veterans' benefits.

Course Cancellation

It is the policy of Bevill State to offer courses within the College's academic inventory which meet the needs of the students enrolled in approved programs of study. Scheduled courses in a particular term may be cancelled by the College due to such reasons as insufficient enrollment, unavailability of a qualified instructor, or unavailability of instructional space, etc. Should a class be cancelled, students enrolled in the cancelled class will be notified for a refund of tuition and fees or placement into another class.

Credit By Challenge Examination

Challenge examinations are administered prior to the last day of the add/drop period. To receive credit by challenge

examination, students must score a "C" or above on the examination. Certain types of performance courses, such as English Composition I and II and Fundamentals of Public Speaking are not eligible for challenge credit. To obtain credit by challenge examination, the following procedures must be observed:

- Students receiving financial assistance must obtain approval from the Office of Student Services prior to challenging the course(s).
- Students should obtain approval from the instructor to challenge the class by examination and enroll in the course. Students are not allowed to challenge a course that has been attempted unsuccessfully.
- Instructors must obtain a **Request for Credit by Challenge Examination Form** from the Division Chairperson or Office of Student Services.
- The instructor should administer the exam prior to the last day of the add/drop period. If the student is successful, the instructor will submit a completed **Request for Credit by Challenge Examination Form** to the Director of Student Services. If the student is unsuccessful in passing the challenge exam, he or she should remain in the class to complete the necessary coursework to pass the course.
- Students may then add another course; however, if the additional course results in a load of more than 19 credit hours, the student should submit to the Director of Student Services the **Schedule Change/Withdrawal Form** for approval, along with **Request for Credit by Challenge Examination Form**.
- The Dean of Students or designee should sign the form and provide copies for the student, Central Financial Aid, and the instructor administering the examination.
- Quality points will be awarded for credit received by challenge examination. Credits received from successful completion of the challenge examination cannot be counted toward the student's enrollment status for Title IV financial assistance.

Independent Study

Independent study is an atypical mode of instruction that must be undertaken only if the following guidelines are met and no other viable options are available.

- Independent study courses must be based on the same syllabi as the corresponding regular courses.
- Students taking independent study courses must complete exams and assignments equivalent to those required in regular classes.

- All independent study courses must be approved by the instructor, Division Chair, and the appropriate collegewide Associate Dean (Academic, Technical, or Health Sciences).
- Instructors must meet with students in independent study courses on a regular basis depending on delivery method (Traditional, Hybrid, Online, etc.).

Prerequisites

Prerequisites for a course must be met before the course is taken unless permission to omit the course prerequisite has been approved by the appropriate instructional collegewide Associate Dean (Academic Transfer, Career Technical, or Health Sciences). A student who fails in the first course of a sequence cannot take the succeeding courses before making up the failure. If course prerequisite requirements are not met for a course, a student will be removed from that course. Waiver of placement test scores is not allowed.

Program Termination

All programs of study are periodically evaluated by the College according to guidelines set forth by the Alabama Community College System. Programs having insufficient enrollment, unsatisfactory completion rates, low job placement, or other deficiencies may be reviewed for termination. Should a program be terminated, currently enrolled students will be allowed to finish the program or to transfer to another program.

Repeating Courses/Course Forgiveness

Course forgiveness is implemented when a student repeats a course and the higher/highest grade awarded (excluding the grades of W and WP) replaces all previous grades for that course in the computation of the cumulative grade point average. The official transcript will list the course and grade each time it is attempted. When a student completes a course more than once, the highest grade will be counted in the GPA and all other grades excluded from the GPA. Official transcripts will list each course in which a student was enrolled. A student may repeat a course more than once, but the course may be counted only once toward fulfillment of credit hours for graduation. Students should be aware that some colleges do not honor course forgiveness.

NOTE: STUDENTS SHOULD CHECK FINANCIAL AID REGULATIONS REGARDING REPETITION OF COURSES. Pell

grant funds may not pay for some repeated courses. Contact a Student Services Specialist for your particular circumstances.

Transcripts

Academic transcripts of student records cannot be sent to other institutions, prospective employers, or to the student unless an official request is made by the student. Official transcripts will not be released for students who have outstanding financial obligations to the College.

Transcripts can be requested at <https://www.bscc.edu/students/transcripts-and-records>.

The College makes an effort to issue transcripts in a timely manner. However, during peak times such as registration, students should anticipate that requests will be processed within 48 hours of receipt of the request.

Students may view their College transcript online and print an unofficial copy. The Office of Student Services will not copy or otherwise reproduce official student transcripts obtained from transfer institutions.

Academic Conduct Code

Bevill State expects all members of its academic community to function according to the highest ethical and professional standards. The entire College community must be involved to ensure this quality of academic conduct.

Academic Misconduct

Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist between the faculty and students in order for the College to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

Cheating: use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer-related information.

Plagiarism: claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying another's ideas.

Fabrication: presenting as genuine falsified data, citations, or quotations.

Abetting: helping another student commit an act of academic dishonesty. Allowing a fellow student to copy quiz/examination answers or use one's work as his/her own are examples of abetting.

Misrepresentation: falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

Artificial Intelligence: generative artificial intelligence (AI) tools should not be used to complete course assignments (e.g. by entering exam or assignment questions, writing prompts, etc.) unless an instructor authorizes their use. These tools should be used only with explicit and clear permission of each individual instructor, and then only in ways allowed by the instructor. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.

Upon reaching the conclusion that academic misconduct may have occurred and that action is warranted, the instructor will inform the student of the charge within two (2) days, excluding Saturdays, Sundays, and official College holidays. The student has the right to hear the instructor's reasons for making the charge, to inspect all relevant evidence in the instructor's possession, and to respond to the charge. Based on the student's response and all the evidence, the instructor will determine if a penalty is appropriate. If a penalty is deemed appropriate, the instructor will inform the student of the action to be taken.

Instructor Academic Penalties

The following is a list of penalties that may be imposed upon any student found guilty of academic misconduct by the instructor.

- Requirement to submit additional work or take additional examinations.
- A lower or failing grade on the assignment or examination.
- A lower or failing grade in the course.

If the student is not in agreement with the findings or the penalty, they must begin the Due Process for Student Academic/Instructional Grievance outlined in the Student Handbook.

Possible Additional Penalties

During implementation of the Due Process for Student

Academic/Instructional Grievance process the following is a list of additional penalties that may be imposed by the appropriate Associate Dean or Dean of Instruction.

- **Reprimand:** A written statement from the College expressing disapproval of conduct. This reprimand will be placed and retained with the student's permanent record.
- **Course Withdrawal:** Student will be administratively withdrawn from the course.
- **Probation:** The notice of probationary status will be placed and retained in the student's permanent record.
- **Suspension:** Suspension from the College for a period of one year. Suspension will be required if the student has two instances of academic misconduct. The notice of suspension will be placed and retained in the student's permanent record. After a period of one year the student may apply for readmission to the College but will remain on probation. Suspension from specific programs of study may be mandated on the first offense. Students should consult the policies of the program of study in which they are enrolled to determine the circumstances under which suspension can occur.
- **Dismissal:** A permanent separation from the College. Students receiving this penalty are forever prohibited from readmission to the College. The notice of dismissal will be placed and retained in the student's permanent record.

PROGRAMS OF STUDY

Bevill State's Academic Transfer Division offers two associate degrees and one general education short-term certificate. The Associate in Arts (AA) degree is an undergraduate award signifying successful completion of a prescribed course of study (60 to 64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree in the liberal arts. The Associate in Science (AS) degree is an undergraduate award signifying successful completion of a prescribed course of study (60 to 64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree in the sciences or a specialized professional field. The General Education Short-Term Certificate is an undergraduate award signifying completion of a prescribed course of study of 29 semester hours. This award is designed to assist students in developing an academic foundation to earn credit toward the associate of arts or associate of science degree. Applicants must possess certain abilities to meet the required essential functions of each program. Orientation (ORI 107) is a prerequisite to all degree and certificate programs.

Alabama Transfers

Students should become familiar with Alabama Transfers, which provides very specific information about the requirements in each subject area for a chosen transfer institution. The Alabama Transfers website is <https://alabamatransfers.com/>. From Alabama Transfers, students can print a transfer guide for his/her major and enter into a binding contract with the transfer institution in his/her program of study. The contract is not binding on the student but is binding on the transfer institution provided that the student does not change majors and takes the courses listed on the transfer guide.

Alabama General Studies Committee

The course offerings at Alabama Community Colleges have been evaluated and their transfer equivalency to four-year colleges and universities has been determined by the Alabama General Studies Committee (AGSC). This committee divided the academic transfer courses into three separate groups according to their transfer status.

The Associate Degree requires the completion of 60 semester hours and a specific requirement of 41 semester hours is common to all degrees except for those students majoring in engineering. This 41- hour group of courses is referred to as the Common Core. (Common Core for engineering includes only 35 semester hours.) Common Core courses are further separated by academic areas – AREA I (Written Composition), AREA II (Literature, Humanities, Fine Arts), AREA III (Natural Sciences, Mathematics) and AREA IV (History, Social and Behavioral Sciences). The remaining 19 hours, which are specific to the student’s major and other graduation requirements, appear as AREA V (Major, Minor, Elective Courses). A single course can be used to meet course requirements in only ONE AREA. Courses that satisfy the requirements in AREAS I through IV and that meet the common core requirement are designated as Code A courses. Courses that can be used only to meet major, minor, or graduation requirements are listed as Code B courses. The remaining courses are designated as Code C. Code C courses are potentially transferrable as AREA V courses but must be articulated individually with the transfer institution.

Students who are pursuing four-year degrees should follow the transfer guide for their major. Transfer guides for most majors are found on the following pages. The transfer institution’s catalog and/or website provides specific transfer requirements in AREA I through AREA V.

University Parallel Approved Common Core Courses

AREA I: Written Communications - 6 hours

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

AREA II: Literature, Humanities and Fine Arts - 12 hours

*Literature (3-6)

ENG 251 - American Literature I
ENG 252 - American Literature II OR ENG 261 - English Literature I
ENG 262 - English Literature II OR ENG 271 - World Literature I
ENG 272 - World Literature II

Fine Arts (3)

ART 100 - Art Appreciation
ART 203 - Art History I
ART 204 - Art History II
MUS 101 - Music Appreciation
THR 120 - Theatre Appreciation

Speech (3)

SPH 106 - Fund. of Oral Communication OR SPH 107 - Fund. of Public Speaking

Additional Humanities (0-3)

PHL 106 - Introduction to Philosophy
PHL 206 - Ethics and Society
REL 100 - History of World Religion
REL 151 - Survey of the Old Testament
REL 152 - Survey of the New Testament
SPA 101 - Introductory Spanish I
SPA 102 - Introductory Spanish II

AREA III: Natural Science and Mathematics - 11 hours

Mathematics (3-4)

MTH 110 - Finite Mathematics
MTH 112 - Precalculus Algebra
MTH 113 - Precalculus Trigonometry
MTH 115 - Precalculus Algebra and Trig.
MTH 120 - Calculus and Its Applications
MTH 125 - Calculus I
MTH 265 - Elementary Statistics

Natural Sciences (8)

AST 220 - Introduction to Astronomy
BIO 103 - Principles of Biology I
BIO 104 - Principles of Biology II
CHM 104 - Intro. to Inorganic Chemistry
CHM 105 - Intro. to Organic Chemistry
CHM 111 - College Chemistry I
CHM 112 - College Chemistry II
GLY 101 - Intro to Geology I
GLY 102 - Intro to Geology II
PHS 111 - Physical Science I
PHS 112 - Physical Science II
PHY 120 - Intro to Physics
PHY 201 - General Physics I
PHY 202 - General Physics II
PHY 213 - General Physics w/Calculus I
PHY 214 - General Physics w/Calculus II

AREA IV: History, Social and Behavioral Science - 12 hours

*History (3-6)

HIS 101 - Western Civilization I/HIS 102 - Western Civilization II OR
HIS 121 - World History I/HIS 122 - World History II OR
HIS 201 - United States History I/HIS 202 - United States History II

**Additional History, Social and Behavioral Sciences (6-9)

ANT 200 - Introduction to Anthropology
ANT 210 - Physical Anthropology
ANT 220 - Cultural Anthropology
ANT 230 - Introduction to Archeology
ECO 231 - Macroeconomics
ECO 232 - Microeconomics
GEO 100 - World Regional Geography
POL 200 - Introduction to Political Science
POL 211 - American National Government
PSY 200 - General Psychology
PSY 210 - Human Growth and Development
SOC 200 - Introduction to Sociology
SOC 210 - Social Problems
SPH 116 - Intro to Interpersonal Communication

Two-semester sequence required in literature or history. UAB accepts ECO 231/232 as two-semester sequence in lieu of literature or history for all Business and Engineering majors. Requirements will vary according to transfer institution. Students should consult the catalog or website of the specific transfer institution to determine the specific courses within each AREA. In the event that a question cannot be readily answered, the Alabama Transfers guide should always take precedence. Some programs require

both CHM 111 & 112. Chemical Engineers must complete CHM 111 & 112 (8 hrs) and CHM 221 and 222 (8 hrs). MUS 211/213 & MUS 212/214 are junior level courses at some transfer institutions and will not be accepted for transfer.

AREA V: Major, minor and Elective Courses - 19 hours

Courses taken in AREA V are those that provide the student with the knowledge and experiences in his/her chosen major or area of concentration. The course requirements listed within AREA V of each program of study should be used as a guide and may vary depending upon the transfer institution. For guidance in the identification of the specific course requirements in the major or minor, the student should refer to the transfer institution's catalog or website. Also, the Alabama Transfers guide for each public transfer institution in the state of Alabama is readily available on the web at <https://alabamatransfers.com/> and should be utilized.

Academic Maps

For detailed information and recommended Beville State coursework by semester for all Academic Transfer Guides, please click on the specific pathway link provided to access the Academic Map (www.bscc.edu/students/academic-maps) for that area.

[Biology Academic Map](#)

[Business Administration Academic Map](#)

[Chemistry Academic Map](#)

[Criminal Justice Academic Map](#)

[Computer Science Academic Map](#)

[Elementary Education Academic Map](#)

[Engineering Academic Map](#)

[English/Language Arts Academic Map](#)

[Forestry Academic Map](#)

[General Studies/Liberal Arts Academic Map](#)

[History Academic Map](#)

[Health, Physical Education, & Recreation Academic Map](#)

[Mathematics Academic Map](#)

Music Academic Map

Pre-Professional Academic Map

Psychology Academic Map

Secondary Education Academic Map

General Education Short-Term Certificate

All Locations

Bevill State's Academic Transfer Division offers a Short Term Certificate in General Education for those applicants that complete the requisite number of courses in Area I through Area V.

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Area I: Written Composition

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

Area II: Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

Area III: Natural Science and Mathematics

Item #	Title	Credits
	MTH 110 or MTH 112	3
	Natural Science Elective	4

Area IV: History, Social, and Behavioral Sciences

Item #	Title	Credits
	History, Social, and Behavioral Sciences	6

Area V: Electives

Item #	Title	Credits
	Electives	3

Total credits for degree:

Total 26

Credits

HEALTH SCIENCES INFORMATION

The Health Science Division offers programs of student leading to the Associate in Applied Science degree in Medical Assisting Technology (MAT), and Nursing, Long-term Certificate in Practical Nursing, and Short-term Certificates in Paramedic, Emergency Medical Technician Basic, Emergency Medical Technician Advanced, Surgical Technology, Sterile Processing Technician and Medical Assisting Technology. Certificates of Completion for one semester, are offered in phlebotomy and Sterile Processing Technology. The Workforce Solutions and Economic Development Division at the College also offers a Certificate of Completion in Nursing Assistant, and Dental Assisting.

The majority of programs require that students, upon program completion, pass a test given by a licensure board in order to practice within the discipline. Students should be aware that final determination of eligibility to sit for examination is made by the licensure board after review of the candidate's application and that Bevill State Community College has no control over the decisions of the licensure boards. Other factors may affect eligibility for licensing such as conviction of a criminal offense; conviction of a felony; drug/alcohol abuse or treatment for dependency on alcohol/illegal chemical substances; conviction of driving under the influence of drugs/alcohol and/or treatment of mental illness.

Admission to the College does not guarantee admission to a specific health science program of study, as these programs have additional requirements that must be met. Students should carefully review the specific programs of study to determine the requirements and/or the academic course prerequisites/corequisites. Also, the Health Science programs of study have specific ACT and/or Placement Test scores required for admission.

The College is committed to the health and welfare of the students enrolled in the Health Science programs of study. Therefore, various immunization and medical requirements are mandated with enrollment in a program or course. **Health Science courses require students to carry health insurance, which is the responsibility of the student.** Malpractice insurance is also required and will be included as a fee, payable with the student's tuition. **Health Science programs of study require drug screening, background checks, and testing fees, the costs of which are also the responsibility of the student.**

In addition, housing, travel, parking, and meal expenses while involved in clinical activities are the responsibility of the student.

Clinical facilities utilized by the Health Science programs require drug screening and criminal background checks declaring that the student has no positive drug screens and no criminal history. Therefore, a background check will be required prior to enrollment in the Health Science programs and drug screens will be conducted prior to assigned clinicals as well as randomly throughout student's enrollment during assigned clinicals. The cost of the background check and drug screens related to cause will be the responsibility of the student. Background checks will be required for all new program admits (mobility, re-admits, etc.) and program transfers if background check is older than one calendar year. Violation of Health Science policies pertaining to a student's positive drug screen and/or a positive background check will result in the student being denied admission to any Health Science program or when already enrolled, the result will be the student's immediate dismissal from the enrolled Health Science program. **A dismissal from any Health Science program for disciplinary or unsafe client care will result in a student being ineligible for readmission to any Health Science program offered at Bevell State.**

Programs of study within the Health Science Division require specific essential mental and physical capabilities if the student is to be successful. Essential functions for each Health Science program of study are available on the Bevell State website (www.bscc.edu).

NOTE: Bevell State's Health Science Division makes every effort to include relevant, timely and accurate information in the Catalog. However, the Health Science Division reserves the right to make changes in the calendar, admissions policies, expenses, programs, curricula, course descriptions or any other matters addressed or not addressed in this publication. Prospective students and enrolled students should check with college admission officers and academic advisors to learn of any such changes. Also, updates are included in the online version of the Catalog. See www.bscc.edu/catalog.

Nursing

Nursing Degrees

Program

Nursing

Degree Type

AAS Degree

Location

All Locations

The nursing curriculum design is based on conceptual learning to facilitate transfer of knowledge, facilitate collaborative and active learning, focus on problems, foster systematic observations, and focus on nursing actions and interdisciplinary efforts and foster understanding of relationships. The concept-based learning approach helps learners to extrapolate meanings from one concept to another and identify commonalities.

Courses have been carefully planned to provide the student with a continuity of learning experiences. Content is organized in a spiraling manner from simple to complex, building on previous learning and adding new information, while allowing for continual review.

Students will obtain a practical nursing certificate after successful completion of NUR 112, NUR 113, NUR 114, and NUR 115 during the first three semesters of the program. The last two semesters will incorporate more advanced concepts required to ensure competency of the associate degree nurse.

Admission Criteria

1. Unconditional admission to the college (Application must be updated if student did not attend BSCC the previous semester).
2. Original transcripts from all colleges attended must be in the Office of Student Services by the nursing application deadline. Unlike routine college admission, the nursing department does not allow one semester to receive transcripts. Transcripts must be sent by the institution directly to the BSCC Central Records Office.
3. A complete nursing application must be submitted online via the BSCC college Website.
4. A minimum of 18 ACT composite score (writing component not required), National or Residual, is required and ACT results must be attached to the nursing application. There is no expiration date on ACT for this nursing application. ACT scores from on campus testing are valid only at that college and cannot be transferred by transcript or other means to any other institution or agency. The only exception is a waiver agreement between ACCS and ACT to allow the exchange of scores among the Alabama Community College System colleges. It is the student's responsibility to ensure that official ACT scores are in the admissions office by the application deadline.

- A minimum of 2.5 GPA is required on a 4.0 scale based on the nursing required academic core courses. The core college courses are English Composition 1, Intermediate College Algebra, Anatomy & Physiology I, Anatomy and Physiology II, Microbiology, Human Growth & Development, Speech and a Humanities Elective (Art or Music Appreciation, Philosophy, Ethics, Religion, or a foreign language).
- A minimum of 2.5 cumulative GPA is required for high school students without prior college work (GED acceptable).
- Eligibility is required for English Composition I, Intermediate College Algebra, and Anatomy & Physiology I if not previously taken.
- Good academic standing with the College. Students may not be on academic probation or suspension status or be a transfer student who is admitted to the college on probation.
- Meet the Essential Functions for nursing.
- Name of application is current legal name and matches copy of photo ID and name in BSCC system.

Associate degree nursing graduates are encouraged to consider the RN to BSN and/or the RN to BSN/MSN degree offered at four-year universities. To be considered for admission to the RN to BSN track, students may contact their BSCC nursing advisor or the RN Mobility Track advisor at a four-year institution to inquire about additional academic core courses and admission requirements.

Graduation

To receive an Associate in Applied Science Degree in Nursing, a student must meet the following requirements:

- File an application for graduation with the Office of Student Services.
- Clear all obligations with the College.
- Students must successfully complete required Nursing curriculum with a grade of "C" (2.0 GPA) or better.
- Must complete 25% of program requirements at BSCC.

Upon completion of program requirements students must pass a program specific licensure exam for employment purposes.

First Semester

Item #	Title	Credits
BIO 201	HUMAN A & P I	4
MTH 100	INTERMEDIATE COLLEGE ALGEBRA 3	
ORI 107	STUDENT SURVIVAL SKILLS	1
NUR 112	FUNDAMENTAL CONCEPTS OF NURSING	7

Second Semester

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
BIO 202	HUMAN A & P II	4
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
NUR 113	NURSING CONCEPTS I	8

Third Semester

Choose either SPH 106 or SPH 107

Item #	Title	Credits
NUR 114	NURSING CONCEPTS II	8
NUR 115	EVIDENCE BASED CLINICAL REASONING	2
	SPH 106 or SPH 107	3

Fourth Semester

Item #	Title	Credits
BIO 220	GENERAL MICROBIOLOGY	4
NUR 211	ADVANCED NURSING CONCEPTS	7

Fifth Semester

Item #	Title	Credits
	Humanities/Fine Arts Elective	3
NUR 221	ADVANCED EVIDENCE BASED CLINICAL REASONING	7
	Total Credits	67

Nursing Mobility: LPN & Paramedic to ADN

Program

Nursing

Location

All Locations

Upon successful completion of NUR 209, students will be awarded 15 hours of non-traditional credit.

LPN to RN students who completed the concept based curriculum within one academic year from start of mobility program nursing courses, are exempt from taking NUR 209. These students will enter the nursing mobility program at NUR 211.

PROGRESSION: Students with two non-progressions in the mobility program must reapply and be accepted to start over in NUR 209, even if the student started the program in NUR 211. Students may elect to apply to the ADN program from the beginning.

First Semester – Required Pre-Requisite Classes

NOTE: Proof of unencumbered LPN licensure (Alabama or multi-state licensure (MSL) or active, unencumbered Paramedic License at the time of application.

Paramedic applicants must possess current nurse aide certification (CNA). Verification of CNA may be obtained from Alabama Department of Public Health (ADPH) Certified Nurse Aide Registry (<https://dph1.adph.state.al.us/NurseAideRegistry/>)

Item #	Title	Credits
BIO 201	HUMAN A & P I	4
MTH 100	INTERMEDIATE COLLEGE ALGEBRA 3	
ORI 107	STUDENT SURVIVAL SKILLS	1
ENG 101	ENGLISH COMPOSITION I	3
BIO 202	HUMAN A & P II	4
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
	SPH 106 or SPH 107	3

First Semester

Item #	Title	Credits
NUR 209	CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS	10

Second Semester

Item #	Title	Credits
BIO 220	GENERAL MICROBIOLOGY	4
NUR 211	ADVANCED NURSING CONCEPTS	7

Third Semester

Item #	Title	Credits
	Humanities/Fine Arts Elective	3
NUR 221	ADVANCED EVIDENCE BASED CLINICAL REASONING	7
	Total Credits	52

Nursing Progression Policies

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

1. Maintain a grade of "C" or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA at current institution.
2. Complete all required general education courses according to the Alabama Community College System (ACCS) Nursing Education curriculum unless completed prior to admission. Any exceptions must be approved by the Associate Dean of Health Sciences or designee.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Maintain current CPR certification; American Heart Association (AHA) at the health care provider level.
5. Complete all nursing courses in the prescribed sequence. If a student withdraws or makes a "D" or an "F" in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. (See Reinstatement Policy). Two unsuccessful attempts (D, F, W) in two semesters in the nursing program will result in dismissal of the nursing program.
6. **Adhere to the Bevill State Conduct Code and the Code of Ethics for Professional Nurses. Nursing faculty reserves the right at any time to require the dismissal of any student whose conduct or clinical performance is regarded as unsatisfactory. In such situations, an "F" will be entered on the student's transcript. Students receiving an "F" for this reason will not be eligible for readmission into any Health Science program at Bevill State.**
7. The nursing faculty reserves the right to withdraw any student from the program if a clinical agency refuses to allow that student clinical experiences.
8. Submit a satisfactory health physical & immunization records upon admission. The TB skin test and flu vaccine annually.
9. Maintain health insurance coverage throughout the program.
10. Adhere to current program attendance policy.

11. Obtain the required Bevill State student uniform.
12. Complete the required program semester hours to qualify for graduation. Some variation is allowed to accommodate transfer credit for colleges on a quarter hour system. An overall 2.0 GPA is required for graduation. Requirements for graduation are outlined in the College Catalog.
13. Function within the scope of practice as defined by the current Alabama Board of Nursing Nurse Practice Act.

NOTE: There shall be no auditing allowed for Nursing classes.

Nursing Non-Progression

Nursing non-progression is defined as failure or withdrawal of one or more courses in a semester. Two instances of non-progression will result in dismissal from the nursing program. Students will be required to 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. The nursing application process is competitive. Admission is contingent on space availability. Nursing applications from prospective students having no prior admission to **any nursing program** will be given priority.

Reinstatement

Reinstatement is defined by ACCS as: Students who have withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program. Students who experience nursing non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program.

Reinstatement to the program will be allowed one time only. A student must **request reinstatement within one year from the term of non-progression to be eligible for reinstatement.** Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will NOT be allowed reinstatement to the nursing program. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement.

The following must be followed in order to be reinstated:

1. Verify student compliance with admission criteria to nursing program. This includes ACT of 18 or higher, Nursing academic GPA of 2.5, and BSCC GPA of 2.0 at the time of readmission.

2. Based on clinical space availability at the campus where the student request reinstatement.
3. If there are clinical spaces available to meet each request for readmission, all students will be approved to reenter the nursing course where the non-progression occurred.
4. All readmissions must occur within a calendar year from the semester where the non-progression occurred.
5. According to ACCS nursing program policies, any student with 2 non-progressions during an admission cycle must re-start the nursing curriculum at the beginning.
6. Meet acceptable criteria for placement at clinical agencies for clinical experiences.
7. Demonstrate current American Heart Association CPR at the health care provider level.
8. Failure to follow these procedures may result in denial of reinstatement to the program.
9. Any changes in the program curriculum, admissions criteria, or procedures will be applicable upon the student's reinstatement.
10. Students are required to update all drug testing and background screening according to program policy.

Readmission

Readmission is defined by ACCS as: Students not eligible for program reinstatement may apply for program admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.

Transfer Student Admission

Students that wish to transfer from another accredited institutions should submit transcripts and upon request, nursing course syllabi with course descriptions to the nursing program coordinator. Transfer request will be considered on an individual basis and upon availability of space. Nursing courses must have been taken in the previous calendar year for acceptable transfer.

Students wishing to transfer must adhere to the following:

1. Meet the minimum admission standards for the nursing program and demonstrate competency as defined by the instructor (see #12).
2. Possess a GPA of 2.0 in all nursing program required courses taken at another institution at time of transfer. Nursing course credit will only be accepted from accredited nursing programs.

3. Nursing Program Administrator of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Be a student in good standing and eligible to return to the previous nursing program.
5. Comply with all program policy requirements at accepting institution.
6. Complete at least 25 percent of the nursing program required courses for degree/certificate at the accepting institution.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
8. Applicants must possess certain physical and mental abilities to meet the required essential functions of the nursing program. A list of Essential Functions is available in the nursing office, or the form can be found online at www.bscc.edu.
9. Applicants must meet program health requirements.
10. The Nursing Coordinator will make recommendations to the Associate Dean of Health Sciences for acceptance of prior nursing course(s) credit.
11. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
12. Transfer students will be required to pass a dose calculation exam at 100%. Only one re-test will be allowed. After successful completion of the dose calculation exam, a written nursing skills exam must be passed at 80% or higher. Students will then be required to satisfactorily check off nursing procedures in the College campus lab under the supervision of a faculty member. The required skills include but are not limited to: head-to-toe physical assessment, sterile urinary catheter insertion, sterile suctioning, injection sites, medication administration, nasogastric tube intubation.

Transient Student Policy

The transient policy applies only to students desiring to enroll as a transient student in Alabama Community College System institutions.

It does not apply to students wishing to enroll as a transient student at other institutions.

Criteria for Transient Status

1. Must meet minimum admission standards for the nursing program.
2. Must possess a GPA of 2.0 in all nursing program required courses taken at another institution.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student seeking enrollment as a transient student must follow procedures in place at both the parent institution and the receiving college. Additionally, the student must receive prior approval from the parent institution's nursing program dean/director for any nursing courses taken on a transient basis as well as approval from the nursing program dean/director of the receiving college to enroll.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for a clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
9. Student selection for transient status is based on GPA in nursing program required courses.

Dismissal Policy

A dismissal from any Health Science program for disciplinary or unsafe client care will result in a student being ineligible for readmission to any Health Science program offered at Beville State.

Health Requirements

1. Nursing faculty reserve the right to require, at any time, proof of a student's physical, mental, and/or emotional health. The nursing faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the nursing program. If treatment is required, the student must provide documentation

from the attending physician/primary healthcare provider of the student's ability to perform nursing skills effectively.

2. Clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is non-negative, the student will be immediately dismissed from the nursing program.
3. **A student who is hospitalized/treated for any existing health problem which may physically or emotionally impair their ability to provide safe and competent clinical care, must submit a statement from the physician/primary healthcare provider indicating ability to continue in clinicals and/or the program.**
4. A completed health form must be submitted as required by the Division Chair/Coordinator. In addition, students must comply with any additional health requirements of clinical agencies.
5. All students must present verification of health insurance as part of compliance certification, as well as maintain their health insurance coverage throughout enrollment in the nursing curriculum.

Tardiness

Regular and punctual attendance is required. A student who is not in the class/lab/clinical at its beginning will be counted tardy. Three tardies will count as one absence according to Nursing policy. A detailed description may be found in the nursing program policy.

Attendance

It is the student's responsibility to be aware of the exact number of absences in each class. If absences exceed the number of times a class/lab/clinical meets per week, the student will be issued a grade of "F" in the course, subsequently, will prevent the student from progressing in the curriculum.

Grading Scale

Students may earn the following grades in nursing courses:

- A: 90 to 100
- B: 80 to 89
- C: 75 to 79

- D: 60 to 74
- F: 59 and below

Test scores are not rounded to the next whole number (i.e. 78.6 is 78.6). Only the final course grade is rounded – 0.5 or higher is raised to the next whole number.

FAILURE TO COMPLY WITH ANY OF THE ABOVE STIPULATIONS/POLICIES WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.

Licensure Information

It is imperative that nursing students meet the legal, moral, and legislative standards which are utilized to determine acceptable behavior for the nurse (RN/PN). Each prospective nursing student should be aware of the Alabama Board of Nursing's regulations regarding the review of applicants for eligibility for initial and continuing licensure.

Students who complete the program meet the educational qualifications of the Alabama Board of Nursing for writing the National Council Licensure Examination (NCLEX-RN/PN). However, completion of the academic program in no way assures the student of eligibility to write the exam or of licensure. The final decision for eligibility to write the NCLEX is made by the Alabama Board of Nursing after review of the candidates application.

Licensing information can be reviewed on the Alabama Board of Nursing website by visiting <https://www.abn.alabama.gov/licensing/>.

Qualifications of Applicants for Licensure

Qualifications of applicants for licensure is outlined in the Alabama Board of Nursing Administrative Code 610-X-4-.02.

Emergency Medical Services Paramedic

The Paramedic Program offers several options. It is recommended that the student consult the EMS faculty for advising regarding the different options.

Paramedic

Program

Paramedic

Degree Type

AAS Degree

Location

Sumiton Campus

The Paramedic Program offers several options. It is recommended that the student consult the EMS faculty for advising regarding the different options.

- The AAS may be obtained from any campus.
- The Paramedic level courses are offered only on the Sumiton Campus.

Admission Requirements/Program Policy

Applicants must be at least 18 years old, possess a GED or high school diploma and complete all general college application requirements. Applicants must comply with the Essential Functions of the program and provide a current (within the last 6 months) physical exam including up-to-date immunizations. The student must provide verification of current health insurance. Applicants must adhere to the Alabama Department of Public Health Administrative Code, Chapter 420-2-1. Applicants must possess a valid, current CPR card.

This program is designed to provide the training necessary for successful completion of the requirements for Paramedic, to enable the student to take the National Registry of EMT's Paramedics Exam, and, if successful, to apply for an Alabama license. The program goal is to prepare competent entry-level Paramedics in the cognitive, psychomotor, and affective domains. The length of the program is five semesters.

1. Clinical agencies/facilities require the College to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens may be conducted throughout the curriculum. If a drug screen is non-negative, the student will be immediately dismissed from the Paramedic program.
2. If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the Paramedic program immediately.
3. Certain clinical facilities utilized by the Paramedic program require criminal background checks declaring that the student has no criminal history. Therefore, a background check will be required upon

enrollment in the program. The cost of the background check/affidavit will be the responsibility of the student. Issues pertaining to a student's positive background check may result in the student being denied admission to or dismissal from the Paramedic program. Background information will be provided to all clinical facilities. A clinical facility has the right, at their sole discretion, not allow the student to attend the facility and if so, the student will receive an "F" for the clinical course, be dismissed from the program, and not allowed to return to the program.

4. Paramedic program faculty reserve the right to require, at any time, proof of a student's physical, mental, and/or emotional health. All students must be able to perform the Essential Functions. The faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the Paramedic program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student's ability to perform skills effectively.
5. A student who is treated or hospitalized for any health problem must submit a statement from the physician/primary healthcare provider indicating ability to continue in clinicals and/or the program.
6. A completed health form must be submitted. In addition, students must comply with any additional health requirements of clinical agencies.
7. All students must present verification of health insurance coverage before attending the first scheduled clinical day, as well as maintain this health insurance coverage throughout the program of study.
8. Dismissal from the program will result in a student being ineligible for readmission to the Paramedic program or any other Health Science program offered at Beville State for two years.
9. The grading scale is A: 92-100; B: 83-91; C: 75-82; F: 74-Below.
10. At no time will a student be substituted for staff during a hospital or prehospital clinical.
11. There is no advanced placement, experiential learning credit, or challenge for EMS courses.

12. EMS courses are progressive during the semester and each course must be successfully completed to continue into the following semester.
13. Clinical issues will be decided by the Clinical Review Board.
14. The Paramedic Program must be completed within two (2) calendar years from beginning paramedic level courses to be approved to take the National Registry Examination.
15. Students must possess National Registry of EMTs (NREMT) EMT Certification to take the NREMT Paramedic Examination.

General Studies Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
ENG 101	ENGLISH COMPOSITION I	3
	Humanities/Fine Arts Elective	3
MTH 116	MATHEMATICAL APPLICATIONS	3
BIO 103	PRINCIPLES OF BIOLOGY I	4
PSY 200	GENERAL PSYCHOLOGY	3

Field of Concentration Courses

Item #	Title	Credits
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1
EMS 155	ADVANCED EMERGENCY MEDICAL TECHNICIAN	7
EMS 156	ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL	2
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT	2
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 THE PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2
	Total Credits	65

Paramedic Short Term Certificate

Program

Paramedic

Degree Type

Short-Term Certificate

Location

Sumiton Campus

Admission Requirements

Applicants must be at least 18 years old, possess a GED or high school diploma and complete all general College application requirements. Applicants must comply with the Essential Functions of the program and provide a current (within the last 6 months) physical exam including up-to-date immunizations. The student must provide verification of current health insurance. Applicants must adhere to the Alabama Department of Public Health Administrative Code, Chapter 420-2-1. Applicants must possess a valid or current CPR card.

There are three entry points to this program:

1. Successfully completed EMT.
2. Successfully completed EMT and Advanced EMT.
3. Completed all academic courses, hold an associate degree or higher, and possess an Alabama healthcare provider license acceptable to the program.

This program is designed to provide the training necessary for successful completion of the requirements for Paramedic, to enable the student to take the National Registry of EMTs Paramedic Exam, and, if successful, to apply for an Alabama Paramedic license. The length of the program is three semesters.

1. Clinical agencies/facilities require the College to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens may be conducted throughout the curriculum. If a drug screen is non-negative, the student will be immediately dismissed from the Paramedic program.
2. If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the Paramedic program immediately.
3. Certain clinical facilities utilized by the Paramedic program require criminal background checks declaring that the student has no criminal history. Therefore, a background check will be required upon enrollment in the program. The cost of the background check/affidavit will be the responsibility of the student. Issues pertaining to a student's positive background check may result in the student being denied admission to or dismissal from the Paramedic program. Background information will be provided to all clinical facilities. A clinical facility has the right, at their sole discretion, to not allow the student to attend the facility and if so, the student will receive an "F" for the clinical course, be dismissed from the program, and not allowed to return to the program.
4. Paramedic program faculty reserve the right to require, at any time, proof of a student's physical, mental, and/or emotional health. All students must be able to perform the Essential Functions. The faculty may require students to receive, at the

student's expense, counseling and/or medical treatment in order to continue in the Paramedic program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student's ability to perform skills effectively.

5. A student who is treated or hospitalized for any health problem must submit a statement from the physician/primary healthcare provider indicating ability to continue in clinicals and/or the program.
6. A completed health form must be submitted. In addition, students must comply with any additional health requirements of clinical agencies.
7. All students must present verification of health insurance coverage before attending the first scheduled clinical day, as well as maintain this health insurance coverage throughout the program of study.
8. Dismissal from the program will result in a student being ineligible for readmission to the Paramedic program or any other Health Science program offered at Beville State for two years.
9. The grading scale is A: 92-100; B: 83-91; C: 75-82; F: 74-Below.
10. At no time will a student be substituted for staff during a hospital or prehospital clinical.
11. There is no advance placement, experiential learning credit, or challenge for EMS courses.
12. EMS courses are progressive during the semester and each course must be successfully completed to continue into the following semester.
13. Clinical issues will be decided by the Clinical Review Board.
14. The Paramedic Program must be completed within two (2) calendar years from beginning paramedic level courses to be approved to take the National Registry Examination.
15. Students must possess National Registry of EMTs (NREMT) EMT Certification to take the NREMT Paramedic Examination.

Upon completion of program requirements students must pass licensure exam for employment purposes.

Field of Concentration Courses

ORI 107 is a pre/co-requisite for this degree.

Item #	Title	Credits
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT 2	2
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 THE PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2
Total Credits		29

Advanced - Emergency Medical Technician Short Term Certificate

Program

Paramedic

Degree Type

Short-Term Certificate

Location

Fayette, Hamilton, & Sumiton Campuses

Fayette, Hamilton, & Sumiton Campuses

Admission Requirements

Applicants must be at least 18 years old, possess a GED or high school diploma, and complete all general College application requirements. Applicants must comply with the Essential Functions of the program and provide a current (within the last 6 months) physical exam including up-to-date immunizations. Upon entry into the program the student must provide verification of current health insurance. Applicants must adhere to the Alabama Department of Public Health Administrative Code, Chapter 420-2-1. Applicants must possess a valid, current CPR card.

1. Clinical agencies/facilities require the College to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is non-negative, the student will be immediately dismissed from the EMT program.
2. Certain clinical facilities utilized by the EMT program require criminal background checks declaring that the student has no criminal history. Therefore, a background check will be required upon enrollment in the program. The cost of the background check/affidavit will be the responsibility of the student. Issues pertaining to a student's positive background check may result in the student being denied admission to or dismissal from the Paramedic program. Background information will be provided to all clinical facilities. A clinical facility has the right, at their sole discretion, to not allow the student to attend the facility and if so, the student will receive an "F" for the clinical course, be dismissed from the program, and not allowed to return to the program.
3. Emergency Medical Technician faculty reserves the right to require, at any time, proof of a student's physical, mental, and/or emotional health. All students must be able to perform the Essential Functions. The faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student's ability to perform skills effectively.
4. There is no advance placement, experiential learning credit, or challenge for EMS courses.
5. EMS courses are progressive during the semester and each course must be successfully completed to continue into the following semester.

Upon completion of program requirements students must pass licensure exam for employment purposes.

Field of Concentration Courses - Advanced EMT

ORI 107 is a pre/co-requisite for this certificate.

Item #	Title	Credits
EMS 155	ADVANCED EMERGENCY MEDICAL TECHNICIAN	7
EMS 156	ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL	2

Emergency Medical Technician Short Term Certificate

Program

Paramedic

Degree Type

Short-Term Certificate

Location

Sumiton Campus

Fayette, Hamilton, & Sumiton Campuses

Admission Requirements

Applicants must comply with the Essential Functions of the program and provide a current (within the last 6 months) physical exam including up-to-date immunizations. Upon entry into the program the student must provide verification of current health insurance. Applicants must adhere to the Alabama Department of Public Health Administrative Code, Chapter 420-2-1.

1. Clinical agencies/facilities require the College to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is positive, the student will be immediately dismissed from the EMT program.
2. If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the EMT program immediately.
3. Certain clinical facilities utilized by the EMT program require criminal background checks declaring that the student has no criminal history. Therefore, a background check will be required prior to enrollment in the EMT program. The cost of the background check will be the responsibility of the student. Issues pertaining to a student's positive background check may result in the student being denied admission to or dismissal from the EMT program.
4. Emergency Medical Technician faculty reserves the right to require, at any time, proof of a student's

physical, mental, and/or emotional health. All students must be able to perform the Essential Functions. The faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student's ability to perform skills effectively.

5. A student who is hospitalized for any existing health problem must submit a statement from the physician/primary healthcare provider indicating ability to continue in clinicals and/or the program.
6. A completed health form must be submitted to the EMS Program Director. In addition, students must comply with any additional health requirements of clinical agencies.
7. All students must present verification of health insurance coverage before attending the first scheduled class day, as well as maintain this health insurance coverage throughout the program of study.
8. A dismissal from the EMT program will result in a student being ineligible for readmission to the EMT program or any other Health Science program offered at Beville State.
9. At no time will a student be substituted for staff during a hospital or prehospital clinical.
10. There is no advance placement, experiential learning credit, or challenge for EMS courses.

Upon completion of program requirements students must pass licensure exam for employment purposes.

Field of Concentration Courses - EMT

ORI 107 is a pre/co-requisite for this certificate.

Item #	Title	Credits
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1
Total Credits		10

Surgical Technology

The goal of Bevell State Community College's Surgical Technology Program is to produce knowledgeable graduates who have developed the essential behaviors of the profession, are prepared to successfully complete the National Board for Surgical Technology Certification Exam, and can perform as skilled entry-level surgical technologists. The program will accomplish this through education in the cognitive (knowledge), psychomotor (skills), and affective (attitude) learning domains. The program provides the qualified and motivated applicant with learning experiences that are supportive and responsive to individual needs. These experiences are facilitated by qualified faculty and/or preceptors and are designed to help students learn to apply theory to practice.

Surgical Technology Degrees and Certificates

Sterile Processing Technology

Program

Surgical Technology

Degree Type

Short-Term Certificate

Location

Sumiton Campus

Sterile Processing Technicians play a crucial role in the safety of the surgical patient. Technicians are trained in the proper processing of operating room (OR), emergency room (ER), and labor and delivery instruments and devices as an essential component of their role. Sterile processing technicians keep patients safe by following safety standards and understanding sterilization methods for different classes of surgical instruments.

Admission Requirements

Applicants must possess a GED or high school diploma and complete all general application requirements for the College. Unconditional admission to the College is required and original transcripts from all colleges attended must be in the Office of Student Services. A minimum of 16 ACT composite score (writing component not required). National or Residual is required. ACT score must be uploaded with application. Dual enrolled students must possess a minimum high school GPA of 3.0.

Eligibility is required for Anatomy & Physiology 1 (BIO 201) (Dual Enrollment requirement)

1. 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 that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Attendance is considered mandatory for successful completion of the sterile processing course. Students that exceed 2 absences in either class and/or clinical may receive a grade of "F" for the course.
2. Complete laboratory/clinical sections of all classes on campus or at a clinical site. Laboratory section assignments will be made based on space availability which may be day or evening.
3. Student must be at least 18 years old on the first day of class when registering for Central Sterile Lab with Preceptorship (SUR 152).
4. Upon conditional admission in the Sterile Processing Technology program:
 - Physical examination and Health Science programs Essential Functions form(s) must be signed by a healthcare provider prior to being assigned clinical rotations in the program.
 - A clear background check will be required. The cost of the background check will be the responsibility of the student. Issues pertaining to a student's positive background check may result in the student being denied admission to the SUR program. Fees for background check must be paid by the student.
 - Verification of health insurance coverage as well as maintaining health insurance throughout the program of study is required.
 - Verification of a negative drug screen. Fees for drug screen must be paid by the student.

Clinical Requirements

Prior to beginning clinical experiences all of the following items must be verified by the Surgical Technology Program Director or the Surgical Technology Clinical Coordinator:

- Current American Heart Association Health Care Provider (CPR) card
- Physical examination form and Essential Functions form signed by a health care provider (DO/physician assistant/or Certified Registered Nurse Practitioner (CRNP)
- A 2-step TB Skin test or QuantiFERON TB Gold blood test OR T-SPOT blood test
- Documented evidence of Hepatitis B titer indicating evidence of immunity
- Documented MMR immunization titer indicating evidence of immunity
- Documented evidence of 2 Varicella titer indicating evidence of immunity

- Bevill State must certify to clinical agencies where students practice that each student has a negative drug screen. Fees for all drug screen testing must be paid by the student.
- Students are required to purchase the Bevill State clinical uniform.

Students must comply with any additional health requirements of clinical agencies. The College strongly encourages all students to be vaccinated for COVID-19, but it is not mandatory for attendance. However, third-party health sciences affiliates who partner with the College (i.e., hospitals, long-term care facilities, and other healthcare providers) may require students presenting inside their facilities to be fully vaccinated and provide proof of vaccination in order to participate in the clinical portion of the College's health science curriculum.

The College has no control over policies mandated by these clinical affiliates. The College is not requiring vaccination or proof of vaccination, but its third-party clinical affiliates might. The College wants to notify you that if you are unable to adhere to policies mandated by clinical partners, you may be unable to successfully complete courses which require clinicals.

Grading Scale:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 60 and Below

Dismissal Policy

A dismissal from any Health Science program for disciplinary or unsafe client care will result in a student being ineligible for readmission to any Health Science program offered at Bevill State.

Health Requirements

SUR faculty reserves the right to require, at any time, proof of a student's physical, mental, and/or emotional health. The faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the SUR program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student's ability to perform skills effectively.

A student who is hospitalized for any existing health problem must submit a statement from the physician/primary healthcare provider indicating ability to continue in clinicals and/or the program.

If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the SUR program immediately.

NOTE: Completers (Sterile Processing Technician): Certification may be taken through International Associate of Healthcare Central Service Material Management (IAHCSMM). A portion of the hands-on experience will be complete within the program. The remainder must be completed within 6 months of passing the provisional certification.

Sterile Processing Technology - Short Term Certificate

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
	OAD 211 or MAT 101	3
BIO 201	HUMAN A & P I	4
BIO 202	HUMAN A & P II	4
SUR 150	Central Sterile I	4
SUR 151	Central Sterile II	3
SUR 152	Central Sterile Lab	3
	Total Credits	22

Surgical Technology

Program

Surgical Technology

Degree Type

Short-Term Certificate

Location

Sumiton Campus

The goal of Bevill State Community College's Surgical Technology Program is to produce knowledgeable graduates who have developed the essential behaviors of the profession, are prepared to successfully complete the National Board for Surgical Technology Certification Exam, and can perform as skilled entry-level surgical technologists. The program will accomplish this through education in the cognitive (knowledge), psychomotor (skills), and affective (attitude) learning domains. The program provides the qualified and motivated applicant with learning experiences that are supportive and responsive to individual needs. These experiences are facilitated by qualified faculty and/or preceptors and are designed to help students learn to apply theory to practice.

Admission Requirements

Applicants must possess a GED or high school diploma, complete all general application requirements for admission to the College and score at least a 4 in writing and 200 in math on the Accuplacer exam or have a 16 composite score on the ACT exam. Accuplacer test scores are waived for applicants with a grade of “C” or higher for English 101 and Math 116 or higher. Students must be in good standing at the College possessing an overall GPA of 2.0. There is also a separate Surgical Technology online application that must be completed when applying to the surgical technology program. Eligible students may be required to interview with the program director and faculty as part of the admissions process. Students are scored during the interview using a scoring rubric. All applicants will be notified by mail of admission decisions.

1. Clinical agencies/facilities require the College to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is positive, the student will be immediately dismissed from the SUR program.
2. If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the SUR program immediately.
3. Certain clinical facilities utilized by the SUR program require criminal background checks declaring that the student has no criminal history. Upon conditional admission to the Surgical Technology program, a clear background check will be required before registration in the Surgical Technology program will be complete. The cost of the background check will be the responsibility of the student. Issues pertaining to a student’s positive background check will result in the student being denied admission to the SUR program.
4. SUR faculty reserves the right to require, at any time, proof of a student’s physical, mental, and/or emotional health. The faculty may require students to receive, at the student’s expense, counseling and/or medical treatment in order to continue in the SUR program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student’s ability to perform skills effectively.
5. A student who is hospitalized for any existing health problem must submit a statement from the physician/primary healthcare provider indicating ability to continue in clinicals and/or the program.
6. A completed health form must be submitted and cleared prior to registration. In addition, students must comply with any additional health requirements of clinical agencies.
7. All students must present verification of health insurance coverage prior to registration, as well as maintain this health insurance coverage throughout the program of study.
8. A dismissal from the SUR program will result in a student being ineligible for readmission to the SUR program or any other Health Science program offered at Beville State.

Clinical requirements per core curriculum:

The minimum number of clinical cases which must be completed is 120. Students are required to complete at least 30 cases in General Surgery. Twenty of these cases must be in the first scrub role. Students are required to complete at least 90 cases in various surgical specialties. At least 60 of these cases must be in the first scrub role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. The surgical technology program is required to verify through the surgical case log the student’s progression in first and second scrubbing surgical procedures and the levels of difficulty as the student moves forward toward entry level graduate abilities. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic cases and 5 vaginal delivery cases can be counted towards the maximum number of second scrub role cases. Observation cases must be documented, but do not count towards the 120 cases.

Field of Concentration Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
SUR 107	SURGICAL ANATOMY & PHYSIOLOGY	3
SUR 100	PRINCIPLES OF SURGICAL TECHNOLOGY	5
SUR 102	APPLIED SURGICAL TECHNIQUES	4
SUR 103	SURGICAL PROCEDURES	5
SUR 104	SURGICAL PRACTICUM I	4
SUR 105	SURGICAL PRACTICUM II	5
SUR 106	ROLE TRANSITION IN SURGICAL TECHNOLOGY	1
SUR 208	SPECIAL TOPICS IN SURGICAL TECHNOLOGY	1
Total Credits		29

Medical Assisting Technology

Hamilton & Jasper Campuses

Medical Assisting Technology Degrees and Certificates

Medical Assisting Technology AAS

Program

Medical Assisting Technology

Degree Type

AAS Degree

Location

Hamilton & Jasper Campuses

This program is designed to teach the skills and knowledge necessary to become a certified medical assistant and obtain employment in a variety of healthcare facilities and clinics. Medical Assisting is an expanding profession currently in high demand. Recent changes in the delivery of health care have placed an emphasis on ambulatory care. This multi-skilled health professional is trained in clerical and medical office procedures, phlebotomy, EKG, basic patient care techniques and laboratory procedures.

Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors and optometrists running

smoothly. They are involved in direct patient care and assist the physician or other health professionals during patient examination.

Admission Criteria

1. Complete admissions requirements to the College. Must be in good standing with the College including minimum overall cumulative GPA 2.50.
2. Official transcripts from all colleges attended must be in the Office of Student Services by the program application deadline.
3. A complete application for the MAT program should be submitted online at the College's website.
4. Possess a minimum cumulative GPA of 2.50 on a 4.0 scale OR possess a minimum ACT composite score of 17. National or Residual ACT scores from residual testing are only valid from colleges within the Alabama Community College System. An ACT score must be uploaded with the MAT application.
5. If dual enrolled, student must possess a minimum high school GPA of 2.5. Eligibility is required for English Composition 1 (ENG 101) and Mathematical Applications (MTH 116). If dual enrolled, student must be eligible for both courses by their senior year.
6. Complete a physical examination AND meet the Essential Functions and technical standards required for the program. The Health Science Programs Essential Functions form must be signed by a Healthcare Provider prior to being assigned clinical rotations in the MAT program.
7. Upon conditional admission to the MAT program, a clear background screening and drug screening will be required before completion of clinical component of the program.
8. Upon conditional admission, applicant must provide verification of health insurance coverage, as well as maintain health insurance coverage throughout the MAT program.

A current American Heart CPR card at the Healthcare Provider Level is required prior to clinical placement or students can enroll for certification during the first semester of MAT curriculum.

Medical Assistant Technology - Program Policies

In order to continue in the MAT program, the student must:

1. Maintain a grade of "C" or better in all required general education and MAT courses and maintain a 2.0 cumulative GPA at current institution.
2. Complete all required general education courses according to the Alabama Community College System

(ACCS) unless completed prior to admission. Any exceptions must be approved by the Associate Dean of Health Sciences or designee.

3. Maintain ability to meet essential functions for medical assisting with or without reasonable accommodations.
4. Maintain current CPR certification; American Heart Association (AHA) at the health care provider level.
5. Complete all MAT courses in the prescribed sequence. Course repetition will be based on instructor and clinical availability and program resources.
6. Adhere to the Bevill State Conduct Code and the Code of Ethics for Professional Nurses. Health Science faculty reserves the right at any time to require the dismissal of any student whose conduct or clinical performance is regarded as unsatisfactory. In such situations, an "F" will be entered on the student's transcript. Students receiving an "F" for this reason will not be eligible for readmission into any Health Science program at Bevill State.
7. The Health Science faculty reserves the right to withdraw any student from the program if a clinical agency refuses to allow that student clinical experiences.
8. Submit a satisfactory health physical & immunization records upon admission. The TB skin test and flu vaccine annually.
9. Maintain health insurance coverage throughout the program.
10. Adhere to current program attendance policy.
11. Obtain the required Bevill State student uniform.
12. Complete the required program semester hours to qualify for graduation. Some variation is allowed to accommodate transfer credit for colleges on a quarter hour system. An overall 2.0 GPA is required for graduation. Requirements for graduation are outlined in the College Catalog.
13. Function within the scope of practice as defined by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
14. There shall be no auditing allowed for MAT classes.

Clinical Requirements

Prior to beginning clinical experiences all of the following items must be verified by the Associate Dean of Health Science or designee. Clinical documents must be uploaded into Viewpoint Screening portal (fees for clinical compliance documents must be paid by the student) and include:

a. American Heart Association Basic Life Support Provider (CPR) card

b. Physical examination form and Essential Functions form signed by a health care provider (DO/physician assistant/or Certified Registered Nurse Practitioner (CRNP)

c. A 2-step TB Skin test or QuantiFERON TB Gold blood test OR T-SPOT blood test

d. Documented evidence of Hepatitis B vaccination (series of 3) OR titer indicating evidence of immunity

e. Documented MMR immunization vaccinations (series of 2) OR titer indicating evidence of immunity

f. Documented evidence of 2 Varicella vaccinations OR titer indicating evidence of immunity

g. Verification of Health Insurance coverage and maintain this health insurance coverage throughout the program of study

Clinical Requirements

Students must comply with any additional health requirements of clinical agencies. The College strongly encourages all students to be vaccinated for COVID-19, but it is not mandatory for attendance. However, third-party health sciences affiliates who partner with the College (i.e., hospitals, long-term care facilities, and other healthcare providers) may require students presenting inside their facilities to be fully vaccinated and provide proof of vaccination in order to participate in the clinical portion of the College's health science curriculum.

The College has no control over policies mandated by these clinical affiliates. The College is not requiring vaccination or proof of vaccination, but its third-party clinical affiliates might. The College wants to notify you that if you are unable to adhere to policies mandated by clinical partners, you may be unable to successfully complete courses which require clinicals.

Dismissal Policy

A dismissal from any Health Science program for disciplinary or unsafe client care will result in a student being ineligible for readmission to any Health Science program offered at Bevill State.

Health Requirements

1. Health Science faculty reserve the right to require, at any time, proof of a student's physical, mental, and/or emotional health. The nursing faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the nursing program. If treatment is required, the student must provide documentation

from the attending physician/primary healthcare provider of the student's ability to perform nursing skills effectively.

2. Clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is non-negative, the student will be immediately dismissed from the nursing program.
3. A student who is hospitalized/treated for any existing health problem which may physically or emotionally impair their ability to provide safe and competent clinical care, must submit a statement from the physician/primary healthcare provider indicating ability to continue in clinicals and/or the program.
4. A completed health form must be submitted to Associate Dean of Health Sciences or Program Coordinator. In addition, students must comply with any additional health requirements of clinical agencies.
5. All students must present verification of health insurance as part of compliance certification, as well as maintain their health insurance coverage throughout enrollment in the nursing curriculum.

Tardiness

Regular and punctual attendance is required. A student who is not in the class/lab/clinical at its beginning will be counted tardy. Three tardies will count as one absence.

Attendance

It is the student's responsibility to be aware of the exact number of absences in each class. If absences exceed the number of times a class/lab/clinical meets per week, the student will be issued a grade of "F" in the course, subsequently, will prevent the student from progressing in the curriculum.

Grading Scale

Students may earn the following grades in medical assistant courses:

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

Test scores are not rounded to the next whole number (i.e. 78.6 is 78.6). Only the final course grade is rounded – 0.5 or higher is raised to the next whole number.

Graduation

To receive a Short-Term Certificate or an Associate in Applied Science (AAS) degree in Medical Assisting Technology, a student must meet the following requirements:

1. File an application for graduation with the Office of Student Services.
2. Clear all obligations with the College.
3. Students must successfully complete required medical assistant technology curriculum with a grade of "C" (2.0 GPA) or better.
4. Must complete 25% of program requirements at BSCC.

Upon completion of the short-term certificate or associate in applied science degree program requirements students are eligible to take specific certification exams in phlebotomy and/or medical assistant exam.

MAT First Semester

Item #	Title	Credits
	MAT 100 OR OAD 103	3
	MAT 101 OR OAD 211	3
ORI 107	STUDENT SURVIVAL SKILLS	1
	Natural Science Elective	4
CIS 146	Computer Applications	3

MAT Second Semester

Item #	Title	Credits
	MAT 102 OR BIO 201	3-4
PSY 200	GENERAL PSYCHOLOGY	3
MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 120	Medical Administrative Procedures 3 I	3
MAT 205	Clinical Specialties for Medical Assistants	4

MAT Third Semester

Item #	Title	Credits
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
MAT 123	Medical Business Practices I	2
MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 128	Medical Law and Ethics for the Medical Assistant	3
	MTH 116 or Higher	3

MAT Fourth Semester

Item #	Title	Credits
MAT 126	Medical Laboratory Practices	4
MAT 211	Clinical Procedures II for the Medical Assistant	3
MAT 216	Pharmacology for the Medical Office	4
ENG 101	ENGLISH COMPOSITION I	3

MAT Fifth Semester

Item #	Title	Credits
MAT 215	Laboratory Procedures II for the Medical Assistant	3
MAT 228	Medical Assistant Review Course	1
MAT 229	Medical Assisting Practicum	3
MAT 239	Phlebotomy Preceptorship	3
	Humanities/Fine Arts Elective	3
	Total Credits	69-70

Medical Assisting Technology STC

Program

Medical Assisting Technology

Degree Type

Short-Term Certificate

Location

Hamilton & Jasper Campuses

This program is designed to teach the skills and knowledge necessary to become a certified medical assistant and obtain employment in a variety of healthcare facilities and clinics. Medical Assisting is an expanding profession currently in high demand. Recent changes in the delivery of health care have placed an emphasis on ambulatory care. This multi-skilled health professional is trained in clerical and medical office procedures, phlebotomy, EKG, basic patient care techniques and laboratory procedures.

Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors and optometrists running smoothly. They are involved in direct patient care and assist the physician or other health professionals during patient examination.

Admission Criteria

1. Complete admissions requirements to the College. Must be in good standing with the College including minimum overall cumulative GPA 2.50.
2. Official transcripts from all colleges attended must be in the Office of Student Services by the program application deadline.
3. A complete application for the MAT program must be submitted online at the College's website.
4. Possess a minimum cumulative GPA of 2.50 on a 4.0 scale OR possess a minimum ACT composite score of 17. National or Residual ACT scores from residual testing are only valid from colleges within the Alabama Community College System. An ACT score must be uploaded with the MAT application.
5. If dual enrolled, student must possess a minimum high school GPA of 2.5. Eligibility is required for English Composition 1 (ENG 101) and Mathematical Applications (MTH 116). If dual enrolled, student must be eligible for both courses by their senior year.
6. Complete a physical examination AND meet the Essential Functions and technical standards required for the program. The Health Science Programs Essential Functions form must be signed by a Healthcare Provider prior to being assigned clinical rotations in the MAT program.
7. Upon conditional admission to the MAT program, a clear background screening and drug screening will be required before completion of clinical component of the program.
8. Upon conditional admission, applicant must provide verification of health insurance coverage, as well as maintain health insurance coverage throughout the MAT program.

A current American Heart CPR card at the Healthcare Provider Level is required prior to clinical placement or students can enroll for certification during the first semester of MAT curriculum.

Medical Assistant Technology - Program Policies

In order to continue in the MAT program, the student must:

1. Maintain a grade of "C" or better in all required general education and MAT courses and maintain a 2.0 cumulative GPA at current institution.
2. Complete all required general education courses according to the Alabama Community College System (ACCS) unless completed prior to admission. Any exceptions must be approved by the Associate Dean of Health Sciences or designee.
3. Maintain ability to meet essential functions for medical assisting with or without reasonable accommodations.
4. Maintain current CPR certification; American Heart Association (AHA) at the health care provider level.
5. Course repetition will be based on instructor and clinical availability and program resources.
6. Adhere to the Bevill State Conduct Code and the Code of Ethics for Professional Nurses. Health Science faculty reserves the right at any time to require the dismissal of any student whose conduct or clinical performance is regarded as unsatisfactory. In such situations, an "F" will be entered on the student's transcript. Students receiving an "F" for this reason will not be eligible for readmission into any Health Science program at Bevill State.
7. The Health Science faculty reserves the right to withdraw any student from the program if a clinical agency refuses to allow that student clinical experiences.
8. Submit a satisfactory health physical & immunization records upon admission. The TB skin test and flu vaccine annually.
9. Maintain health insurance coverage throughout the program.
10. Adhere to current program attendance policy.
11. Obtain the required Bevill State student uniform.
12. Complete the required program semester hours to qualify for graduation. Some variation is allowed to accommodate transfer credit for colleges on a quarter hour system. An overall 2.0 GPA is required for graduation. Requirements for graduation are outlined in the College Catalog.
13. Function within the scope of practice as defined by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
14. There shall be no auditing allowed for MAT classes.

Clinical Requirements

Prior to beginning clinical experiences all of the following items must be verified by the Associate Dean of Health Science or designee. Clinical documents must be uploaded into Corporate Screening ImmunTrax portal (fees for clinical compliance documents must be paid by the student) and include:

- a. American Heart Association Basic Life Support Provider (CPR) card
- b. Physical examination form and Essential Functions form signed by a health care provider (DO/physician assistant/or Certified Registered Nurse Practitioner (CRNP)
- c. A 2-step TB Skin test or QuantiFERON TB Gold blood test OR T-SPOT blood test
- d. Documented evidence of Hepatitis B vaccination (series of 3) OR titer indicating evidence of immunity
- e. Documented MMR immunization vaccinations (series of 2) OR titer indicating evidence of immunity
- f. Documented evidence of 2 Varicella vaccinations OR titer indicating evidence of immunity
- g. Verification of Health Insurance coverage and maintain this health insurance coverage throughout the program of study

Clinical Requirements

Students must comply with any additional health requirements of clinical agencies. The College strongly encourages all students to be vaccinated for COVID-19, but it is not mandatory for attendance. However, third-party health sciences affiliates who partner with the College (i.e., hospitals, long-term care facilities, and other healthcare providers) may require students presenting inside their facilities to be fully vaccinated and provide proof of vaccination in order to participate in the clinical portion of the College's health science curriculum.

The College has no control over policies mandated by these clinical affiliates. The College is not requiring vaccination or proof of vaccination, but its third-party clinical affiliates might. The College wants to notify you that if you are unable to adhere to policies mandated by clinical partners, you may be unable to successfully complete courses which require clinicals.

Dismissal Policy

A dismissal from any Health Science program for disciplinary or unsafe client care will result in a student being ineligible for readmission to any Health Science program offered at Bevill State.

Health Requirements

1. Health Science faculty reserve the right to require, at any time, proof of a student's physical, mental, and/or emotional health. The nursing faculty may require students to receive, at the student's expense,

counseling and/or medical treatment in order to continue in the nursing program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student's ability to perform nursing skills effectively.

2. Clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is non-negative, the student will be immediately dismissed from the nursing program.
3. A student who is hospitalized/treated for any existing health problem which may physically or emotionally impair their ability to provide safe and competent clinical care, must submit a statement from the physician/primary healthcare provider indicating ability to continue in clinicals and/or the program.
4. A completed health form must be submitted to the Division Chair/Coordinator. In addition, students must comply with any additional health requirements of clinical agencies.
5. All students must present verification of health insurance as part of compliance certification, as well as maintain their health insurance coverage throughout enrollment in the nursing curriculum.

Tardiness

Regular and punctual attendance is required. A student who is not in the class/lab/clinical at its beginning will be counted tardy. Three tardies will count as one absence.

Attendance

It is the student's responsibility to be aware of the exact number of absences in each class. If absences exceed the number of times a class/lab/clinical meets per week, the student will be issued a grade of "F" in the course, subsequently, will prevent the student from progressing in the curriculum.

Grading Scale

Students may earn the following grades in medical assistant courses:

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

Test scores are not rounded to the next whole number (i.e. 78.6 is 78.6). Only the final course grade is rounded – 0.5 or higher is raised to the next whole number.

Graduation

To receive a Short-Term Certificate or an Associate in Applied Science (AAS) degree in Medical Assisting Technology, a student must meet the following requirements:

1. File an application for graduation with the Office of Student Services.
2. Clear all obligations with the College.
3. Students must successfully complete required medical assistant technology curriculum with a grade of "C" (2.0 GPA) or better.
4. Must complete 25% of program requirements at BSCC.

Upon completion of the short-term certificate or associate in applied science degree program requirements students are eligible to take specific certification exams in phlebotomy and/or medical assistant exam.

Medical Assisting Technology (MAT) - Short Term Certificate

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
EMS 100	CARDIOPULMONARY RESUSCITATION I	1
	MAT 100 OR OAD 103	3
	MAT 101 OR OAD 211	3
	MAT 102 OR BIO 201	3-4
MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 205	Clinical Specialties for Medical Assistants	4
MAT 215	Laboratory Procedures II for the Medical Assistant	3
MAT 239	Phlebotomy Preceptorship	3
	Total Credits	24-25

The Career Technical Education Division is responsible for all non- health related skills training in the College service area. The Division is tasked with offering comprehensive workforce and community development service training to support the needs of the communities served. The Division offers programs of study that lead to Associate in Applied Science (AAS) degrees, long-term certificates, short-term certificates, and certificates of completion.

The Associate in Applied Science degree is awarded to students who complete the requirements of a specific career or professional program of study. These programs of study range from 60 to 76 semester hours in length with approximately 40% of the programs designed to ensure competency in oral and written communication, critical thinking, computer literacy, mathematical principles and/or scientific reasoning. The remaining approximately 60% of the program contains courses designed to ensure competency in a specific career field. Additional information regarding programs of study in career technical fields can be obtained from this catalog or the specific career technical advisor, who is available to assist students in the advising and registration process.

Long-term certificates are awarded in most programs where the Associate in Applied Science is offered, as well as other career fields where the AAS degree is not offered. Long-term certificates are of varied length from 30 to 60 semester hours depending on the choice of career fields. The general education component of the certificate program contains, as a minimum, three semester hours each in written composition, mathematics, computer literacy skills, and speech. In general, long-term certificates contain most, if not all, of the technical career courses that are required in the Associate in Applied Science degree.

Short-term certificates are available in most career fields where AAS degrees and/or long-term certificates are already offered. The short-term certificates vary in length from 9 to 29 semester hours and are designed to allow the student to acquire career training in a short amount of time. Only minimal academic education requirements are included.

Career Technical students are also given the opportunity to participate in the CO-OP/Internship program. The CO-OP/Internship program is designed to be an organized and planned work experience for the purpose of extending training to a student in his/her chosen career path, while at the same time providing the participating business with additional part-time personnel. A student is only eligible for an internship after meeting specific program prerequisites. The required amount of internship training time varies for individual programs and follows the semester schedule of the College. The student is interviewed by the prospective employer, and if hired as an intern, is expected to follow procedures and policies of the company. Students who are interested in participating in the CO-OP/Internship program should contact their program advisor.

Programs of study within the Career Technical Division require specific essential mental and physical capabilities if the student is to be successful. Essential functions for each

Career Technical program of study are available in each career technical instructor's office and the Bevill State website - www.bscc.edu.

ATTENDANCE POLICY

Class attendance is considered an essential part of the educational process at Bevill State. The College subscribes to the philosophy that a student's academic progress is directly proportional to class attendance. Class attendance will be recorded from the first day of the student's official enrollment. Bevill State expects students to participate in all scheduled instructional classes and laboratory periods, regardless of the mode of delivery. Students are expected to be in class on time and to attend a minimum of 90% of the total class contact hours, including laboratory hours, for each course to be eligible to receive a passing grade. The instructor should inform the students how many absences this would mean for a specific class. If it becomes necessary for a student to withdraw from a course or from the College, it is the student's responsibility to complete the College's approved withdrawal process. If a student exceeds the 10% limit on absences, the instructor may: 1) withdraw the student from the class with a grade of "W" or 2) examine any extenuating circumstances and allow the student to continue the class and make up the work.

Each student should be punctual. It is an interruption to the class for a student to arrive late. Instructors have the discretion to consider a late arrival or early departure, without the permission of the instructor, as an absence or some percentage counting toward an absence. For example, a faculty member may consider a late arrival as 1/3 of an absence.

It is recognized that from time to time, extenuating circumstances may prevent a student from being able to attend a class. If the student misses a test or in-class assignment because of such an absence, makeup assignments may be given at the instructor's discretion. It is the student's responsibility to inquire about making up the work missed during any absence. However, there is no requirement that the instructor provide the opportunity for a makeup.

The following guidelines are provided for instructors who are willing to extend an opportunity for makeup work for absences resulting from extenuating circumstances.

1. Absences that occur because of emergencies (e.g., accidents, illness, court appearance, or death of an immediate family member) will be excused with proper notification to the instructor. Proper notification requires documentation as determined by the instructor. Examples include a copy of an accident report, a hospital admittance form, a

doctor's excuse, subpoena, or a death announcement. When possible, the student or appropriate representative of the student (doctor, lawyer, hospital official, parent, spouse, etc.) should provide notification prior to the class that is to be missed.

- Absences that occur as a result of Federal or State statutes will be excused upon proper notification to the instructor. Proper notification requires documentation as determined by the instructor.

Career Technical Education Programs

Air Conditioning & Refrigeration Technology

Hamilton & Sumiton Campuses

Heating and air-conditioning systems control the temperature, humidity, and the total air quality in residential, commercial, industrial, and other buildings. By providing a climate controlled environment, refrigeration systems make it possible to store and transport food, medicine, and other perishable items. Heating, Air-conditioning, and Refrigeration Technicians install, maintain, and repair such systems. Because heating, ventilation, air-conditioning, and refrigeration systems often are referred to as HVACR systems, these workers also may be called HVACR technicians. The Air Conditioning and Refrigeration program at Bevill State is designed to teach basic theories and provide a working knowledge of air conditioning and heating for both comfort and environmental considerations. Graduates will be able to enter the fields of planning, installing, operating, and maintaining all types of heating, air conditioning and refrigeration equipment. The program is approved by the Alabama Board of Heating, Air Conditioning, and Refrigeration for the Alabama Contractor's License Exam.

(Occupational Outlook Handbook)

NOTE: Check with an advisor for program and course location by campus.

Air Conditioning & Refrigeration Technology Degrees and Certificates

Associate In Applied Science Degree

Program

Air Conditioning & Refrigeration Technology

Degree Type

AAS Degree

Location

Hamilton & Sumiton Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3

Field of Study Courses

Item #	Title	Credits
ACR 111	PRINCIPLES OF REFRIGERATION	3
ACR 112	HVAC/R SERVICE PROCEDURES	3
ACR 113	REFRIGERATION PIPING PRACTICES	3
ACR 119	FUNDAMENTALS OF GAS HEATING SYSTEMS	3
ACR 121	PRINCIPLES OF ELECTRICITY FOR HVAC/R	3
ACR 122	HVAC/R ELECTRICAL CIRCUITS	3
ACR 123	HVAC/R ELECTRICAL COMPONENTS	3
ACR 128	HEAT LOAD CALCULATIONS	3
ACR 132	RESIDENTIAL AIR CONDITIONING	3
ACR 135	MECHANICAL/GAS/SAFETY CODES	3
ACR 147	REFRIGERATION TRANSITION & RECOVERY THEORY	3
ACR 148	HEAT PUMPS SYSTEMS I	3
ACR 203	COMMERCIAL REFRIGERATION	3

Field of Study Electives

Select 4 courses from the following offerings:

Item #	Title	Credits
ACR 120	FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS	3
ACR 126	COMMERCIAL HEATING SYSTEMS	3
ACR 127	HVAC/R ELECTRIC MOTORS	3
ACR 133	DOMESTIC REFRIGERATION	3
ACR 144	BASIC DRAWING AND BLUEPRINT READING IN HVAC	3
ACR 153	FUNDAMENTALS OF PROPANE SYSTEMS	3
ACR 192	HVAC Apprenticeship/Internship	3
ACR 200	REVIEW FOR CONTRACTORS EXAM	3
ACR 209	COMMERCIAL AIR CONDITIONING SYSTEMS	3
ACR 210	TROUBLESHOOTING HVAC/R SYSTEMS	3
WKO 110	NCCER CORE	3
ACR 134	ICE MACHINES	3
	Total Credits	67-68

Long-Term Certificate

Program

Air Conditioning & Refrigeration Technology

Degree Type

Long-Term Certificate

Location

Hamilton & Sumiton Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
ACR 111	PRINCIPLES OF REFRIGERATION	3
ACR 112	HVAC/R SERVICE PROCEDURES	3
ACR 113	REFRIGERATION PIPING PRACTICES	3
ACR 119	FUNDAMENTALS OF GAS HEATING SYSTEMS	3
ACR 121	PRINCIPLES OF ELECTRICITY FOR HVAC/R	3
ACR 122	HVAC/R ELECTRICAL CIRCUITS	3
ACR 123	HVAC/R ELECTRICAL COMPONENTS	3
ACR 128	HEAT LOAD CALCULATIONS	3
ACR 132	RESIDENTIAL AIR CONDITIONING	3
ACR 147	REFRIGERATION TRANSITION & RECOVERY THEORY	3
ACR 148	HEAT PUMPS SYSTEMS I	3

Field of Study Electives

Select 3 courses from the following offerings

Item #	Title	Credits
ACR 120	FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS	3
ACR 126	COMMERCIAL HEATING SYSTEMS	3
ACR 127	HVAC/R ELECTRIC MOTORS	3
ACR 133	DOMESTIC REFRIGERATION	3
ACR 134	ICE MACHINES	3
ACR 144	BASIC DRAWING AND BLUEPRINT READING IN HVAC	3
ACR 153	FUNDAMENTALS OF PROPANE SYSTEMS	3
ACR 192	HVAC Apprenticeship/Internship	3
ACR 200	REVIEW FOR CONTRACTORS EXAM	3
ACR 209	COMMERCIAL AIR CONDITIONING SYSTEMS	3
ACR 210	TROUBLESHOOTING HVAC/R SYSTEMS	3
WKO 110	NCCER CORE	3

General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
	Total Credits	49

Basic Air Conditioning & Refrigeration

Program

Air Conditioning & Refrigeration Technology

Degree Type

Short-Term Certificate

Location

Hamilton & Sumiton Campuses

Heating and air-conditioning systems control the temperature, humidity, and the total air quality in residential, commercial, industrial, and other buildings. By providing a climate controlled environment, refrigeration systems make it possible to store and transport food, medicine, and other perishable items. Heating, Air-conditioning, and Refrigeration Technicians install, maintain, and repair such systems. Because heating, ventilation, air conditioning, and refrigeration systems often are referred to as HVACR systems, these workers also may be called HVACR technicians. The Air Conditioning and Refrigeration program at Bevell State is designed to teach basic theories and provide a working knowledge of air conditioning and heating for both comfort and environmental considerations. Graduates will be able to enter the fields of planning, installing, operating, and maintaining all types of heating, air conditioning and refrigeration equipment. The program is approved by the Alabama Board of Heating, Air Conditioning, and Refrigeration for the Alabama Contractor's License Exam.

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
ACR 111	PRINCIPLES OF REFRIGERATION	3
ACR 112	HVAC/R SERVICE PROCEDURES	3
ACR 121	PRINCIPLES OF ELECTRICITY FOR HVAC/R	3
ACR 123	HVAC/R ELECTRICAL COMPONENTS	3
ACR 147	REFRIGERATION TRANSITION & RECOVERY THEORY	3
ACR 132	RESIDENTIAL AIR CONDITIONING	3
	Total Credits	19

Advanced Engineering Design Technology

Hamilton & Sumiton Campuses

The Advanced Engineering Design Technology (DDT) program, prepares individuals to apply basic

engineering principles and technical skills to the identifications and resolution of production problems in the manufacture of products. The courses offer instructional skills for engineering technicians in design through 2-D and 3-D concepts in mechanical and architectural design, computer-aided manufacturing (CAM), additive manufacturing, planning. Bevell State graduates in Advanced Engineering Design Technology will obtain the essential skill to link engineering and manufacturing. Preparing them for entry into the workplace of CAD/CAM engineering design, planning, and additive manufacturing.

Advanced Engineering Design Technology Degrees and Certificates

Associate In Applied Science Degree

Program

Advanced Engineering Design Technology

Degree Type

AAS Degree

Location

Hamilton & Sumiton Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3

Required Courses

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
DDT 244	ADVANCED 3D MODELING	3
DDT 104	BASIC COMPUTER AIDED DRAFTING AND DESIGN	3
DDT 111	FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY	3
DDT 124	BASIC TECHNICAL DRAWING	3
DDT 127	INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN	3
DDT 128	INTERMEDIATE TECHNICAL DRAWING	3
DDT 131	MACHINE DRAFTING BASICS	3
DDT 132	ARCHITECTURAL DRAFTING	3
DDT 144	BASIC 3D MODELING	3
DDT 211	INTERMEDIATE MACHINE DRAFTING	3
DDT 212	INTERMEDIATE ARCHITECTURAL DRAFTING	3
DDT 233	INTERMEDIATE 3D MODELING	3
DDT 238	SPECIAL TOPICS IN CAD	3

Electives

Choose Two Courses (6 Hours)

Item #	Title	Credits
ADM 162	ADDITIVE MANUFACTURING PROCESS-POLYMERS	3
AET 191	BUILDING INFORMATION MODELING (BIM)	3
DDT 236	DESIGN PROJECTS	3
DDT 244	ADVANCED 3D MODELING	3
DDT 115	BLUEPRINT READING FOR MACHINISTS	3
DDT 116	BLUEPRINT READING FOR CONSTRUCTION	3
DDT 215	GEOMETRIC DIMENSIONING & TOLERANCING	3
DDT 133	BASIC SURVEYING	3
Total Credits		64-65

Additive Engineering Technology Short-Term Certificate

Program

Advanced Engineering Design Technology

Degree Type

Short-Term Certificate

Location

Hamilton & Sumiton Campuses

Required Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
ADM 162	ADDITIVE MANUFACTURING PROCESS-POLYMERS	3
DDT 144	BASIC 3D MODELING	3
DDT 233	INTERMEDIATE 3D MODELING	3
	ADM/DDT Elective	3
Total Credits		13

Advanced Engineering Design Technology Short-Term Certificate

Program

Advanced Engineering Design Technology

Degree Type

Short-Term Certificate

Location

Hamilton & Sumiton Campuses

Required Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
ADM 101	PRECISION MEASUREMENT	3
DDT 244	ADVANCED 3D MODELING	3
DDT 211	INTERMEDIATE MACHINE DRAFTING	3
	ADM/DDT Elective	3
Total Credits		13

Architectural Engineering Technology Short-Term Certificate

Program

Advanced Engineering Design Technology

Degree Type

Short-Term Certificate

Location

Hamilton & Sumiton Campuses

Required Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
DDT 127	INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN	3
DDT 132	ARCHITECTURAL DRAFTING	3
DDT 212	INTERMEDIATE ARCHITECTURAL DRAFTING	3
DDT 238	SPECIAL TOPICS IN CAD	3
	AET/DDT Elective	3
	Total Credits	16

Engineering Design Technology Short-Term Certificate

Program

Advanced Engineering Design Technology

Degree Type

Short-Term Certificate

Location

Hamilton & Sumiton Campuses

Required Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
DDT 104	BASIC COMPUTER AIDED DRAFTING AND DESIGN	3
DDT 127	INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN	3
DDT 111	FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY	3
DDT 124	BASIC TECHNICAL DRAWING	3
DDT 128	INTERMEDIATE TECHNICAL DRAWING	3
DDT 131	MACHINE DRAFTING BASICS	3
	Total Credits	19

Advanced Manufacturing Technology

All Locations

The Manufacturing Skills Standards Council (MSSC) is an industry-led training assessment and certification system

focused on the core skills and knowledge needed by the nation's front-line production and material handling workers. The nationwide MSSC system, based upon industry defined and federally-endorsed standards, offers both entry level and incumbent workers the opportunity to demonstrate that they have acquired the skills increasingly needed in the technology-intensive jobs of the 21st century.

Advanced Manufacturing Technology Degrees and Certificates

Advanced Manufacturing Technology Program

Program

Advanced Manufacturing Technology

Degree Type

AAS Degree

Location

All Locations

The Advanced Manufacturing Technology (ADM) Apprenticeship is a combination of cutting-edge curriculum with a paid technical co-op/internship with a reputable manufacturing industry. The advanced manufacturing technology courses along with the technical co-operative leads to a two-year Associate of Applied Science degree in Advanced Manufacturing Technology. At Bevell State Community College industry/students have four options of focus after completing the MSSC Advanced Manufacturing Core Requirements.

These options include: Option 1 – Advanced Manufacturing Automation, Option 2 - Advanced Manufacturing Industrial Maintenance, Option 3 - Advanced Manufacturing Machine Tool Technology and Option 4 - Advanced Manufacturing Welding Technology.

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

General Education Core Requirements

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3

MSSC Advanced Manufacturing Core Requirements

Item #	Title	Credits
ADM 291	MSSC SAFETY COURSE	3
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT COURSE	3
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION COURSE	3
ADM 294	MSSC MAINTENANCE AWARENESS COURSE	3

Technical Co-Operative Education

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

CHOOSE ONE OPTION

Advanced Manufacturing Automation Option

Item #	Title	Credits
ETC 101	DC FUNDAMENTALS	3
ETC 102	AC FUNDAMENTALS	3
ETC 104	DIGITAL FUNDAMENTALS	3
ETC 108	MOTOR CONTROLS I	3
ELT 212	MOTOR CONTROL II	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
ILT 196	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
AUT 139	INTRO TO ROBOTIC PROGRAMMING	3

Advanced Manufacturing Industrial Maintenance Option

Item #	Title	Credits
ETC 101	DC FUNDAMENTALS	3
ETC 102	AC FUNDAMENTALS	3
ETC 108	MOTOR CONTROLS I	3
ELT 212	MOTOR CONTROL II	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
ILT 196	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
ELT 118	COMMERCIAL/INDUSTRIAL WIRING	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3

Advanced Manufacturing Machine Tool Technology Option

Item #	Title	Credits
MTT 100	MACHINING TECHNOLOGY I	6
MTT 103	MACHINING TECHNOLOGY II	6
MTT 121	BASIC PRINT READING FOR MACHINISTS	3
MTT 127	INTRODUCTION TO METROLOGY	3
MTT 136	MILLING OPERATIONS	6
CNC 139	BASIC COMPUTER NUMERICAL CONTROL	3

Advanced Manufacturing Welding Technology Option

Item #	Title	Credits
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 110	INDUSTRIAL BLUE PRINT READING	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
WDT 218	CERTIFICATION	3
WDT 258	CERTIFICATION LAB	3
Total Credits		60

Advanced Manufacturing Technology Apprenticeship Program

Program

Advanced Manufacturing Technology

Degree Type

Long-Term Certificate

Location

All Locations

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

General Education Core Requirements

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3

MSSC Advanced Manufacturing Core Requirements

Item #	Title	Credits
ADM 291	MSSC SAFETY COURSE	3
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT COURSE	3
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION COURSE	3
ADM 294	MSSC MAINTENANCE AWARENESS COURSE	3

Technical Co-Operative Education

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

CHOOSE ONE OPTION

Advanced Manufacturing Automation Option

Item #	Title	Credits
ETC 101	DC FUNDAMENTALS	3
ETC 102	AC FUNDAMENTALS	3
ETC 104	DIGITAL FUNDAMENTALS	3
ETC 108	MOTOR CONTROLS I	3
ELT 212	MOTOR CONTROL II	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
ILT 196	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
AUT 139	INTRO TO ROBOTIC PROGRAMMING	3

Advanced Manufacturing Industrial Maintenance Option

Item #	Title	Credits
ETC 101	DC FUNDAMENTALS	3
ETC 102	AC FUNDAMENTALS	3
ETC 108	MOTOR CONTROLS I	3
ELT 212	MOTOR CONTROL II	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
ILT 196	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
ELT 118	COMMERCIAL/INDUSTRIAL WIRING	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3

Advanced Manufacturing Tool Technology Option

Item #	Title	Credits
MTT 100	MACHINING TECHNOLOGY I	6
MTT 103	MACHINING TECHNOLOGY II	6
MTT 121	BASIC PRINT READING FOR MACHINISTS	3
MTT 127	INTRODUCTION TO METROLOGY	3
MTT 136	MILLING OPERATIONS	6
CNC 139	BASIC COMPUTER NUMERICAL CONTROL	3

Advanced Manufacturing Welding Technology Option

Item #	Title	Credits
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 110	INDUSTRIAL BLUE PRINT READING	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
WDT 218	CERTIFICATION	3
WDT 258	CERTIFICATION LAB	3
	Total Credits	51

MODERN MANUFACTURING

Program

Advanced Manufacturing Technology

Degree Type

Short-Term Certificate

Location

All Locations

The Manufacturing Skills Standards Council (MSSC) is an industry-led training assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers. The nationwide MSSC system, based upon industry defined and federally-endorsed standards, offers both entry level and incumbent workers the opportunity to demonstrate that they have acquired the skills increasingly needed in the technology-intensive jobs of the 21st century.

Core Requirements

Item #	Title	Credits
ADM 291	MSSC SAFETY COURSE	3
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT COURSE	3
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION COURSE	3
ADM 294	MSSC MAINTENANCE AWARENESS COURSE	3
ORI 107	STUDENT SURVIVAL SKILLS	1
	Total Credits	13

Child Development

Online

The Child Development program is designed to prepare students for employment as directors, teachers, auxiliary teachers and aides in preschools, child development centers, daycares, public schools and in Head Start Programs. Courses in the Child Development program are designed to meet the State of Alabama Child Care Licensing and Performance Standards for Day Care Centers and Nighttime Centers requirements.

All students in the Child Development Program are required to complete an Alabama Department of Human Resources (DHR) Child Abuse and Neglect Central Registry

Clearance (CA/N) and a Criminal History Background Check prior to enrollment. The cost of the DHR Criminal History background check will be the responsibility of the student.

If there are any substantiated findings against the applicant or if the applicant is deemed unsuitable by the Alabama Department of Human Resources (DHR) it will result in the student being denied enrollment in the Child Development program.

Child Development Degrees and Certificates

Associate In Applied Science Degree

Program

Child Development

Degree Type

AAS Degree

Location

Online

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Current infant-child CPR and first aid certification may replace EMS 103

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 208	ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
CHD 210	EDUCATING EXCEPTIONAL YOUNG CHILDREN	3
CHD 214	FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS	3
CHD 215	SUPERVISED PRACTICAL EXPERIENCE IN EARLY CHILDHOOD EDUCATION	3
EMS 103	FIRST AID-CPR and AED	1
CHD 217	Math & Science for Young Children	3

General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	Humanities/Fine Arts Elective	3
	SPH 106 or SPH 107	3
	MTH 116 or Higher	3
PSY 200	GENERAL PSYCHOLOGY	3
CIS 146	Computer Applications	3
	Natural Science Elective	4
	Total Credits	63

Short-Term Certificate

Program

Child Development

Degree Type

Short-Term Certificate

Location

Online

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Select any three courses listed below.

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN	3
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 203	CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT	3
CHD 205	PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN	3
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 208	ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
CHD 210	EDUCATING EXCEPTIONAL YOUNG CHILDREN	3
CHD 214	FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS	3
CHD 217	Math & Science for Young Children	3
Total Credits		10

Electrical Systems Technology

Fayette, Hamilton, & Sumiton Campuses

Electrical Technicians install and maintain all of the electrical and power systems for homes, businesses, and manufacturers. They install and maintain the wiring and control equipment through which electricity flows. Technicians also install, calibrate, and maintain electrical equipment in a wide range of fields. Imagine an automated manufacturing line: a large conveyor system moves unfinished products down the line, robotic welding arms bond the different parts together, and hydraulic lifts move the finished products. All these complex machines need technicians to install and service them to make sure they function properly. Job opportunities for electrical technicians may include residential and

commercial wiring, industrial plant operations, automated manufacturing, renewable energy resources, manufacturing engineering, and industrial electronics.

(Occupational Outlook Handbook)

NOTE: Check with an advisor for program option and course location by campus.

Electrical Systems Technology Degrees and Certificates

Associate In Applied Science Degree

Program

Electrical Systems Technology

Degree Type

AAS Degree

Location

Fayette, Hamilton, & Sumiton Campuses

Core Requirements

Item #	Title	Credits
ETC 101	DC FUNDAMENTALS	3
ETC 102	AC FUNDAMENTALS	3
ETC 108	MOTOR CONTROLS I	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
WKO 110	NCCER CORE	3
ELT 118	COMMERCIAL/INDUSTRIAL WIRING3	
ELT 241	NATIONAL ELECTRIC CODE	3
ILT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
ELT 212	MOTOR CONTROL II	3
ILT 196	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
ELT 110	WIRING METHODS	3

CHOOSE TWO

Item #	Title	Credits
INT 134	PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND METAL CUTTING TECHNIQUES	3
AUT 219	PLC Applications	3
ETC 103	SOLID STATE FUNDAMENTALS	3
ETC 104	DIGITAL FUNDAMENTALS	3

General Studies/ORI Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3
ORI 107	STUDENT SURVIVAL SKILLS	1
	Total Credits	61-62

Long-Term Certificate

Program

Electrical Systems Technology

Degree Type

Long-Term Certificate

Location

Fayette, Hamilton, & Sumiton Campuses

Core Courses

Item #	Title	Credits
ETC 101	DC FUNDAMENTALS	3
ETC 102	AC FUNDAMENTALS	3
ETC 108	MOTOR CONTROLS I	3
ELT 212	MOTOR CONTROL II	3
WKO 110	NCCER CORE	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
ILT 196	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
ELT 110	WIRING METHODS	3
ELT 241	NATIONAL ELECTRIC CODE	3
ELT 118	COMMERCIAL/INDUSTRIAL WIRING	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3

General Studies/ORI Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
ORI 107	STUDENT SURVIVAL SKILLS	1
	Total Credits	43

Automated Manufacturing Short-Term Certificate

Program

Electrical Systems Technology

Degree Type

Short-Term Certificate

Location

Fayette, Hamilton, & Sumiton Campuses

Core Requirements

Item #	Title	Credits
AUT 110	DC FUNDAMENTALS	3
AUT 111	AC FUNDAMENTALS	3
AUT 130	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
AUT 114	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
AUT 139	INTRO TO ROBOTIC PROGRAMMING	3
AUT 221	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
WKO 110	NCCER CORE	3
ORI 107	STUDENT SURVIVAL SKILLS	1
	Total Credits	22

Electrical Short-Term Certificate

Program

Electrical Systems Technology

Degree Type

Short-Term Certificate

Location

Fayette, Hamilton, & Sumiton Campuses

Core Requirements

Item #	Title	Credits
ETC 101	DC FUNDAMENTALS	3
ETC 102	AC FUNDAMENTALS	3
ELT 241	NATIONAL ELECTRIC CODE	3
ELT 110	WIRING METHODS	3
ELT 118	COMMERCIAL/INDUSTRIAL WIRING	3
WKO 110	NCCER CORE	3
ORI 107	STUDENT SURVIVAL SKILLS	1
	Total Credits	19

Electronics Short-Term Certificate

Program

Electrical Systems Technology

Degree Type

Short-Term Certificate

Location

Fayette, Hamilton, & Sumiton Campuses

Core Requirements

Item #	Title	Credits
ETC 101	DC FUNDAMENTALS	3
ETC 102	AC FUNDAMENTALS	3
ETC 104	DIGITAL FUNDAMENTALS	3
ETC 103	SOLID STATE FUNDAMENTALS	3
WKO 110	NCCER CORE	3
ORI 107	STUDENT SURVIVAL SKILLS	1
	Total Credits	16

Industrial Plant Technician Short-Term Certificate

Program

Electrical Systems Technology

Degree Type

Short-Term Certificate

Location

Fayette, Hamilton, & Sumiton Campuses

Core Requirements

Item #	Title	Credits
ELT 212	MOTOR CONTROL II	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
WKO 110	NCCER CORE	3
ORI 107	STUDENT SURVIVAL SKILLS	1
	Total Credits	22

Facility Maintenance Technician

Hamilton & Sumiton Campuses

The Facilities Maintenance Technician program provides individuals with the vital knowledge and skills necessary to excel as maintenance technicians with specialized proficiency. This all-encompassing program offers various specialized areas, such as electrical technology, welding technology, machine tool technology, and heating, ventilation, and air conditioning. Its main goal is to equip students for prosperous careers in facilities maintenance by imparting the essential skills and expertise needed to succeed in various roles within this field.

Facility Maintenance Technician Degrees and Certificates

Associate In Applied Science Degree

Program

Facility Maintenance Technician

Degree Type

AAS Degree

Location

Hamilton & Sumiton Campuses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Electrical Systems Skills

Item #	Title	Credits
ELT 118	COMMERCIAL/INDUSTRIAL WIRING	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
ETC 108	MOTOR CONTROLS I	3

Welding Technology Skills

Item #	Title	Credits
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3

Machine Tool Skills

Item #	Title	Credits
MTT 127	INTRODUCTION TO METROLOGY	3
MTT 147	INTRODUCTION TO MACHINE SHOP I	3
CNC 139	BASIC COMPUTER NUMERICAL CONTROL	3
CNC 112	COMPUTER NUMERICAL CONTROL TURNING	3

Heating Ventilation & Air Conditioning Skills

Item #	Title	Credits
ACR 119	FUNDAMENTALS OF GAS HEATING SYSTEMS	3
ACR 123	HVAC/R ELECTRICAL COMPONENTS	3
ACR 147	REFRIGERATION TRANSITION & RECOVERY THEORY	3
ACR 210	TROUBLESHOOTING HVAC/R SYSTEMS	3

General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3

Total Credits

64-65

Industrial Mechanical Maintenance Technology

Hamilton & Sumiton Campuses

Industrial Mechanical Maintenance Technology Degrees and Certificates

Associate In Applied Science Degree

Program

[Industrial Mechanical Maintenance Technology](#)

Degree Type

AAS Degree

Location

Hamilton & Sumiton Campuses

Industrial Plant Technicians install and maintain manufacturing equipment. Technicians must be able to detect minor problems and correct them before they become larger problems. Industrial Plant Technicians use technical manuals, their understanding of the equipment, and careful observation to discover the cause of the problem. For example, after hearing a vibration from a machine, the technician must decide whether it is due to worn belts, weak motor bearings, or some other problem. Technicians are prepared to use computerized diagnostic systems and vibration analysis equipment to determine the nature of a problem. Increasingly, Industrial Plant Technicians have the electrical, electronics, and computer programming skills to repair sophisticated equipment on their own.

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Concentration Courses

Item #	Title	Credits
	MTT 100 or MTT 147 & 148	6
	MTT 103 or MTT 149 & 150	6
MTT 121	BASIC PRINT READING FOR MACHINISTS	3
WKO 110	NCCER CORE	3
MTT 127	INTRODUCTION TO METROLOGY	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 134	PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND METAL CUTTING TECHNIQUES	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
MTT 292	COOPERATIVE EDUCATION IN MACHINE TOOL TECHNOLOGY	3
ELM 214	PUMPS AND PIPING SYSTEMS	3
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
MTT 181	SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY	3

General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3
	Total Credits	64-65

Long-Term Certificate

Program

Industrial Mechanical Maintenance Technology

Degree Type

Long-Term Certificate

Location

Hamilton & Sumiton Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Core Courses

Item #	Title	Credits
	MTH 116 or Higher	3
	MTT 100 or MTT 147 & 148	6
	MTT 103 or MTT 149 & 150	6
MTT 121	BASIC PRINT READING FOR MACHINISTS	3
WKO 110	NCCER CORE	3
MTT 127	INTRODUCTION TO METROLOGY	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 134	PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND METAL CUTTING TECHNIQUES	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
MTT 292	COOPERATIVE EDUCATION IN MACHINE TOOL TECHNOLOGY	3
ENG 101	ENGLISH COMPOSITION I	3
ELM 214	PUMPS AND PIPING SYSTEMS	3
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3
	Total Credits	49

Short-Term Certificate #1

Program

Industrial Mechanical Maintenance Technology

Degree Type

Short-Term Certificate

Location

Hamilton & Sumiton Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Core Courses

Item #	Title	Credits
	MTT 100 or MTT 147 & 148	6
	MTT 103 or MTT 149 & 150	6
MTT 121	BASIC PRINT READING FOR MACHINISTS	3
WKO 110	NCCER CORE	3
	Total Credits	19

Short-Term Certificate #2

Program

Industrial Mechanical Maintenance Technology

Degree Type

Short-Term Certificate

Location

Hamilton & Sumiton Campuses

Core Requirements

Item #	Title	Credits
MTT 127	INTRODUCTION TO METROLOGY	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 134	PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND METAL CUTTING TECHNIQUES	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
MTT 292	COOPERATIVE EDUCATION IN MACHINE TOOL TECHNOLOGY	3
ORI 107	STUDENT SURVIVAL SKILLS	1
Total Credits		16

Machine Tool Technology

Hamilton & Jasper Campuses

Machinists use machine tools, such as lathes, milling machines, and grinders, to produce precision metal parts. Although they may produce large quantities of one part, precision machinists often produce small batches or one-of-a-kind items. They use their knowledge of the working properties of metals and their skill with machine tools to plan and carry out the operations needed to make machined products that meet precise specifications. Machinists first review electronic or written blueprints or specifications for a job before they machine a part. Next, they calculate where to cut or bore into the workpiece—the piece of steel, aluminum, titanium, plastic, silicon, or any other material that is being shaped.

(Occupational Outlook Handbook)

NOTE: Check with an advisor for program and course location by campus.

Machine Tool Technology Degrees and Certificates

Associate In Applied Science Degree

Program

Machine Tool Technology

Degree Type

AAS Degree

Location

Hamilton & Jasper Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Concentration Courses

Item #	Title	Credits
	MTT 100 or MTT 147 & 148	6
	MTT 103 or MTT 149 & 150	6
MTT 121	BASIC PRINT READING FOR MACHINISTS	3
MTT 127	INTRODUCTION TO METROLOGY	3
MTT 270	MACHINING SKILLS APPLICATION	3
	Specialization Electives (Advisor Approved)	27

General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3
Total Credits		64-65

Long-Term Certificate

Program

Machine Tool Technology

Degree Type

Long-Term Certificate

Location

Hamilton & Jasper Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Concentration Courses

Item #	Title	Credits
	MTT 100 or MTT 147 & 148	6
	MTT 103 or MTT 149 & 150	6
MTT 121	BASIC PRINT READING FOR MACHINISTS	3
MTT 127	INTRODUCTION TO METROLOGY	3
MTT 270	MACHINING SKILLS APPLICATION	3
	Specialization Electives (Advisor Approved)	24

General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
	Total Credits	52

Basic Machining Technology Short-Term Certificate

Program

Machine Tool Technology

Degree Type

Short-Term Certificate

Location

Hamilton & Jasper Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Concentration Courses

Item #	Title	Credits
MTT 121	BASIC PRINT READING FOR MACHINISTS	3
MTT 127	INTRODUCTION TO METROLOGY	3
	MTT 100 or MTT 147 & 148	6
	Specialization Electives (Advisor Approved)	12
	Total Credits	25

Computer Numerical Control Short-Term Certificate

Program

Machine Tool Technology

Degree Type

Short-Term Certificate

Location

Hamilton & Jasper Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Concentration Courses

Item #	Title	Credits
MTT 109	ORIENTATION TO COMPUTER ASSISTED MANUFACTURING	3
MTT 139	BASIC COMPUTER NUMERICAL CONTROL	3
MTT 270	MACHINING SKILLS APPLICATION	3
	CNC Specialization Electives (Advisor Approved)	15
	Total Credits	25

Management and Entrepreneurship

All Locations

The study of management focuses on how organizations develop and use strategies to compete. The Management and Entrepreneurship associate in applied science degree program enables students to acquire a foundation in the basics of management, marketing, accounting, entrepreneurship, business communication, business law, and customer service. Students learn to apply diverse skills such as critical thinking, organization, problem-solving and professionalism to the business world.

NOTE: Check with an advisor for program and course location by campus.

Management and Entrepreneurship Degrees and Certificates

Associate In Applied Science Degree

Program

Management and Entrepreneurship

Degree Type

AAS Degree

Location

All Locations

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	Humanities/Fine Arts Elective	3
	SPH 106 or SPH 107	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3

Field of Study Courses

Item #	Title	Credits
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
CIS 286	COMPUTERIZED MANAGEMENT INFO SYSTEMS (EXCEL)	3
ETP 266	ENTREPRENEURIAL FINANCE	3
ETP 267	INNOVATIONS AND CREATIVITY	3
MKT 223	CUSTOMER SERVICE	3
	BUS Elective	3

Choose One of the Following Certificates

Accounting Certificate

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 215/OAD 133	BUSINESS COMMUNICATION	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
ACT 246	MICROCOMPUTER ACCOUNTING	3
ACT 249	PAYROLL ACCOUNTING	3
ACT 253	INDIVIDUAL INCOME TAX	3

Retail Management Certificate

Item #	Title	Credits
BUS 175	RETAILING	3
BUS 189	HUMAN RELATIONSHIPS	3
BUS 215/OAD 133	BUSINESS COMMUNICATION	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 285	PRINCIPLES OF MARKETING	3
	Total Credits	60-61

Accounting Certificate

Program

Management and Entrepreneurship

Degree Type

Short-Term Certificate

Location

All Locations

The Accounting Certificate provides students with a thorough survey of the Principles of Accounting, a technical knowledge of payroll, microcomputer, and income tax accounting and is particularly beneficial for individuals who are looking to enhance their employability. Upon successful completion of the curriculum and a certification exam administered by the Certiport, the student will receive industry certification in QuickBooks.

Required Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 215/OAD 133	BUSINESS COMMUNICATION	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
ACT 246	MICROCOMPUTER ACCOUNTING	3
ACT 249	PAYROLL ACCOUNTING	3
ACT 253	INDIVIDUAL INCOME TAX	3
	Total Credits	25

Business Essentials Certificate

Program

Management and Entrepreneurship

Degree Type

Short-Term Certificate

Location

All Locations

The Business Essentials Certificate provides students with a foundation in business principles and skills needed for today's workplace, particularly in the areas of management, marketing, accounting and business communication. Upon successful completion of the curriculum and a certification exam by the A*S*K* Institute, the student will be recognized and receive industry certification in Business Essentials.

Required Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
BUS 215/OAD 133	BUSINESS COMMUNICATION	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 285	PRINCIPLES OF MARKETING	3
	Total Credits	16

Entrepreneurship Certificate

Program

Management and Entrepreneurship

Degree Type

Short-Term Certificate

Location

All Locations

Required Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
ETP 266	ENTREPRENEURIAL FINANCE	3
ETP 267	INNOVATIONS AND CREATIVITY	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
BUS 285	PRINCIPLES OF MARKETING	3
	BUS Elective	3
	Total Credits	16

Retail Management Certificate

Program

Management and Entrepreneurship

Degree Type

Short-Term Certificate

Location

All Locations

The Retail Management Certificate provides students with the skills needed to get started or advance their career in the retail industry. Upon successful completion of the program, students will receive a nationally-recognized industry certification from the WAFC.

Required Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
BUS 175	RETAILING	3
BUS 189	HUMAN RELATIONSHIPS	3
BUS 215/OAD 133	BUSINESS COMMUNICATION	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 285	PRINCIPLES OF MARKETING	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
	Total Credits	25

Industrial Systems Technology

Hamilton & Sumiton Campuses

Manufacturing Engineering Technicians maintain, adjust, calibrate, and repair a wide variety of electronic, electromechanical, and hydraulic equipment used in manufacturing environments. Technicians use a wide variety of tools to conduct their work, including multi-meters, specialized software, and computers designed to communicate with specific pieces of hardware. If a machine is not functioning to its potential, the technician may have to adjust the mechanical or hydraulic components, or adjust the software to bring the equipment back into calibration.

NOTE: Check with an advisor for program and course location by campus.

Industrial Systems Technology Degrees and Certificates

Associate In Applied Science Degree

Program

Industrial Systems Technology

Degree Type

AAS Degree

Location

Hamilton & Sumiton Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Concentration Courses

Item #	Title	Credits
ETC 101	DC FUNDAMENTALS	3
ETC 102	AC FUNDAMENTALS	3
ETC 103	SOLID STATE FUNDAMENTALS	3
ETC 104	DIGITAL FUNDAMENTALS	3
ETC 108	MOTOR CONTROLS I	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
ELT 118	COMMERCIAL/INDUSTRIAL WIRING3	
ELT 192	PRACTICUM/INTERNSHIP/CO-OP	1
ELT 212	MOTOR CONTROL II	3
	ILT 108/IST 120	3
ILT 110	ADVANCED INDUSTRIAL PROCESS CONTROL TECHNOLOGY	3
ILT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
ILT 196	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
AUT 219	PLC Applicatoins	3
ADM 291	MSSC SAFETY COURSE	3

General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
MTH 116	MATHEMATICAL APPLICATIONS	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3
	Total Credits	65-66

Long-Term Certificate

Program

Industrial Systems Technology

Degree Type

Long-Term Certificate

Location

Hamilton & Sumiton Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Core Courses

Item #	Title	Credits
ETC 101	DC FUNDAMENTALS	3
ETC 102	AC FUNDAMENTALS	3
ETC 103	SOLID STATE FUNDAMENTALS	3
ETC 104	DIGITAL FUNDAMENTALS	3
MTH 116	MATHEMATICAL APPLICATIONS	3
ETC 108	MOTOR CONTROLS I	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
ELT 118	COMMERCIAL/INDUSTRIAL WIRING3	
ELT 192	PRACTICUM/INTERNSHIP/CO-OP	1
ENG 101	ENGLISH COMPOSITION I	3
	ILT 108/IST 120	3
ILT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
AUT 219	PLC Applicatoins	3
ADM 291	MSSC SAFETY COURSE	3
	Total Credits	47

Short-Term Certificate

Program

Industrial Systems Technology

Degree Type

Short-Term Certificate

Location

Hamilton & Sumiton Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Core Courses

Item #	Title	Credits
ETC 101	DC FUNDAMENTALS	3
ETC 102	AC FUNDAMENTALS	3
ETC 103	SOLID STATE FUNDAMENTALS	3
ETC 104	DIGITAL FUNDAMENTALS	3
ADM 291	MSSC SAFETY COURSE	3

Total Credits

16

Office Administration and Technology

Online

The purpose of this program is to prepare students with the knowledge and skills for entry into a variety of positions in today's fastpaced, business office environment. Office and Administrative Support Supervisors and Managers plan or supervise support staff to ensure that they can work efficiently. After allocating work assignments and issuing deadlines, office and administrative support supervisors and managers oversee the work to ensure that it is proceeding on schedule and meeting established quality standards. (Occupational Outlook Handbook).

Office Administration and Technology Degrees and Certificates

Associate In Applied Science Degree

Program

Office Administration and Technology

Degree Type

AAS Degree

Location

Online

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	Humanities/Fine Arts Elective	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3

Core Concentration Courses

OAD 101 will be required for students who do not have keyboarding fundamentals.

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
ETP 266	ENTREPRENEURIAL FINANCE	3
CIS 286	COMPUTERIZED MANAGEMENT INFO SYSTEMS (EXCEL)	3
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
OAD 126	Advanced Word Processing (Word)	3
	OAD 131 or ENG 102	3
OAD 133	BUSINESS COMMUNICATIONS	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 232	THE COMPUTERIZED OFFICE	3
MKT 223	CUSTOMER SERVICE	3

SELECT ONE OF THESE THREE OPTIONS

Office Administration Option (OFF)

Item #	Title	Credits
ACT 246	MICROCOMPUTER ACCOUNTING	3
ACT 249	PAYROLL ACCOUNTING	3
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
BUS 189	HUMAN RELATIONSHIPS	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3

Medical Office Administration Option (MOA)

Item #	Title	Credits
	ACT 246 or ACT 249	3
BUS 189	HUMAN RELATIONSHIPS	3
OAD 211	MEDICAL TERMINOLOGY	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Systems I Lab	1
HIT 232	Medical Coding Systems II	3
HIT 236	Medical Coding Systems II Lab	1

Legal Office Administration Option (LOA)

Item #	Title	Credits
	ACT 246 or ACT 249	3
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
OAD 201	Legal Terminology	3
OAD 203	LEGAL OFFICE PROCEDURES	3
BUS 189	HUMAN RELATIONSHIPS	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
	Total Credits	67-70

Long-Term Certificate

Program

Office Administration and Technology

Degree Type

Long-Term Certificate

Location

Online

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

General Studies Courses

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
	SPH 106 or SPH 107	3

Field of Study Courses

ACT 141 Fundamentals of Accounting Principles is recommended for students who do not have a basic knowledge of accounting.

OAD 101 will be required for students who do not have keyboarding fundamentals.

Item #	Title	Credits
	ACT 141 or BUS 241	3
MKT 223	CUSTOMER SERVICE	3
CIS 286	COMPUTERIZED MANAGEMENT INFO SYSTEMS (EXCEL)	3
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
BUS 215/OAD 133	BUSINESS COMMUNICATION	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 232	THE COMPUTERIZED OFFICE	3

Field of Study Electives

Select 9 credit hours from the following offerings.

Item #	Title	Credits
ACT 246	MICROCOMPUTER ACCOUNTING	3
ACT 249	PAYROLL ACCOUNTING	3
BUS 189	HUMAN RELATIONSHIPS	3
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
ETP 266	ENTREPRENEURIAL FINANCE	3
	OAD 131 or ENG 102	3
OAD 200	MACHINE TRANSCRIPTION	3
OAD 202	LEGAL TRANSCRIPTION	3
OAD 203	LEGAL OFFICE PROCEDURES	3
OAD 211	MEDICAL TERMINOLOGY	3
OAD 212	MEDICAL TRANSCRIPTION	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
	Total Credits	46

Office Administration Essentials

Program

Office Administration and Technology

Degree Type

Short-Term Certificate

Location

Online

This short-term certificate is being offered to be in alignment with other OAD Programs in the state of Alabama. This short-term certificate will allow students who want to specialize in Legal Office Administration the option to learn more about legal terminology and legal office procedures. Upon review of the short-term certificate curriculum, the following modifications will help ensure that students are best prepared to obtain employment in a legal office. Modifications: OAD 200 Machine Transcription and OAD 202 Legal Transcription courses were deleted at the state level. OAD 201 Legal Terminology, OAD 203 Legal Office Procedures, and BUS 276 Human Resource Management are added to the Certificate. CIS 146 Microcomputer Applications is deleted from the certificate, (as many of the same computer concepts are covered in OAD 125). OAD 133 Business Communication or OAD 131 Business English replaces English 101-102. Total number of credit hours is 28 hours.

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
CIS 286	COMPUTERIZED MANAGEMENT INFO SYSTEMS (EXCEL)	3
BUS 189	HUMAN RELATIONSHIPS	3
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
OAD 126	Advanced Word Processing (Word)	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 232	THE COMPUTERIZED OFFICE	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
OAD 133	BUSINESS COMMUNICATIONS	3
	Total Credits	28

Short-Term Legal Certificate

Program

Office Administration and Technology

Degree Type

Short-Term Certificate

Location

Online

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

OAD 101 will be required for students who do not have keyboarding fundamentals.

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
	OAD 131 or OAD 133	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
BUS 189	HUMAN RELATIONSHIPS	3
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
OAD 201	Legal Terminology	3
OAD 203	LEGAL OFFICE PROCEDURES	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
	Total Credits	28

Short-Term Medical Certificate

Program

Office Administration and Technology

Degree Type

Short-Term Certificate

Location

Online

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

OAD 101 will be required for students who do not have keyboarding fundamentals

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 211	MEDICAL TERMINOLOGY	3
CIS 146	Computer Applications	3
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Systems I Lab	1
HIT 232	Medical Coding Systems II	3
HIT 236	Medical Coding Systems II Lab	1
BUS 189	HUMAN RELATIONSHIPS	3
	Total Credits	27

Salon and Spa Management

Hamilton & Sumiton Campuses

The Salon and Spa Management program prepares cosmetologists, hairstylists, and other personal grooming specialists to manage beauty parlors, shops, and full-service or specialized salons and prepares for licensure as professional salon owners and operators. Includes instruction in cosmetic services marketing and retailing; advertising and promotion; salon management; the cosmetic and salon supply industries; hiring, supervision, and labor relations; applicable business and professional laws and regulations; professional standards and image; and customer service.

Salon and Spa Management Degrees and Certificates

Associate In Applied Science Degree - INSTRUCTOR TRAINING OPTION

Program

Salon and Spa Management

Degree Type

AAS Degree

Location

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

General Education Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	Humanities/Fine Arts Elective	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3
	SPH 106/107 or CIS 146	3

Field of Study Courses

Item #	Title	Credits
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
SAL 201	ENTREPRENEURSHIP FOR SALON AND SPA MANAGEMENT	3
CIT 211	TEACHING AND CURRICULUM DEVELOPMENT	3
CIT 212	TEACHER MENTORSHIP	3
CIT 213	COSMETOLOGY INSTRUCTOR CO-OP	3
CIT 214	LESSON PLAN METHODS AND DEVELOPMENT	3
CIT 221	LESSON PLAN IMPLEMENTATION	3
CIT 222	AUDIO VISUAL MATERIALS AND METHODS	3
CIT 223	AUDIO VISUAL MATERIALS AND METHODS APPLICATIONS	3
COS 125	CAREER AND PERSONAL DEVELOPMENT	3
COS 133	Salon Management Technology	3
COS 158	EMPLOYABILITY SKILLS	3
EMS 103	FIRST AID-CPR and AED	1
	Total Credits	56-57

Salon & Spa Management - Barbering

Program

Salon and Spa Management

Degree Type

AAS Degree

Location

The Salon and Spa Management program prepares Cosmetologists, Cosmetology Instructors, Barbers, Estheticians, Nail Technicians, and other personal grooming specialists to manage, operate, and if desired become entrepreneurs of their own full-service salons and spas. Prepares students for the Alabama Board of Cosmetology and Barbering State Board licensure for each discipline area. Includes instruction in cosmetic services, marketing, advertisement, retail, salon management/operation such as hiring, supervision, labor relations, professional laws and regulations, professional standards and image, and customer services, the cosmetic and salon supply industries.

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Core Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	Humanities/Fine Arts Elective	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3

Field of Study Courses

Item #	Title	Credits
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
SAL 201	ENTREPRENEURSHIP FOR SALON AND SPA MANAGEMENT	3
BAR 108	INTRODUCTION TO BARBERING	3
BAR 111	INTRODUCTION TO BARBERING LAB	3
BAR 112	SCIENCE OF BARBERING	3
BAR 113	FUNDAMENTALS OF BARBERING APPLICATIONS	3
BAR 143	STATE BOARD REVIEW	3

Electives - Choose 9 Courses (27 Credit Hours)

Item #	Title	Credits
BAR 109	BACTERIOLOGY AND SANITATION	3
BAR 110	ORIENTATION TO BARBERING	3
BAR 114	BARBER-STYLING LAB	3
BAR 115	CUTTING AND STYLING TECHNIQUES	3
BAR 120	PROPERTIES OF CHEMISTRY	3
BAR 121	CHEMICAL HAIR PROCESSING	3
BAR 122	HAIR COLORING CHEMISTRY	3
BAR 124	HAIR COLORING METHODOLOGY LAB	3
BAR 130	MARKETING AND BUSINESS MANAGEMENT	3
BAR 132	STYLING AND DESIGN	3
BAR 133	STYLING AND MANAGEMENT LAB	3
BAR 140	PRACTICUM I	2
	Total Credits	62-63

Salon and Spa Management

Program

Salon and Spa Management

Degree Type

AAS Degree

Location

Hamilton & Sumiton Campuses

The Salon and Spa Management program prepares Cosmetologists, Cosmetology Instructors, Barbers, Estheticians, Nail Technicians, and other personal grooming specialists to manage, operate, and if desired become entrepreneurs of their own full-service salons and spas. Prepares students for the Alabama Board of Cosmetology and Barbering State Board licensure for each discipline area. Includes instruction in cosmetic services, marketing, advertisement, retail, salon management/operation such as hiring, supervision, labor relations, professional laws and regulations, professional standards, and image, and customer services, the cosmetic and salon supply industries.

These options include: Option 1 - Cosmetology, Option 2 - Esthetics, Option 3 - Nail Technology

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

General Education

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	Humanities/Fine Arts Elective	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3

Field of Study Courses

Item #	Title	Credits
SAL 133	SALON MANAGEMENT TECHNOLOGY	3
SAL 201	ENTREPRENEURSHIP FOR SALON AND SPA MANAGEMENT	3
COS 111	INTRODUCTION TO COSMETOLOGY	3
COS 117	BASIC SPA TECHNIQUES	3
COS 118	BASIC SPA TECHNIQUES LAB	3
COS 119	BUSINESS OF COSMETOLOGY	3
COS 125	CAREER AND PERSONAL DEVELOPMENT	3

CHOOSE ONE OPTION

Cosmetology Option (COS)

Item #	Title	Credits
COS 112	INTRODUCTION TO COSMETOLOGY LAB	3
COS 113	THEORY OF CHEMICAL SERVICES	3
COS 114	CHEMICAL SERVICES LAB	3
COS 115	HAIR COLORING THEORY	3
COS 116	HAIR COLORING LAB	3
COS 123	COSMETOLOGY SALON PRACTICES	3
COS 137	HAIR SHAPING AND DESIGN THEORY	3
COS 145/COS 190/COS 191	COS 145/COS 190/COS 191	3
COS 167/C	State Board Review - Cosmetology	3

Esthetics Option (EST)

Item #	Title	Credits
COS 127	ESTHETICS THEORY	3
COS 134	ADVANCED ESTHETICS	3
COS 135	ADVANCED ESTHETICS APPLICATION	3
COS 163	FACIAL TREATMENTS	3
COS 164	FACIAL MACHINE	3
COS 165/COS 190/COS 191	COS 165/COS 190/COS 191	3
COS 166	SKIN CARE BACTERIOLOGY AND SANITATION	3
COS 169	SKIN FUNCTIONS	3
COS 167/E	State Board Review - Esthetics	3

Nail Technology Option (NLT)

Item #	Title	Credits
COS 150	Manicuring	3
COS 148	NAIL CARE THEORY	3
COS 149	NAIL ART THEORY	3
COS 152	NAIL CARE APPLICATIONS	3
COS 153	NAIL ART	3
COS 154	NAIL ART APPLICATIONS	3
COS 158	EMPLOYABILITY SKILLS	3
COS 151/COS 190/COS 191	COS 151/COS 190/COS 191	3
COS 167/N	State Board Review - Nail Technology	3
Total Credits		64-65

Cosmetology Short Term Certificate

Program

Salon and Spa Management

Degree Type

Short-Term Certificate

Location

Hamilton & Sumiton Campuses

Cosmetology is a program that generally prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. Includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations.

Item #	Title	Credits
COS 112	INTRODUCTION TO COSMETOLOGY LAB	3
COS 113	THEORY OF CHEMICAL SERVICES	3
COS 114	CHEMICAL SERVICES LAB	3
COS 115	HAIR COLORING THEORY	3
COS 116	HAIR COLORING LAB	3
COS 123	COSMETOLOGY SALON PRACTICES	3
COS 137	HAIR SHAPING AND DESIGN THEORY	3
COS 145	HAIR SHAPING LAB	3
ORI 107	STUDENT SURVIVAL SKILLS	1

CHOOSE ONE

Item #	Title	Credits
COS 190	INTERNSHIP IN COSMETOLOGY	3
COS 191	CO-OP	3
Total Credits		28

Nail Technology Short Term Certificate

Program

Salon and Spa Management

Degree Type

Short-Term Certificate

Location

Hamilton & Sumiton Campuses

Nail Technology focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

Item #	Title	Credits
COS 150	Manicuring	3
COS 148	NAIL CARE THEORY	3
COS 149	NAIL ART THEORY	3
COS 152	NAIL CARE APPLICATIONS	3
COS 153	NAIL ART	3
COS 154	NAIL ART APPLICATIONS	3
COS 158	EMPLOYABILITY SKILLS	3
COS 151	Nail Care	3
ORI 107	STUDENT SURVIVAL SKILLS	1

CHOOSE ONE

Item #	Title	Credits
COS 166	SKIN CARE BACTERIOLOGY AND SANITATION	3
COS 190	INTERNSHIP IN COSMETOLOGY	3
COS 191	CO-OP	3
Total Credits		28

Systems Information Technology

Fayette, Hamilton, & Sumiton Campuses

Information Technology has become an integral part of modern life. Among its most important functions is the efficient transmission of information and the storage and analysis of information. Computer user support specialists provide help and advice to computer users and organizations. Cyber security analysts plan and carry out security measures to protect an organization's computer networks and systems. Data scientists use specialized software to store, organize, and interpret data. Network administrators design and build data communications networks, including local area networks (LANs), wide area networks (WANs), and Intranets. Computer programmers write and test code that allows computer applications and software programs to function properly. Software developers are the creative minds behind computer programs who develop applications that allow users to complete tasks on their devices. Web developers design and create websites.

(Occupational Outlook Handbook)

NOTE: Check with an advisor for program and course location by campus.

Systems Information Technology Degrees and Certificates

Systems Information Technology AAS

Program

Systems Information Technology

Degree Type

AAS Degree

Location

Fayette, Hamilton, & Sumiton Campuses

General Education Requirements

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
ENG 101	ENGLISH COMPOSITION I	3
	SPH 106 or SPH 107	3
	MTH 116 or Higher	3
	History or Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3
	Natural Science/Math Elective	3-4

Field of Study Requirements

Item #	Title	Credits
CIS 134	IT Fundamentals	3-0
CIS 146	Computer Applications	3
CIS 147	ADVANCED MICRO APPLICATIONS	3
CIS 150	INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING	3
CIS 161	INTRODUCTION TO NETWORK COMMUNICATION	3
CIS 182	Help Desk Applications	3
CIS 199	Network Communications	3
CIS 207	INTRODUCTION TO WEB DEVELOPMENT	3
CIS 245	CYBER DEFENSE	3
CIS 246	ETHICAL HACKING	3
CIS 251	C++ PROGRAMMING	3
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3

Field of Study Electives

Choose TWO classes from the electives list below. It is recommended that students choose at least ONE security course and ONE Microsoft course. Students may also take an optional third class if desired.

Item #	Title	Credits
CIS 280	Network Security	3
CIS 282	COMPUTER FORENSICS	3
CIS 222	DATABASE MANAGEMENT SYSTEMS	3
CIS 286	COMPUTERIZED MANAGEMENT INFO SYSTEMS (EXCEL)	3
CIS 284	CIS INTERNSHIP	3
Total Credits		64-68

App Development with Swift STC

Program

Systems Information Technology

Degree Type

Short-Term Certificate

Location

Pickens County College and Career Center

The App Development with Swift Short-Term Certificate Program will provide students with the knowledge, fundamentals, and skills needed to develop apps for various types of Apple products using the Swift programming language. Students will learn how to build simple workflows and navigation hierarchies; write strings, functions, structures, collections, and loops to create programming code; design and create apps using the Xcode development environment to build and run projects using its iOS simulator; design and create graphics for app design; and design and architect projects for their own design. The curriculum was designed by Apple for students with no prior programming experience and is appropriate for students from many majors.

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
CIS 157	Introduction to App Development with Swift	3
CIS 220	App Development with Swift I	3
CIS 227	App Development with Swift II	3
Total Credits		10

Computer User Support STC

Program

Systems Information Technology

Degree Type

Short-Term Certificate

Information Systems Technology program is an Associate in Applied Science (AAS) degree including five, stackable Short Term or Micro-credentials to prepare students with the knowledge and skills that will offer pathways into a variety of positions in modern Information Technology. Systems Information Technology degree includes training in these FIVE critical industry areas.

General Education Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
CIS 134	IT Fundamentals	3-0
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3
Total Credits		10

Cyber Security STC

Program

Systems Information Technology

Degree Type

Short-Term Certificate

Information Systems Technology program is an Associate in Applied Science (AAS) degree including five, stackable Short Term or Micro-credentials to prepare students with the knowledge and skills that will offer pathways into a variety of positions in modern Information Technology. Systems Information Technology degree includes training in these FIVE critical industry areas.

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
CIS 245	CYBER DEFENSE	3
CIS 246	ETHICAL HACKING	3

Choose one of the following electives:

Item #	Title	Credits
CIS 280	Network Security	3
CIS 282	COMPUTER FORENSICS	3
Total Credits		10

Network Support STC

Program

Systems Information Technology

Degree Type

Short-Term Certificate

Information Systems Technology program is an Associate in Applied Science (AAS) degree including five, stackable Short Term or Micro-credentials to prepare students with the knowledge and skills that will offer pathways into a variety of positions in modern Information Technology. Systems Information Technology degree includes training in these FIVE critical industry areas.

General Education Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
CIS 161	INTRODUCTION TO NETWORK COMMUNICATION	3
CIS 182	Help Desk Applications	3
CIS 199	Network Communications	3
Total Credits		10

Programming Support STC

Program

Systems Information Technology

Degree Type

Short-Term Certificate

Information Systems Technology program is an Associate in Applied Science (AAS) degree including five, stackable Short Term or Micro-credentials to prepare students with the knowledge and skills that will offer pathways into a variety of positions in modern Information Technology. Systems Information Technology degree includes training in these FIVE critical industry areas.

General Education Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
CIS 150	INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING	3
CIS 207	INTRODUCTION TO WEB DEVELOPMENT	3
CIS 251	C++ PROGRAMMING	3
Total Credits		10

Windows Support STC

Program

Systems Information Technology

Degree Type

Short-Term Certificate

Information Systems Technology program is an Associate in Applied Science (AAS) degree including five, stackable Short Term or Micro-credentials to prepare students with

the knowledge and skills that will offer pathways into a variety of positions in modern Information Technology. Systems Information Technology degree includes training in these FIVE critical industry areas.

General Education Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
CIS 146	Computer Applications	3
CIS 147	ADVANCED MICRO APPLICATIONS	3

Choose one of the following electives:

Item #	Title	Credits
CIS 222	DATABASE MANAGEMENT SYSTEMS	3
CIS 286	COMPUTERIZED MANAGEMENT INFO SYSTEMS (EXCEL)	3
Total Credits		10

Truck Driver Training

Sumiton Campus

The truck driver training program provides basic entry-level driving skills relating to the safe operation techniques of commercial motor vehicles and other related regulations. Upon successful completion of the program, the student may be able to obtain a Commercial Driver's License (CDL) necessary to operate a tractor-trailer unit. Students should also be conversant with the rules and regulations pertaining to the trucking industry once the program is completed.

(Occupational Outlook Handbook)

NOTE: Check with an advisor for program and course location by campus.

Truck Driver Training Degrees and Certificates

Short-Term Certificate

Program

Truck Driver Training
Degree Type
 Short-Term Certificate

Location
 Sumiton Campus

Field of Study Courses

Item #	Title	Credits
TRK 111	BASIC VEHICLE OPERATION	4
TRK 112	SAFE OPERATING PRACTICES	3
TRK 113	NON-VEHICLE ACTIVITIES	2
Total Credits		9

Urban Forestry Technician

Urban Forestry Technician Degrees and Certificates

Urban Forestry Technician

Program
 Urban Forestry Technician
Degree Type
 Short-Term Certificate

The Urban Forestry Technician Short term Certificate trains students for the position of forest technician offering multiple certifications to work in the forestry industry. The technician is an employee who works under the direction of a professional forester and will undertake the fieldwork that is necessary to manage the forest. The students will learn key principles and strategies for managing vegetation in all utility Right of Ways and special attention will be placed on the electrical line clearance industry. Students will learn basic concepts, such as, permits, licenses and insurance, how to identify types of m, the method to manage pests, and the ability to identify proper pesticide used in pest management. This program offers an overview of equipment use and protocols to safely perform job duties in careers with Urban Forestry, including, safety laws and regulations (OSHA), personal protective equipment (PPE), communication, first aid, electrical hazards, tree removal, equipment safety.

Upon successful completion of this program student should be prepared to sit for the following certifications:

Integrated Pest Management, Ornamental and Turf Pest Control, Right of Way Pest Management, Urban Forestry, OSHA 10, CPR.

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
FOR 195	Utility Vegetation Management	3
FOR 197	Urban Forestry	3
FOR 198	Integrated Pest Management	3
FOR 199	Equipment Use and Safety	3
Total Credits		13

Vehicle Technology and Repair

Hamilton & Sumiton Campuses (Diesel Technician Options Sumiton Campus)

The Vehicle Technology and Repair Program (VTR) will prepare technicians for employment in new vehicle dealerships, independent repair establishments, auto body repair shops, fleet service centers, and rental organizations. Students will be educated to work on current model vehicles in this comprehensive, ASE Education Foundation accredited, Automotive Service Excellence (ASE) based training program. Through classroom and lab activities, students will gain the knowledge and experience necessary to obtain an Associate in Applied Science degree and to pursue employment in vehicle repair industries.

Vehicle Technology and Repair Degrees and Certificates

Associate in Applied Science Degree

Program
 Vehicle Technology and Repair
Degree Type
 AAS Degree
Location
 Hamilton & Sumiton Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
VTR 112	ELECTRICAL FUNDAMENTALS	3
VTR 133	HEATING AND AIR CONDITIONING	3

General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3

AUTOMOTIVE SERVICE EXCELLENCE OPTION (VT1)

Select one of VT1 or VT3 options.

Item #	Title	Credits
ASE/AUM 101	FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY	3
ASE/AUM 121	BRAKING SYSTEMS	3
ASE/AUM 122	SUSPENSION AND STEERING	3
ASE/AUM 124	AUTOMOTIVE ENGINES	3
ASE/AUM 130	DRIVE TRAIN & AXLES	3
ASE/AUM 162	ELECTRICAL AND ELECTRONIC SYSTEMS	3
ASE/AUM 212	ADVANCED ELECTRICAL & ELECTRONIC SYSTEMS	3
ASE/AUM 220	ADVANCED AUTOMOTIVE ENGINES	3
ASE/AUM 224	MANUAL TRANSMISSION & TRANSAXLE	3
ASE/AUM 230	AUTO TRANSMISSION & TRANSAXLE	3
ASE/AUM 239	ENGINE PERFORMANCE	3
ASE/AUM 244	ENGINE PERFORMANCE AND DIAGNOSTICS	3
ASE/AUM 221	Light Diesel	3
ASE/AUM 263	Hybrid & Electric Vehicles	3

DIESEL TECHNICIAN OPTION (VT3)

Sumiton Campus

Select one of VT1 or VT3 options.

Item #	Title	Credits
DEM 104	BASIC ENGINES	3
DEM 105	PREVENTIVE MAINTENANCE	3
DEM 111	EQUIPMENT SAFETY AND MECHANICAL FUNDAMENTALS	3
DEM 117	DIESEL AND GAS TUNE-UP	3
DEM 122	HEAVY VEHICLE BRAKES	3
DEM 123	PNEUMATIC AND HYDRAULICS	3
DEM 124	ELECTRONIC ENGINE SYSTEMS	3
DEM 125	HEAVY VEHICLE DRIVE TRAINS	3
DEM 126	ADVANCED ENGINE ANALYSIS	3
DEM 127	FUEL SYSTEMS	3
DEM 134	COMPUTER CONTROLLED ENGINE AND POWER TRAIN SYSTEMS	3
DEM 135	HEAVY VEHICLE STEERING AND SUSPENSION	3
DEM 180	SPECIAL PROJECTS IN COMMERCIAL VEHICLES	3
DEM 191	Special Projects in Diesel Mechanics	3
	Total Credits	61-68

Long-Term Certificate

Program

Vehicle Technology and Repair

Degree Type

Long-Term Certificate

Location

Hamilton & Sumiton Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
VTR 112	ELECTRICAL FUNDAMENTALS	3
VTR 133	HEATING AND AIR CONDITIONING	3

Choose one of the following options (VT1 or VT3)

AUTOMOTIVE SERVICE EXCELLENCE OPTION (VT1)

Choose nine courses (27 credits required)

Item #	Title	Credits
ASE/AUM 101	FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY	3
ASE/AUM 121	BRAKING SYSTEMS	3
ASE/AUM 122	SUSPENSION AND STEERING	3
ASE/AUM 124	AUTOMOTIVE ENGINES	3
ASE/AUM 130	DRIVE TRAIN & AXLES	3
ASE/AUM 162	ELECTRICAL AND ELECTRONIC SYSTEMS	3
ASE/AUM 212	ADVANCED ELECTRICAL & ELECTRONIC SYSTEMS	3
ASE/AUM 220	ADVANCED AUTOMOTIVE ENGINES	3
ASE/AUM 224	MANUAL TRANSMISSION & TRANSAXLE	3
ASE/AUM 230	AUTO TRANSMISSION & TRANSAXLE	3
ASE/AUM 239	ENGINE PERFORMANCE	3
ASE/AUM 244	ENGINE PERFORMANCE AND DIAGNOSTICS	3
ASE/AUM 246	AUTOMOTIVE EMISSIONS	3
ASE/AUM 221	Light Diesel	3
ASE/AUM 263	Hybrid & Electric Vehicles	3

DIESEL TECHNICIAN OPTION (VT3)

Choose nine courses (27 credits required)

Item #	Title	Credits
DEM 104	BASIC ENGINES	3
DEM 105	PREVENTIVE MAINTENANCE	3
DEM 111	EQUIPMENT SAFETY AND MECHANICAL FUNDAMENTALS	3
DEM 117	DIESEL AND GAS TUNE-UP	3
DEM 122	HEAVY VEHICLE BRAKES	3
DEM 123	PNEUMATIC AND HYDRAULICS	3
DEM 124	ELECTRONIC ENGINE SYSTEMS	3
DEM 125	HEAVY VEHICLE DRIVE TRAINS	3
DEM 126	ADVANCED ENGINE ANALYSIS	3
DEM 127	FUEL SYSTEMS	3
DEM 134	COMPUTER CONTROLLED ENGINE AND POWER TRAIN SYSTEMS	3
DEM 180	SPECIAL PROJECTS IN COMMERCIAL VEHICLES	3
DEM 191	Special Projects in Diesel Mechanics	3

General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
	Total Credits	40

Short-Term Certificate

Program

Vehicle Technology and Repair

Degree Type

Short-Term Certificate

Location

Hamilton & Sumiton Campuses

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

AUTOMOTIVE SERVICE EXCELLENCE OPTION (V12)

Select one of these options.

Item #	Title	Credits
VTR 112	ELECTRICAL FUNDAMENTALS	3
	ASE Elective	3
	ASE Elective	3
VTR 133	HEATING AND AIR CONDITIONING	3

DIESEL TECHNICIAN OPTION (V3D)

Select one of these options.

Item #	Title	Credits
VTR 112	ELECTRICAL FUNDAMENTALS	3
	DEM Elective	3
	DEM Elective	3
VTR 133	HEATING AND AIR CONDITIONING	3
	Total Credits	13

Welding Technology

Fayette, Hamilton, Jasper, & Sumiton Campuses

Welding is a fabrication process that joins materials. The process occurs by melting work pieces and adding a filler to form a pool of molten material that cools to become a

strong joint. Beville State's welding curriculum provides students with the opportunity to acquire the skills, knowledge, and experience necessary for a career in this rapidly growing field. Emphasis on the technical aspects of welding are included in the course and specialized classes include blueprint reading, fabrication, welding inspection and testing, and cutting. Students may become AWS certified welders upon program completion.

NOTE: Check with an advisor for program and course location by campus.

Welding Technology Degrees and Certificates

Welding Technology

Program

Welding Technology

Degree Type

AAS Degree

Location

All Locations

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
WDT 108	SMAW FILLET/OFC	3
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
WDT 157	CONSUMABLE WELDING PROCESSES	3
WDT 218	CERTIFICATION	3
WDT 229	BOILER TUBE	3
WDT 257	SMAW CARBON PIPE LAB	3
WDT 258	CERTIFICATION LAB	3
WDT 110	INDUSTRIAL BLUE PRINT READING	3

Field of Study Electives

Choose one of the following.

Item #	Title	Credits
DDT 104	BASIC COMPUTER AIDED DRAFTING AND DESIGN	3
WKO 110	NCCER CORE	3
WDT 221	PIPEFITTING AND FABRICATION	3
WDT 160	ROBOTICS LAB I	3
ILT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3

General Education Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	Humanities/Fine Arts Elective	3
	MTH 116 or Higher	3
	History or Social/Behavioral Science Elective	3
	Natural Science/Math Elective	3-4
	Total Credits	61-62

Welding Technology Long-Term Certificate

Program

Welding Technology

Degree Type

Long-Term Certificate

Location

All Locations

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
WDT 108	SMAW FILLET/OFC	3
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
WDT 157	CONSUMABLE WELDING PROCESSES	3
WDT 218	CERTIFICATION	3
WDT 229	BOILER TUBE	3
WDT 257	SMAW CARBON PIPE LAB	3
WDT 258	CERTIFICATION LAB	3

Additional Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
WDT 110	INDUSTRIAL BLUE PRINT READING	3
	Total Credits	49

GMAW/FCAW Welding Certificate

Program

Welding Technology

Degree Type

Short-Term Certificate

Location

All Locations

Visit the [Welding Technology \(WDT\) homepage](#) for program description.

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
WDT 157	CONSUMABLE WELDING PROCESSES	3
	Total Credits	16

Pipe Welding Certificate

Program

Welding Technology

Degree Type

Short-Term Certificate

Location

All Locations

Visit the [Welding Technology \(WDT\) homepage](#) for program description.

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
WDT 218	CERTIFICATION	3
WDT 229	BOILER TUBE	3
WDT 257	SMAW CARBON PIPE LAB	3
WDT 258	CERTIFICATION LAB	3
	Total Credits	13

SMAW Welding Technology Short-Term Certificate

Program

Welding Technology

Degree Type

Short-Term Certificate

Location

All Locations

Visit the [Welding Technology \(WDT\) homepage](#) for program description.

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
WDT 108	SMAW FILLET/OFC	3
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
	Total Credits	13

STC Fitting

Program

Welding Technology

Degree Type

Short-Term Certificate

Location

Pickens County College and Career Center

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
PFT 101	Introduction to Pipefitting	3
PFT 105	Introduction to Pipefitting Blueprints	3
PFT 107	Threaded Pipe and Socket Weld Pipe Fabrication	3
PFT 109	Butt Weld Pipe Fitting and Pipe Rigging	3
	Total Credits	13

Welding for Fitting

Program

Welding Technology

Degree Type

Short-Term Certificate

Location

All Locations

Welding is the most common way of permanently joining metal parts and elders learn the characteristics and properties, such as melting points of steel, aluminum, and other commonly used metals. Persons interested in

becoming welding technicians should possess basic skills in vocational math and reading. Good hand-eye coordination and a desire to learn are also important in this field.

The majority of graduates from the Bevill State Welding Technology Program move into the field as technicians with particular areas of expertise. Among the various occupations our graduates are qualified to seek are welders in various occupational fields, welder's helpers, flame cutters, and pipe welders.

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
WDT 108	SMAW FILLET/OFC	3
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 110	INDUSTRIAL BLUE PRINT READING	3
	Total Credits	13

Course Descriptions

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.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

ACR 112: HVAC/R 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

Lecture Hours 1

Lab Hours 4

ACR 113: REFRIGERATION PIPING PRACTICES

This 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.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

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

Lecture Hours 1

Lab Hours 4

ACR 120: FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS

This course covers the fundamentals of electric furnace systems. Emphasis is placed on components, general service procedures and basic installation. Upon completion, students should be able to install and service electric furnaces, heat pumps, and solar and hydronics systems.

Credits 3

Lecture Hours 1

Lab Hours 4

ACR 121: PRINCIPLES OF ELECTRICITY FOR HVAC/R

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 HVAC/R circuits and circuit components.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

ACR 122: HVAC/R ELECTRICAL CIRCUITS

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, students should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

ACR 123: HVAC/R ELECTRICAL COMPONENTS

This course introduces students to electrical components and controls. Emphasis is placed on 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.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

ACR 126: COMMERCIAL HEATING SYSTEMS

This course covers the theory and application of larger heating systems. Emphasis is placed on larger heating systems associated with commercial applications such as gas heaters, boilers, unit heaters and duct heaters. Upon completion, students should be able to troubleshoot and perform general maintenance on commercial heating systems.

Credits 3

Lecture Hours 1

Lab Hours 4

ACR 127: HVAC/R ELECTRIC MOTORS

This course covers the basic maintenance of electric motors used in HVAC/R systems. Topics include types of motors, motor operations, motor installation and troubleshooting motors. Upon completion, students should be able to install and service HVAC/R electric motors.

Credits 3

Lecture Hours 1

Lab Hours 4

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

Lecture Hours 3

Lab Hours 0

ACR 132: RESIDENTIAL AIR CONDITIONING

This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students should be able to service and repair residential air conditioning systems.

Credits 3

Lecture Hours 1

Lab Hours 4

ACR 133: DOMESTIC REFRIGERATION

This course covers domestic refrigerators and freezers. Emphasis is placed on installation, removal, and maintenance of components. Upon completion, students should be able to service and adjust domestic refrigeration units.

Credits 3

Lecture Hours 1

Lab Hours 4

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

Lecture Hours 1

Lab Hours 4

ACR 135: MECHANICAL/GAS/SAFETY CODES

This course is to enhance the student knowledge of the International Fuel Gas Code and International Mechanical Code as well as fire and job safety requirements. Emphasis is placed on code book content and compliance with installation requirements. Upon completion, students should be able to apply code requirements to all work.

Credits 3

Lecture Hours 3

Lab Hours 0

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
Lecture Hours 3
Lab Hours 0

ACR 147: REFRIGERATION TRANSITION & RECOVERY THEORY

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certifications. Upon completion, students should be prepared to take the EPA 608 certification examination.

Credits 3
Lecture Hours 3
Lab Hours 0

ACR 148: HEAT PUMPS 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
Lecture Hours 1
Lab Hours 4

ACR 153: FUNDAMENTALS OF PROPANE SYSTEMS

The purpose of this course is to provide current information, practices, and procedures to educate HVAC and plumbing students on how to design, install, test and operate propane-based HVAC and plumbing systems in a safe and efficient manner.

Credits 3
Lecture Hours 1
Lab Hours 4

ACR 192: HVAC Apprenticeship/ Internship

Credits 3

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
Lecture Hours 3
Lab Hours 0

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
Lecture Hours 1
Lab Hours 4

ACR 209: COMMERCIAL AIR CONDITIONING SYSTEMS

This course focuses on servicing and maintaining commercial and residential HVAC/R systems. Topics include system component installation and removal and service techniques. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial and residential HVAC/R systems.

Credits 3
Lecture Hours 1
Lab Hours 4

ACR 210: TROUBLESHOOTING HVAC/R SYSTEMS

This course provides instruction in the use of various meters and gauges used in the HVAC/R industry. Emphasis is placed on general service procedures, system diagnosis, corrective measure, methods of leak detection, system evacuation, charging, and performance checks. Upon completion, students should be able to perform basic troubleshooting of HVAC/R systems.

Credits 3
Lecture Hours 1
Lab Hours 4

ACT 141: BASIC ACCOUNTING PRINCIPLES

This course provides a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is on financial accounting, including the accounting cycle, and financial statement preparation and analysis. Upon completion of this course, the student will be able to apply basic accounting principles and practices used by service and merchandising enterprises.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

ACT 246: MICROCOMPUTER ACCOUNTING

This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion of this course, the student will be able to use software programs for financial accounting applications.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

ACT 141 or BUS 241

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.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

ACT 141 OR BUS 241

ACT 253: INDIVIDUAL INCOME TAX

This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemptions, capital gains/losses, depreciation and tax credits. Upon completion of this course the student will be able to apply the fundamentals of the federal income tax laws affecting the individual.

Credits 3

Lecture Hours 3

Lab Hours 0

ADM 101: PRECISION MEASUREMENT

This course covers the use of precision measurement instruments utilized in inspection. In addition, basic blueprint 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 reverse engineering techniques.

Credits 3

Lecture Hours 2

Lab Hours 2

Prerequisites

DDT 104 OR DDT 111

ADM 116: INTRODUCTION TO CATIA

Introduction to parametric, three-dimensional modeling using CATIA (v5 or 6). Focus on how to navigate within this software, how to create three-dimensional solid models using industry best practices, and then how to create and manipulate assemblies made from these parts. Learn the processes of designing models with CATIA from conceptual sketching, through to solid modeling, assembly design, and drawing production. Upon completion of this course you will have acquired the skills to confidently work with CATIA. Gain an understanding of the parametric design philosophy of CATIA in this extensive hands-on course. It is expected that all new users of CATIA will require this course.

Credits 3

Lecture Hours 3

Lab Hours 0

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 student progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

Credits 1

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 student progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

Credits 1

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 student progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

Credits 1

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

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 student progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

Credits 1

ADM 162: ADDITIVE MANUFACTURING PROCESS-POLYMERS

This course focuses on basic principles and methodology of different types of polymers and processes created with the Additive Manufacturing (AM) process. Comparison of selecting the best type of polymer for production will be discussed. Students receive proper instruction on safety operations, setup and routine maintenance and production on the AM systems. Students learn the various types of polymer AM systems; i.e. Fused Deposition Manufacturing (FDM), PolyJet, and SLA. Students also learn the software used for each AM system. Upon completion, students will be able to describe the different types of polymers available for the AM process including but not limited to ABS, PC, PC-ABS, ULT, PPSF, and Nylon and explain what the benefits are of basic AM. They should be able to demonstrate how to take a “part” from start to finish on the AM system and be able to select the best process for the type of product being produced.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

DDT 144 (or co-requisite)

ADM 212: INTERMEDIATE CATIA

This course explores the techniques for using CATIA v5/6 to produce working level of engineering drawings. Detail and assembly drawings are created with attention focused on proper views, text, dimensions, tolerances, bills of material, borders, and title blocks. Weldments, flat patterns, and other special practices are also examined.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

ADM 116

ADM 261: REVERSE ENGINEERING

During this course students learn the process of quality control inspection of parts and uses of reverse engineering processes employing 3-D printing, scanning, and Coordinate Measuring Machine (CMM technologies). Emphasis is on using applicable software to produce 3-D models or converting scanned images into 3-D models; using CMM for parts inspection and generating points cloud for 3-D modeling; interfacing generated models with reverse engineering methods.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

DDT 104 OR DDT 111

ADM 291: MSSC SAFETY COURSE

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include:

- Work in a safe and productive manufacturing workplace
- Perform safety and environmental inspections
- Perform emergency drills and participate in emergency teams
- Identify unsafe conditions and take corrective action
- Provide safety orientation for all employees
- Train personnel to use equipment safely
- Suggest process and procedures that support safety of work environment
- Fulfill safety and health requirements for maintenance, installation, and repair
- Monitor safe equipment and operator performance
- Utilize effective, safety-enhancing workplace practices

This course is equivalent to AUT 102 and WKO 131.

Students completing this course will receive an MSSC Certificate in Safety. Students completing courses ADM 291, 292, 293 and 294 will receive the Certified Production Technician credential.

Credits 3

ADM 292: MSSC QUALITY PRACTICES AND MEASUREMENT COURSE

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include:

- Participate in periodic internal quality audit activities
- Check calibration of gages and other data collection equipment
- Suggest continuous improvements
- Inspect materials and product/process at all stages to ensure they meet specifications
- Document the results of quality problems
- Communicate quality problems
- Take corrective actions to restore or maintain quality
- Record process outcomes and trends
- Identify fundamentals of blueprint reading
- Use common measurement systems and precision measurement tools

This course is equivalent to ADM 106 and WKO 132.

Students completing this course will receive an MSSC Certificate in quality practices and measurement. Students completing courses ADM 291, 292, 293 and 294 will receive the Certified Production Technician credential.

Credits 3

Prerequisite Courses

[ADM 291](#)

ADM 293: MSSC MANUFACTURING PROCESSES AND PRODUCTION COURSE

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Topics covered include

- Identify customer needs
- Determine resources available for the production process
- Set up equipment for the production process
- Set team production goals
- Make job assignments
- Coordinate work flow with team members and other work groups
- Communicate production and material requirements and product specifications
- Perform and monitor the process to make the product
- Document product and process compliance with customer requirements
- Prepare final product for shipping or distribution

This course is equivalent to AUT 144 and WKO 133.

Students completing this course will receive an MSSC certificate in manufacturing processes and production. Students completing courses ADM 291, 292, 293 and 294 will receive the Certified Production Technician credential.

Credits 3

Lecture Hours 3

Prerequisite Courses

[ADM 291](#)

ADM 294: MSSC MAINTENANCE AWARENESS COURSE

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include

- Prepare preventative maintenance and routine repair
- Monitor indicators to ensure correct operations
- Perform all housekeeping to maintain production schedule
- Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
 - electrical systems;
 - pneumatic systems
 - hydraulic systems;
 - machine automation systems
 - lubrication systems
 - bearings and couplings

This course is equivalent to MET 220 and WKO 134.

Students completing this course will receive an MSSC certificate in maintenance awareness. Students completing courses ADM 291, 292, 293 and 294 will receive the Certified Production Technician credential.

Credits 3

Lecture Hours 3

Prerequisite Courses

[ADM 291](#)

AET 191: BUILDING INFORMATION MODELING (BIM)

The purpose of this course is to introduce the student to Building Information Modeling (BIM). The course will provide the student with tools and techniques used to transform 2d drawings into 3d models using Building Information Modeling software. Emphasis will be placed on increasing the students' understanding of a design, bid, build construction project by creating or simulating construction process virtually.

Credits 3

Lecture Hours 2

Lab Hours 2

ANT 200: INTRODUCTION TO ANTHROPOLOGY

This course is a survey of physical, social, and cultural development and behavior of human beings.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

ANT 210: PHYSICAL ANTHROPOLOGY

This course is a study of the human evolution based upon fossil and archaeological records as well as analysis of the variation and distribution of contemporary human populations.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

ANT 220: CULTURAL ANTHROPOLOGY

This course is the application of the concept of culture to study of both primitive and modern society.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

ANT 200

ANT 230: INTRODUCTION TO ARCHEOLOGY

This course is an introduction to archeological excavation techniques and post excavation laboratory procedures.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

ART 100: ART APPRECIATION

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art, the materials used, and have a basic overview of the history of art.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

ART 103: INTRODUCTION TO ART I

This course is designed as an introduction to the basic fundamentals of art. Emphasis is placed on personal expression and an understanding of the various art media. Upon completion, students should be able to express creative ideas visually and become more aware of media and how it effects communication.

Credits 3

Lecture Hours 0

Lab Hours 6

ART 104: INTRODUCTION TO ART II

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

Credits 3

Lecture Hours 0

Lab Hours 6

Prerequisites

ART 103

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

Lecture Hours 0

Lab Hours 6

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

Lecture Hours 0

Lab Hours 6

Prerequisites

ART 113

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

Lecture Hours 0

Lab Hours 6

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

Lecture Hours 0

Lab Hours 6

Prerequisites

ART 133

ART 173: PHOTOGRAPHY I

This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have a knowledge of composition and history.

Credits 3

Lecture Hours 0

Lab Hours 6

ART 174: PHOTOGRAPHY II

This course advances the students' technical and aesthetic knowledge of photography beyond the introductory level. Emphasis is placed on photographic composition and darkroom techniques as a means of communication. Upon completion, students should demonstrate through the photographic process his/her creative and communication skills.

Credits 3

Lecture Hours 0

Lab Hours 6

Prerequisites

ART 173

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

ART 204: ART HISTORY II

This course covers the chronological and global development of different forms of visual art, such as sculpture, painting, and architecture. Emphasis is placed on art history from the Renaissance to the present.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

ART 231: WATERCOLOR PAINTING I

This course introduces materials and techniques appropriate to painting on paper with water-based medium. Emphasis is placed on developing the technical skills and the expressive qualities of watercolor painting. Upon completion, students should be able to demonstrate a basic proficiency in handling the techniques of watercolor and how it can be used for personal expression.

Credits 3

Lecture Hours 0

Lab Hours 6

Prerequisites

ART 113 or advisor approval.

ART 232: WATERCOLOR II

This course advances the skills and techniques of painting on paper using water based medium. Emphasis is placed on exploring the creative uses of watercolor and developing professional skills. Upon completion, students should demonstrate and compile a body of original paintings that reflect a personal awareness of the media's potential.

Credits 3

Lecture Hours 0

Lab Hours 6

Prerequisites

ART 231

ART 233: PAINTING I

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting.

Credits 3

Lecture Hours 0

Lab Hours 6

Prerequisites

ART 113 or advisor approval.

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

Lecture Hours 0

Lab Hours 6

Prerequisites

ART 233

ART 291: SUPERVISED STUDY IN STUDIO ART I

This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the advisor. Upon completion, the student should have a greater expertise in a particular area of art.

Credits 4

Lecture Hours 2

Lab Hours 8

Prerequisites

Advisor approval.

ASE/AUM 101: FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY

This course provides basic instruction in Fundamentals of Automotive Technology. This is a CORE course and supports CIP code 15.0803 and 47.0604.

Credits 3

Lecture Hours 1

Lab Hours 4

ASE/AUM 121: BRAKING SYSTEMS

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes.

Credits 3

Lecture Hours 1

Lab Hours 4

ASE/AUM 122: SUSPENSION AND STEERING

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension.

Credits 3

Lecture Hours 1

Lab Hours 4

ASE/AUM 124: AUTOMOTIVE ENGINES

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. This is a CORE course and supports CIP code 47.0604 and 15.0803.

Credits 3

Lecture Hours 1

Lab Hours 4

ASE/AUM 130: DRIVE TRAIN & AXLES

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability. ABR 223 Automotive Mechanical Components is a suitable substitute for this course. This is a CORE course.

Credits 3

Lecture Hours 1

Lab Hours 4

ASE/AUM 162: ELECTRICAL AND ELECTRONIC SYSTEMS

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. This is a CORE course.

Credits 3

Lecture Hours 1

Lab Hours 4

ASE/AUM 212: ADVANCED ELECTRICAL & ELECTRONIC SYSTEMS

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.

Credits 3

Lecture Hours 1

Lab Hours 4

ASE/AUM 220: ADVANCED AUTOMOTIVE ENGINES

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals. This course supports CIP code 47.0604 and 15.0803.

Credits 3

Lecture Hours 1

Lab Hours 4

ASE/AUM 221: Light Diesel

This course will introduce students to basic light diesel fundamentals, operation, diagnosis, and repair. Emphasis is placed on design, maintenance, fuel systems, computer control, and interrelated systems.

Credits 3

Lecture Hours 1

Lab Hours 4

ASE/AUM 224: MANUAL TRANSMISSION & TRANSAXLE

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability. This course supports CIP codes 15.0803 and 47.0604.

Credits 3

Lecture Hours 1

Lab Hours 4

ASE/AUM 230: AUTO TRANSMISSION & TRANSAXLE

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and powerflow of automatic transmissions and repairing or replacing internal and external components. This is a CORE course and supports CIP Code 15.0803 and 47.0604.

Credits 3
Lecture Hours 1
Lab Hours 4

ASE/AUM 239: ENGINE PERFORMANCE

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. This is a CORE course and supports CIP code 15.0803 and 47.0604.

Credits 3
Lecture Hours 1
Lab Hours 4

ASE/AUM 244: ENGINE PERFORMANCE AND DIAGNOSTICS

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and driveability. This is a CORE course and supports CIP Code 15.0803 and 47.0604.

Credits 3
Lecture Hours 1
Lab Hours 4

ASE/AUM 246: AUTOMOTIVE EMISSIONS

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. This course supports CIP code 15.0803 and 47.0604.

Credits 3
Lecture Hours 1
Lab Hours 4

ASE/AUM 263: Hybrid & Electric Vehicles

This course is designed to measure a technician's knowledge of the skills needed to diagnose both high and low voltage electrical/electronic problems, as well as other supporting system problems on hybrid/electric vehicles.

Credits 3
Lecture Hours 1
Lab Hours 4

ASE/AUM 281: SPECIAL TOPICS

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

Credits 3
Lecture Hours 0
Lab Hours 6

AST 200: OBSERVATIONAL ASTRONOMY

This is a laboratory course which introduces the student to the techniques of astronomical observation. Evening laboratory work will be required.

Credits 2
Lecture Hours 0
Lab Hours 4

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
Lecture Hours 3
Lab Hours 2
Course Tags

CORE

AUT 100: INTRODUCTION TO AUTOMOTIVE CONCEPTS

An introduction to automotive manufacturing concepts is the focus of this course. This course reviews the history of automotive manufacturing and discusses the automotive manufacturing processes for various automotive assembly and sub-assembly plants. It outlines the historical development of automotive manufacturing in Alabama. Finally, the electro-mechanical systems and body components of a typical vehicle will be examined.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

AUT 102: MANUFACTURING FUNDAMENTALS

This course will introduce students to manufacturing fundamentals. It introduces various tools and techniques typically used in Lean manufacturing. It also will provide Occupational Safety and Health Administration (OSHA) certification instruction. OSHA standards will include electrical, Lock Out/Tag Out, hazardous communications, personal protective equipment, machine guarding, and walking and working surfaces.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

AUT 104: BLUEPRINT READING FOR MANUFACTURING

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the manufacturing and industrial trade areas. Topics include multi-view projection, pictorial drawings, dimensions and notes, lines and symbols, tolerances, industrial applications, scales and quality requirements. Upon completion, students should be able to interpret blueprint drawings used in the manufacturing and industrial trades. This course may be tailored to meet specific local industry needs.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

AUT 110: DC FUNDAMENTALS

This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, resistance, electrical sources, POWER, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits, analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities.

Credits 3

Lecture Hours 1

Lab Hours 2

Course Tags

CORE

AUT 111: AC FUNDAMENTALS

This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands-on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC circuits, impedance, phase relationships, and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

Credits 3

Lecture Hours 1

Lab Hours 2

AUT 114: INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

Credits 3

Lecture Hours 2

Lab Hours 3

Course Tags

CORE

AUT 116: INTRODUCTION TO ROBOTICS

This course provides instruction in concepts and theories for the operation of robotic servomotors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper trouble shooting, and ability to perform preventative maintenance.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

AUT 117: AC/DC MACHINES

This course covers the theory and operation of DC motors; single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, writing diagrams, starting devices, and practical application in the lab. This course is also taught as ELT 117.

Credits 3

Lecture Hours 1

Lab Hours 4

AUT 130: FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.

Credits 3

Lecture Hours 2

Lab Hours 3

AUT 139: INTRO TO ROBOTIC PROGRAMMING

Credits 3

AUT 219: PLC Applications

This course introduces advanced PLC programming techniques. Topics include tags, parallel processing, program optimization, and advanced math instructions. Emphasis is placed on optimizing PLC functions. Upon completion students will be able utilize advanced instructions to control PLC functions.

Credits 3

Lecture Hours 2

Lab Hours 3

AUT 219: PLC Applicatoins

This course introduces advanced PLC programming techniques. Topics include tags, parallel processing, program customization, and advanced math instructions. Emphasis is placed on optimizing PLC functions. Upon completion students will be able to utilize advanced instructions to control PLC functions.

Credits 3

Lecture Hours 2

Lab Hours 3

AUT 221: ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

This course includes advanced principles of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

Credits 3

Lecture Hours 2

Lab Hours 3

AUT 234: INDUSTRIAL MOTOR CONTROLS I

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

Credits 3

Lecture Hours 1

Lab Hours 2

BAR 108: INTRODUCTION TO BARBERING

Introduction to Barbering Lab This course provides an orientation to professional barber styling. Topics include learning skills, history of barbering, professional image, microbiology, safety infection control, implements and tools, razor shaving properties, disorders of hair and scalp, and the treatment of hair.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Corequisites

BAR 111

BAR 109: BACTERIOLOGY AND SANITATION

Orientation to Barbering and BAR 111 Introduction to Barbering Lab. This course provides the theory of bacteriology and sanitation. Topics include the types of bacteria, sanitation procedures, and razor shaving. Upon completion, the student should be able to identify types of bacteria and methods of sanitation.

Credits 3

Lecture Hours 3

Lab Hours 0

Corequisites

BAR 110

BAR 110: ORIENTATION TO BARBERING

Bacteriology and Sanitation and BAR 111 Introduction to Barbering Lab. This course provides an orientation to professional barber styling. Topics include professional image, basic fundamentals, and the history of barber-styling. Upon completion, the student should be able to identify the core concepts of the profession.

Credits 3

Lecture Hours 3

Lab Hours 0

Corequisites

BAR 109

BAR 111: INTRODUCTION TO BARBERING LAB

This course provides practical application of barber-styling fundamentals. Emphasis is placed on safety, infection control, the use and care of implements, treatment of hair, and razor shaving. Upon completion, the student will demonstrate proper infection control, hair care, and use of implements.

Credits 3

Lecture Hours 0

Lab Hours 9

Course Tags

CORE

Corequisites

BAR 108 Introduction to Barbering

BAR 112: SCIENCE OF BARBERING

This course introduces the student to the basic science of barber-styling. Topics include anatomy/physiology, disorders and treatments of the skin, scalp, and hair, the theory of facial and scalp massage. Upon completion, the student should be familiar with the anatomical structures, as well as disorders and treatments of the skin, scalp, and hair.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Corequisites

BAR 113 Fundamentals of Barbering Applications

BAR 113: FUNDAMENTALS OF BARBERING APPLICATIONS

This course provides practical application of barber fundamentals learned in earlier courses. Emphasis is placed on safety, facial massage, treatment of hair and scalp, proper use and care of implements, shampooing and haircutting, and razor shaving. Upon completion, the student should be able to perform fundamental barbering techniques with limited supervision.

Credits 3

Lecture Hours 0

Lab Hours 9

Course Tags

CORE

Corequisites

BAR 112 Science of Barbering

BAR 114: BARBER-STYLING LAB

This course provides students with the opportunity to demonstrate skills in hair care, hair cutting, and facial massage. Emphasis is placed on safety and infection control.

Credits 3

Lecture Hours 0

Lab Hours 9

BAR 115: CUTTING AND STYLING TECHNIQUES

This course provides practical experience in basic scissor and clipper haircutting. Upon completion, the student will be able to cut and style a client's hair, demonstrating correct scissor and clipper cutting and styling techniques.

Credits 3

Lecture Hours 0

Lab Hours 9

BAR 120: PROPERTIES OF CHEMISTRY

This course provides the student with a basic knowledge of chemicals used in barber-styling. Topics include the changes produced in the hair and skin through exposure to chemicals, electricity, and special light spectrums. Upon completion, the student should understand the proper use of implements and chemicals to treat hair and skin.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

BAR 121: CHEMICAL HAIR PROCESSING

This course provides students with opportunities to apply the use of chemicals to alter the appearance of hair. Emphasis is placed on the use of chemicals to relax, wave, and soft curl hair. Upon completion, students will be competent in the use of chemicals to produce desired structure changes to the hair.

Credits 3

Lecture Hours 0

Lab Hours 9

BAR 122: HAIR COLORING CHEMISTRY

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

Credits 3

Lecture Hours 3

Lab Hours 0

BAR 124: HAIR COLORING METHODOLOGY LAB

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

Credits 3

Lecture Hours 0

Lab Hours 9

BAR 130: MARKETING AND BUSINESS MANAGEMENT

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

Credits 3

Lecture Hours 3

Lab Hours 0

BAR 132: STYLING AND DESIGN

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

Credits 3

Lecture Hours 3

Lab Hours 0

BAR 133: STYLING AND MANAGEMENT LAB

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

Credits 3

Lecture Hours 0

Lab Hours 9

BAR 140: PRACTICUM I

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

Credits 2

Lecture Hours 0

Lab Hours 10

BAR 141 : PRACTICUM II

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

Credits 2

Lecture Hours 0

Lab Hours 10

BAR 143: STATE BOARD REVIEW

Students are provided a complete review of all written and practical procedures in barbering and state board requirements. Upon completion students should be able to demonstrate the practical skills necessary to meet the requirements of state board certification and employment.

Credits 3

Lecture Hours 1

Lab Hours 6

BAR 181: SPECIAL TOPICS IN BARBERING

This course provides specialized instruction in various areas related to the barbering profession. Student learning outcomes are developed to support specific student needs.

Credits 1

Lecture Hours 1

Lab Hours 0

BAR 183: SPECIAL TOPICS IN BARBERING

This course provides specialized instruction in various areas related to the barbering profession. Student learning outcomes are developed to support specific student needs.

Credits 2

Lecture Hours 0

Lab Hours 6

BAR 185: SPECIAL TOPICS IN BARBERING

This course provides specialized instruction in various areas related to the barbering profession. Student learning outcomes are developed to support specific student needs.

Credits 3

Lecture Hours 3

Lab Hours 0

BAR 187: SPECIAL TOPICS IN BARBERING

This course provides specialized instruction in various areas related to the barbering profession. Student learning outcomes are developed to support specific student needs.

Credits 3

Lecture Hours 0

Lab Hours 9

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. A 120 minute laboratory per week is required.

Credits 4

Lecture Hours 3

Lab Hours 2

Course Tags

CORE

Prerequisites

Regular admission status

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

Lecture Hours 3

Lab Hours 3

Course Tags

CORE

Prerequisites

BIO 103

BIO 201: HUMAN A & P I

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. Lab is required.

Credits 4

Lecture Hours 3

Lab Hours 2

Prerequisites

BIO 103

BIO 202: HUMAN A & P II

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. Lab is required.

Credits 4

Lecture Hours 3

Lab Hours 2

Prerequisites

BIO 201

BIO 220: GENERAL MICROBIOLOGY

This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions and microbial genetics; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques including culturing, microscopy, staining, identification, and control of microorganisms. This course requires 240 minutes of laboratory per week.

Credits 4

Lecture Hours 2

Lab Hours 4

Prerequisites

BIO 103 or BIO 201

BIO 230: HUMAN PATHOPHYSIOLOGY

Human Pathophysiology covers the nature, etiology, prognosis, prevention, and therapeutics of human disease. Lab is required.

Credits 4

Lecture Hours 3

Lab Hours 2

Prerequisites

BIO 201, BIO 202 AND BIO 220

BSS 090: BASIC STUDY SKILLS

This course is designed to introduce students to the basic skills of "how to study". The course includes activities such as an assessment through testing of academic/study strengths and weaknesses, general information about effective study techniques, and applications of study techniques for specific courses. May be repeated for credit.

Credits 3

Lecture Hours 3

Lab Hours 0

BSS 100: CAREER PLANNING AND PERSONAL DEVELOPMENT

This course is designed to provide an awareness of and preparation for the world of work. It provides direction in career planning by evaluating individual interests, values, skills, and personality needs to set career goals and establish strategies to achieve those goals.

Credits 3

Lecture Hours 3

Lab Hours 0

BSS 101: INTERMEDIATE STUDY SKILLS (Nursing Students Only)

This course is designed for nursing students and offers a variety of effective study techniques. The course includes an assessment of study strengths and weaknesses and specific techniques for an overall system of successful study in nursing courses. BSS 101 is required of all nursing students seeking readmission into the program.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

Eligibility for ENG 101 and MTH 116

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

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

BUS 189: HUMAN RELATIONSHIPS

This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace.

Credits 3

Lecture Hours 3

Lab Hours 0

BUS 215/OAD 133: 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

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

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 managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

BUS 241 with a grade of “C” or higher

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 their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment, and personal property.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

Prerequisites

Appropriate score on Math Placement Test or MTH 100 or higher.

BUS 271 or MTH 265

Credits 3

BUS 272: BUSINESS STATISTICS II

This course is a continuation of BUS 271. Topics include sampling theory, statistical interference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

BUS 271 with a “C” or higher

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

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

BUS 277: MANAGEMENT SEMINAR

This course offers study of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their areas of concentration and employment training.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

BUS 284: ECONOMIC LABOR RELATIONS

This is a basic management course in the field of labor. Topics include psychological and institutional factors, economic factors and economic analysis in such areas of the labor-management relations.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

BUS 291-292-293: ALTERNATING BUSINESS CO-OP I-II-III

This three-course sequence allows students to alternate semesters of full-time work in a job closely related to the student's academic major with semesters of full-time academic work. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on the employer's evaluation of student productivity, evaluative reports submitted by the student, and the development and assessment by the student of a learning contract.

Credits 3

Lecture Hours 3

Lab Hours 0

BUS 296-297: BUSINESS INTERNSHIP I-II

This two-course sequence allows the student to work part time on a job closely related to his/her academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

Minimum 6 sem. hours completed. Minimum GPA 2.0 (C).

BUS 298: DIRECTED STUDIES

This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.

Credits 3

Lecture Hours 3

Lab Hours 0

CHD 100: INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical).

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

CHD 201: CHILD GROWTH AND DEVELOPMENT PRINCIPLES

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is on principles underlying physical, mental, emotional, and social development, and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that supports physical, social, emotional, language, cognitive, and aesthetic development.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

CHD 202: CHILDREN'S CREATIVE EXPERIENCES

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. On completion, student will be able to select and implement creative and age-appropriate experiences for young children.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

Students must have an active pediatric and adult CPR/First Aid/AED Certification and a DHR criminal background check.

CHD 203: CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children.

Credits 3

Lecture Hours 3

Lab Hours 0

CHD 204: METHODS AND MATERIALS FOR TEACHING CHILDREN

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmentally appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course requires observations of young children in a variety of childcare environments.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

Students must have an active pediatric and adult CPR/First Aid/AED Certification and a DHR criminal background check.

CHD 205: PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.

Credits 3

Lecture Hours 3

Lab Hours 0

CHD 206: CHILDREN'S HEALTH AND SAFETY

This course introduces basic health, nutrition, and safety management practices for young children. Emphasis is placed on how to set up and maintaining safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.

Credits 3

Lecture Hours 3

Lab Hours 0

CHD 208: ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations, budget planning, record keeping, personnel policies and parent involvement. On completion, students should be able to identify elements of a sound business plan, develop familiarity basic record-keeping techniques, and identify elements of a developmentally appropriate program.

Credits 3

Lecture Hours 3

Lab Hours 0

CHD 209: INFANT AND TODDLER EDUCATION PROGRAMS

This course focuses on child development from infancy through thirty-five months of age with emphasis on planning programs using developmentally appropriate materials. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical, and intellectual development. Upon completion, the 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

Lecture Hours 3

Lab Hours 0

CHD 210: EDUCATING EXCEPTIONAL YOUNG CHILDREN

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing, and visual impairments, gifted and talented children, mental retardation, emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with children.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

CHD 215: SUPERVISED PRACTICAL EXPERIENCE IN EARLY CHILDHOOD EDUCATION

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course.

Credits 3

Lecture Hours 0

Lab Hours 6

Prerequisites

Students must have an active pediatric and adult CPR/First Aid/AED Certification and a DHR criminal background check.

CHD 217: Math & 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

Lecture Hours 3

CHM 104: INTRODUCTION TO CHEMISTRY I

This course is a survey 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 fundamental 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, solution, pH, chemical equilibrium, and nuclear chemistry. Laboratory is required.

Credits 4

Lecture Hours 3

Lab Hours 3

Course Tags

CORE

Prerequisites

A minimum of MTH 098 or higher, or equivalent MTH 098 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

Lecture Hours 3

Lab Hours 3

Course Tags

CORE

Prerequisites

Grade of C or higher in 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, liquids and solids, solutions, and colloids. Lab is required.

Credits 4

Lecture Hours 3

Lab Hours 3

Course Tags

CORE

Corequisites

MTH 112 or higher or equivalent math placement score.

CHM 112: COLLEGE CHEMISTRY II

This is the second course in a two-semester sequence designed primarily for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, and selected topics in organic chemistry, biochemistry, atmospheric chemistry, and descriptive chemistry, including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

Credits 4

Lecture Hours 3

Lab Hours 3

Course Tags

CORE

Prerequisites

Grade of C or higher in both CHM 111 and MTH 112.

CHM 121: CHEMISTRY RECITATION I

This course focuses on strengthening the student's problem solving skills as related to the content of CHM 111 (College Chemistry II).

Credits 1

Lecture Hours 1

Lab Hours 0

Corequisites

CHM 111

CHM 122: CHEMISTRY RECITATION II

This course focuses on strengthening the student's problem solving skills as related to the content of CHM 112 (College Chemistry I).

Credits 1

Lecture Hours 1

Lab Hours 0

Corequisites

CHM 112

CHM 220: QUANTITATIVE ANALYSIS

This course covers the theories, principles, and practices in standard gravimetric, volumetric, calorimetric, and electrometric analysis with special emphasis on equilibrium in acid-base and oxidation-reduction reactions and stoichiometry of chemical equations. Laboratory is required and will include classical techniques in chemical analysis, modern methods of chemical separation, and basic instrumental techniques.

Credits 4

Lecture Hours 3

Lab Hours 3

Prerequisites

CHM 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 reaction 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

Lecture Hours 3

Lab Hours 3

Prerequisites

CHM 112

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 of representative organic compounds with emphasis on basic techniques.

Credits 4

Lecture Hours 3

Lab Hours 3

Prerequisites

CHM 221

CHM 225: RECITATION IN ORGANIC CHEMISTRY I

This course includes problem solving work sessions in support of CHM 221 lecture and lab.

Credits 1

Lecture Hours 1

Lab Hours 0

Corequisites

CHM 221

CHM 226: RECITATION IN ORGANIC CHEMISTRY II

This course includes problem solving work sessions in support of CHM 222 lecture and lab.

Credits 1

Lecture Hours 1

Lab Hours 0

Prerequisites

CHM 222

CIS 134: IT Fundamentals

This is an introductory level course that covers the fundamentals of software, hardware, security, and networking, as well as basic IT skills such as workstation set-up, operating system navigation, simple support services, backup protocols, and safety. Upon completion of the course, students will understand the essential functions of IT professionals and be better positioned to make decisions about a career in information technology.

This course prepares students to earn the CompTIA certification in IT Fundamentals.

Credits 3

-0

Lecture Hours 2

Lab Hours 1

CIS 146: Computer Applications

This course is an introduction to computer software applications, including word processing, spreadsheets, database management, and presentation software. This course will introduce students to concepts associated with professional certifications.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

Prerequisites

Grade "C" or better in CIS 146.

CIS 150: INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING

This course includes logic, design, and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

CIS 155: INTRODUCTION TO MOBILE APP DEVELOPMENT

The purpose of this course is to introduce students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, survey of app development software, process for design, build, deploying, and optimizing apps. At the conclusion of this course, students will be able to design, build, deploy, and optimize a basic app.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 1

Lab Hours 2

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 tools, techniques, and concepts needed to build or incorporate basic graphics.

Credits 3

Lecture Hours 1

Lab Hours 2

Prerequisites

As required by College.

CIS 161: INTRODUCTION TO NETWORK COMMUNICATION

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. NOTE: This course is a suitable substitute for CIS 199. Additionally, CISCO I may be used as a suitable substitute for this course. However, CIS 273 will not substitute for CISCOI.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

CIS 171: LINUX I

This course presents fundamental applications in Linux. Included in this course are skills development for the 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 from an administrative and user consideration.

Credits 3

Lecture Hours 3

Lab Hours 0

CIS 182: Help Desk Applications

The main purpose of this course is to provide students with a comprehensive understanding of the helpdesk environment and the knowledge, skills, and abilities necessary to work in the user support industry. Students will learn problem-solving and communication skills that are very valuable when providing user support. through hands-on exercises and case projects students will learn how to apply their knowledge and develop their ideas and skills.

Credits 3

Lecture Hours 3

CIS 199: Network Communications

The course will cover advanced networking concepts such as the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will understand advanced concepts and functions of network communications and be better positioned to make decisions about a career in computer networking. This course prepares students to earn the CompTIA certification in Network+.

Credits 3

Lecture Hours 3

CIS 207: INTRODUCTION TO WEB DEVELOPMENT

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

Credits 3

Lecture Hours 3

Lab Hours 0

CIS 208: WEB AUTHORIZING SOFTWARE

Students utilize various Web authoring tools to construct and edit websites for a variety of applications. Upon completion students will be able to use these tools to develop or enhance websites.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

Prerequisites

Grade "C" or better in a programming language or CIS 207 or CIS 208 or instructor approval.

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

Lecture Hours 1

Lab Hours 2

Prerequisites

CIS 157

CIS 222: DATABASE MANAGEMENT SYSTEMS

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 1

Lab Hours 2

Prerequisites

As required by College.

CIS 245: CYBER DEFENSE

The course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. As part of this course, students explore current and historical cyber threats and U.S. policy regarding infrastructure protection.

Credits 3

Lecture Hours 3

Lab Hours 0

CIS 246: ETHICAL HACKING

The 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

Lecture Hours 3

Lab Hours 0

CIS 249: MICROCOMPUTER OPERATING SYSTEMS

This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

CIS 268: SOFTWARE SUPPORT

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This course is a suitable substitute for CIS 239, Networking Software.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

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. This is a suitable substitute for CIS 240, Networking Hardware.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

CIS 277: Network Services Administration

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks.

Credits 3

Lecture Hours 3

Prerequisite Courses

CIS 161

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 of the course, students will understand advanced concepts of security in an IT networking environment and be better positioned to make decisions about a career in cybersecurity.

Credits 3

Lecture Hours 3

CIS 281: SYSTEM ANALYSIS AND DESIGN

This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

Credits 3

Lecture Hours 3

Lab Hours 0

CIS 282: COMPUTER FORENSICS

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for industry specific certification.

Credits 3

Lecture Hours 3

Lab Hours 0

CIS 284: CIS INTERNSHIP

This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination for the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience.

Credits 3

Lecture Hours 0

Lab Hours 15

CIS 285: OBJECT ORIENTED PROGRAMMING

This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language. 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

Lecture Hours 3

Lab Hours 0

CIS 286: COMPUTERIZED MANAGEMENT INFO SYSTEMS (EXCEL)

This course teaches the nature of computerized management information systems, problems created by the computer relative to personnel, components of computer systems, programming, and application of computers to business problems.

Credits 3

Lecture Hours 3

Lab Hours 0

CIT 211: TEACHING AND CURRICULUM DEVELOPMENT

This course focuses on principles of teaching, teaching maturity, personality conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

CIT 212: TEACHER MENTORSHIP

This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.

Credits 3

Lecture Hours 0

Lab Hours 9

Course Tags

CORE

CIT 213: COSMETOLOGY INSTRUCTOR CO-OP

The course provides students with additional opportunities to observe instructors and develop teaching materials and skills

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

CIT 214: LESSON PLAN METHODS AND DEVELOPMENT

During this course students have the opportunity to further apply knowledge of lesson plan delivery by using lesson plans they have developed from previous courses or this course. Emphasis is placed on the use of lesson plans in various classroom and laboratory settings. Upon completion, students will be able to teach a variety of cosmetology classes using various techniques.

Credits 3

Lecture Hours 1

Lab Hours 2

CIT 221: LESSON PLAN IMPLEMENTATION

This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four step teaching method.

Credits 3

Lecture Hours 0

Lab Hours 9

Course Tags

CORE

CIT 222: AUDIO VISUAL MATERIALS AND METHODS

This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, students should be able to prepare teaching aids and determine their most effective use.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

CIT 223: AUDIO VISUAL MATERIALS AND METHODS APPLICATIONS

This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan.

Credits 3

Lecture Hours 0

Lab Hours 9

Course Tags

CORE

CNC 101: INTRODUCTION TO CNC

This is an introductory course with emphasis placed in the basic concepts and terminology of numerical control. Topics include Cartesian coordinate system, CNC principles and machine capabilities. Student will gain an understanding of CNC machine tools and their usage.

Credits 6

Lecture Hours 2

Lab Hours 8

CNC 103: MANUAL PROGRAMMING

This course will emphasize calculations for CNC machine tools. Topics will include G & M codes, radius programming and cutter compensations. Students will learn to write a variety of CNC programs which can be used on the job as reference programs.

Credits 6

Lecture Hours 2

Lab Hours 8

CNC 104: CNC MILLING OPERATIONS

This is a course in programming and operations of the CNC Milling Machines. Applications include maintenance, safety, and production of machine parts through programming, set-up and operation. Students will learn to produce finished parts on the CNC milling machines.

Credits 6

Lecture Hours 3

Lab Hours 6

CNC 112: COMPUTER NUMERICAL CONTROL TURNING

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using the CNC turning center.

Credits 3

Lecture Hours 1

Lab Hours 4

CNC 113: COMPUTER NUMERIC CONTROL MILLING

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

Credits 3

Lecture Hours 1

Lab Hours 4

CNC 139: BASIC COMPUTER NUMERICAL CONTROL

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

Credits 3

Lecture Hours 2

Lab Hours 1

CNC 181: SPECIAL TOPICS IN COMPUTERIZED NUMERICAL CONTROL I

This course provides specialized instruction in selected areas related to CNC.

Credits 3

Lecture Hours 1

Lab Hours 4

CNC 222: COMPUTER NUMERICAL CONTROL GRAPHICS: TURNING

This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed and cutting depth.

Credits 3

Lecture Hours 1

Lab Hours 4

CNC 223: COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

Credits 3

Lecture Hours 1

Lab Hours 4

CNC 229: TOTAL QUALITY MANAGEMENT

This is an introductory course designed to cover Total Quality Management (TQM) concepts. Topics include common direction, team building, statistical analysis, and problem solving skills and techniques. Upon completion, students will acquire a knowledge in TQM as it relates to the industrial setting.

Credits 3

Lecture Hours 3

Lab Hours 0

CNC 230: COMPUTER NUMERICAL CONTROL SPECIAL PROJECTS

This course is designed to allow students to work in the lab with limited supervision. The student is to enhance their proficiency levels on various CNC machine tools. Upon completion, students are expected to plan, execute, and present results of advanced CNC products.

Credits 3

Lecture Hours 1

Lab Hours 4

CNC 241: CNC MILLING LAB

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

Lecture Hours 0

Lab Hours 6

CNC 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 set up and operate a CNC milling machine (including 40-axis) to produce a specified part. Related safety and inspection and process adjustment are also covered.

Credits 3

Lecture Hours 0

Lab Hours 6

CNC 243: CNC TURNING LAB

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

Lecture Hours 0

Lab Hours 6

CNC 281: SPECIAL TOPICS IN CNC II

This course provides specialized instruction in various areas related to CNC. Emphasis is placed on individualized student needs.

Credits 3

Lecture Hours 1

Lab Hours 4

COS 111: INTRODUCTION TO COSMETOLOGY

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Corequisites

COS 112/BAR 113

COS 112: INTRODUCTION TO COSMETOLOGY LAB

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on sterilization, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111.

Credits 3

Lecture Hours 0

Lab Hours 9

Course Tags

CORE

Corequisites

COS 111/BAR 110

COS 113: THEORY OF CHEMICAL SERVICES

During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

COS 114: CHEMICAL SERVICES LAB

During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting.

Credits 3

Lecture Hours 0

Lab Hours 9

Course Tags

CORE

COS 115: HAIR COLORING THEORY

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will should be able to identify all classifications of haircoloring and the effects on the hair.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

COS 116: HAIR COLORING LAB

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

Credits 3

Lecture Hours 0

Lab Hours 9

Course Tags

CORE

COS 117: BASIC SPA TECHNIQUES

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

COS 118: BASIC SPA TECHNIQUES LAB

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care.

Credits 3

Lecture Hours 0

Lab Hours 9

Course Tags

CORE

COS 119: BUSINESS OF COSMETOLOGY

This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

Credits 3

Lecture Hours 3

Lab Hours 0

COS 123: COSMETOLOGY SALON PRACTICES

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

Credits 3

Lecture Hours 0

Lab Hours 9

COS 125: CAREER AND PERSONAL DEVELOPMENT

This course provides the study and practice of personal development and career building. Emphasis is placed on building and retaining clientele, communication skills, customer service, continuing education, and goal setting. Upon completion, the student should be able to communicate effectively and practice methods for building and retaining clientele.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

COS 133: Salon Management Technology

This course is designed to develop entry-level management skills for the beauty industry. Topics include job-seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

Credits 3

Lecture Hours 1

Lab Hours 2

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

Lecture Hours 1

Lab Hours 2

COS 135: ADVANCED ESTHETICS APPLICATION

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

Lecture Hours 0

Lab Hours 3

COS 137: HAIR SHAPING AND DESIGN THEORY

This course introduces students to concepts related to the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines.

Credits 3

Lecture Hours 3

Lab Hours 0

COS 141: APPLIED CHEMISTRY FOR COSMETOLOGY

This course focuses on chemistry relevant to professional hair and skin care products, hair and its related structures, permanent waving, chemical hair relaxing, and hair coloring. Topics include knowledge of basic chemistry, pH scale measurements, water, shampooing and cosmetic chemistry, physical and chemical changes in hair structure. Upon completion, the student should be able to define chemistry, types of matter, and describe chemical and cosmetic reactions as related to the hair and skin structure.

Credits 3

Lecture Hours 0

Lab Hours 9

COS 145: HAIR SHAPING LAB

This covers the study of the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions.

Credits 3

Lecture Hours 0

Lab Hours 9

COS 145/COS 190/COS 191: COS 145/COS 190/COS 191

Credits 3

COS 148: NAIL CARE THEORY

This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

Credits 3

Lecture Hours 3

Lab Hours 0

COS 149: NAIL ART THEORY

This course focuses on nail enhancement products and techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.

Credits 3

Lecture Hours 3

Lab Hours 0

COS 150: Manicuring

This course focuses on the theory and practice of nail care. Topics include nail structure, nail disorders and diseases, manicuring, pedicuring, nail wrapping, sculpted nails and acrylic overlays.

Credits 3

Lab Hours 7

COS 151: Nail Care

This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care.

Credits 3

COS 151/COS 190/COS 191: COS 151/COS 190/COS 191

Credits 3

COS 152: NAIL CARE APPLICATIONS

This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures.

Credits 3
Lecture Hours 0
Lab Hours 9

COS 153: NAIL ART

This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.

Credits 3
Lecture Hours 1
Lab Hours 2

COS 154: NAIL ART APPLICATIONS

This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to perform the procedures for nail sculpturing and nail art.

Credits 3
Lecture Hours 0
Lab Hours 9

COS 158: EMPLOYABILITY SKILLS

This course provides the study of marketable skills to prepare the student to enter the world of work. Emphasis is placed on resumes, interviews, client and business relations, personality, computer literacy and attitude. Upon completion, the student should be prepared to obtain employment in the field for which they have been trained.

Credits 3
Lecture Hours 3
Lab Hours 0

COS 162: SPECIAL TOPICS IN COSMETOLOGY

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

Credits 3
Lecture Hours 0
Lab Hours 9

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 to skin type.

Credits 3
Lecture Hours 1
Lab Hours 2

COS 164: FACIAL MACHINE

This is course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparants, use of the magnifying lamp and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.

Credits 3
Lecture Hours 0
Lab Hours 3

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
Lecture Hours 0
Lab Hours 3

COS 165/COS 190/COS 191: COS 165/COS 190/COS 191

Credits 3

COS 166: SKIN CARE BACTERIOLOGY AND SANITATION

This course introduces students to bacteriology and sanitation of skin care implements. Emphasis is placed on decontamination, infection control, and safety. At the end of this course, students will be able to describe practices for sanitizing facial implements and proper use and disposal of non-reusable items.

Credits 3

Lecture Hours 3

Lab Hours 0

COS 167/C: State Board Review - Cosmetology

Students are provided a complete review of all procedures and practical skills to their training in the program. Upon completion, the students should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology and Barbering examination, and entry-level employment.

Credits 3

Lecture Hours 1

Lab Hours 6

COS 167/E: State Board Review - Esthetics

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 and Barbering examination, and entry-level employment.

Credits 3

Lecture Hours 1

Lab Hours 6

COS 167/I: State Board Review - Instructor Training

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 and Barbering examination, and entry level employment.

Credits 3

Lecture Hours 1

Lab Hours 6

COS 167/N: State Board Review - Nail Technology

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 demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology and Barbering examination, and entry-level employment.

Credits 3

Lecture Hours 1

Lab Hours 6

COS 168: BACTERIOLOGY AND SANITATION

In this skin care course, emphasis is placed on the decontamination, infection control and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods and bacterial prevention. Upon completion, the student will be able to properly sanitize facial implements and identify non-reusable items.

Credits 3

Lecture Hours 1

Lab Hours 2

COS 169: SKIN FUNCTIONS

This course introduces skin functions and disorders. Topics include practical applications 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

Lecture Hours 0

Lab Hours 3

COS 181: SPECIAL TOPICS

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

Credits 3

Lecture Hours 3

Lab Hours 0

COS 182: SPECIAL TOPICS

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

Credits 3

Lecture Hours 0

Lab Hours 9

COS 190: INTERNSHIP IN COSMETOLOGY

This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitude, professional judgment, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry-level employment.

Credits 3

Lecture Hours 0

Lab Hours 15

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

Lecture Hours 0

Lab Hours 3

COS 291: 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

Lecture Hours 0

Lab Hours 15

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

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

Prerequisites

As required by program

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

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

DDT 111: FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching, and drawing.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

DDT 115: BLUEPRINT READING FOR MACHINISTS

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the machine trades. Topics include multiview projection, pictorial drawings, dimensions and notes, lines and symbols, and sketching. Upon completion, students should be able to interpret blueprint drawings used in the machine trades.

Credits 3

Lecture Hours 3

Lab Hours 0

DDT 116: BLUEPRINT READING FOR CONSTRUCTION

This course provides the students with terms and definitions, theory or orthographic projection, and other information required to interpret drawings used in the construction trades. Topics include multiview projection, dimensions and notes, lines and symbols, sketching, foundations plans, site plans, floor plans, elevations, sections, details, schedules, electrical plans and specifications. Upon completion, students should be able to interpret blueprint drawings used in the construction and building trades.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

DDT 118: BASIC ELECTRICAL DRAFTING

This course covers the universal language of electrical drafting, including electrical lines, symbols, abbreviations, and notation. Emphasis is placed on typical components such as generators, controls, transmission networks, and lighting, heating, and cooling devices. Upon completion, students should be able to draw basic diagrams of electrical and electronic circuits using universally accepted lines and symbols.

Credits 3

Lecture Hours 1

Lab Hours 4

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

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

DDT 125: SURFACE DEVELOPMENT

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

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

Prerequisites

As required by college.

DDT 127: INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN

This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, command, and applications of CADD software. CORE

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

DDT 104, DDT 111, DDT 124 or advisor approval.

DDT 128: INTERMEDIATE TECHNICAL DRAWING

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

Prerequisites

DDT 111, DDT 124 or advisor approval.

DDT 130: FUNDAMENTALS OF DRAFTING FOR RELATED TRADES

This course is an applications lab for the theory of related trades drafting. Topics include civil, piping, electronic and welding drawings. Upon completion, students should be able to produce drawings to convey basic information related to these fields.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

As required by college.

DDT 131: MACHINE DRAFTING BASICS

This course in machine drafting and design provides instruction in the largest speciality area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

DDT 104, DDT 111, DDT 124 or advisor approval.

DDT 132: ARCHITECTURAL DRAFTING

This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology, site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

DDT 104, DDT 111, DDT 124 or advisor approval.

DDT 133: BASIC SURVEYING

This course covers the use of surveying instruments, mathematical calculations and the theory of land surveying. Topics include USGS benchmarks, measuring horizontal and vertical angles and distances, terms, and recording and interpreting field notes. Upon completion, students should be able to recognize benchmarks and measure, specify, and record field notes.

Credits 3

Lecture Hours 1

Lab Hours 4

DDT 134: DESCRIPTIVE GEOMETRY

This course is designed to teach the fundamental concepts of descriptive geometry with an emphasis on logical reasoning, visualization, and practical applications. Topics include orthographic projection, points and lines in space, auxiliary views, plane representation, intersecting and non-intersecting lines, piercing and intersecting planes, plane development, and calculations. Upon completion, students should be able to project and intersect points, lines, and planes, with their relationships in space.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

DDT 111, DDT 124, or advisor approval.

DDT 139: FUNDAMENTALS OF DRAFTING FOR RELATED TRADES LAB

This course is an applications lab for the theory of related trades drafting. Topics include civil, piping, electronic, and welding drawings. Upon completion, students should be able to produce drawings to convey basic information related to these fields.

Credits 3

Lecture Hours 0

Lab Hours 3

Prerequisites

As required by college.

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

Lecture Hours 1

Lab Hours 4

Prerequisites

As required by college.

DDT 150: THEORY OF RESIDENTIAL DRAWING AND DESIGN

This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, environment, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory and intermediate level topics are covered. Emphasis is placed on an understanding of the various issues and requirements essential to the field of residential drawing and design.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

As required by College.

DDT 181: SPECIAL TOPICS IN DRAFTING AND DESIGN TECHNOLOGY

This course provides specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs.

Credits 3

Lecture Hours 1

Lab Hours 2

DDT 182: SPECIAL TOPICS IN DRAFTING AND DESIGN TECHNOLOGY

This course provides specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs.

Credits 3

Lecture Hours 1

Lab Hours 2

Prerequisites

DDT 104, DDT 111, DDT 124

DDT 183: SPECIAL TOPICS IN DRAFTING AND DESIGN TECHNOLOGY

This course provides specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs.

Prerequisites

DDT 104, DDT 111, DDT 124

DDT 191: DRAFTING INTERNSHIP

This course is designed for those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 5 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

Credits 1

Lecture Hours 1

Lab Hours 0

Prerequisites

As required by College.

DDT 192: DRAFTING INTERNSHIP

This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 10 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

Credits 2

Lecture Hours 2

Lab Hours 0

Prerequisites

As required by College.

DDT 193: DRAFTING INTERNSHIP

This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

As required by College.

DDT 211: INTERMEDIATE MACHINE DRAFTING

This second course in machine drafting and design provides more advanced instruction in the largest speciality area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinery's Handbook for developing specifications, and use of standardized abbreviations in working drawings.

Credits 3

Lecture Hours 1

Lab Hours 4

DDT 212: INTERMEDIATE ARCHITECTURAL DRAFTING

This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include interior elevations, plot plans, and interior details. Upon completion, students should be able to draw and specify advanced level plans including various architectural details.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

As required by college.

DDT 213: CIVIL DRAFTING PLAT MAPS

This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

DDT 104, DDT 111, DDT 124 or advisor approval.

DDT 214: PIPE DRAFTING

This course covers the theory and practical applications necessary to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, students should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical industrial environment.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

DDT 104, DDT 111, DDT 124

DDT 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

Lecture Hours 1

Lab Hours 4

Prerequisites

DDT 104, DDT 111, DDT 124 or advisor approval.

DDT 216: DESIGN OF STRUCTURAL WOOD MEMBERS

This course provides structural theory and rule-to-thumb design for structural wood members. Joists, beams, girders, rafters, posts, and columns are designed as related to residential and light commercial needs. Bending moment, shear, and slenderness ratios are discussed as well as code requirements and rule-of-thumb. Emphasis is placed upon competency.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

DDT 104, DDT 111, DDT 124

DDT 220: ADVANCED TECHNICAL DRAWING

This course covers the method 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, fasteners, and welding symbols. Upon completion, students should be able to apply dimensions, tolerances, and notes to acceptable standards, including GDT and produce drawings using and specifying common threads and fasteners including welding methods.

Credits 3

Lecture Hours 1

Lab Hours 4

DDT 222: ADVANCED ARCHITECTURAL DRAFTING

This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications. This course is designed to develop the knowledge and skills necessary to understand the basic components and terminology of pre-cast and poured-in-place concrete structures. Emphasis is placed on pre-cast concrete framing plans, sections, fabrication and connection details, poured-in-place concrete foundations, floor systems, and bills of material. Upon completion, students should be able to do construction engineering and shop drawings of concrete beams, column, floor, roof, and wall framing plans using the A.I.S.C. Manual and incorporating safety practices.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

DDT 104, DDT 111, DDT 124, DDT 132, or advisor approval.

DDT 224: STRUCTURAL CONCRETE DRAFTING

This second course in machine drafting and design provides more advanced instruction in the largest speciality area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinery's Handbook for developing specifications, and use of standardized abbreviations in working drawings.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

DDT 104, DDT 111, DDT 124, DDT 131 or advisor approval.

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 drafting techniques, bolted and welded 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 standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

Credits 3

Lecture Hours 1

Lab Hours 4

DDT 226: TECHNICAL ILLUSTRATION

This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings; exploded assembly drawings; one point, two point, and three point perspectives; surface textures; and renderings. Upon completion, students should be able to produce drawings and illustrations using the previously described methods.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

DDT 111, DDT 124

DDT 227: STRENGTH OF MATERIALS

This course in statics and strength of materials includes the study of forces and how they act and react on bodies and structures. Topics include the effects of forces as found in structures and machines under conditions of equilibrium, how materials resist forces, strengths of common construction materials and structural components. Force systems such as parallel, concurrent, and nonconcurrent are studied in co-planar and non-coplanar situations. Upon completion, students should understand and be able to apply the principles of force in engineering drawings.

Credits 4

Lecture Hours 4

Lab Hours 0

Prerequisites

DDT 104, DDT 111, DDT 124

DDT 231: ADVANCED CAD

This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

As required by College.

DDT 232: CAD CUSTOMIZATION

This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the proficiency of the CAD operator.

Credits 4

Lecture Hours 2

Lab Hours 4

Prerequisites

DDT 104 and DDT 127 or DDT 231 or advisor approval.

DDT 233: INTERMEDIATE 3D MODELING

This course emphasizes the more advanced techniques in 3D solid modeling. It covers advanced features of part creation, part editing, and analysis. Some techniques that will be discussed are: lofting, sweeping, sheet metal part creation, interference checking, and stress analysis. Upon completion of the course students should be able to create advanced 3D models and perform stress analysis/interference checking.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

As required by College.

DDT 235: SPECIALIZED CAD

This course allows the student to plan, execute, and present results of individual projects in Specialized CAD topics. Emphasis is placed on enhancing skill attainment in Specialized CAD skill sets. The student will be able to demonstrate and apply competencies identified by the instructor.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

As required by College.

DDT 236: DESIGN PROJECTS

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

Lecture Hours 1

Lab Hours 4

Prerequisites

As required by college.

DDT 237: CURRENT TOPICS IN CAD

This course allows the student to plan, execute, and present results of individual projects relating to current topics in CAD. Emphasis is placed on attainment of skills related to changes in current CAD technology. The student will be able to demonstrate and apply competencies identified by the instructor.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

As required by College.

DDT 238: SPECIAL TOPICS IN CAD

This course in special CAD and multimedia topics covers special capabilities possible with CAD software, especially in conjunction with other graphical software, such as virtual “walk-throughs” or multimedia presentations. Topics include but are not limited to combining CAD software, image editing software, authoring software, and 3D software into one harmonious relationship to produce multimedia presentations. Upon completion, students should be aware of and understand how to utilize several software packages to produce multimedia presentations.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

As required by College.

DDT 244: ADVANCED 3D MODELING

This course is designed to challenge the imagination of the student in a three dimensional problem-solving environment using solids modeling software. The student will develop to scale computer generated parts in the 3D computer environment. They will apply modeling concepts as Constraints, Photorealistic rendering, motion activated views, introduction to 3D part libraries, add-in software components, plastic model technology and simulations. They will be introduced to the concepts of 3D design and animation, then apply those concepts to a design project. Upon completion, students should be able to create parts in 3D models, produce working drawing and understand basic simulations. Students will also print files to “.stl” format and create parts on a Direct Digital Manufacturing system or prototype.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

As required by college.

DDT 260: PORTFOLIO

This course includes the preparation of technical and/or architectural drawings for a portfolio presentation and a resume for portfolio presentation. Hard copy drawings as well as electronic drawings will be discussed, finalized and developed for presentation. Upon completion, students should be able to prepare and produce a portfolio for presentation. This course includes the preparation of artwork and a resume for portfolio presentation. Topics include production of a resume and portfolio for presentation during the last semester of course work. Upon completion, students should be able to prepare and produce a resume and portfolio for presentation in both hard copy as well as electronic copy.

Credits 3

Lecture Hours 1

Lab Hours 4

Prerequisites

As required by College.

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

Lecture Hours 1

Lab Hours 4

DEM 105: PREVENTIVE MAINTENANCE

This course provides instruction on how to plan, develop, and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, students should be able to set-up and follow a preventive maintenance schedule as directed by manufacturers.

Credits 3

Lecture Hours 1

Lab Hours 4

DEM 108: DOT VEHICLE INSPECTION

This course introduces the student to the Department of Transportation Vehicle Inspection procedures. Emphasis is placed on inspecting Class 8 truck tractors and trailers. Upon completion, students should be able to perform the Federal Vehicle Inspection on Class 8 truck tractors and trailers.

Credits 1

Lecture Hours 1

Lab Hours 0

DEM 111: EQUIPMENT SAFETY AND MECHANICAL FUNDAMENTALS

This course provides instruction in shop and vehicle safety. Topics include the safe use and handling of hand and power tools, preventive maintenance, and safety inspection procedures. Upon completion, students should be able to demonstrate knowledge of preventive maintenance and applicable general safety in vehicle repair.

Credits 3

Lecture Hours 1

Lab Hours 4

DEM 117: DIESEL AND GAS TUNE-UP

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

Credits 3

Lecture Hours 1

Lab Hours 4

DEM 122: HEAVY VEHICLE BRAKES

This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust and repair braking systems on medium and heavy vehicles.

Credits 3

Lecture Hours 1

Lab Hours 4

DEM 123: PNEUMATIC 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

Lecture Hours 1

Lab Hours 4

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

Lecture Hours 1

Lab Hours 4

DEM 125: HEAVY VEHICLE DRIVE TRAINS

This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, slider idler clutches, and friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

DEM 126: ADVANCED ENGINE ANALYSIS

This course provides instruction in the disassembly, inspection, and rebuilding of diesel and heavy-duty gas engines. Emphasis is placed on the manufacturer's standards and factory recommended service tools and equipment. Upon completion, students should be able to disassemble, inspect, and rebuild engines according to the manufacturer's specifications.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

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

Lecture Hours 1

Lab Hours 4

DEM 128: HEAVY VEHICLE DRIVE TRAIN LAB

This lab provides reinforcement of material covered in DEM 116 or DEM 125. The students will apply the knowledge they learned on driveshafts, power take-offs, standard transmissions, fluid drives, torque converters, clutch assemblies, drive axles, and special drives through experiential learning techniques. Upon completion, student should be able to diagnose, inspect, remove, repair or replace, and install heavy vehicle drive train components.

Credits 3

Lecture Hours 0

Lab Hours 4

DEM 134: COMPUTER CONTROLLED ENGINE AND POWER TRAIN SYSTEMS

This course introduces the student to the fundamentals of operation of computer controlled engine and power train systems..

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

VTR 112/DEM 130

DEM 135: HEAVY VEHICLE STEERING AND SUSPENSION

This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components, and perform front and rear wheel alignments on medium and heavy duty vehicles.

Credits 3

Lecture Hours 1

Lab Hours 4

DEM 180: SPECIAL PROJECTS IN COMMERCIAL VEHICLES

This course provides specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

DEM 125

DEM 191: Special Projects in Diesel Mechanics

Credits 3

DPT 103: INTRODUCTORY COMPUTER SKILLS II

This course is designed to focus on the development of computer skills suited to the needs of students in non-degree occupational programs. The course will generally use software packages appropriate to occupational programs and may include such topics as word processing, database, basic graphics, spreadsheet or other features typically needed in the field. Upon completion, the student will be able to demonstrate proficiency by the completion of appropriate assignments and occupation-specific applications.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

NDC

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

EGR 101: ENGINEERING FOUNDATIONS

This course introduces the student to engineering as a profession, basic engineering skills and the design process. This course includes components to develop team and oral and written communication skills. It also provides an introduction to computer tools used by engineers (spreadsheet, word processing, presentation software, internet access).

Credits 3

Lecture Hours 2

Lab Hours 2

Corequisites

MTH 113 or MTH 115.

EGR 125: MODERN GRAPHICS FOR ENGINEERS

This course provides an introduction to manual and computer-assisted techniques of graphic communication employed by professional engineers. Topics include: lettering; instrumental and computer-aided drafting; technical sketching; orthographic projection; pictorial, sectional, and auxiliary views; and dimensioning.

Credits 3

Lecture Hours 1

Lab Hours 4

EGR 157: COMPUTER METHODS FOR EGR USING MATLAB

This course introduces students to the concepts and practices in using higher level computer environments to solve engineering problems. Programming environments such as MATLAB will be used.

Credits 3

Lecture Hours 2

Lab Hours 2

Prerequisites

MTH 125

EGR 220: ENGINEERING MECHANICS-STATICS

This course includes vector algebra, force and moment systems, equilibrium of force systems, trusses, friction and property of surfaces.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

PHY 213

Corequisites

MTH 227

ELM 214: PUMPS AND PIPING SYSTEMS

This course offers an introduction into pumps and piping systems. Topics include various types of pumps, pump analysis, (power, efficiency, characteristics) pump selection and maintenance, metal, plastic, and threaded piping systems, hoses, valves, regulators, strainers, and filters. Upon completion of this course the student will have demonstrated the ability to: select, install, and start up various types of pumps, measure and calculate pump parameters and performance, disassemble and inspect pumps, size and select pipes, thread metal pipes, read and interpret piping schematics, assemble piping systems, select size, and repair valves and regulators.

Credits 3

Lecture Hours 2

Lab Hours 1

ELT 110: WIRING METHODS

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

ELT 114: RESIDENTIAL WIRING METHODS

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.

Credits 3

Lecture Hours 2

Lab Hours 2

Prerequisites

ELT 109 or ETC 102

ELT 117: AC/DC MACHINES

This course covers the theory and operation of DC motors, single and three phase AC motors, and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

ELT 118: COMMERCIAL/ INDUSTRIAL WIRING

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

Credits 3

Lecture Hours 1

Lab Hours 4

ELT 192: PRACTICUM/ INTERNSHIP/CO-OP

This course provides practical experience in the field early in the student's training as an electrician's helper on the job, working a special project or conducting research in a directed area of the field. Emphasis is placed on gaining hands on experience with tools of the trade as well as a better understanding of NEC directives. Upon completion, students should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit; this course may be repeated with the instructor's permission.

Credits 1

Lecture Hours 0

Lab Hours 1

ELT 193: PRACTICUM/ INTERNSHIP/CO-OP

This course provides practical experience in the electrical craft as an electrician's helper on the job, working a special project or conducting research in a directed area of the field. Emphasis is placed on gaining hands on experience with tools of the trade as well as better understanding of NEC directives. Upon completion, students should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit; this course may be repeated with the instructor.

Credits 2

Lecture Hours 0

Lab Hours 10

ELT 194: PRACTICUM/ INTERNSHIP/CO-OP

This course provides additional practical experience in the electrical craft as an apprentice electrician or higher level working advanced projects or research in a directed area of the field. Emphasis is placed on gaining more hands on experience with tools of the trade as well as NEC directives while studying in the classroom two hours per week. Upon completion, students should possess a higher state of proficiency in all electrician skills and a better knowledge of testing for Electrical Journeyman's Block Test.

Credits 3

Lecture Hours 0

Lab Hours 15

ELT 212: MOTOR CONTROL II

This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices.

Credits 3

Lecture Hours 2

Lab Hours 3

Prerequisites

ELT 209 or ETC 108

ELT 241: NATIONAL ELECTRIC CODE

This course is also taught as ILT 231.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

ELT 209 or ETC 108 This course introduces students to the National Electric Code and text teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual

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, lay out, and successfully bend conduit using hand type, mechanical, and hydraulic benders.

Credits 3

Lecture Hours 2

Lab Hours 2

Prerequisites

As required by program

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

Lecture Hours 1

Lab Hours 0

EMS 103: FIRST AID-CPR and AED

This course introduces students to initial first aid care. Topics include scene safety, universal precautions, activation of the EMS system, assessment, airway/breathing/circulation, shock/injuries/bleeding, medical emergencies, and altered level of consciousness. Upon course completion, students should have knowledge to manage various emergencies requiring first aid techniques.

Credits 1

Lecture Hours 1

Lab Hours 0

Prerequisites

Current training in CPR or advisor approval.

EMS 118: EMERGENCY MEDICAL TECHNICIAN

This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

Credits 9

Lecture Hours 6

Lab Hours 6

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.

Credits 1

Lecture Hours 0

Lab Hours 3

Prerequisites

As required by program.

EMS 155: ADVANCED EMERGENCY MEDICAL TECHNICIAN

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

Credits 7

Lecture Hours 4

Lab Hours 6

Prerequisites

As required by program.

Corequisites

EMS 156

EMS 156: ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite.

Credits 2

Lecture Hours 0

Lab Hours 6

Prerequisites

As required by program.

Corequisites

EMS 155

EMS 241: PARAMEDIC CARDIOLOGY

As required by program. This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

Credits 3

Lecture Hours 2

Lab Hours 2

EMS 242: PARAMEDIC PATIENT ASSESSMENT

As required by program. This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

Credits 2

Lecture Hours 1

Lab Hours 2

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, electrotherapy, I.V./I.O. initiation and medication administration.

Credits 1

Lecture Hours 0

Lab Hours 3

Prerequisites

As required by program

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

Lecture Hours 2

Lab Hours 2

Prerequisites

As required by program

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

Lecture Hours 2

Lab Hours 2

Prerequisites

As required by program

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

Lecture Hours 1

Lab Hours 2

Prerequisites

As required by program

EMS 248: PARAMEDIC CLINICAL II

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

Lecture Hours 0

Lab Hours 9

Prerequisites

As required by program. 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

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, pre-hospital protocols, transfer drugs, and other courses as dictated by local needs or state requirements.

Credits 2

Lecture Hours 1

Lab Hours 2

Prerequisites

As required by program

EMS 254: ADVANCED COMPETENCIES FOR THE PARAMEDIC

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

Credits 2

Lecture Hours 1

Lab Hours 2

Prerequisites

As required by program

EMS 255: PARAMEDIC FIELD PRECEPTORSHIP

This course helps prepare students for the National Registry Paramedic Exam. Students will utilize paramedic skills in a field setting under the direct supervision of a licensed paramedic.

Credits 5

Lecture Hours 0

Lab Hours 15

Prerequisites

As required by program. 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

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

Lecture Hours 0

Lab Hours 3

Prerequisites

As required by program

EMS 257: PARAMEDIC APPLIED PHARMACOLOGY

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.

Credits 2

Lecture Hours 1

Lab Hours 3

Prerequisites

As required by program

ENG 099: INTRODUCTION TO COLLEGE WRITING

This course places emphasis on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 student.

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Lecture Hours 2

Co-Requisite Courses

ENG 101

ENG 101: ENGLISH COMPOSITION I

English Composition I provides instruction and practice in the writing of at least four extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

Grade of C or higher in ENR 098 or appropriate English placement score.

ENG 102: ENGLISH COMPOSITION II

English Composition II provides instruction and practice in the writing of at least four formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

A grade of "C" or higher in ENG 101.

ENG 246: 247 CREATIVE WRITING I & II

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

Lecture Hours 3

Lab Hours 0

Prerequisites

ENG 102 and/or as required by program

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

ENG 102 or equivalent

ENR 098: WRITING AND READING FOR COLLEGE

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising and editing to produce competent essays using standard written English. This course may include a one-hour lab component.

Credits 4

Lecture Hours 4

ETC 101: 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. It is also taught as INT 221, ILT 160, and ELT 108.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

ETC 102: 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 A.C. such as RLC, impedance, phase relationships and power factor. This course also provides hands-on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. It is also taught as INT 223, ILT 161, and ELT 109.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

ETC 103: 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 device circuits.

Credits 3

Lecture Hours 1

Lab Hours 2

Course Tags

CORE

ETC 104: 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. It is also taught as ILT 163.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

ETC 107: 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. It is also taught as ILT 109.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

ETC 108: 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 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. It is also taught as ELT 209 and ILT 197.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

ETP 266: ENTREPRENEURIAL FINANCE

This course is designed to teach students the financial issues that are important to the business owner, not the accounting practitioner. Topics include start-up funding, sources of financing, identifying and preventing fraud, buying and valuing ventures, and harvesting the value created in business ventures. This course also covers the creation of personal financial statements and pro forma financial statements which are crucial components of a business plan.

Credits 3

Lecture Hours 3

Lab Hours 0

ETP 267: INNOVATIONS AND CREATIVITY

This course is designed to develop in students a mindset for thinking creatively and prepare them to create their own businesses or revitalize a business that has lost its direction by learning to observe things from different perspectives and to reason from different viewpoints in order to develop effective solutions to problems.

Credits 3

Lecture Hours 3

Lab Hours 0

FOR 195: Utility Vegetation Management

The purpose of this course is to provide foundational knowledge and basic skills enabling the student to enter Utility Vegetation Management industries. The course will include topics, such as, integrated vegetation management, tree identification, pruning methods, pesticides, CDL introduction. Students will learn key principles and strategies for managing vegetation in all utility Right of Ways and special attention will be placed on the electrical line clearance industry. After completing this course students will be prepared to sit for the Utility Vegetation Management Certification.

Credits 3

Lecture Hours 2

Lab Hours 2

FOR 197: Urban Forestry

This course introduces students to basic concepts of tree and plant physiology, and management of trees and related vegetation. Topics may include soil preparation, basic pruning, turf and landscape management, and herbicides. Business concepts, such as permits, licenses, and insurance will also be covered. At the end of this course students will be prepared for the Urban Forestry Certification Exam.

Credits 3

Lecture Hours 2

Lab Hours 2

FOR 198: Integrated Pest Management

Examination of planning, policy, and management strategies used in pest control management. This course will introduce how to identify types of pests, the method to manage pests, and the ability to identify proper pesticide used in pest management. This course introduces the governing law which regulated pesticide for sale and availability. This course introduces the fundamentals for developing and implementing effective pest management plans, maximize the economic, environmental, and social values and benefits of urban forest landscapes. At the end of this course a person should be prepared to sit for the Integrated Pest Management Certification, Ornamental and Turf Pest Control License, Right of Way Pest Control State License, Alabama Pesticide Applicator Certification, Certified Grounds Technician Certification.

Credits 3

Lecture Hours 2

Lab Hours 2

FOR 199: Equipment Use and Safety

This course is designed to provide an overview of equipment use and protocols to safely perform job duties in careers with Urban Forestry. Topics to include, safety laws and regulations (OSHA), personal protective equipment (PPE), communication, first aid, electrical hazards, tree removal, equipment safety, and CPR Certification.

Credits 3

Lecture Hours 3

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

GLY 101: INTRODUCTION TO GEOLOGY I

This course is the first in a two part sequence dealing with the structure of the Earth including materials, internal and external processes, deformation, energy, and plate tectonics. Laboratory is required.

Credits 4

Lecture Hours 3

Lab Hours 2

Course Tags

CORE

GLY 102: INTRODUCTION TO GEOLOGY II

This course is the second in a two part sequence dealing with a historical perspective of the earth. Topics include items such as Geologic time, Earth's origin, evolution of continents and ocean basins, minerals, energy resources, planetary geology, and mountain building. Laboratory is required.

Credits 4

Lecture Hours 3

Lab Hours 2

Course Tags

CORE

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

Lecture Hours 3

Lab Hours 0

HED 199: ECOLOGICAL APPROACH TO HEALTH FITNESS

This course examines a myriad of factors influencing health and fitness behavior. Intrapersonal, interpersonal, institutional, community and public policy factors are examined.

Credits 3

Lecture Hours 3

Lab Hours 0

HED 221: PERSONAL HEALTH

This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.

Credits 3

Lecture Hours 3

Lab Hours 0

HED 222: COMMUNITY HEALTH

This course introduces principles and practices of community health; it includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer health, health organization, and environmental concerns.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

HED 230: SAFETY AND FIRST AID

This course 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

Lecture Hours 3

Lab Hours 0

HED 231: FIRST AID

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.

Credits 3

Lecture Hours 3

Lab Hours 0

HIS 101: WESTERN CIVILIZATION I

This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

HIS 102: WESTERN CIVILIZATION

II

This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

HIS 121: WORLD HISTORY I

This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

HIS 122: WORLD HISTORY II

This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

HIS 201: UNITED STATES HISTORY

I

This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

HIS 202: UNITED STATES HISTORY

II

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

HIS 216: HISTORY OF WORLD RELIGIONS

This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others.

Credits 3

Lecture Hours 3

Lab Hours 0

HIS 256: AFRICAN-AMERICAN HISTORY

This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.

Credits 3

Lecture Hours 3

Lab Hours 0

HIS 260: ALABAMA HISTORY

This course surveys the development of the state of Alabama from pre-historic times to the present. The course presents material on the discovery, exploration, colonization, territorial period, antebellum Alabama, Reconstruction, and modern history.

Credits 3

Lecture Hours 3

Lab Hours 0

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).

Credits 3

Lecture Hours 3

Prerequisite Courses

[OAD 211](#)

HIT 231: Medical Coding Systems I Lab

Lab to accompany the Medical Coding Systems I - intended to develop an understanding of coding and classifications 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).

Credits 1

Lecture Hours 1

Prerequisite Courses

[OAD 211](#)

HIT 232: Medical Coding Systems II

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

Credits 3

Lecture Hours 3

Prerequisite Courses

[OAD 211](#)

HIT 236: Medical Coding Systems II Lab

Lab to accompany Medical Coding Systems II - a continuation of Medical Coding Systems I Lab which is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

Credits 1

Lecture Hours 1

Prerequisite Courses

[OAD 211](#)

HUM 101: INTRODUCTION TO HUMANITIES I

This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

HUM 120: INTERNATIONAL STUDIES IN (ADD NAME OF COUNTRY)

This course offers a survey of art, music, and culture of foreign countries. This may involve travel abroad and may be repeated for credit.

Credits 0

Lecture Hours 1

Lab Hours 3

HUM 299: PHI THETA KAPPA HONORS COURSE III

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty and the course may be repeated for credit.

Credits 1

Lecture Hours 1

Lab Hours 0

IDS 115: FORUM

In this course, credit is given in recognition of attendance at academic lectures, concerts, and other events. IDS 115 requires attendance at designated events which are chosen from various lectures, cultural events and programs given at the college or in the community. IDS 115 may be repeated for credit.

Credits 1

Lecture Hours 1

Lab Hours 0

IDS 200: COLLEGE SCHOLARS BOWL WORKSHOP

This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit.

Credits 1

Lecture Hours 1

Lab Hours 0

Prerequisites

advisor approval.

IDS 201: ADVANCED SCHOLAR'S BOWL

This course is designed primarily to train students for Scholars' Bowl competition, alternately known as Brain Bowl, College Bowl or Quiz Bowl. This is an intercollegiate academic competition in which teams of four people compete by using buzzers and answering college-level questions for points. The course consists of practice rounds in which the students are familiarized with the equipment and questions that will be used in competition, as well as intensive study sessions and interactive discussions about a wide variety of academic endeavors. IDS 201 may be repeated for credit.

Credits 3

Lecture Hours 3

Lab Hours 0

IDS 286: GENEALOGY AND HISTORY

The emphasis in this course is upon family history in relation to major U.S. historical events and the use of primary records in documentation. The course is designed for the student who has little or no working knowledge of genealogy as it relates to history.

Credits 3

Lecture Hours 3

Lab Hours 0

IDS 299: DIRECTED STUDIES IN LEADERSHIP

This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. IDS 299 may be repeated for credit.

Credits 1

Lecture Hours 1

Lab Hours 0

Prerequisites

As required by program

ILT 103: INTRODUCTION TO INSTRUMENTATION TECHNOLOGY

This course introduces various hand and power tools, basic blueprint reading, basic rigging and basic math that will be used in the electronic, instrumentation and electrical trades. Emphasis is placed on basic hand tool and power tool safety and procedures for selecting, inspecting, using and maintaining these tools. Upon completion, students should be able to identify and use various hand and power tools, read a blueprint and know how to perform basic rigging.

Credits 3

Lecture Hours 1

Lab Hours 4

ILT 108: INTRODUCTION TO INSTRUMENTS 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, force, weight, motion, liquid level, fluid flow and temperature.

Credits 3

Lecture Hours 2

Lab Hours 2

ILT 110: ADVANCED INDUSTRIAL PROCESS CONTROL TECHNOLOGY

This course is an advanced study of the principles governing methods of using process variables in the control of industrial processes. The study includes methods and procedures for measuring, displaying and transmitting process variables according to industry standards. The course also includes an in-depth study of mathematics pertaining to industrial control instruments.

Credits 3

Lecture Hours 2

Lab Hours 2

ILT 114: INSTRUMENTATION OPERATION AND CALIBRATION

The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.

Credits 3

Lecture Hours 2

Lab Hours 2

ILT 135: LOCAL AREA NETWORKS (LANS)

This course provides the student with knowledge of planning, installation, maintenance, and administration of local area networks. Upon completion of this course, students should be able to install and setup a basic local area network.

Credits 3

Lecture Hours 2

Lab Hours 2

ILT 139: INTRODUCTION TO ROBOTIC PROGRAMMING

This course provides an introduction to robotic programming. Emphasis is placed on, but not limited to, the following: safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion, the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.

Credits 3

Lecture Hours 1

Lab Hours 4

ILT 165: INDUSTRIAL ELECTRONIC CONTROLS I

This course provides a study of industrial electronics controls. Topics include photo-electric, temperature, gas and humidity, pressure and strain measurements for industrial instrumentation controls and applications. The lab enables students to test, troubleshoot and repair electronic control circuits. Upon completion, students should be able to apply principles of industrial electronics control circuits.

Credits 3

Lecture Hours 2

Lab Hours 2

ILT 195: TROUBLESHOOTING TECHNIQUES

This course focuses on the systematic approach to solving problems. Emphasis is placed on instrument failures and their interaction with process downtime. Upon completion, students will be able to solve problems on a process simulator or in an actual setting.

Credits 3

Lecture Hours 2

Lab Hours 2

ILT 196: ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

Credits 3

Lecture Hours 2

Lab Hours 3

Prerequisites

As determined by College

ILT 214: CONTROL AND TROUBLESHOOTING FLOW, LEVEL, TEMPERATURE, PRESSURE AND LEVEL PROCESSES

The student is introduced to analog and digital process control systems. The student is also introduced to process control techniques commonly found in industrial processes used to maintain control of process variables. The student gains knowledge and experience in the design and selection of equipment used in troubleshooting of control loops on actual lab equipment.

Credits 3

Lecture Hours 2

Lab Hours 2

ILT 235: PRINCIPLES OF ROBOTIC SYSTEMS

This course is an overview of basic robotic systems and classifications used in industry. An emphasis is placed on safety elements particular to automation. Topics include the principles and concepts associated with robotic system components. Upon completing this course, students should be able to classify robots and explain the various components of a safe robotic system and how these components interact.

Credits 3

Lecture Hours 3

Lab Hours 0

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.

Credits 3

Lecture Hours 2

Lab Hours 2

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 functions on hydraulic and pneumatic systems.

Credits 3

Lecture Hours 2

Lab Hours 3

Course Tags

CORE

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.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

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

Lecture Hours 2

Lab Hours 2

Course Tags

CORE

INT 184: INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

Credits 3

Lecture Hours 2

Lab Hours 3

MAT 100: Introduction to Medical Document Production

This course covers basic keyboarding skills using medical mustard and format. Emphasis is placed on correct techniques and development of speed and accuracy. Upon completion, the student should be able to key medical material at an acceptable speed and accuracy level.

Credits 3

Lecture Hours 2

Lab Hours 3

MAT 101: Medical Terminology

This course is designed for medical assistants, student nurses, and others in the medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct medical terms with these word parts to determine the meanings of new or unfamiliar terms. The student will learn a system of word building which will enable them to interpret medical terms.

Credits 3

Lecture Hours 3

MAT 102: Medical Assisting Theory I

A description of anatomical descriptors and the cell introduces the student to and serves as an overview of the body's systems. The structure and function of the nervous, sensory, integumentary, muscular skeletal, respirator, and cardiovascular systems are taught with the diseases related to these systems presented. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems.

Credits 3

Lecture Hours 3

MAT 111: Clinical Procedures I for the Medical Assistant

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures.

Credits 3

Lecture Hours 2

Lab Hours 1

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.

Credits 3

Lecture Hours 2

Lab Hours 1

MAT 123: Medical Business Practices I

This course introduces practices expected of the medical assistant in a healthcare business setting. Topics include, but are not limited to, inputting patient data, utilizing practice management software to include scheduling, routine maintenance of administrative and/or clinical equipment, and sensitivity when managing client needs. Upon completion, students should be able to perform basic medical business skills.

Credits 2

Lecture Hours 1

Lab Hours 1

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.

Credits 3

Lecture Hours 2

Lab Hours 1

Prerequisites

MAT 102 OR BIO 201

MAT 126: Medical Laboratory Practices

This course introduces clinical procedures used by the medical assistant for medical office and ambulatory settings. Topics include, but are not limited to, obtaining specimens and performing CLIA waived laboratory tests. Limited theory of pertinent microbiology to include gram-positive/gram-negative theory, hematology, and phlebotomy practices for the medical business practice are discussed. Upon completion, students should be able to perform basic lab procedures and patient instructions on specimen collection on course topics.

Credits 4

Lecture Hours 3

Lab Hours 1

MAT 128: Medical Law and Ethics for the Medical Assistant

This course provides basic information related to the legal relationship of the patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, 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.

Credits 3

Lecture Hours 3

MAT 205: Clinical Specialties for Medical Assistants

This course will build upon previous knowledge and skills in the clinical practice setting with advanced topics which include, but are not limited to, assisting with specialty examinations, vital signs, client teaching, and components of medical records to include formats, types, and documentation. This course also includes management and response to medical office emergencies. Upon completion, students should be able to recognize and manage specific emergencies in the office setting and assist with specialty procedures.

Credits 4

Lecture Hours 3

Lab Hours 1

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.

Credits 3

Lecture Hours 2

Lab Hours 1

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, 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.

Credits 3

Lecture Hours 2

Lab Hours 1

MAT 216: 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.

Credits 4

Lecture Hours 3

Lab Hours 1

MAT 228: Medical Assistant Review Course

This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for national credentialing examination.

Credits 1

Lecture Hours 1

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.

Credits 3

Lab Hours 15

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 blood 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

Lab Hours 15

MCM 100: INTRODUCTION TO MASS COMMUNICATIONS

This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society.

Credits 3

Lecture Hours 3

Lab Hours 0

MKT 223: CUSTOMER SERVICE

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

Lecture Hours 3

Lab Hours 0

MKT 223: CUSTOMER SERVICE

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

Credits 3

Lecture Hours 3

MTH 098: ELEMENTARY ALGEBRA

This course provides a study of 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 requirements for mathematics.

Credits 4

Lecture Hours 4

Lab Hours 0

Course Tags

[NCA](#)

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 class does not serve as the general core requirement for mathematics.

Credits 2

Prerequisites

Note that MTH 099 is required for students completing MTH 098 Elementary Algebra.

Co-Requisite Courses

[MTH 100](#)

MTH 100: INTERMEDIATE COLLEGE ALGEBRA

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations, and quadratic equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

Grade of C or higher in MTH 098 or appropriate placement score.

MTH 109: SUPPORT FOR FINITE MATHEMATICS

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 110 Finite Math. Topics will parallel topics being studied in MTH 110 such as 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. This course will enhance the essential quantitative skills needed to be successful in MTH 110. This course does not apply toward the general core requirements for mathematics.

Credits 2

Lecture Hours 2

Lab Hours 0

Prerequisites

A grade of C or higher in MTH 100 or appropriate placement score.

Co-Requisite Courses

MTH 110

MTH 110: FINITE MATHEMATICS

This course provides an overview of topics in finite mathematics together with their applications and is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). The course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score.

COREQUISITE: MTH 109 Support for Finite Mathematics OR other mandatory support, if required. (Note that MTH 109 or other mandatory support is required for students completing MTH 098 Elementary Algebra.)

MTH 111: SUPPORT FOR PRECALCULUS ALGEBRA

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 112 Precalculus Algebra. Topics will parallel topics being studied in MTH 112 such as the algebra of functions – including polynomial, rational, exponential, and logarithmic functions, systems of equations and inequalities, quadratic inequalities, and the binomial theorem. This course will enhance the essential quantitative skills needed to be successful in MTH 112. This course does not apply toward the general core requirements for mathematics.

Credits 2

Lecture Hours 2

Lab Hours 0

Prerequisites

A grade of C or higher in MTH 100 or appropriate placement score.

Co-Requisite Courses

MTH 112

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

Appropriate mathematics placement score or a C or higher in MTH 100.

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

Appropriate mathematics placement score or a C or higher in MTH 112.

MTH 115: PRECALCULUS ALGEBRA & TRIGONOMETRY

This course is a one-semester accelerated combination of Precalculus Algebra (MTH 112) and Precalculus Trigonometry (MTH 113). This course is intended for students with a strong background in college preparatory mathematics. The course includes the algebra of functions (including polynomial, rational, exponential, and logarithmic functions) as well as the study of trigonometric functions and inverse trigonometric functions. This course also includes extensive work with trigonometric identities, equations, and formulas; vectors; complex numbers; and polar graphs.

Credits 4

Lecture Hours 4

Lab Hours 0

Course Tags

CORE

Prerequisites

Appropriate mathematics placement score or a C or higher in MTH 100.

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

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

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

Lecture Hours 4

Lab Hours 0

Course Tags

CORE

Prerequisites

Appropriate mathematics placement score or a C or higher in MTH 113 or MTH 115.

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

Lecture Hours 4

Lab Hours 0

Course Tags

CORE

Prerequisites

Appropriate mathematics placement score or a C or higher in MTH 125.

MTH 192: PRECALCULUS ALGEBRA LABORATORY

This course is designed to accompany a Pre-Calculus Algebra Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

Credits 1

Lecture Hours 0

Lab Hours 2

Corequisites

Registration in MTH 112 Pre-calculus Algebra.

MTH 193: PRECALCULUS TRIGONOMETRY LABORATORY

This course is designed to accompany a Pre-Calculus Trigonometry Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

Credits 1

Lecture Hours 0

Lab Hours 2

Corequisites

Registration in MTH 113 Pre-Calculus Trigonometry.

MTH 194: PRE-CALCULUS ALGEBRA & TRIGONOMETRY LABORATORY

This course is designed to accompany a Pre-Calculus and Trigonometry Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

Credits 1

Lecture Hours 0

Lab Hours 2

Corequisites

Registration in MTH 115 Pre-Calculus Algebra & Trigonometry.

MTH 195: CALCULUS I LABORATORY

This course is designed to accompany a Calculus I Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

Credits 1

Lecture Hours 0

Lab Hours 2

Corequisites

Registration in MTH 125 Calculus I.

MTH 196: CALCULUS II LABORATORY

This course is designed to accompany a Calculus II Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

Credits 1

Lecture Hours 0

Lab Hours 2

Corequisites

Registration in MTH 126 Calculus II.

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

Lecture Hours 4

Lab Hours 0

Course Tags

CORE

Prerequisites

Grade of C or higher in MTH 126

MTH 231: MATH FOR ELEMENTARY SCHOOL TEACHERS

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

Lecture Hours 3

Lab Hours 0

Prerequisites

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

MTH 227 (or corequisite)

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

Lecture Hours 3

Lab Hours 0

Prerequisites

Grade of C or higher in MTH 100 or appropriate placement score

MTH 297: CALCULUS III LABORATORY

This course is designed to accompany a Calculus III Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

Credits 1

Lecture Hours 0

Lab Hours 2

Corequisites

Registration in MTH 227 Calculus III

MTT 100: MACHINING TECHNOLOGY I

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, grinding machines, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, grinding, drilling, sawing, turning, and milling. This course is aligned with NIMS certification standards. MTT 147/148 are suitable substitutes for this course.

Credits 6

Lecture Hours 2

Lab Hours 8

Course Tags

CORE

MTT 103: MACHINING TECHNOLOGY II

This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on set-up 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 course is aligned with NIMS certification standards. MTT 149/150 are suitable substitutes for MTT 103.

Credits 6

Lecture Hours 2

Lab Hours 8

Course Tags

CORE

MTT 107: MACHINING CALCULATIONS

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

Lecture Hours 3

Lab Hours 0

MTT 109: ORIENTATION TO COMPUTER ASSISTED MANUFACTURING

This course serves as an overview and introduction to computer assisted manufacturing (CAM) and prepares students for more advanced CAM courses. Topics covered are basic concepts and terminology, CAM software environments, navigation commands and file management, 2-D geometry, construction modification, and toolpath generation for CAM machining processes.

Credits 3

Lecture Hours 3

Lab Hours 0

MTT 121: BASIC PRINT READING FOR MACHINISTS

This course covers the basic principles of print reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. This is a core course and is aligned with NIMS certification standards. This course is also taught as CNC 121.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

MTT 123: ENGINE LATHE LAB I

The student learns to safely operate an engine lathe in calculating feeds and speeds and shaping a variety of cutting tools by grinding. The student will also safely operate an engine lathe in straight turning, facing, turning to the shoulder and tapers. This is an additional lab for MTT 100.

Credits 3

Lecture Hours 0

Lab Hours 6

MTT 124: ENGINE LATHE LAB II

The student learns advanced operation of an engine lathe in calculating feeds and speeds and shaping a variety of cutting tools by grinding. The student will also safely operate an engine lathe in advanced straight turning, facing, turning to the shoulder and tapers. This is an additional lab for MTT 103.

Credits 3

Lecture Hours 0

Lab Hours 6

MTT 127: INTRODUCTION TO METROLOGY

This course covers the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion students should be able to demonstrate correct use of measuring instruments. This course is aligned with NIMS certification standards.

Credits 3

Lecture Hours 2

Lab Hours 2

Course Tags

CORE

MTT 128: GEOMETRIC DIMENSIONING AND TOLERANCING

This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. This course is aligned with NIMS certification standards.

Credits 3

Lecture Hours 3

Lab Hours 0

MTT 129: LATHE OPERATIONS

This course includes more advanced lathe practices such as set-up procedures, work planning, inner-and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. This course is aligned with NIMS standards.

Credits 6

Lecture Hours 2

Lab Hours 8

MTT 130: MACHINING CALCULATIONS II

This course emphasizes advanced calculations common to machining operations. Students use these calculations for advanced applications for machine setup and planning. Specific topics include positive and negative numbers, symbolism, and algebraic expressions and operations. At the conclusion of this course students will be able to apply advanced machine calculations to equipment setup and planning.

Credits 3

Lecture Hours 3

Lab Hours 0

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. This course is aligned with NIMS standards.

Credits 3

Lecture Hours 0

Lab Hours 6

MTT 136: MILLING OPERATIONS

This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual milling techniques (vertical and horizontal/universal) to produce machine tool projects. MTT 137/138 are suitable substitutes for this course. This course is aligned with NIMS certification standards.

Credits 6

Lecture Hours 2

Lab Hours 8

MTT 137: MILLING I

This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects. MTT 137/138 are suitable to substitute for MTT 136. This course is aligned with NIMS certification standards.

Credits 3

Lecture Hours 2

Lab Hours 2

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. MTT 137/138 are suitable substitutes for MTT 136. This course is aligned with NIMS certification standards.

Credits 3

Lecture Hours 0

Lab Hours 6

MTT 139: BASIC COMPUTER NUMERICAL CONTROL

This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine. This course is aligned with NIMS certification standards. This course is also taught as CNC 139.

Credits 3

Lecture Hours 2

Lab Hours 2

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

Lecture Hours 1

Lab Hours 4

MTT 141: BASIC COMPUTER NUMERIC 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

Lecture Hours 1

Lab Hours 4

MTT 142: ADVANCED MACHINING CALCULATIONS

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

Credits 3

Lecture Hours 2

Lab Hours 2

MTT 144: ELECTRICAL DISCHARGE MACHINING I

This course introduces the student to the concepts of Electrical Discharge Machining (EDM) and the importance of EDM in an industrial setting. Emphasis is placed on safety procedures and machinist responsibility in the setup and operation of EDM machines and electrode selection. Upon completion, students should be able to produce basic machine products using both the wire-type and plunge-type EDM machines. This course is aligned with NIMS certification standards.

Credits 3

Lecture Hours 1

Lab Hours 4

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. MTT 100 is a suitable substitute for MTT 147/148.

Credits 3

Lecture Hours 2

Lab Hours 2

Course Tags

CORE

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. MTT 100 is a suitable substitute for MTT 147/148. This course is aligned with NIMS standards.

Credits 3

Lecture Hours 0

Lab Hours 6

Course Tags

CORE

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, layouts, drilling, sawing, turning, and milling. MTT 149/150 are suitable substitutes for MTT 103. This course is aligned with NIMS certification standards.

Credits 3

Lecture Hours 2

Lab Hours 2

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, layouts, drilling, sawing, turning, and milling. MTT 149/150 are suitable substitutes for MTT 103. This course is aligned with NIMS certification standards.

Credits 3

Lecture Hours 0

Lab Hours 6

Course Tags

CORE

MTT 181: SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

Credits 3

Lecture Hours 1

Lab Hours 4

MTT 182: SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

Credits 3

Lecture Hours 1

Lab Hours 4

MTT 183: SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

Credits 3

Lecture Hours 1

Lab Hours 4

MTT 221: ADVANCED BLUEPRINT READING FOR MACHINISTS

This course introduces complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true projection, special views, and interpretation of complex parts and assemblies. Upon completion, students should be able to read and interpret complex industrial blueprints. This course is also taught as CNC 221 and MSP 221.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 0

Lab Hours 6

MTT 270: MACHINING SKILLS APPLICATION

This course is designed to provide students with a capstone experience incorporating the knowledge and skills learned in the Machine Tool program. Special emphasis is given to student skill attainment.

Credits 3

Lecture Hours 0

Lab Hours 3

Prerequisites

As determined by college.

Corequisites

As determined by college

MTT 281: SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

Credits 3

Lecture Hours 1

Lab Hours 4

MTT 282: SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

Credits 3

Lecture Hours 1

Lab Hours 4

MTT 292: COOPERATIVE EDUCATION IN MACHINE TOOL TECHNOLOGY

Students work on a part-time basis in a job directly related to machine tool technology. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

Credits 3

Lecture Hours 0

Lab Hours 15

MUL 101-02; 201-02 / MUL 111-12; 211-12: Class Piano I, II, III, IV / Class Voice I, II, III, IV

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1

Lecture Hours 0

Lab Hours 2

MUL 172-73; 272-73: MUSICAL THEATRE WORKSHOP I, II, III, IV

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

Advisor approval

MUL 180-81; 280-81: Chorus I, II, III, IV

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

Advisor approval

MUL 182-83; 282-83: Vocal Ensemble I, II, III, IV

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

Advisor approval

MUL 190-91; 290-91: Concert Band I, II, III, IV

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

Advisor approval

MUL 192-93; 292-93: Instrumental Ensemble I, II, III, IV

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

Advisor approval

MUL 196-97; 296-97: JAZZ/SHOW BAND I, II, III, IV

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

Advisor approval

MUP 101-02; 201-02: Private Piano I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUP 103-04; 203-04: Private Organ I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUP 111-12; 211-12: Private Voice I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals.

Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUP 133-34; 233-34: Private Guitar I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals.

Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUP 141-42; 241-42: Private Flute I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals.

Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUP 143-44; 243-44: PRIVATE CLARINET I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals.

Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUP 145-46; 245-46: PRIVATE SAXOPHONE I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals.

Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUP 151-52; 251-52: PRIVATE OBOE

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals.

Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUP 153-54; 253-54: PRIVATE BASSOON

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUP 161-62; 261-62: PRIVATE TRUMPET

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUP 163-64; 263-64: PRIVATE FRENCH HORN I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUP 171-72; 271-72: PRIVATE TROMBONE I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUP 175-76; 275-76: PRIVATE TUBA I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals.

Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUP 181-82; 281-82: PRIVATE PERCUSSION I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals.

Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

Lecture Hours 0

Lab Hours 5

Prerequisites

Advisor approval.

MUS 100: CONVOCATION

This course (required for music majors/minors each semester) is designed to expose students to a variety of repertory styles and to give students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students, and on personal performance(s) in class each semester.

Credits 1

Lecture Hours 1

Lab Hours 0

MUS 101: MUSIC APPRECIATION

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multicultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

MUS 111: MUSIC THEORY I

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

Advisor approval.

Corequisites

MUS 113, if ear training lab is a separate course.

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 3

Lecture Hours 3

Lab Hours 0

Prerequisites

MUS 111

Corequisites

MUS 114, if ear training lab is a separate course.

MUS 113: MUSIC THEORY LAB I

This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

Advisor approval.

Corequisites

MUS 111, if ear training lab is a separate course.

MUS 114: MUSIC THEORY LAB II

This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part diatonic progressions.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

MUS 113

Corequisites

MUS 112, if ear training lab is a separate course.

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

Lecture Hours 3

Lab Hours 0

MUS 170: INTRODUCTION TO CHURCH MUSIC

This course provides an overview of church music as a career choice, and includes the organization and operation of a graded church choir program. Topics include an introduction to conducting, rehearsal techniques, administrative skills, and may include a supervised practicum field experience. Upon completion, students should be able to select, prepare, teach and conduct a simple anthem for a graded church choir and demonstrate a knowledge of church music administration through written documentation.

Credits 3

Lecture Hours 3

Lab Hours 0

MUS 211: MUSIC THEORY III

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

MUS 112

Corequisites

MUS 213, if ear training lab is a separate course.

MUS 212: MUSIC THEORY IV

This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony and twentieth-century practices and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth century techniques through analysis, writing, sight singing, dictation and keyboard skills.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

MUS 211

Corequisites

MUS 214, if ear training lab is a separate course.

MUS 213: MUSIC THEORY LAB III

This course provides the practical application of chromatic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, students should be able to write, sing and play modulating melodies, rhythmic patterns with beat subdivisions and four-part chromatic harmony.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

MUS 114

Corequisites

MUS 211, if ear training lab is a separate course.

MUS 214: MUSIC THEORY LAB IV

This course provides the practical application of chromatic musical materials and simple twentieth-century practices through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include chromatic and atonal melodies; complex rhythmic patterns in simple, compound and asymmetric meters; chromatic chords and twentieth-century harmony. Upon completion, students should be able to write, sing and play chromatic and atonal melodies, complex rhythms and meters, four-part chromatic harmony and simple twentieth-century chord structures.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

MUS 213

Corequisites

MUS 212, if ear training lab is a separate course.

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

Lecture Hours 3

Lab Hours 0

Prerequisites

Advisor approval.

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 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 4

Lab Hours 2

Clinical Credits 1

Prerequisites

As required by the program

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

Lecture Hours 4

Lab Hours 1

Clinical Credits 3

Prerequisites

As required by the program

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

Lecture Hours 5

Lab Hours 0

Clinical Credits 3

Prerequisites

As required by the program

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

Lecture Hours 1

Lab Hours 0

Clinical Credits 1

Prerequisites

As required by the program

NUR 120: Healthcare Transition

This course focuses on application of nursing concepts to transition individuals into the role of the practical nurse. Emphasis in this course is placed on evidence based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan. Designed to bridge previously gained health care knowledge, skills and abilities of the military veteran, LPN wishing to obtain an Alabama license, and paramedic to the role of the practical nurse. This course serves as a refresher for the nurse who desires practical experience before returning to the workforce.

Credits 10

Lecture Hours 6

Lab Hours 1

Clinical Credits 3

Prerequisites

SPH 106/107

Admission to program

Prerequisite Courses

MTH 100

BIO 201

BIO 202

ENG 101

PSY 210

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

Lecture Hours 6

Lab Hours 1

Clinical Credits 3

Prerequisites

MTH 100 or higher, BIO 201 and 202, ENG 101, SPH 106 or SPH 107, PSY 210

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 wellbeing, growth and development, perfusion, and medical emergencies.

Credits 7

Lecture Hours 4

Lab Hours 0

Clinical Credits 3

Prerequisites

NUR 114, NUR 115, and SPH 106 or SPH 107.

Corequisites

BIO 220.

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

Lecture Hours 3

Lab Hours 0

Clinical Credits 4

Prerequisites

BIO 220, NUR 211.

Corequisites

Humanities elective (Ethics preferred).

OAD 101: BEGINNING KEYBOARDING

This course is designed to be able to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, etc.

Credits 3

Lecture Hours 3

Lab Hours 0

OAD 103: INTERMEDIATE KEYBOARDING

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

OAD 101 or test above 30 words per minute

OAD 125: WORD PROCESSING

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports.

Credits 3

Lecture Hours 3

Lab Hours 0

OAD 126: Advanced Word Processing (Word)

This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and lab exercises. 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 advanced business documents. Students have the opportunity to become certified in MOS Word Expert in this course.

Credits 3

Lecture Hours 3

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 communicate effectively.

Credits 3

Lecture Hours 3

Lab Hours 0

OAD 133: BUSINESS COMMUNICATIONS

This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications.

Credits 3

Lecture Hours 3

Lab Hours 0

OAD 138: RECORDS/ INFORMATION MANAGEMENT

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

OAD 200: MACHINE TRANSCRIPTION

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

OAD 103 or advisor approval.

OAD 201: Legal Terminology

This course is designed to familiarize the student with legal terms. Emphasis is on the word root building system combining prefixes, suffixes, word roots, and forms that make terms easy to use. Upon completion, the student should be able to understand and use legal terminology.

Credits 3

Lecture Hours 3

OAD 202: LEGAL TRANSCRIPTION

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and lab exercises. Emphasis is on transcribing error-free legal documents using transcription equipment. Upon completion, students should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

OAD 200 with grade of "C" or higher or advisor approval.

OAD 203: LEGAL OFFICE PROCEDURES

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and lab exercises. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment.

Credits 3

Lecture Hours 3

Lab Hours 0

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

Lecture Hours 3

Lab Hours 0

OAD 212: MEDICAL TRANSCRIPTION

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Learn/maintain standards of ethical/professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

OAD 200 with grade of "C" or higher or advisor approval.

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

Lecture Hours 3

Lab Hours 0

OAD 218: OFFICE PROCEDURES

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices, and procedures, work habits, attitudes, oral and written communications and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. This course supports CIP code 52.0401.

Credits 3

Lecture Hours 3

Lab Hours 0

OAD 232: THE COMPUTERIZED OFFICE

This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and lab exercises. Emphasis is on the use of computerized equipment, software, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

OAD 133

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

Lecture Hours 3

Lab Hours 0

ORI 107: STUDENT SURVIVAL SKILLS

This course is designed to provide students with information to improve their success as students in a college environment. Specific topics include stress management, time management, goal setting, improving listening and note taking skills, identification of optimum learning styles, reading skills, study skills, problem solving and decision making, test taking strategies, and financial management.

Credits 1

Lecture Hours 1

Lab Hours 0

PED 100: FUNDAMENTALS OF FITNESS

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

Credits 3

Lecture Hours 3

Lab Hours 0

PED 103: WEIGHT TRAINING (BEGINNING)

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

Credits 1

Lecture Hours 0

Lab Hours 2

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

Lecture Hours 0

Lab Hours 2

Prerequisites

PED 103

PED 105: PERSONAL FITNESS

This course is designed to provide the student with information allowing him or her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

PED 103

PED 106: AEROBICS

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

Credits 1

Lecture Hours 0

Lab Hours 2

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

Lecture Hours 0

Lab Hours 2

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

Lecture Hours 0

Lab Hours 2

PED 119: GENERAL CONDITIONING (INTERMEDIATE)

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

PED 118

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

Lecture Hours 0

Lab Hours 2

PED 140: SWIMMING (BEGINNING)

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

Credits 1

Lecture Hours 0

Lab Hours 2

PED 141: SWIMMING (INTERMEDIATE)

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissor kick, the underwater swim, and other related skills.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

PED 140 or advisor approval.

PED 142: SWIMMING (ADVANCED)

This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program.

Credits 1

Lecture Hours 0

Lab Hours 2

Prerequisites

PED 141 or advisor approval.

PED 143: AQUATIC EXERCISE

This course introduces rhythmic aerobic activities and aquatic exercises performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program.

Credits 1

Lecture Hours 0

Lab Hours 2

PED 188: Yoga

This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity

Credits 1

Lab Hours 1

PED 238: VARSITY BASKETBALL I

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 249: VARSITY BASKETBALL II

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 250: VARSITY BASKETBALL III

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 251: VARSITY BASKETBALL IV

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 252: VARSITY BASEBALL I

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 254: VARSITY SOFTBALL I

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 255: Varsity Tennis I

This course emphasized 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

Lecture Hours 1

PED 258: VARSITY VOLLEYBALL I

This course covers advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 261: VARSITY BASEBALL II

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 262: VARSITY BASEBALL III

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 271: VARSITY SOFTBALL II

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 272: VARSITY SOFTBALL III

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 273: VARSITY SOFTBALL IV

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 274: Varsity Tennis II

This course emphasized 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. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive tennis.

Credits 1

Lecture Hours 1

PED 275: Varsity Tennis III

This course emphasized 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. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive tennis.

Credits 1

Lecture Hours 1

PED 276: Varsity Tennis IV

This course emphasized 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. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive tennis.

Credits 1

Lecture Hours 1

PED 280: VARSITY CHEERLEADING II

This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including: knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion of this program, students should be able to participate in a competitive program at the university level.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 281: VARSITY CHEERLEADING III

This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including: knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion of this program, students should be able to participate in a competitive program at the university level.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 282: VARSITY CHEERLEADING IV

This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including: knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion of this program, students should be able to participate in a competitive program at the university level.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 283: VARSITY VOLLEYBALL II

This course covers advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive volleyball.

Credits 1

Lecture Hours 0

Lab Hours 1

PED 284: VARSITY VOLLEYBALL III

This course covers advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive volleyball.

Credits 1

Lecture Hours 0

Lab Hours 1

PFT 101: Introduction to Pipefitting

This course is designed to introduce students to an overview of the pipefitting trade, pipefitting safety, pipefitting hand tools and pipefitting power tools. Students will also be instructed in the proper and safe way to set up oxyfuel cutting equipment.

Credits 3

Lecture Hours 2

Lab Hours 2

PFT 105: Introduction to Pipefitting Blueprints

This course is designed to introduce students to piping systems, drawings and details. It also places emphasis on math skills needed for entry-level pipefitting craft.

Credits 3

Lecture Hours 2

Lab Hours 2

PFT 107: Threaded Pipe and Socket Weld Pipe Fabrication

This course is designed to introduce students to ladder and scaffold safety. Students will also be introduced to materials used for threaded and socket weld piping systems. Students will also be instructed on how to determine cut lengths of pipe for threaded and socket weld pipe fittings.

Credits 3

Lecture Hours 2

Lab Hours 2

PFT 109: Butt Weld Pipe Fitting and Pipe Rigging

This course is designed to introduce students to the materials used in butt weld piping systems, students will also be instructed on how to determine cut lengths for pipe using various butt weld fitting. Students will also be introduced to basic rigging hardware

Credits 3

Lecture Hours 2

Lab Hours 2

PHL 106: INTRODUCTION TO PHILOSOPHY

This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in a historical survey from the early Greeks to the modern era.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

PHS 111: PHYSICAL SCIENCE I

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required.

Credits 4

Lecture Hours 3

Lab Hours 2

Course Tags

CORE

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

Lecture Hours 3

Lab Hours 2

Course Tags

CORE

PHY 201: GENERAL PHYSICS I-TRIG BASED

This course is designed to cover general physics at a level that assumes previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required.

Credits 4

Lecture Hours 3

Lab Hours 2

Course Tags

CORE

Prerequisites

MTH 113 or appropriate placement score

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, electrostatics, circuits, magnetism, and modern physics. Laboratory is required.

Credits 4

Lecture Hours 3

Lab Hours 2

Course Tags

CORE

Prerequisites

PHY 201

PHY 205: RECITATION IN GENERAL PHYSICS I-TRIG BASED

One hour weekly for problem solving.

Credits 1

Lecture Hours 1

Lab Hours 0

Prerequisites

As required by program.

PHY 206: RECITATION IN GENERAL PHYSICS II-TRIG BASED

One hour weekly for problem solving.

Credits 1

Lecture Hours 1

Lab Hours 0

Prerequisites

As required by program.

PHY 213: GENERAL PHYSICS WITH CAL I

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. Laboratory is required.

Credits 4

Lecture Hours 3

Lab Hours 2

Course Tags

CORE

Prerequisites

MTH 125

PHY 214: GENERAL PHYSICS WITH CAL II

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required.

Credits 4

Lecture Hours 3

Lab Hours 2

Course Tags

CORE

Prerequisites

PHY 213

PHY 216: RECITATION IN GENERAL PHYSICS WITH CAL I

One hour weekly for problem solving.

Credits 1

Lecture Hours 1

Lab Hours 0

PHY 217: RECITATION IN GENERAL PHYSICS WITH CAL II

One hour weekly for problem solving.

Credits 1

Lecture Hours 1

Lab Hours 0

PHY 299: DIRECTED STUDIES IN PHYSICS

This course is designed for independent study in specific areas of physics chosen by the student in consultation with a faculty member and carried out under faculty supervision.

Credits 1

Lecture Hours 1

Lab Hours 0

Prerequisites

As required by program

POL 200: INTRODUCTION TO POLITICAL SCIENCE

This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

Advisor approval.

POL 211: AMERICAN NATIONAL GOVERNMENT

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

Advisor approval.

PSY 106: CAREER EXPLORATION

This course is designed to explore potential career fields. It includes an assessment, thorough testing of strengths and weaknesses, general information about careers and job skills, instruction in value and decision making techniques and career research.

Credits 1

Lecture Hours 1

Lab Hours 0

PSY 107: STUDY SKILLS

In this course, emphasis is placed on the skills of “how to study.” The course introduces the student to effective techniques for listening in class, note taking, preparation for test taking, and an overall system of successful study.

Credits 1

Lecture Hours 1

Lab Hours 0

PSY 200: GENERAL PSYCHOLOGY

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

PSY 210: HUMAN GROWTH AND DEVELOPMENT

This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

PSY 200

PSY 211: CHILD GROWTH AND DEVELOPMENT

This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications.

Credits 3

Lecture Hours 3

Lab Hours 0

PSY 230: ABNORMAL PSYCHOLOGY

This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

PSY 200

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

REL 152: SURVEY OF THE NEW TESTAMENT

This course surveys 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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

SAL 133: SALON MANAGEMENT TECHNOLOGY

This course is designed to develop entry-level management skills for the beauty industry. Topics include job-seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

Credits 3

Lecture Hours 1

Lab Hours 2

SAL 201: ENTREPRENEURSHIP FOR SALON AND SPA MANAGEMENT

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

Lecture Hours 3

Lab Hours 0

SOC 200: INTRODUCTION TO SOCIOLOGY

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

SOC 200

SOC 247: MARRIAGE AND THE FAMILY

This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

SOC 200

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

Lecture Hours 4

Lab Hours 0

Course Tags

CORE

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

Lecture Hours 4

Lab Hours 0

Course Tags

CORE

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

SPA 201 or equivalent.

SPC 103: ORAL COMMUNICATION SKILLS

This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, develop a businesslike personality, and effectively present themselves before co-workers and the public.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

NCA

SPH 106: FUNDAMENTALS OF ORAL COMMUNICATION

Fundamentals of Oral Communication is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. The course surveys current communication theory and provides practical application for workforce readiness.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

Students must place in ENG 101 without support (ENG 099) or have a C or better in ENR 098.

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

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

Prerequisites

Students must place in ENG 101 without support (ENG 099) or have a C or better in ENR 098.

SPH 111: SIGN LANGUAGE

In this course, students are taught the basics of communication through sign language.

Credits 3

Lecture Hours 3

Lab Hours 0

SPH 112: SIGN LANGUAGE

In this course, students are taught to expand vocabulary and proficiency in sign language.

Credits 3

Lecture Hours 3

Lab Hours 0

SPH 116: INTRO TO INTERPERSONAL COMMUNICATION

This course is an introduction to the basic principles of interpersonal communication.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

SPH 206: ORAL INTERPRETATION

This course is designed to help students develop specific skills in the analysis and oral interpretation of poetry, prose, and drama. It includes a study of the elements of oral communication such as imagery, structure, and dramatic timing.

Credits 3

Lecture Hours 3

Lab Hours 0

SUR 100: PRINCIPLES OF SURGICAL TECHNOLOGY

This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis, principles of patient care, surgical procedures, operative techniques, blood-borne pathogens, safety, pharmacology, and surgical instrumentation. Upon completion, the student should be able to demonstrate practical application of the basic principles and skills of the surgical technologist.

Credits 5

Lecture Hours 3

Lab Hours 10

Prerequisites

Admission to the program and advisor approval.

SUR 102: APPLIED SURGICAL TECHNIQUES

This course is the application of principles of asepsis and the role of the surgical technologist. Emphasis is placed on creating and maintaining a sterile environment, and applying skills of interpretative procedures. Upon completion of this course, the student should be able to participate in mock surgical procedures.

Credits 4

Lecture Hours 2

Lab Hours 0

Clinical Credits 6

Prerequisites

SUR 100

SUR 103: SURGICAL PROCEDURES

This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

Credits 5

Lecture Hours 3

Lab Hours 6

Clinical Credits 0

Prerequisites

SUR 102

SUR 104: SURGICAL PRACTICUM I

This course is the application of perioperative principles in the perioperative setting. Emphasis is placed on application of the surgical technologist. Upon completion of the course, the student should be able to participate in the surgical technologist role.

Credits 4

Lecture Hours 0

Lab Hours 0

Clinical Credits 20

Prerequisites

SUR 103

SUR 105: SURGICAL PRACTICUM II

This clinical experience allows the student to practice in the health care environment using entry level skills attained in previous classroom laboratory and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should be able to apply concepts of surgical technology to student levels.

Credits 5

Lecture Hours 1

Lab Hours 0

Clinical Credits 20

Prerequisites

SUR 104

Corequisites

SUR 106

SUR 106: ROLE TRANSITION IN SURGICAL TECHNOLOGY

This course is designed to provide specialized instruction for the student preparing to transition into the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the NBSTSA certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination.

Credits 1

Lecture Hours 1

Lab Hours 0

Clinical Credits 0

Corequisites

SUR 105

SUR 107: SURGICAL ANATOMY & PHYSIOLOGY

This course is an overview of surgical anatomy and physiology. Emphasis is placed on the organizational structure of the body, organ systems, relevant surgical pathophysiology, and related medical terminology. Upon completion, the student should be able to apply knowledge of anatomy in the clinical environment.

Credits 3

Lecture Hours 3

Lab Hours 0

Clinical Credits 0

Prerequisites

Admission to the program and/or as required by the SUR Department

SUR 150: Central Sterile I

This course is an introduction to the field of Central Sterile Processing as a career. Emphasis is on the role of Sterile Processing Technician, care of surgical instruments, sterilization procedures, principles of asepsis, safety, and an overview of microbiology. Upon completion, the student will be able to demonstrate knowledge of sterilization procedures and workplace asepsis.

Credits 4

Lecture Hours 3

Lab Hours 3

SUR 151: Central Sterile II

This course is the study of the name of surgical instruments. An emphasis will be placed on the study of human structure, function, procedural terminology, and the instruments and equipment used for common surgical procedures. Upon completion of this course the student will be able to identify a variety of surgical instruments and discuss common uses of the instruments.

Credits 3

Lecture Hours 2

Lab Hours 3

SUR 152: Central Sterile Lab

This course is designed to provide the student with a clinical experience in central sterile processing. The theory portion of the course will include a discussion of clinical experiences and a review of previously covered content in preparation for taking a certification exam. Upon successful completion students will be able to apply concepts of central sterile processing at the entry level.

Credits 3

Lecture Hours 1

Corequisites

This course requires Preceptor hours. 5:1 contact hours ratio for clinical hours (10 hours of clinical per week).

SUR 208: SPECIAL TOPICS IN SURGICAL TECHNOLOGY

This course is designed to provide specialized instruction in selected topics in the field of Surgical Technology. Emphasis is on content specific principles based on student needs.

Credits 1

Lecture Hours 0

Lab Hours 0

Clinical Credits 3

Prerequisites

Admission to the program and/or as required by the Department

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 of modern media. Emphasis of playwright, actor, director, designer and technician to modern media. Attendance at theater production may be required.

Credits 3

Lecture Hours 3

Lab Hours 0

Course Tags

CORE

TRK 111: BASIC VEHICLE OPERATION

This course introduces students to the fundamentals of becoming a professional commercial motor vehicle driver. Topics include orientation, control systems, vehicle inspections and reporting, basic control, shifting, backing, coupling and uncoupling, proficiency development, and special rigs. Upon completion, the student should demonstrate proficiency in skill field tasks and pre-trip inspections to Commercial Drivers License standards.

Credits 4

Lecture Hours 3

Lab Hours 2

Course Tags

CORE

Corequisites

TRK 112, TRK 113.

TRK 112: SAFE OPERATING PRACTICES

This course offers proper defensive driving techniques applicable to the commercial motor vehicle driver and involves the interaction between the student/vehicle and the highway traffic environment. Topics include visual search, communication, speed and space management, night operation, extreme driving conditions, and proficiency development. Upon completion, the student should demonstrate basic operating skills that ensure safety of the driver and other vehicle operators to Commercial Drivers License standards.

Credits 3

Lecture Hours 2

Lab Hours 2

Course Tags

CORE

Corequisites

TRK 111, TRK 113.

TRK 113: NON-VEHICLE ACTIVITIES

This course focuses on activities not directly related to the vehicle itself, but that are related to the potential job performance of the commercial motor vehicle driver. Topics include handling cargo, cargo documentation, hours of service requirements, accident procedures, personal health and safety, trip planning, employability skills, and public and employer relations. Upon completion, the student will demonstrate performance of these activities to Commercial Drivers License standards to ensure safety to the driver, vehicle, cargo, and other motorists.

Credits 2

Lecture Hours 1

Lab Hours 2

Course Tags

CORE

Corequisites

TRK 111, TRK 112.

VTR 112: ELECTRICAL FUNDAMENTALS

This course introduces the principles of basic Electrical/Electronic concepts and fundamentals. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors. Upon completion, student should be able to identify components, test systems, and repair minor electrical problems according to manufacturer's literature.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

VTR 133: HEATING AND AIR CONDITIONING

This course provides basic instruction in theory, operation, and repair of heating and air conditioning/refrigeration systems. Topics include operation theory, safety, maintenance, recycling and recovery procedures, recharging procedures, troubleshooting procedures, refrigerant leaks, and system repairs. Emphasis is placed on the understanding and repair air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.

Credits 3

Lecture Hours 1

Lab Hours 4

Course Tags

CORE

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.

Credits 3

Lecture Hours 2

Lab Hours 2

Course Tags

CORE

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.

Credits 3

Lecture Hours 2

Lab Hours 2

Course Tags

CORE

WDT 110: INDUSTRIAL BLUE PRINT READING

Credits 3

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 operation practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.

Credits 3

Lecture Hours 2

Lab Hours 2

Course Tags

CORE

Prerequisites

Or advisor approval

Prerequisite Courses

WDT 109

WDT 120: SHIELDED METAL ARC WELDING GROOVE

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.

Credits 3

Lecture Hours 2

Lab Hours 2

Course Tags

CORE

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

Lecture Hours 0

Lab Hours 6

Course Tags

CORE

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 the applicable welding code.

Credits 3

Lecture Hours 0

Lab Hours 6

Course Tags

CORE

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

Lecture Hours 0

Lab Hours 6

Course Tags

CORE

Co-Requisite Courses

WDT 119

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 F-3 and F-4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F-3 and F-4 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

Lecture Hours 0

Lab Hours 6

Course Tags

CORE

Prerequisites

or advisor approval

Prerequisite Courses

WDT 109

Co-Requisite Courses

WDT 120

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

Lecture Hours 0

Lab Hours 6

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

Lecture Hours 0

Lab Hours 6

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

Lecture Hours 1

Lab Hours 4

WDT 158: CONSUMABLE WELDING PROCESSES LAB

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. This course supports CIP code 48.0508.

Credits 3

Lecture Hours 0

Lab Hours 6

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

Lecture Hours 1

Lab Hours 4

WDT 166: FLUX CORE ARC WELDING (FCAW)

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards. This course supports CIP code 48.0508.

Credits 3

Lecture Hours 2

Lab Hours 3

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

Lecture Hours 0

Lab Hours 6

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

Lecture Hours 1

Lab Hours 4

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

Lecture Hours 0

Lab Hours 6

WDT 182: 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

Lecture Hours 1

Lab Hours 4

WDT 183: 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 2

Lecture Hours 1

Lab Hours 2

WDT 184: 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 1

Lecture Hours 0

Lab Hours 2

WDT 193: CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Credits 3

Lecture Hours 0

Lab Hours 15

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

Lecture Hours 1

Lab Hours 4

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 and industry standard welding test in accordance with various applicable welding code requirements.

Credits 3

Lecture Hours 1

Lab Hours 4

WDT 219: WELDING INSPECTION & 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

Lecture Hours 3

Lab Hours 0

WDT 221: PIPEFITTING 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

Lecture Hours 1

Lab Hours 4

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, 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

Lecture Hours 1

Lab Hours 4

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

Lecture Hours 1

Lab Hours 4

WDT 251: SMAW Carbon Pipe Lab

Credits 3

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

Lecture Hours 0

Lab Hours 6

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 and industry standard welding test in accordance with various welding code requirements.

Credits 3

Lecture Hours 0

Lab Hours 6

Prerequisites

or advisor approval. Can also be taken as a co-requisite.

Prerequisite Courses

WDT 218

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

Lecture Hours 0

Lab Hours 6

WDT 280: SPECIAL TOPICS

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

Credits 3

Lecture Hours 0

Lab Hours 9

WDT 281: SPECIAL TOPICS IN WELDING TECHNOLOGY

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

Credits 3

Lecture Hours 0

Lab Hours 9

WDT 282: SPECIAL TOPICS

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

Credits 3

Lecture Hours 0

Lab Hours 9

WDT 291: CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Credits 3

Lecture Hours 0

Lab Hours 15

WDT 292: CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Credits 3

Lecture Hours 0

Lab Hours 15

WDT 293: CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Credits 1

Lecture Hours 0

Lab Hours 5

WDT 294: CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Credits 2

Lecture Hours 0

Lab Hours 10

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 of construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.

Credits 3

Lecture Hours 2

Lab Hours 2

The Student Handbook has been prepared to assist all students in becoming acquainted with Bevill State Community College. It is designed to orient all students to the College's functions, organizations, policies, and regulations. Each student is held responsible for information contained in this handbook and in the College Catalog.

The Handbook does not contain all the standards or regulations of the College. Students should be familiar with information provided by organizations on campus and the academic departments. The College Catalog is the official announcement of program requirements and academic regulations of Bevill State Community College.

The information provided in this Handbook is accurate and current; however, changes may occur. The College reserves the right to make changes in regulations, policies, procedures and other matters as necessary without prior notice.

It is the policy of the Alabama Community College System, its Board of Trustees, and Bevill State Community College, a postsecondary institution under its control, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, but not limited to, race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law. Inquiries concerning Title IX should contact Andrew McCay at andrew.mccay@bscc.edu (1411 Indiana Avenue, Jasper, AL 35501 • 205-387-0511). Anyone who has a disability that might require special materials, services, or assistance, should contact Abby Parker at abby.parker@bscc.edu (Fayette & Hamilton Campuses) or Sara Murray at sara.murray@bscc.edu (Jasper Campus & Sumiton Campuses), at least 48 hours in advance. For TDD users in Alabama, the Alabama Relay Center is available by dialing 7-1-1. All materials related to compliance with the Americans with Disabilities Act and Section 504 are maintained by the College coordinator, Beth Roberts beth.roberts@bscc.edu.

Student Handbook

Opportunities for Participation

Opportunities for Participation and Student Organizations

All students are encouraged to contribute to the decision-making process of the College. They should voice their comments and suggestions through student organizations and follow the chain of command within those organizations. Student organizations and activities give the student body an opportunity to make positive contributions to both the community and the institution. Student organizations are open to admitted, degree-seeking students. Participation in specific organizations is open to those who qualify for membership.

A recognized student organization must sponsor extracurricular activities. The sponsor/advisor for the host organization must be present at each function. College facilities are made available to organizations for such activities when possible. Request forms for extracurricular activities may be obtained from the Office of Student Services. Approval for activities should follow established College procedures (see Procedures for Approval of Extracurricular and/or Fundraising Activities). Any student who brings a guest or visitor to the campus or any College sponsored activity is responsible for the conduct of the guest or visitor.

Ambassadors

Ambassadors are chosen on the basis of academic performance, individual interviews, and leadership abilities. In addition to serving as campus tour guides, Ambassadors host various College events, work with community and civic groups, and serve as College representatives at high school career days and community and civic activities. Ambassadors are selected annually.

Band and Chorus

These musical organizations perform at school concerts, and college and community programs. They also conduct

concerts for area community events and organizations. Students may receive scholarships and academic credit for participation.

Bevill State Outdoors Club

The goal of the Outdoors Club is for all members to gain a greater respect, appreciation, and understanding of the outdoors and the steps necessary to preserve nature's outdoor resources. The Outdoors Club also provides a forum through which members can discuss ethics and safety of a responsible outdoors member as well as Constitutional and related rights regarding all outdoor sports. Membership is open to any Bevill State student.

Campus Ministries

As a nondenominational religious organization, Campus Ministries seeks to expand members' spiritual lives through service, fellowship, study, and recreation.

Fine Arts Association of Bevill (FAAB)

FAAB is a student organization dedicated to increasing students' appreciation and involvement in the Arts.

Fandom Club

The purpose of the Fandom Club shall be to provide a cultural organization for students to interact and express themselves with students who share common interests. Fandom genres include movies, television shows, anime, comics, books, art exhibits, musical bands, and games. Examples would be StarTrek, Doctor Who, and Sherlock.

The Garden Club

The Garden Club is open to all students at Bevill State. The purpose of this club is to promote environmental wellness by supporting environmentally friendly solutions. Established on the Fayette Campus in 2022, The Garden Club partners with local community organizations to beautify Bevill State campuses and establish communal gardens.

Intercollegiate Athletics

Bevill State, as a member of the Alabama Community College Conference and National Junior College Athletic Association, participates in volleyball, basketball, softball, baseball, tennis and esports.

Intramural Activities

A variety of intramural sports and activities are offered throughout the year for both men and women. Typical activities include flag football, basketball, softball, ping-pong, volleyball, pool, bowling, and chess.

National Technical Honor Society

The National Technical Honor Society is an organization to honor student achievement and leadership, promote educational excellence and enhance career opportunities. The vision of this organization is to be the leader in providing recognition for excellence in career and technical education and creating significant occupational opportunities for America's top workforce education students.

Nursing Honor Society - Alpha Delta Nu (ADN)

The purpose of the Nursing Honor Society-Alpha Delta Nu is to recognize the academic excellence of students in the study of Associate Degree Nursing. The society encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a lifelong professional responsibility. The society also participates in the recruitment of qualified individuals into the nursing profession.

Phi Beta Lambda (PBL)

Phi Beta Lambda is the national postsecondary organization for all students enrolled in business, office, or vocational teacher education programs and who accept the purpose of PBL and subscribe to its creed. The purpose of the organization is to provide opportunities for postsecondary students to develop vocational competencies for business and office occupations and business teacher education. PBL is an important part of the instructional program and promotes a sense of civic and personal responsibility. Through PBL, members learn how to lead and participate in group discussions, preside at meetings and conferences, work effectively with committees, and engage in practical problem solving and decision-making.

Phi Theta Kappa

Phi Theta Kappa is the premier national honor society in American junior and community colleges. Students who

are inducted into the organization each year are honored for academic excellence, model citizenship, and community service.

Pride Club

The purpose of the Pride Club is to create an inclusive safe environment and to promote equality for LGBTQ+ students.

Scholars Bowl

The Scholars Bowl Team participates in academic competitions with other colleges throughout the state. Members are selected through tryouts, intramural competition, and scholarship applications.

Sigma Kappa Delta

Sigma Kappa Delta is the national English honor society for students in two-year colleges. Its purposes are to recognize and reward outstanding achievement in English language and literature, provide cultural stimulation, and promote interest in English.

Skills USA

Skills USA is a national youth organization for Career Technology Students. Skills USA is the only organization operating through public schools to build status for industrial and technical occupations. Skills USA offers prestige and recognition through awards and contests. Included in the organization are co-curricular activities that provide activities which make education and training more meaningful. The local and state clubs meet periodically to provide opportunities for the members to participate in educational, social, recreational, and vocational activities. Participating members develop leadership abilities, self-confidence, and poise. These activities also aid in stimulating positive attitudes, building character, and developing citizenship based on service to school, home, and community.

Student Government Association (SGA)

The SGA on each campus of Bevell State Community College is the official representative organization of the student body. The organization coordinates social, cultural, and spiritual aspects of campus life. The SGA also provides the privilege of expressing opinions and taking action on matters concerning the general welfare of the student body. The duties of the SGA officers are to discuss

important matters pertaining to the students, appoint committees for projects concerning the student body, and provide representation for all necessary campus and off-campus functions. The SGA constitution is on file in the Office of Student Services on each campus.

Student Nurses Association

The Bevell State Student Nurses Association is an affiliate of the Alabama Association of Nursing Students (AANS) and the National Student Nurses Association (NSNA). The purpose of the association is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care, to provide programs representative of fundamental and current professional interests and concerns, and to aid in the development of the whole person and his/her responsibility for the health care of people in all walks of life.

General Services

Academic Support Services

Academic advising, tutoring, study skills management, career exploration, and other academic support services may be accessed through the Office of Student Services.

When classes are not in session, and the College is not closed for school holidays, the operating hours are Monday-Thursday 7:30 a.m.-5:30 p.m. and Friday 7:30 a.m.-11:30 a.m. Special hours during semester registration and add/drop periods are posted as necessary.

Student Email

Bevell State students have email accounts through the College that may be used to communicate BSCC events, deadlines, and emergency information. For information on accessing student email please visit <https://www.bscc.edu/students/current-students/oneaccs-student-email>.

Books, Supplies, and Tools

Students furnish their own books, supplies, and tools. For the convenience of the student, books, supplies, and tools may be purchased through the online bookstore. Bookstore purchases can be charged to financial aid beginning 10 days prior to the first day of class each semester. Each career technical education program will

supply a tool list to help the student in the purchase of the necessary tools. Selected texts and/or workbooks are identified for each course of study.

NOTE: The Exchange/Refund Policy may be obtained from bookstore personnel.

PTK Connect

PTK Connect is a FREE online tool developed by Phi Theta Kappa, an honor society serving community colleges. PTK Connect serves as a “one stop shop” designed for transfer-bound students to assist in gathering knowledge about four-year institutions transfer options and transfer scholarship opportunities. Students may also explore career pathways, including salary averages and employment stats by state and investigate which academic majors align with career interest. For more information, visit <https://www.ptk.org/ptkconnect> or contact the Office of Student Services.

Counseling

Community referral services are available through the Office of Student Services. A student in need of immediate counseling should call the Northwest Mental Health Center at 1-800-489-3971.

Expressive Activities by the Campus Community

In accordance with Act 2019-396 of the Alabama Legislature and the ACCS Board of Trustees’ Policy 224.01: Expressive Activities by the Campus Community, effective December 9, 2020, Bevell State Community College’s implementing policy on Expressive Activities by the Campus Community is as follows:

I. Findings.

Bevell State Community College finds the following:

A. A primary function of Bevell State Community College is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and that to fulfill that function, Bevell State Community College will strive to ensure the fullest degree possible of intellectual freedom and free expression.

B. It is not the proper role of Bevell State Community College to shield individuals from speech protected by the First Amendment to the United States Constitution and

Article I, Section 4 of the Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive.

C. Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature.

D. Bevell State Community College supports free association and will not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization.

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

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

II. Speech and Expression in Outdoor Areas, Invited Speakers, and Security.

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

B. Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of Bevell State Community College’s campus which enjoy general access during regular hours of College operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article 1, Section 4 of the Alabama Constitution of 1901, 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.

C. Outdoor areas where expressive activities are not allowed include:

1. Areas within 10 feet of classrooms or places of residence;
2. Athletic facilities;
3. Class held in outdoor settings;
4. Areas where access is restricted due to operational or safety protocols, such as energy or maintenance control areas.
5. Areas of parking/traffic flow.

D. Except for II.H. below, this policy does not apply to expressive activities that take place in indoor areas of Bevill State Community College property including, but not limited to, classrooms or classroom buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by Bevill State Community College's Use of Facilities policy, subject to the requirement that Bevill State Community College must be open to any speaker whom Bevill State Community College's student organizations or faculty have invited. These areas may be used for official events sponsored by the College or for non-college use under ACCS Board of Trustees Policies 500.01 and 507.01.

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

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

1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
3. Violations of a state, federal or local law, regulation, or ordinance;
4. Threats to passersby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
5. Following, badgering, or forcibly detaining individuals;

6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;
7. Damage to property, including buildings, benches, sidewalks, fixtures, grass, shrubs, trees, flowers, or other landscaping;
8. Use of sound amplification, including bullhorns, except within reasonable limits that will not disrupt normal College operations;
9. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;
10. Engaging in expressive activities in prohibited or restricted areas as defined in Sections II.B. and II.C. above;
11. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or
12. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.

G. Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with the College and the function of educational institutions.

H. Bevill State Community College will provide police and security officers and use other security measures to ensure the safety of all participants, the Campus Community, and the public. Nothing in this policy shall prohibit the College from charging a fee for security for events, provided that such fees may not be calculated or otherwise based on the content of the protected expressive activity or the anticipated reaction to the protected expressive activity. The President may waive this security fee, but may not base the decision on the basis of the content of the expressive activity or the anticipated reaction to the protected expressive activity, except in emergency situations in which there is a clear and present danger to the campus community or to the public. Bevill State Community College may also charge a use of facilities fee for the use of campus facilities, such as for the use of IT resources or cleanup costs. These fees will not be based on the content of the expressive activity. [Fees are outlined on the Request for Facility Use form]

I. To promote a safe and effective event, individuals or groups from the Campus Community planning to engage in expressive activity that they anticipate will require the assistance of security are expected to provide sufficient notice to the Director of Facilities and Security at least one week, but no less than 48 hours in advance of the event.

Such arrangements enable Bevill State Community College to ensure the event takes place in a safe and constructive manner.

J. Individuals and groups who engage in expressive activity in outdoor areas on Bevill State Community College property are subject to Bevill State Community College policies relating to the use and operation of campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespassing. Bevill State Community College prohibits the possession or use of clubs, bats, weapons, open flames, or other dangerous materials on campus property during these events.

K. Bevill State Community College shall not permit members of the Campus Community to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive activity. Any act of reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action. Disciplinary sanctions for members of the Campus Community under the jurisdiction of Bevill State Community College who violate this subsection shall be handled through the Student Code of Conduct or Employee Conduct Code procedures.

L. Nothing in this policy shall be construed to prevent Bevill State Community College from regulating and restricting expressive activity that is not protected by the United States Constitution, the Constitution of Alabama of 1901, or state law, including, but not limited to, any of the following:

1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.
2. Expressions that a court has deemed unprotected defamation.
3. Harassment.
4. True threats, which are defined as statements meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence towards a particular individual or group of individuals.
5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
6. An action that unlawfully disrupts the function or security of the institution.
7. Any constitutional time, place, and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions

employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.

M. Complaints or questions regarding the application of this policy should be addressed in accordance with relevant Bevill State Community College policy by the Director of Facilities and Safety.

III. Commercial Activity on Campus

Individuals, organizations and groups, both internal and external to Bevill State Community College, may not conduct commercial transactions or engage in commercial speech on Bevill State Community College property unless authorized pursuant to ACCS Board of Trustees Policy 515.01 and approved by the President in advance. Commercial speech means speech in which the speaker is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. Fundraising, including political fundraising, is considered solicitation and therefore deemed commercial speech under this policy.

IV. Policy Distribution

This policy will be included in new student, new faculty, and new staff orientation programs. Bevill State Community College shall disseminate this policy to all members of the Campus Community and make this policy available in handbooks and its website.

V. Relationship to Other Policies

This policy shall supersede and nullify any previous Bevill State Community College policies that could regulate speech on Bevill State Community College campus. However, this policy is not intended to supersede, nullify, or amend any Bevill State Community College policy that regulates the reservations and use of interior spaces on campus, or that charge incidental fees for the use of such spaces.

VI. Annual Report

Bevill State Community College will submit an annual report to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that includes the following:

1. The date and description of each violation of this policy.
2. A description of the administrative handling and discipline relating to each violation.

3. A description of substantial difficulties, controversies, or successes in maintaining a posture of administrative and institutional neutrality.
4. Any additional assessments, criticism, commendations, or recommendations Bevell State Community College sees fit to include.

Identification Cards

All Bevell State Community College students are required to obtain an official ID card that displays the student's photograph. ID cards are issued to all students and are valid for two years. The card is required for using the library, receiving financial aid, and utilizing the services and activities at the College. A student may receive discounts from certain local businesses when his/her ID card is presented at the time of purchase. Advertised days will be posted for making IDs. A student who uses the ID card in an illegal manner will be subject to disciplinary action. The following regulations apply to the ID card:

- Students are to carry their cards at all times and present them for identification when requested by College officials. Student ID cards are made for student use only. Students may be required to present their current ID in order to use the services and activities in the Student Center/Bear's Den.
- Loss or theft of cards should be reported to the campus Director of Student Services.

NOTE: Replacement cost is \$5.00.

Library Services

Bevell State Community College libraries strive to provide quality resources and services to support the programs of the College and to meet the learning and information needs of students, faculty, staff, and community members. Each of the four campuses and the Pickens County Educational Center have a library equipped with the latest technology for research. The library collections include more than 200,000 books, periodicals, non-print media, eBooks, and government document publications.

Bevell State libraries offer a link to the Alabama Virtual Library which may be reached through the Bevell State website at www.bscc.edu library link.

Bevell State library hours are open while classes are in session on the following schedule:

- Monday-Thursday: 7:30 a.m.-5:30 p.m.
- Friday: 7:30 a.m.-11:30 a.m.

Any change in library hours will be posted on library doors.

Additional information about BSCC libraries is available on the web at www.bscc.edu, in person, or by phone at 1-800-648-3271 and one of the following extensions:

- Fayette Campus -ext. 5141
- Hamilton Campus -ext. 5356
- Jasper Campus -ext. 5748
- Sumiton Campus -ext. 5241
- Pickens County Educational Center -ext. 5646

A BSCC ID card is necessary to borrow library materials. BSCC ID cards may be obtained from the Office of Student Services. The library staff will assign a barcode to the BSCC ID card which will be used as a library card. Instructors may reserve books and/or articles for students to use at the libraries.

Lost and Found

Inquiries about lost articles should be made in the Office of Student Services. Because the College is not responsible for students' personal property, books and supplies should be locked in a safe place when not in use. An identifying name or mark should be placed on all books and other personal property.

Parking and Traffic Regulations

All faculty, staff, or students (full or part time) having a motor vehicle or the use of one on campus must register it with the Campus Business Office. Students attending continuing education classes must see the instructor to obtain a special parking pass. Vehicles can be registered by submitting a Vehicle Registration Card to the campus business office. The Vehicle Registration Card may be obtained in the Campus Business Office. The Campus Business Office will issue two types of parking hangtags: (1) Faculty/Staff and (2) Student. The fee for a student hangtag is \$10.00 and is payable at the time the student registers. Hangtags are to be hung from the inside rearview mirror. It is the student's responsibility to keep the hangtag available for use in the vehicle he/she parks on campus. The hangtag is designed to be moved from vehicle to vehicle. If a student loses his/her hangtag or if it is stolen, a replacement hangtag must be purchased. The replacement fee for students and faculty/staff is \$10.00. Parking permits will be valid for the academic year beginning with the fall semester. An academic year consists of fall, spring, and summer semesters. Parking permit fees will not be prorated during the academic year. A student to whom the hangtag has been issued will be held responsible for any

violation in which the vehicle is involved. In the event of mechanical failure of a vehicle, the owner/driver will be responsible for its removal as soon as available services will permit. The Director of Student Services should be advised of its location. In an effort to maintain a safe and orderly campus, the College requires all drivers to park only in designated parking areas. Drivers not adhering to parking regulations will be ticketed. Citations will be issued for the following offenses:

- No hangtag;
- Parking in spaces reserved for the disabled;
- Parking in staff parking space;
- Parking in loading zone;
- Parking in fire lane;
- Blocking fire hydrant;
- Parking in a no-parking area (sidewalks, streets, campus lawn);
- Parking over the line (taking more than one parking space);
- Blocking through traffic;
- Speeding;
- Driving the wrong way on a one-way street;
- Reckless endangerment.

Parking citations carry a \$15.00 fine per violation payable at the Business Office. Fines not paid within seven (7) calendar days will double. There is a \$50.00 fine for parking in disabled parking places without a permit. Repeated violation of these regulations may result in the vehicle being immobilized with an auto boot. In case of vehicle immobilization, do not attempt to move the vehicle and immediately contact the Director of Student Services office. Additionally, violations such as parking in disabled parking space, parking in a loading zone, parking in fire lane, blocking a fire hydrant, and parking in a no-parking area may result in the vehicle being towed at the owner's expense. If a student finds that his/her vehicle has been towed he/she should immediately contact the Director of Student Services office for further information. The Director of Student Services reserves the right to cancel the registration of any vehicle on campus. Citations not cleared at the Campus Business Office will be posted to the student's account, which must be cleared before he/she will be allowed to register for future classes.

Bevill State Community College assumes no responsibility for damage to any vehicle brought to campus or any vehicle towed due to violations of policy.

NOTE: In addition to Bevill State parking and traffic regulations and policies, the 1975 Code of Alabama including provisions of Title 32 will be enforced.

Smoking/Tobacco Policy

The use of tobacco products (smoking, chewing, dipping, and vapor-producing electronic devices) is strictly prohibited in any College-owned or College-controlled facility or vehicle, including residence halls/dorms and on College sponsored trips. Smoking poses a significant health risk to both smokers and non-smokers. In addition, smoking can damage sensitive technical equipment and can be a safety hazard. Second-hand smoke can be annoying and is hazardous to non-smokers. The Office of Student Services should be contacted for information regarding the designated smoking areas located on the campus. Anyone interested in a program to stop the use of tobacco or tobacco products may contact the Director of Student Services on any campus.

Student Centers/Bear's Den

Student centers are provided at all locations for the convenience of students. The centers are designed for student use; therefore, ID cards may be checked.

Student Support Services

The federally funded Trio Student Support Services program provides support and assistance in addressing academic deficiencies for students who meet eligibility criteria. The program provides support services including financial aid counseling, mentoring, tutoring, academic advising, and computerized instruction. To receive these services, students must meet eligibility criteria.

For more information on Student Support Services, contact the Fayette Campus (ext. 5182), the Hamilton Campus (ext. 5357), the Jasper Campus (ext. 5357), or the Sumiton Campus (ext. 5446).

Official Recognition of Campus Organizations

Formation Of New Organizations, Chartering Procedures, And Continued Recognition

Any group wishing to form a student organization recognized by the College must submit a written request to the Dean of Students. The Dean of Students will present this request to the President's Cabinet for approval and then notify the group of the decision. At the appropriate time, a constitution containing the following information must be presented to the Dean of Students for approval:

- The name of the organization;
- The statement of purpose of the organization;
- Membership eligibility requirements;
- A list of participating students;
- A listing of officers by title and duties and any special function of the offices;
- A statement of the length of semesters of the officers and the time and method of election;
- A statement of when, where, and how often meetings will be held;
- A statement of membership dues, including amount and frequency of payment, and provision for disposition of any funds in the event of dissolution of the organization;
- A provision for club advisors and name of club advisor. Advisor must have been employed at least one year at Beville State and complete approval procedures; and
- A statement of any national, state, or regional affiliation with a copy of this affiliation's constitution attached.

Temporary Recognition

Temporary recognition may be given to organizations upon submission of a constitution containing the above listed requirements, permitting the organizations to function for not more than one semester pending official charter approval.

Review & Approval

Three typed copies of the proposed constitution must be submitted to the Dean of Students for suggestions, recommendations, and approval. In the event that recognition is withheld, appeal may be made to the President of the College. During the time that its application for recognition is being considered, or an appeal is being made, a group may not sponsor speakers or activities in the name of the proposed organization. The Dean of Students must also approve any change or amendment affecting the nature or purpose of the organization as originally approved, and an up-to-date copy of the constitution must be on file in the Dean of Student's office.

Club Sponsors/Advisors: Eligibility And Role

All student organizations must have a qualified club sponsor/advisor approved by the appropriate Director of Student Services, who will work in concert with the Dean of Students in making selections. Rotation of advisors takes place at the end of each summer semester when possible. Persons with special talents needed for a particular club are given preference. In making the selections, every attempt is made to give all potential sponsors/advisors the opportunity to work with an organization. Preference is given to those who have not served in this capacity in the past. A faculty member who agrees to serve as a club sponsor/advisor accepts responsibility for encouraging the organization in its purpose and activities within the limits of College policy and the goals and objectives of the organization as set forth in the statement of purpose and constitution. Sponsors/advisors are responsible for being familiar with and operating within the following: this policy and other College regulations pertaining to student organizations, activities, and speakers; the constitution and purposes of the student organization they are sponsoring/advising; the activities and the projects of their organizations. No meeting is authorized or recognized unless attended by the sponsor/advisor or a substitute duly approved by the Director of Student Services. The proceedings of meetings held with a substitute must be reviewed by the sponsor/advisor. Speakers, special programs and activities, and program topics sponsored by the student organizations must have the formal approval of the club sponsor/advisor, the Director of Student Services, and the Dean of Students.

Meetings Of Clubs And Organizations

Recognized student organizations are required to hold their meetings on campus, and the College facilities will be made available to them. Special permission must be obtained from the Dean of Students or his/her designee for off-campus meetings.

Policies For Clubs And Organizations

Campus organizations shall be open to all eligible students without respect to race, creed, national origin, sex, or disability. All clubs and organizations must conform to the laws and policies of the State of Alabama, the Alabama Community College System Board of Trustees, Bevill State and the Student Government Association. No club or organization shall interfere with or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes or campus activities without prior consent of proper College officials. Clubs or organizations shall not encourage any action that might cause disrepute to a student, employee, or College activity.

Tenure Of Student Organizations

Any organization determined not to fulfill its approved purpose and goals is subject to probation, reorganization, or dissolution. The Dean of Students may request minutes of meetings, financial statements, and/or any other information he or she may deem appropriate in determining the tenure of a student organization. The SGA may be invited to recommend to the Dean of Students whether a particular student organization should be continued in good standing, continued with probationary status for a specified period of time, reorganized, or disbanded.

Student Records

Student Records Confidentiality/Directory Information Policy

STUDENT RECORDS CONFIDENTIALITY/DIRECTORY INFORMATION POLICY (as provided by Public Law 93-380: Protection of Rights and Privacy of Parents and Students)

To comply with the Family Education Rights and Privacy Act (FERPA), known as the Buckley Amendment, the following policies and procedures have been established. This policy also serves as the annual notification of students' rights under FERPA, which is published annually in the College Catalog. It is the responsibility of the Office of Student Services to protect the privacy of student educational records. FERPA affords students the right to file a written complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Written complaints should be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Student Records General Policy

No information from records, files, or other data directly related to the student, other than the directory information defined below, shall be disclosed without the written consent of the student. Consent shall include the specification of records to be released, the reasons for such release, and to whom records are to be released. Exceptions to this policy apply when satisfying compliance with a judicial order or pursuant to any lawfully issued subpoena, upon the condition that the student is notified of all such orders or subpoenas. The student will have ten days to respond to the College concerning the notification of subpoena in advance of the compliance by Bevill State Community College. Additionally, records may not be withheld from appropriately authorized representatives, including educational and governmental officials, as provided by law. Students shall have access to all such information, with the exceptions as noted below, in accordance with the procedure outlined within this policy.

Definition Of Student

For the purposes of this policy, a “student” is defined as “any individual currently or previously enrolled in any course offered by Bevill State Community College.” This definition does not include prospective students or applicants that never enroll in a course.

Definition Of Educational Record

Student educational records are defined as those records, files, documents, and other materials which contain information directly related to a student and which are maintained by Bevill State Community College or a party acting for Bevill State. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a substitute are specifically excluded from this definition of educational record. Records which are made or maintained by institutional counselors or other professionals or paraprofessionals and which are maintained in connection with personal counseling or treatment and are not available to anyone who could not be involved within the College are also excluded from a student’s educational record. Such records are, however, available to a physician or appropriate professional of the student’s choice, if requested. Records created and maintained by the college law enforcement unit (Director of Student Services and/or Campus Police) solely for the purpose of law enforcement are also excluded from a student’s educational record and are therefore exempt from the privacy restrictions of FERPA.

Release Of Directory/ Public Information

The College will disclose the following “Directory Information” without prior consent of the student. It is considered part of the student’s public record.

- Name, address (local and permanent), and telephone number;
- Place and date of birth;
- Major field of study/program;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Enrollment status (full time or part time);
- Dates of enrollment;
- Certificates and degrees received;
- The most recent, previous educational agency or institution attended by the student;

- Awards and/or scholarships;
- Student photograph.

Students must submit a written objection to the release of any specific item or category of directory/public information to the Dean of Students or designee. This information will generally be released only to employers, prospective employers, representatives of the news media, and State or Federal education officials; however, Bevill State Community College reserves the right to disclose the information to other parties when its officials determine such disclosure is in order. Necessary information “in connection with a student’s application for, or receipt of, financial aid” may be legally released without obtaining prior permission from the student.

Location of and Individuals Responsible for Student Records

The College has designated the following officials as responsible for maintaining student records.

Dean of Students

The Dean of Students has the overall responsibility of providing an adequate student record system. This activity includes the maintenance and continuous updating of student records as controlled by provisions in this policy and governed by Public Law 93-380. The Dean of Students will be assisted in this responsibility by:

Directors of Student Services

The Directors of Student Services are charged with the responsibility of developing an individual student record upon a student’s acceptance to the institution. In addition, the Directors of Student Services are responsible for continuously maintaining all students’ files in a safe and orderly manner and updating all records needed on the individual student, including compliance with provisions of this policy regarding the release of information to students, faculty advisors, counselors, institutional administrators, and local, state, and national organizations and agencies.

Director of Financial Aid

The Director of Financial Aid has the responsibility of maintaining an adequate and up-to-date student record file on all students receiving any institutional, local, state, or federal financial assistance. The Director of Financial Aid will see that all provisions of the individual student records policy are properly carried out.

Vice President of Administration and Operations
The Vice President of Administration and Operations will have the responsibility of compliance with all provisions as set forth in this policy as they apply to the release of financial information concerning individual students.

Disclosure Of Student Records To The Student

The student is accorded the right to inspect, in the presence of a Bevill State Community College staff member, records, files, and data primarily or directly related to his/her file. To inspect a file, a student must make a written request to the Dean of Students or designee. If a student desires to obtain copies of items in the educational record rather than personally reviewing the record, the written request to the Dean of Students must be signed and notarized to prevent disclosure to persons other than the student. A time for inspection shall be granted within 45 days of the date of request, and copies will be mailed within the same time period. Copies shall be made and provided to the student at a cost equal to the actual cost of reproduction, payable in advance. The right of inspection does not include financial statements of parents nor confidential recommendations placed in the file prior to January 1, 1975, (provided that such recommendations were solicited) with a written assurance of confidentiality or sent or retained with a documented understanding of confidentiality and used only for the purpose solicited and other confidential recommendations, access to which has been waived by the student in accordance with the "Waiver of Access" provision of this policy.

Challenging The Contents Of The Record

Bevill State Community College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. Requests for such explanation or interpretation should be addressed by presenting a written request to the Dean of Students. If, after inspecting a record, a student believes that information contained in the educational record is inaccurate or misleading or violates his/her privacy, the student may present a written request that the record be amended to the Dean of Students. A request for record amendment shall be answered by the Dean of Students within fifteen days of its receipt with information that the record has been amended as requested, or that the record has not been amended, and that the student has the right to a hearing on the matter. A written request for a hearing should be addressed

to the Dean of Students, who will set the date and time for the hearing with reasonable notice of same to the student within 45 days of receiving the request. The request for a hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading nature, or inappropriateness. The Dean of Students shall examine the contested item with the Director of Student Services, hear the person responsible for placing the item in the file, if appropriate, and examine any documents or hear any testimony the student wishes to present. The Dean of Students may decide that the item should be retained or that it should be deleted/altered. There may be a decision that the material is accurate and appropriate but that the student should be allowed to place a written explanation in the file. If the decision is adverse to the student, the notice of decision shall include a statement that he/she has the right to place a statement in the record, commenting on the information and/or setting forth reasons for disagreeing with the decision. The Dean of Students shall issue a final written decision within ten working days of the conclusion of the hearing.

Waiver Of Access

Bevill State Community College may request that a student waive his/her right to inspect confidential recommendations regarding that student's **Application for Admission**, application for employment, or the receipt of an honor or other recognition.

If a student receives a request for waiver, the student has three options:

- He or she may sign and return the waiver.
- He or she may request a list of the names of persons who will be asked for recommendations before signing.
- He or she may refuse to waive the right of access. Such a waiver shall not be a condition for admission to the institution, financial assistance or any other benefits or services received by Bevill State Community College students.

Providing Records To Third Parties

The general policy of Bevill State Community College is to refuse access to or disclosure of information from student records to third parties without the written consent of the student. Should a student wish to have such records released, a signed and dated written request must be directed to the Dean of Students or designee, specifying the records to be released, the reason for release, the party or class of parties to whom records are to be released, and

a request for copies to the student, if desired. Beville State may then transfer or grant access to the information. The transferred information shall contain a statement that the information may be used by the receiving party or, if an organization, by its officers, agents, and employees for the purpose requested, but that the party shall not transfer the information to any other party except with the written consent of the student. A charge not to exceed the actual cost of reproduction will be assessed against the student when copies are made.

Student records will be made available to the following under the conditions noted, without the written consent of the student:

- College officials, including administrators, division chairpersons, instructional staff, counselors, staff, and other members serving on various committees who have legitimate educational interests. Legitimate educational interest exists if the information requested is necessary to (a) perform appropriate tasks that are specified in job description or contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; or (d) provide a service or benefit relating to the student or student's family.
- Officials of other schools, colleges, or school systems in which the student seeks enrollment.
- To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody when only one parent declares the student as dependent, the College will grant equal access to the student's educational records upon demonstration of dependency as described above.
- Certain representatives of federal departments or agencies or state educational authorities, as provided by law, for the purpose of compliance with audit evaluation requirements of federally-supported educational programs or enforcement of Federal legal requirements of such programs.
- Persons or organizations providing financial assistance to students or to determine eligibility for financial assistance ("financial assistance" does not include payments made by parents).
- Recognized educational accrediting organizations.
- Organizations conducting studies for administrative evaluation tests, etc., provided that studies are not conducted in a manner which will permit personal

identification of students or their parents by other than representatives of the organization and that the information will be destroyed when no longer needed for the purposes collected.

- In response to judicial order, or pursuant to any lawfully issued subpoena.
- An institution is not required to obtain a subpoena to produce educational records of a student if the records produced are needed by the institution to proceed with legal action as plaintiff or to defend itself.
- Other appropriate persons, in an emergency to protect the health or safety of the student or other individuals attending the institution.
- As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which the students' education records and personally identifiable information (PII) contained in such records – including the students' Social Security Number, grades, or other private information – may be accessed without the students' consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (Federal and State authorities) may allow access to the students' records and PII without the students' consent to any third party designated by a Federal or State authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State authorities may allow access to the students' education records and PII without the students' consent to researchers performing certain types of studies, in certain cases even when the College objects to or does not request such research. Federal and State authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive the students' PII, but the authorities need not maintain direct control over such entities. In addition, in connection with statewide longitudinal data systems, state authorities may collect, compile, permanently retain, and share without the students' consent PII from the students' education records, and they may track the students' participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Bevill State will maintain a record indicating the name and legitimate interest of all disclosures except those made at the student's request, those made pursuant to written consent, those designated as directory/public information, and those made pursuant to the exceptions noted above. This record of disclosure will become a part of the educational record, subject to inspection and review.

Changes In The Policy

This policy statement is subject to change by any additional federal regulations or court decisions that may modify and/or negate any portion of the regulations of Public Law 93-380.

Campus Safety/ Security

Emergency Notification And Class Dismissal

Bevill State has an emergency communications system called the **Bear Alert**. The system allows students, faculty, and staff to receive time-sensitive emergency messages in the form of e-mail, voice and text messages. Bear Alert is a mass notification system that supplements existing means of emergency communication, including outdoor warning sirens and severe weather alert radios.

In the event of an emergency, **Bear Alert** will send messages to all Bevill State e-mail addresses. In addition, all Bevill State faculty and staff who have a valid ID are automatically signed up to receive text and voice message emergency alerts. These records are updated each semester. Students will receive initial information through their Bevill State Student Email accounts, but can later configure their settings to receive notifications through several methods including voicemail, e-mail, and text messages. Students may login to the Bear Alert Systems at www.myschoolcast.com/go/BSCC/ at any time and edit their account so that they

receive emergency notifications. The information supplied is considered confidential and will not be shared or used for other purposes. Participants will only be contacted through the system in the event of an emergency.

Bevill State strongly recommends that you provide at least one phone number (cell phone is recommended) for **Bear Alert** to ensure that you receive important messages in a timely manner. Any contact information you provide will only be used for emergency notifications. Additional information about the Bear Alert system is available at <http://www.bscc.edu/students/current-students/bear-alert>.

In the event that Bevill State must close at any time other than on those dates that are designated in the College calendar, the administration will notify students and the general public by means of radio, television, e-mail accounts (when available), social media, and Bear Alert provided to all currently enrolled students. Official closings will be announced via the College's Social Media outlets as well as on local TV stations.

During inclement weather each student is expected to decide whether it is safe to travel to the College.

Campus Police Phone Numbers

Dispatcher 205-387-0549 or 205-387-0511, ext. 5866;

Fayette Campus Police 205-438-1733;

Hamilton Campus Police 205-442-1567;

Jasper Campus Police 205-438-1734;

Sumiton Campus Police 205-282-1346;

Pickens County Educational Center Police 205-259-0673

Fayette Campus

The contact is the Student Services Office at 205-932-3221, ext. 5103. In absence or unavailability of the Director of Student Services, the situation should be reported to the College operator by calling 205-932-3221, ext. 0. After office hours, call 9-1-1.

Hamilton Campus

The contact is the Student Services Office at 205-921-3177, ext. 5385. In absence or unavailability of the Director of Student Services, the situation should be reported to the College operator at 205-921-3177, ext. 0. After office hours, call 9-1-1.

Jasper Campus

The contact is the Student Services Office at 205-387-0511, ext. 5770. In absence or unavailability of the Director of Student Services, the situation should be reported to the College operator at 205-387-0511, ext. 0. After office hours, call 9-1-1.

Sumiton Campus

The contact is the Student Services Office at 205-648-3271, ext. 5201. In absence or unavailability of the Director of Student Services, the situation should be reported to the College operator by calling 205-648-3271, ext. 0. After office hours, call 9-1-1.

Instructional Sites

The center directors carefully secure instructional sites, and local law enforcement patrols the center parking areas.

Pickens County Educational Center

The contact person is the Center Director at 800-648-3271, ext. 5632.

Health Care Procedures

Bevill State Community College has developed emergency health care provisions for any individual on campus who is injured, assaulted, or becomes suddenly ill.

Procedures For Medical Emergencies

If serious injury occurs on campus, call 9-1-1. In case of serious injury or illness, qualified personnel should quickly perform the following steps:

- The victim should be kept still and comfortable. THE VICTIM SHOULD NOT BE MOVED!
- The victim should be asked, “Are you okay?” and “What is wrong?”
- Breathing should be checked. If breathing stops, a qualified person should be found to assist respiration.
- The pulse should be checked. If there is no pulse, a qualified person should administer chest compressions.
- Serious bleeding should be controlled by direct pressure on the wound, avoiding direct contact with blood. Everyone should keep in mind standard precautions against blood-borne pathogens.
- Assistance should be continued for the victim until help arrives.
- The assisting personnel should look for emergency medical I.D., question witness(es), and give all relevant information to emergency medical personnel.

An accident report for all injuries must be completed and submitted to the Director of Student Services.

Health Sciences faculty are certified in cardiopulmonary resuscitation and trained to respond to medical emergencies. Bevill State Community College offers training in first aid and CPR.

NOTE: Any expense for hospitalization, transportation, or emergency treatment is the responsibility of the student.

Emergency Telephone Number

Call 9-1-1 for all emergencies.

Children On Campus Policy

Bevill State Community College does not provide childcare services. Students, faculty, and staff are expected to arrange for their personal childcare in a manner that does not involve College facilities or resources. Students who fail to comply with this policy will not be admitted to classes and may be asked to leave campus until off-campus childcare arrangements can be made. Bevill State

Community College will not be liable for any injury, property loss, or damage suffered by any party as a result of a violation of this policy.

Minor children who are students of Beville State Community College, or who are participants in any official educational activity or event recognized by the College, must be provided adequate and appropriate adult supervision. These individuals should always be under the control and supervision of an adult to ensure safety.

Student Conduct Code

The publication of the Student Conduct Code documents the standard of conduct by which students and organizations are expected to abide. Students and organizations shall be aware of the College Conduct Code and knowledgeable of the fact that they will be held accountable for compliance with its provisions. 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.

Application

The Student Conduct Code applies to individual students as well as formal and informal groups either involved in College-related activities or functioning as official representative(s) of the institution. Furthermore this Conduct Code is applicable to the behavior of students and organizations participating in College-sponsored events, both on and off the College campus or property. The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others, and with the educational mission of the College. Violations will render a student subject to disciplinary action under procedures that provide for adequate notice and a fair hearing. Penalties for violations may include reprimand, remuneration, probation, loss of privilege, community

service, suspension, expulsion, and/or other penalties which may be set forth in College regulations. The student shall be entitled to a hearing according to regular disciplinary procedures.

Procedure For Bringing A Charge Of Nonacademic Misconduct Against A Student

Charges of a disciplinary nature may be filed against a student by another student or member of the administration, faculty, or staff. Charges of any case involving violation of published policies and regulations must be submitted in the form of a verbal or a written complaint to the Director of Student Services. Upon notification of formal charges being proffered against a student, the Director of Student Services will inform the Dean of Students of the nature of the charge(s) and the student(s) involved. If the Director of Student Services deems that the presence of the student(s) poses a continuing danger to persons, property, or the ongoing threat of disruption of the institution or its operations, the Dean of Students will be notified, and the student(s) may be temporarily suspended from the College. In such cases, a Student Disciplinary Hearing will be held within 72 hours, excluding Saturday, Sunday, and official College holidays, of the student's suspension.

In all cases that involve a charge of non-academic misconduct, the Director of Student Services must make a preliminary investigation by consulting the primary parties involved to determine whether the charges may be disposed of informally without the initiation of disciplinary proceedings. The following charges (1-14) may be disposed of by an informal process with resolution between the student or group of students and the Director of Student Services:

1. Dishonesty or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties;
2. Lewd, obscene, licentious, indecent exposure, or inappropriate dress;
3. Lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person;
4. Unauthorized class attendance of guests and family members of a student without permission of Director of Student Services;

5. Smoking, including chewing tobacco, dipping, vapor-producing electronic devices (excluding meter-dose inhalers and nebulizers prescribed by a physician) are prohibited on College-owned or College-controlled property, with the exclusion of designated smoking areas.
6. Filing a false report or knowingly making a false statement interfering with the investigation of any situation described in this Conduct Code and/or the annual campus safety and security report;
7. Trespassing or unauthorized entry;
8. Publishing, aiding in publishing, circulating or aiding in circulating, anonymous publications or petitions;
9. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on property of the College which shall include, but not be limited to, tents, mobile homes, camping devices, trailers, vans, and motor homes, and/or use of sanitary facilities on a regular, daily basis;
10. College instructors and staff may limit student use of electronic devices such as cell phones, pagers, cameras, laptop computers, iPads, and iPods where such devices might interfere with the normal activity of the College. Students may use electronic devices to record class lectures.
11. Display of pornographic or sexually explicit materials, including but not limited to: clothing, videos, magazines, books, posters, photographs, or computer screens.
12. Any form of gambling;
13. Failure to comply promptly with directions of College officials or law enforcement officers acting in the performance of their duties.
14. Unauthorized possession of College, state, or federal property or supplies.

Any member of the College community may file charges against a resident/visitor of campus residence halls for misconduct related to the following minor residence hall infractions in or on the grounds of residence halls. The following process will be followed to reach disposition of charges filed against a resident/visitor:

- a. Charges must be filed with the Director of Student Services;
- b. The Director will thoroughly investigate the charges filed;

c. The Director will dispose of any of the following infractions (15-27) through an informal resolution between the Director and the student/visitor.

15. Violation of published policy governing residence hall visitation and occupancy.
16. Splicing into or otherwise tampering with existing electrical wiring or computer cables.
17. Excessive absences from residence hall meetings.
18. Possession of candles, incense, or other flame-emitting articles.
19. Possession of state, federal, local, or miscellaneous signs illegally obtained.
20. Possession of cats, dogs, hamsters, guinea pigs, mice, spiders, lizards, snakes, or other pets, on either a permanent or visitation basis. Animals that have been preserved through taxidermy are also strictly prohibited.
21. Possession of unapproved appliances.
22. Possession of paint-ball guns and equipment, dart boards and darts, or any type of potentially hazardous recreational game or equipment.
23. Solicitation and sales without permission from the Residence Hall Manager/Housing Personnel.
24. Possession of weight-lifting apparatus and waterbeds.
25. Playing musical instruments.
26. Leaving a student housing room door unlocked or leaving the room with excessive lights, radios, or other electrical appliances left on.

NOTE: A sanction will be issued to all residents of that room.

27. Possession or display of empty alcoholic beverage containers in residence hall.

After initial investigation of charges (1-27), the Director of Student Services will decide the appropriate disciplinary action required. If the accused is dissatisfied with the decision of the Director of Student Services he or she may submit a written request within 24 hours for a hearing before the Student Disciplinary Committee. If the student and Director of Student Services are satisfied with the conclusion of the case at this point, the Director will notify the student and the party bringing the charge(s).

The following charges (28-49) must be referred to the Student Disciplinary Committee in accordance to the following process:

a. Charges must be filed with the Director of Student Services;

b. The Director of Student Services will thoroughly investigate the charges filed;

c. The Director of Student Services will forward the findings of the investigation to the Dean of Students.

28. Excessive violations of the published student conduct code, residence hall visitation, and/or occupancy policies.

29. Forgery, alteration, or misuse of College documents, records, or identification;

30. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other activities on College premises by either Bevill State Community College or non-College persons or groups;

31. Destruction, damage, or misuse of College, public, or private property;

32. Conduct in violation of federal, state statutes, or local ordinances, which threatens the health and/or safety of the College community or adversely affects the educational environment of the College;

33. Conviction of any misdemeanor or felony, which adversely affects the educational environment of the College;

34. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, telephone system, labor, material, space, facilities, or services;

35. Hazing in any form is strictly prohibited. Hazing is any mental or physical requirement or obligation placed on a person by a member of any organization, or by an individual, or by a group of individuals, which could cause discomfort, pain, or injury, or which violates any legal statute or College rule, regulation, or policy. Hazing has been defined as but is not limited to, the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing is an action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing is also considered to include the creation of a situation, which results in, or might result in, mental or physical discomfort, embarrassment, harassment, or

ridicule, including servitude often called "personal favors." Activities of this nature shall be dealt with promptly and sternly;

36. Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence any member of a judicial body named in Student Conduct Code, including witnesses, faculty members, staff members, and students, before, during or after a hearing. Organizations shall be responsible for the actions of their individual members, alumni, advisors, etc.;

37. Possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, pellet guns, bows and arrows, knives, or other dangerous devices. (Weapon possession will be enforced according to Alabama state law.)

38. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a College-sponsored function;

39. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on College property or at a College-sponsored function;

40. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;

41. Theft, accessory to theft, and/or possession of stolen property;

42. Physical or verbal abuse, threat of violence, intimidation, physical, mental, or sexual harassment;

43. Entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment;

44. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and benefit from educational facilities;

45. The use of Bevill State Community College computer terminals and/or telecommunications equipment on College-owned or College-controlled property for personal use or for purposes of obtaining pornographic or sexually explicit information;

46. Threatening, harassing, lewd, obscene, or violent communications through e-mail, fax, or other methods of data/information transmission;

47. Terrorist threat to Bevill State Community College or from College-owned or controlled property;

48. Software tampering, espionage, sabotage, and criminal mischief.

49. Sexual violence refers to physical acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. (The College's Assault and Violence Policy can be found in the Non-discrimination section of the Catalog. A student charged with this conduct violation will be immediately referred to the Grievance Procedures and Resolution of Harassment, Discrimination and Sexual Violence Complaints policy. Sanctions for this violation may range from probation to expulsion, depending on the severity of the incident.)

50. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property, or the educational environment of the College.

NOTE: *If a student violates policy related to alcohol or substance abuse and is under 21, the Director of Student Services will notify the student's parents.*

Student Disciplinary Committee Composition And Responsibility

- The Campus Student Disciplinary Committee shall have the dual function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the College community.
- The Committee shall consist of two (2) faculty members, one (1) professional staff member, one (1) support staff member and one (1) student. The Dean of Students shall serve as the chairperson for each campus Student Disciplinary Committee.
- The Dean of Students shall appoint the Student Disciplinary Committee. The faculty and staff members shall serve a term of two years. Each year one faculty member and one staff member shall rotate off of the Committee and the Dean of Students will appoint a replacement for the two (2) vacant seats on the Committee. A student officer from a campus student organization shall be appointed annually to serve a term of one year on the Student Disciplinary Committee. Committee substitutions may be necessary if a conflict arises in scheduling hearings in a timely manner.
- The Chairperson will preside over all hearings and serve as a non-voting member of the committee. Any

Committee member who has any personal interest or special information concerning a particular case should recuse themselves from that case.

- The Committee shall maintain an adequate record of the history and disposition of each case. The Director of Student Services' designee shall attend all Student Disciplinary Hearings and keep a written record of the proceedings. The Chairperson shall maintain the written record of the hearing and the decision. The record shall include a summary of the evidence upon which the Committee based its decision. At the conclusion of each hearing the Chairperson will turn over notes and records from the proceeding to the Director of Student Services to be retained for five years after the disposition of all cases.

Student Rights And Responsibilities

- The student does not forfeit any constitutional rights upon entrance into the student body of Bevill State Community College.
- By virtue of the student's request for admission into Bevill State Community College (via application), the student agrees to abide by the College's rules, regulations, policies, and Conduct Code.
- The student may have a representative present at any Student Disciplinary Committee hearing for advisement only. The representative will not have the right to cross-examination. The student's refusal to answer questions shall not be construed as admission of guilt.

Sanction Without Hearing By Student Disciplinary Committee

In the event that a student wishes to waive the right to a hearing before the Student Disciplinary Committee, he/she must submit a written admission of guilt to the Director of Student Services. The Director of Student Services will then accept jurisdiction of the case. Once a student has been informed of his/her rights and has knowingly and voluntarily accepted in writing the authority of the Director of Student Services to recommend the penalty, the student shall have waived the right to request a hearing before the Student Disciplinary Committee. If the Director of Student Services determines that a violation has occurred, he/she will recommend sanction(s) to be issued to the student to the Dean of Students for approval. By waiving the right to a student disciplinary hearing, the student does not waive

his/her right to due process. Should the student choose to appeal the sanction imposed based on waiver of a student disciplinary hearing the student must appeal to the Appeals Board.

Procedure For Conducting The Hearing On Non-academic Misconduct

The Director of Student Services must submit a written notification informing the student that he or she has been charged with specific violations of the Student Conduct Code. Within five days (excluding Saturdays and Sundays and College holidays) of the formal charge being brought against a student, the written notification will be hand delivered to the student if at all possible; otherwise, it will be delivered by certified mail. The Director of Student Services must send a copy of the charge(s) and the investigation report to the Dean of Students. The Director of Student Services shall activate the Student Disciplinary Committee. Within five calendar days of the receipt of the charges, the Director of Student Services must set a time for the hearing and must notify all parties in writing of the time, date, and location of the hearing.

The procedure for conducting a hearing must contain the following elements:

1. No less than twenty-four hours before the disciplinary hearing (excluding Saturdays and Sundays and official College holidays), the Director of Student Services must submit a written notification of the date, time, and location of the hearing to the student charged with misconduct.
2. The hearing must be conducted in such a way as to afford due process to all parties involved.
3. The hearing must be private and confidential, except by consent of all parties.
4. The Chairperson will state the charge(s) and define the evidence based on the investigative report. The student must have an opportunity to examine evidence, cross-examine witnesses, offer witnesses on his/her behalf, and respond on his/her own behalf.
5. The student charged must be permitted the right to have a representative present. However, only the student may address the Committee or witnesses directly. In the case of an international student or a student with a disability, such as hearing or speech impairment, the Chairperson will determine the appropriateness of allowing a representative to speak on behalf of the student.

6. Either party may offer testimony (written or oral) of witnesses. Written statements shall be admissible; however, should the accused student challenge any significant part of the written statement, the Disciplinary Committee may choose to disregard the challenged portion in its study of evidence and testimony presented. If the Committee so desires, it may reconvene the hearing when the witness(es) may appear and be questioned by the Committee and the accused.

7. The burden of proof rests with the person(s) bringing the charge(s).

8. The student shall have the right to cross-examine any witness against the student or to refute any written testimony.

9. If the accused student fails—without good cause, in the judgment of the Chairperson of the Committee—to appear at the designated time of the hearing, the Chairperson may conduct the hearing without the presence of the accused.

10. The Committee members must deliberate in confidential discussion. A majority vote shall be required for the committee's decision.

11. The Chairperson will notify the student and any appropriate member of the College community within twenty-four hours in writing of the decision of the Committee.

12. The decision of the Committee shall be considered final except in case of appeal.

Sanctions Imposed For Violations Of Non-academic Misconduct

1. **Censure** -A statement to the offender that he/she has violated Bevill State Community College regulations and of the possibility of more stringent disciplinary action in the event of future violations. A censure statement may be given by the Director of Student Services or the Student Disciplinary Committee.

2. **Community Service** -Performance of duties under the supervision of approved local agencies or College officials to be completed within a specified time frame. If service is not completed in a timely manner the Director of Student Services will invoke restitution for service not completed. Community Service may be given by the Director of Student Services or the Student Disciplinary Committee.

3. Disciplinary Probation -A specified period of monitoring the student behavior to ensure compliance with Bevill State Community College Policies and Regulations, local, state, and federal ordinances. Any additional violations incurred while on probation may result in suspension or expulsion. Disciplinary probation may be given by the Director of Student Services or the Student Disciplinary Committee.

4. Disciplinary Limitations -Exclusion from participation in designated activities for a specified period of time. Any additional violations incurred while on disciplinary limitations may result in suspension or expulsion. Disciplinary limitations may be given by the Director of Student Services or the Student Disciplinary Committee.

5. Residence Hall Suspension -A student may be suspended from the residence hall for infraction of Student Housing Rules and Regulations. Suspension will be for a designated period of time. Residence Hall Suspension may be given by the Director of Student Services or the Student Disciplinary Committee.

6. Suspension -Dismissal from classes and extracurricular activities for a specified period of time. Suspension is issued by the Student Disciplinary Committee or may be approved by the Dean of Students should a student waive the right to a student disciplinary hearing. (In the case that a student poses an immediate threat to the campus community, the Director of Student Services may issue a temporary suspension, with a Student Disciplinary Hearing to be held within 72 hours, excluding Saturday, Sunday, and College holidays).

7. Restitution -Requirement to compensate the College or other injured party for the value of damaged, lost, misappropriated, destroyed property, or unfulfilled community service. The Director of Student Services or the Student Disciplinary Committee shall set the amount and form of the restitution.

8. Expulsion -Termination of student status for a definite or an indefinite period. Expulsion is issued by the Student Disciplinary Committee or may be approved by the Dean of Students should a student waive the right to a student disciplinary hearing.

The conditions of readmission, if any, in the case of suspension or expulsion shall be stated in writing to the student.

Appeals Board

The Appeals Board, consisting of the Vice President of Instructional and Student Services, Vice President of Administration and Operations, and one student officer

from a campus student organization, shall hear and act on appeals only. The function of the Appeals Board is to consider all sides and all testimony/evidence and to render a decision on the appeal. The Vice President of Instructional and Student Services will serve as the Chairperson of the Appeals Board and will be responsible for appointing Board members, scheduling, and conducting the appeal and informing the student of the Board's decision. The Vice President of Instructional and Student Services secretary shall serve as recorder for the appeal.

Procedure For Appeal

A student accused of non-academic misconduct may appeal the decision of the Student Disciplinary Committee or the Director of Student Services through the following process:

The accused must submit a written appeal to the Chairperson of the Appeals Board. The appeal must be requested within five (5) days, excluding Saturdays and Sundays and official College holidays following the receipt of the decision of the Student Disciplinary Committee or the Director of Student Services. If a student chooses to exercise the right of appeal, his/her status may remain unchanged as determined by the Student Disciplinary Committee or the Director of Student Services until the appeals process has ended. Therefore, sanctions as determined by the Student Disciplinary Committee or the Director of Student Services, except in cases of threat of danger to the campus community, should not take effect until the student has exhausted the appeals process.

1. The appeal is limited to review of the full report of the Student Disciplinary Committee or the Director of Student Services. The Appeals Board may uphold the decision rendered by the Student Disciplinary Committee or Director of Student Services, amend the decision, or overturn the decision.
2. Within three (3) days of the appeal, excluding Saturdays and Sundays and official College holidays, the Appeals Board Chairperson must set a time, date, and a location for the meeting of the Board.
3. Within two (2) days after hearing the appeal, excluding Saturdays and Sundays and official College holidays, the Appeals Board shall send written notice of its decision to the student and to all appropriate members of the College community.

If, after following the procedure outlined above, the student still seeks redress, he/she may appeal to the College President. This appeal to the President must be

made in writing, must state the reason(s) for the appeal, and must be submitted within two (2) days, excluding Saturdays and Sundays and official College holidays, of receipt of notice by the student(s) of the decision of the Appeals Board.

The decision of the President is final. The President may approve, overturn, or amend the prior decision(s). The President shall send the student and all appropriate College personnel written notification of the decision rendered.

NOTE: *All Disciplinary activities will be noted in the student's disciplinary record.*

Due Process For Student Academic/Instructional Grievance Cases

Students are guaranteed procedural and substantive due process in all cases involving formal academic grievances. The College also assures each student that no action will be taken on grounds which are not supported by academic policies/procedures. A student should immediately seek a resolution of all academic grievances with the instructor. If a satisfactory conclusion cannot be reached, the student should appeal in writing to the appropriate Division Chair immediately. Within five (5) days of this notice, excluding Saturdays, Sundays, and official College holidays, the appropriate Division Chair will take testimony from the student, the instructor, and all appropriate witnesses and will issue a decision in writing to the student and provide a copy to the Associate Dean responsible for Academic Transfer, Health Science or Career Technical Education as appropriate. The student may appeal in writing to the appropriate collegewide Associate Dean. Within three (3) days of this notice, excluding Saturdays, Sundays, and official College holidays, the collegewide Associate Dean will issue a decision in writing to the student and provide a copy to the Dean of Instruction. The student may appeal in writing to the Dean of Instruction. Within three (3) days of this notice, excluding Saturdays, Sundays, and official College holidays, the Dean of Instruction will issue a decision. The decision of the Dean of Instruction is final.

Student Grievance Policy/ Procedures

Bevill State Community College recognizes that in order to efficiently and effectively carry out its mission, students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly

addressed by the appropriate authorities. Any student who has a grievance against a member of the Bevill State Community College faculty, staff, or administration concerning any form of race discrimination (Title VI, Civil Rights Act of 1964), sex discrimination (Title IX of the Educational Amendments of 1972), violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) should contact the Title IX Coordinator:

Andrew McCay
Vice President of Administration and Operations
1411 Indiana Avenue Jasper, AL 35501
Phone: 205 387 0511 Ext. 5435
Email: andrew.mccay@bssc.edu.

Any student who has a grievance against another student should make a written complaint to the Director of Student Services to be handled according to the Procedure for bringing a Charge of Non-Academic Misconduct Against a Student process found in the Student Handbook.

REFERENCE:

Title VI of the Civil Rights Act of 1964, "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title IX of the Educational Amendments of 1972, "No person in the United States shall 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." Section 504 of the Rehabilitation Act of 1973 as amended in 1974, "No otherwise qualified handicapped individual in the United States, as defined in Section 706 (6) of this title, shall solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The Americans with Disabilities Act of 1990, "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 semesters, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or a local government. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation...shall ensure that interstate and intrastate

telecommunications relay services are available...to hearing-impaired and speech-impaired individuals in the United States.”

Drug and Alcohol Abuse Prevention Policy

Drug And Alcohol Abuse Prevention Policy

Bevill State complies with the regulations and initiatives as prescribed by federal regulations in the Anti-Drug Abuse Act of 1988. The College is strongly committed to providing a drug-free learning and working environment.

It is the policy of Bevill State Community College that, during the month of September of each academic year, information reported in compliance with the Drug-Free Workplace Act shall be made available to students and employees of Bevill State. Programs on drug and alcohol abuse prevention are offered for students the 3rd week of October each year during National Collegiate Alcohol Awareness Week. It is further the policy of Bevill State that annually, the Dean of Students and Directors of Student Services review the College’s Drug and Alcohol Abuse Prevention Program and shall:

1. Determine the effectiveness of its program and report to the President any revisions needed by the program to make it more effective;
2. Ensure that the standards of conduct described in Part II hereof are fairly and consistently enforced; and
3. Submit any findings and/or recommendations.

The President shall implement, effective the ensuing September, any of the Committee’s recommended revisions deemed appropriate and reasonable.

Standards Of Conduct And Enforcement

Bevill State Community College 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. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Bevill State Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, or suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to desist from such behavior immediately. If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

Legal Sanctions Regarding Unlawful Use, Possession, Or Distribution Of Alcoholic Beverages And Illicit Drugs

State Offenses

Activities which violate Alabama laws concerning illicit possession, use, and distribution of alcoholic beverages or drugs include, but are not limited to, the following: (Those provisions which refer to drug “Schedules” are making reference to the authorization by the State Legislature for the State Board of Health to classify drugs in semesters of their potential for abuse and their current usage in medical treatment. Schedule I consists primarily of “street drugs” such as heroin, morphine, marijuana, LSD, mescaline, etc. Schedule II includes opium, cocaine, and methadone, among other illicit drugs. Schedule III drugs include those which have less potential for abuse than Schedule I or II, and those substances with the least potential for abuse are included in Schedules IV and V. The Schedules may be found in the Code of Alabama (1975), sec. 20-2-23, et seq.)

- Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975], sec. 13A-11-10).

- Possession, consumption, or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by fine of \$25-\$100 or a 30-day jail term. (Code, sec. 28-1-5).
- Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of \$50-\$500 and, at the discretion of a judge, a jail sentence of up to six months. (Code, sec. 28-4-20, et seq).
- Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by a fine of \$100-\$1,000, plus, at the discretion of a judge, a jail sentence of up to six (6) months (Code, sec. 28-1-1).
- Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable, upon first conviction, by a fine of \$250-\$1,000 and/or one year in jail plus suspension of drivers' license for 90 days. (Code, sec. 32-5A-191).
- Possession of marijuana for personal use is punishable by a fine of up to \$2,000 and/or a jail sentence of up to one year (Code, sec. 13A-12-214).
- Possession of marijuana for other than personal use is punishable by a fine of up to \$5,000 and a prison sentence of not more than ten years (Code, sec. 13A-12-213).
- The selling, furnishing, or giving away, manufacturing, delivery, or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$10,000 and/or a prison term of not less than two years and not more than 20 years (Code, sec. 13A-12-211).
- The selling, furnishing or giving by a person 18 years or older to a person under 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$20,000 and/or a prison term of not less than ten years and up to life (Code, sec. 13A-12-215).
- Possession of a controlled substance enumerated in Schedule I through V is punishable by a fine of not more than \$5,000 and/or prison term of not more than ten years (Code, sec. 13A-12-212).
- Conviction for an unlawful sale of a controlled substance within a three-mile radius of an educational institution brings with it an additional penalty of five years of imprisonment with no provision for parole (Code, sec. 13A-12-250).
- The use, or possession with intent to use, of drug paraphernalia is punishable by up to one year in jail and/or a fine of up to \$2,000 (Code, sec. 13A-12-260).
- The sale or delivery of, or possession with the intent to sell or deliver, drug paraphernalia is punishable by not more than one year in prison and/or a fine of up to \$1,000. If the delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in

prison and/or a fine of up to \$10,000 (Code, sec. 13A-12-260). Penalties for subsequent violations of the above-described provisions are progressively more severe than the initial convictions.

Local Ordinances

The State of Alabama Code has been adopted locally. Any other provisions as are applicable to the City of Jasper, City of Sumiton, City of Fayette, City of Hamilton, City of Carrollton, Walker, Marion, Pickens, Fayette, Lamar, and Winston counties have also been adopted.

Health Risks Of Drug And Alcohol Use And Abuse

The following is a list of some of the health risks and symptoms associated with the following categories or substances. This list is not intended to be the final word on such health risks, since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

Cannabis

- Includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
- Regularly observed physical effects of cannabis are a substantial increase in heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high." Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana damages the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect.

Cocaine

- Includes cocaine in powder form and "crack" in crystalline or pellet forms.
- Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated

blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment may transmit AIDS, hepatitis, and other diseases. Preparation of free base, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or free base rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

Depressants

- Include such drugs as barbiturates, methaqualone (Quaaludes), and tranquilizers such as Valium, Librium, Equanil, Meprobamate, Xanax, etc.
- The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety, to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

Narcotics

- Include such substances as heroin, morphine, opium, and codeine as well as methadone, meperidine (Demerol), hydromorphone (Dilaudin), and such drugs as Percocet, Percodan, Darvon, Talwin, Lortab, Lorcet, Anexia, etc.
- Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and

vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death.

- Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

Inhalants

- Include such substances as nitrous oxide (“laughing gas”), amyl nitrate, butyl nitrate (found in asthma inhalants), chlorohydrocarbons (used in aerosol sprays), and hydrocarbons (found in gasoline, glue, and paint thinner).
- Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays decrease heart and respiratory rates and impair judgment. Amyl and butyl nitrite (asthma inhalant) cause rapid pulse. Long-term use may result in hepatitis or brain hemorrhage.
- Deeply inhaling the vapors or using large amounts over a short period of time may result in disorientation, violent behavior, unconsciousness, or death. High concentration of inhalants can cause suffocation by displacing oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

Designer Drugs

- Designer drugs include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as “Ecstasy”), and analogs of phenacylidine.
- Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.
- The narcotic analogs can cause symptoms such as those seen in Parkinson’s disease—uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills, or sweating, and faintness.

Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perceptions.

Student Housing Rules and Regulations

General Standards Of Behavior

The prevailing goal of the residence life program is to develop communities within the residence halls that foster informal learning. The most crucial factor in this effort is the human element, that is, being responsible members of the community. As members of this community, students are given certain rights and privileges, and with these come a number of responsibilities. Students residing in the residence hall setting will be living in a community that is comprised of people with diverse backgrounds, interests, concerns, opinions, and standards. In order to make this kind of community livable, enjoyable, and conducive to academic pursuits, a set of standards that defines what is and what is not acceptable behavior is necessary.

Students' Responsibilities

- Students are responsible for knowing and abiding by all policies of the residence hall system and Bevill State Community College.
- Students are expected to take an active role in monitoring the behavior that occurs in the residence hall community. It is a student's responsibility to confront others who are violating hall policies and/or to report such violations to the residence hall staff.
- Students are expected to cooperate with requests from staff members when they are acting in their official capacity within the College structure. A notification to see a staff member must be honored.
- Students are not to misrepresent or misuse their student identification or fail to show their student identification card upon request of a Bevill State staff member or administrator.

Emergency Weather Contacts

Bevill State monitors weather conditions. The Administration provides updates and alerts to the entire

campus community throughout times of inclement and threatening weather conditions via the Bear Alert System. Student housing residents should be alert to the danger of threatening weather conditions and maintain communications with College Administration in regard to evacuation and safety measures. During regular office hours, contact the Resident Manager or the Office of Student Services. When weather conditions threaten during the evening or on weekends, residents should follow the instructions given by the Resident Manager.

Missing Student Notification Policy And Procedures

The Higher Education Opportunity Act of 2008 requires each student to identify a contact person or persons whom the institution will notify within 24 hours if the student is determined by the institutional police or security department or the local law enforcement agency to be missing. This contact information will be registered confidentially. The contact information is collected on the Student Housing Application. The Dean of Students will be notified if a housing resident is missing for 24 hours.

Student Housing Policies

Student housing at Bevill State is a unique, enjoyable experience that provides educational, social, and cultural development opportunities for students. The BSCC Housing Policy is based on the premise that students have the right to expect a quiet, clean, safe atmosphere in which to live, study, and develop as individuals.

Rules are inherent in all group living situations. Sound laws and regulations provide order essential to personal freedom and academic achievement. Enrollment at Bevill State obligates a student to become familiar with and to comply with established standards and regulations. All student housing policies are subject to change by the College Administration to provide a safe and healthy environment for all students.

The College realizes that not all individuals can adjust to group living. For this reason, and to safeguard the rights and privileges of the majority of its students, the College reserves the right to dismiss any student from the dormitory for misconduct when such action is deemed necessary. The College reserves the right to relocate residents whenever necessary; however, no resident may relocate from his/her assigned room without both notifying and receiving permission from the Resident Manager and the Director of Student Services.

It is expected that students living in and visiting College residence facilities will cooperate with the Resident Manager and with each other in maintaining a routine of living conducive to wholesome college life. Living in student housing is a privilege, and the College reserves the right to revoke this privilege whenever the action(s) of a resident does not comply with the standards and regulations established by the College.

- To be eligible for on campus housing an individual must be 18 years of age and enrolled as a full-time student (minimum of 12 credit or 12 contact hours, fall and spring terms) at Bevill State. 9 credit hours or 9 contact hours of the required minimum 12 hours must be taken on campus during fall and spring terms. Students under the age of 19 must have parents' signatures on the Housing Application and Housing Lease Agreement.
- Summer term residency is limited and current residents must obtain approval from the Director of Student Services if summer residency is required. Students who are approved for summer residency must pre-register for the required summer term enrollment status or approval may be withdrawn.
- A resident who is absent from his/her scheduled classes for more than five (5) consecutive days must inform the Director of Student Services and Resident Manager in writing. Failure to do so may result in termination of the housing lease.
- The required deposit of \$150 is to be paid prior to the student moving any personal belongings into the dorm room or apartment. When moving out of student housing, the student must follow checkout procedures and return his/her key(s) to receive a deposit refund. The deposit is required each academic year and an amount of \$75.00 will be retained from all deposits for general maintenance and pest control fee each year.
- A \$75 fee will be assessed for replacing lock and keys or for failure to turn in key(s).
- Residents must remove personal belongings and vacate the premises within 24 hours of the last scheduled final exam, or within 24 hours of withdrawing from Bevill State, or within 24 hours from dismissal from Bevill State, and/or within 24 hours of lease termination. **Unclaimed items will be disposed of immediately.**
- Residents are responsible for cleaning the room as part of the check-out procedure. Failure to clean the room as part of the check-out procedure will result in an additional \$50 cleaning fee.
- During school holidays of five (5) days or more, as noted in the College Calendar, residents may not reside in student housing.

- Residents must sign a Housing Lease Addendum prior to the end of each term either to continue or terminate occupancy. Failure to sign the Addendum will terminate the lease.
- Each resident must have all personal furniture or equipment (including small appliances) approved by Housing personnel/Resident Manager before moving into the dorm room. Failure to obtain approval may result in the removal and/or disposal of items that are considered a detriment to the safety and well-being of student residents and/or the College environment.
- Residents are responsible for the cleanliness of their rooms and surrounding grounds. Garbage, rubbish, and other waste must be removed daily from rooms and yard and placed in designated receptacles. There will be unannounced inspections for cleanliness.
- The College unconditionally reserves the right to inspect all portions of rooms at times convenient to its staff and to require compliance with housing policies. **Needed repairs should be reported to the Resident Manager immediately.**
- It is mandatory for residents to attend meetings called by the Resident Manager and/or the Director of Student Services. These meetings are kept to a minimum and, when called, are of importance to all residents.
- **Children (immediate family members only) visiting a housing resident must be under the supervision of the resident being visited at all times.**
- All persons must be fully clothed when in the presence of visitors.
- If deemed necessary and advisable for the safety, security, or the maintenance of an educational atmosphere, a room or any personal belongings of the student resident (including vehicles) may be searched. Searches will be conducted if there is reasonable cause to believe that a student is using his/her room for a purpose in violation of federal, state, or local laws, or College regulations, or if the College Administration deems that a serious threat of security and safety exists. All room searches must be approved by the Dean of Students or designee.
- **Each student resident will be responsible for any damage to his/her assigned room or to the furniture, fixtures, and equipment, and for damage or loss caused by him/her to any part of the residence hall. When two or more students are involved in damage to College property, and it cannot be ascertained which student is responsible for the damage or loss, an assessment will be made against both or all equally.** Additionally, assessments for certain violations will be made to the entire residence hall community. The use of such materials as paste, glue, nails, tacks, staples, screws, etc., on walls, furniture, and

woodwork (including inside and outside doors) is prohibited. Only non-damaging tape is permissible for use on walls and doors. Bumper sticker-type adhesive must not be used on any surface.

- In the residence hall, there are Quiet Hours set aside for study. **Quiet Hours are in effect from 10:00 p.m. until 9:00 a.m. with the exception of Friday and Saturday. On Friday and Saturday, Quiet Hours begin at 12:00 midnight and end at 9:00 a.m. the following day. Unnecessary noises and disturbances are not permitted at any time and may warrant immediate dismissal. Quiet hours may be extended during scheduled final exam periods.**
- The College is not responsible for any loss or damage to the personal property of occupants.
- Each student is urged to provide for the security of his/her own belongings by locking his/her room and by carrying personal property insurance. **Thefts should be reported to the Resident Manager.**
- Residents must have a Bevill State student ID card and parking decal. Parking decals are available in the Business Office, and Student ID's are made on designated days in the Office of Student Services. Identification may be verified at any time by any Bevill State Community College personnel.
- Residents and non-residents may visit in the rooms of residents daily, during the following times: Sunday-Wednesday 9:00 a.m. until 1:00 a.m. and Thursday-Saturday 9:00 a.m. until 1:00 a.m. **Residents must be in their respective rooms when visitation ends AND no visitation allowed.**
- A visitor must be at least 18 years of age, a Bevill State student, or a member of a student's immediate family. Identification of visitors may be verified.
- The student or roommate has the right to refuse visitation.
- Visitors must be accompanied by a resident of the dorm.
- Students are responsible for the conduct of any visitor(s) while on College-owned or College-controlled property. Visitors are subject to the same conduct code, policies, and procedures as student residents.
- Areas surrounding the residence hall are off limits to all nonresidents after visiting hours.

If a resident or non-resident is injured while in violation of any regulation or policy as stated in the Bevill State Student Conduct Code and Student Housing Policy, the College shall not be held liable.

The Resident Manager or any other authorized official of the College will issue written notifications to residents and non-residents who violate College policy. The Director of Student Services will impose appropriate sanctions for the

policy violation. If more than one student is involved in the violation of the Student Housing Policy, and the College cannot determine who is responsible for the violation, all students involved will receive a notification of violation.

Though violation of the aforementioned policies can result in immediate suspension or expulsion from the residence halls, it is understood that any regulation or policy violation as stated in the Bevill State Student Conduct Code and Student Housing Policy will result in disciplinary action. These procedures will provide for adequate notice and a fair hearing of the appeal.

The Student Conduct Code outlines due process procedures for all student disciplinary cases.

If a student violates policy related to alcohol, substance abuse, or pornography and is under the age of 21, the College will notify the parents.

Non-student violators of the Student Housing Policy or Student Conduct Code will be referred to local law enforcement agencies.

Room Check-out And/or Dismissal Procedures

Students are expected to vacate the building within 24 hours of their last final exam, or within 24 hours of withdrawing from Bevill State, or 24 hours from dismissal from Bevill State. Residents must have special permission from the Director of Student Services if they must stay beyond the 24-hour limitation.

When checking out of a dorm room, the student must follow the check-out procedures listed below and complete a Deposit Refund Request form. **Failure to check-out properly will result in the forfeit of the original deposit.** The room will be inspected thoroughly in the student's presence at the time of check-out. At this time, the student must sign a termination or renewal form. If there are any damages to the room, they will be noted and added to the student's account or taken from the security deposit.

Before students leave they must...

- Remove all personal belongings.
- Clean bathroom and kitchen area, if appropriate.
- Vacuum and mop the floor.
- Take all trash outside to the dumpster.
- Close and lock windows and lower blinds.
- Turn off lights and blower.
- Lock the door.
- See a resident hall staff member to turn in the room key and formally check-out.

- Sign a termination or renewal form.

Bevill State Community College Intellectual Property Rights Statement

Bevill State Community College Intellectual Property Rights Statement:

This policy regarding Intellectual Property Rights is in accordance with the Bevill State Community College Copyright Policy and State Board Policy 321.01 Copyright, Trademark, and Patent Ownership.

Ownership Of Materials

As a general principle, Bevill State claims ownership of all educational materials involved in teaching classes, on all four campuses and at the respective centers. Such ownership includes, in particular, test banks, syllabi, and all distance education method courses. However, Bevill State cedes control of the assessments, class notes, presentations, and handouts.

The exceptions to this rule are materials that are produced in the course of duties based on the employment contract or program agreement and are intended for the institution to copyright, trademark, or patent.

Rules Of Intellectual Property For Students

All student work submitted as a requirement for course credit is the intellectual property of that student and the student may use or publish their work without any authorization from the College.

The student must get written consent from the College in order to use or publish material for which the student is not an author or collaborator.

An employee must get permission from a student to use that student's work as a sample/model. At the student's request, the work will be published anonymously, or under a pseudonym.

As previously stated, students have the right to publish any of their own creative work and are entitled to 100% of the royalties for these works.

Bevill State Community College Copyright Policy

Employees and students are expected to understand and adhere to the copyright law of the United States (Title 17, United States Code), as adapted by the Technology, Education and Copyright Harmonization Act (TEACH). Copyright law must be followed when performances, displays, copies, or other reproductions of copyrighted material are made available to students. This includes the posting of copyrighted material on Canvas or other online sites. Under the TEACH Act, it is permissible to make copyrighted materials available to students, provided that students are notified that the materials may be subject to copyright protection, and that materials:

- do not exceed an amount or duration comparable to that typically displayed in a live classroom setting;
- are directly related to the course content;
- are an integral part of the teaching content;
- are intended solely for and are available only to students enrolled in the course; and
- are retained only for the class session.

Copyright Act 1976 Fair Use Clause

The Fair Use clause of the 1976 Copyright Act applies to material used for nonprofit educational purposes, when only the amount of material necessary for instruction is used, and when no impact is made on the market.

General Guidelines For Employees And Students

You are adhering to the copyright law if:

- you are the copyright owner;
- you have express written permission;

- the material is in the public domain; or
- the Fair Use clause applies to the material.

The following examples are intended to aid in implementing the Copyright Policy:

- Journal articles may be scanned and placed on Web sites as long as course access is limited to the students currently enrolled in the class.
- Presentations using copyrighted photographs and music may be used in an online presentation without permission as long as access is restricted to the students enrolled in the class.
- A book chapter may be added to a library reserve or online course as long as access is limited to students enrolled. The chapter must be removed at the end of the semester.
- Books may not be copied for students. Only one library reserve copy of the textbook is allowed for students. More than one would be an infringement on the marketing ability of the copyright holder.

Rules Of Thumb For Employees And Students

- Link to files, instead of downloading, whenever possible.
- Assume that a work is copyrighted unless it states that it is not.
- Read the terms of use for each file-sharing site.
- Always provide attribution for all downloaded files.
- Do not download files with private affirmation such as phone numbers and addresses.

Bevill State has designated a copyright agent to receive notification of claimed copyright infringement on the College's website as required by the Digital Millennium Copyright Act. If a person believes his or her work is being infringed on Bevill State's website, he or she should notify Tana Collins-Allred, Director of Enrollment Management, Public Relations, and Recruiting, Bevill State Community College, 1411 Indiana Avenue, Jasper, AL 35501; e-mail: tana.collins@bscc.edu; (205) 648-3271.

According to the Digital Millennium Copyright Act, the notification of claimed infringement must include:

- identification of the copyrighted work claimed to have been infringed (include ISBN, title, etc.);
- identification and URL of the material that is claimed to be infringing;
- information sufficient to contact the complaining party, such as an address, telephone number, fax number, and electronic mail address; and

- other information relating to the claim. Any copyright concerns or questions about the Bevill State website should be directed to Tana Collins-Allred at tana.collins@bscc.edu.

Resources

The teach act toolkit is an online resource for understanding copyright in distance education: <http://www.lib.ncsu.edu/scc/legislative/teachkit/overview.html>.

Educational Multimedia Fair Use Guidelines describe copyright protections in the electronic environment: <http://www.utsystem.edu/ogc/INTELLECTUALPROPERTY/faculty.htm#mm>.

Federal Law regarding Copyright issues -Title 17, United States Code: <http://www.copyright.gov/title12>

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 Website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Bevill State Community College Information Technology Policies and Procedures

Bevill State Community College Internet Policy

1. Under the terms of this agreement, you will be given access to the Bevill State Community College Internet/Network System. A user ID will be assigned by the Office of Information Technology & Telecommunications. You will be responsible for creating and maintaining a strong password. An email address will be associated with this account. Internet/ Network access using Bevill State Community College time, equipment and/or resources will be administered by and coordinated through the Bevill State Community College Office of Information Technology & Telecommunications.
2. Microsoft 365 is available to students at no charge. If you have questions about this or other software, contact your campus Information Technology Office.
3. You are solely responsible for the use of your network account and the confidentiality of the password. If you suspect that your account has been lost, stolen, or compromised, contact the Information Technology Office immediately. Do not allow anyone else to use your account.
4. If a user's account is suspended or revoked, an appeal can be made in writing to the President of Bevill State Community College.
5. Bevill State Community College has contracted with the Alabama Super

Computer Authority to allow the user access to the Internet. To this extent, Bevill State Community College is unable to control the quality of the connection or speed of the transmission of Information passing through the network. This service/ data is provided to Bevill State Community College on an "as is, as available" basis, without warranty of any kind, expressed or implied, including, but not limited to, the warranties of performance, merchantability and fitness for a particular purpose. Use of any information, programs, or data obtained via the Bevill State Community College Internet access is at the user's sole risk. Bevill State Community College and the Information Technology Office specifically disclaim any responsibility for the accuracy or quality of information obtained through this service.

6. This agreement shall be governed by and construed under the policies of Bevill State Community College and the laws of the state of Alabama.
7. Failure of Bevill State Community College to enforce any provision of this agreement shall not constitute or be construed as a waiver of such provision or of the right to enforce such provision.
8. Bevill State Community College Internet/ Network access and services are provided to support open search and education in and among Institutions, plus open scholarly communication and research. Use for other purposes is not acceptable.
9. Bevill State Community College and the Information Technology Office will not be responsible for any damage the user suffers from use of the Bevill State Community College Internet/Network access. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, the negligence of providers, or

the user's errors or omissions, or due to inadvertent release or disclosure of information sent by the user.

10. Bevill State Community College's Information Technology Office will not ask for your password, bank account information, or credit card information. If you receive a suspicious email requesting personal information, contact the Office of Information Technology immediately. Do not respond to these requests or requests from others for this information. If it seems too good to be true, it probably is.

Acceptable Usage

- It is acceptable to use Bevill State Community College's Network/Internet for education, research, and completion of assigned activities.
- The Bevill State Community College's Network/Internet may also be used for communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use.
- When the user obtains access to other networks through Bevill State Community College Internet access, he or she must comply with the rules appropriate for that network. The entire burden of complying with such laws and regulations rests with the user.

Unacceptable Usage

- Internet/Network access provided by Bevill State Community College is to be used solely for College-related educational purposes.
- The Bevill State Community College Internet/Network access may only be used for lawful purposes. Transmission of any material in violation of any federal or state statute or regulation or Bevill State Community College policy is prohibited. This includes, but is not limited to, copyrighted material, material reasonably or legally judged to be threatening or obscene, or material protected by trade secret. The user agrees to indemnify and hold

harmless Bevill State Community College from any claims resulting from your use of the Bevill State Community College Internet/Network System.

- Bevill State Community College will immediately revoke the user's access if evidence of illegal or illicit activity is found and traced to your account. Additional disciplinary action may be taken at the discretion of the President of the College.
- Use for for-profit activities is prohibited.
- Extensive use for private or personal business is prohibited.
- Users of Bevill State Community College network services shall not disrupt any of the networks as a whole or any equipment or system forming part of its systems, or any services provided over, or in connection with, any of the Bevill State Community College networks.
- Bevill State networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Advertising of commercial offerings is forbidden.
- It is not acceptable to use the Bevill State Community College Internet/Network access to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, dissemination of computer viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
- While the use of personal devices such as cell phones and laptops is acceptable, connection of any other device to the Bevill State Community College Internet/Network must require approval from the Director of Information Technology & Telecommunications.
- It is assumed that information and resources accessible via Bevill State Community College Internet/Network access are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use Bevill State Community College Internet access to access information or resources unless permission to

do so has been granted by the owners or holders of rights. It is therefore not acceptable for an individual to use Bevill State Community College Internet/ Network access to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

- Much of the information on the Internet belongs to somebody. Much of this owned information can be freely downloaded, forwarded, recirculated, and used, so long as the appropriate ownership information and any other guidelines in them are followed. However, a sizable percentage of the information and files accessible through the Internet are not there for free, unrestrained reuse. You are expected to respect the rules of those sites where your payment is required for copyright or licensed usage.
- The use of the network is a privilege which will be revoked at any time for abusive conduct. Such conduct would include, but not be limited to, placing of unlawful information on a system, the use of obscene, abusive, or otherwise objectionable language in either public or private messages, unsolicited non-work related emails to e-mail groups, abuse of email groups, the sending of messages that are likely to result in the loss of recipients' work or systems, the sending of chain letters or broadcast messages to lists or individuals, and any other types of usage that may interfere with the work of others.

Network Etiquette

- Observe posted rules such as those displayed in login banners and in Appropriate Usage Policies, Terms & Conditions, etc.
- Be considerate of users around you. Use headphones or ear buds when listening in the company of others. Do not forward an email to all users. Do not reply all in an email unless your response is relevant to all.
- Obey any commercial restrictions and considerations.
- Learn, understand and respect the organization's policies regarding personal use of Internet and other resources and services.
- Never assume that what you view, say, or do on the Internet is private. If you would be embarrassed that what you are doing might be made public, do not do

it. Always bear in mind that you are representing Bevill State Community College as you use the Internet/ Network.

- These terms and conditions supersede all previous representations, understandings or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted.
- Use of the Bevill State Community College Internet access constitutes acceptance of the terms and conditions.

Social Media Policy

It shall be the policy of Bevill State Community College to use social media to educate, inform, and collaborate with its students, staff, faculty, stakeholders, and members of the communities it serves. Content is guided by the Public Relations Department.

Bevill State expects its employees and students to be honest, respectful, and transparent in their social media communication as they would be in person and to respect privacy, confidentiality, and copyright laws. Posted content on the college's social media sites should always be accurate, concise, student-oriented, sensitive to diverse audiences, and respectful of the college and its constituents.

Individuals engaging in and communicating through official Bevill State social media outlets must agree to respect the terms of the College's social media policy and must understand that Bevill State officials have the right to remove any content that is deemed offensive, profane, inappropriate, of a threatening nature, or can be construed as a defamation of character. Bevill State reserves the right to block any individual who violates these guidelines. Bevill State is not responsible for posts or comments made by visitors using its social media outlets. Abusive content posted by visitors to Bevill State's social media outlets should be reported to the Public Relations Office immediately. Concerns about any content posted on any official social media outlet of the College should also be reported to the Public Relations Office.

Because technology and terms associated with social media change and evolve continuously, this policy may be updated with additional guidelines related to the management and implantation of the College's social media efforts as needed. Such changes will be published as quickly as possible.

REQUIRED DISCLAIMER

All BSCC department and student social networking platforms must include or link to the following disclaimer: This [TYPE OF SOCIAL MEDIA] account and/or page is a resource of an organization affiliated with Bevill State Community College. Content on this page may not necessarily reflect the opinions of the College or its leadership. In addition, any and all content posted by "fans" is the property and responsibility of the fans, not BSCC, and the College accepts no liability or responsibility for any fan-posted content or target site linked to from this page. While we appreciate and encourage the thoughtful exchange of ideas, conversations will be monitored and comments may be deleted if threatening, inappropriate, offensive or libelous language is used, or if comments on a post veer off-topic from the original post. Any commercial offers may be removed from the site.

For Facebook pages, the above disclaimer verbiage should be copied and posted in the "Story" section, accessible through the page's "About" area. In the case of social media platforms that do not include the ability to post a long disclaimer, such as Twitter and Instagram, the Communications Department will assist with the appropriate disclaimer process and link.

PERMISSIBLE USE OF GRAPHICS INCLUDING BSCC LOGOS AND OTHER BRANDING

Departments maintaining social networking platforms are only permitted to use the College logos that have previously been approved by the Public Relations Department, unless the department is required by an outside, affiliated or parent organization to post a specific logo. Contact the PR Department for help with official College logos, or to gain approval of any personalization planned for the department/student social media logo. Graphics, videos and other content not specifically generated by the College, including content retrieved from a search engine, are not to be used without express legal permission. Contact the PR Department for assistance in obtaining appropriate forms of media.

GENERAL RULES FOR POSTING

All BSCC faculty, staff and students should consider their messages, audiences and goals. Keep information on social media platforms frequent and up-to-date. Pages that are not being used regularly must be deactivated and removed. Social media channels at Bevill State must be continually updated and monitored. Accounts that have been inactive for more than one month may be subject to deactivation or deletion. Deactivation and deletion will be carried out by contacting and working with the department. Link back to content on Bevill State's website where possible: If you are unsure how to do this, please contact the Public Relations Department. Protect our institutional voice and reputation: Posts on social media platforms should support the College in a professional tone and with good taste. While online, faculty, staff and students should always be mindful that they are representatives of the College. Maintain confidentiality: Do not post confidential or proprietary information about BSCC, its students or its employees. Internet postings should respect copyright, privacy, fair use, financial disclosure and other applicable laws. Be discreet, respectful and accurate: Verify facts before you post. Use proper spelling, punctuation and grammar. Poor grammar and spelling reflect negatively on you and the College. If you are unsure about the content of a post, see the "Style Guide" below, or contact a member of the PR Department for assistance.

PERMISSIBLE SOCIAL MEDIA CONTENT

Employee administrators are responsible for all content on the social networking platforms they manage. Examples of content permitted on BSCC social media include:

- Links to media stories concerning the school (e.g. news releases, articles written by the local paper, videos produced by local TV broadcasters, etc.)
- Event announcements with links to or images of fliers and recaps of events
- Posts from instructors announcing they are available to tutor, information about student support services, career center information, etc.
- Information on graduation
- Interaction with "fans" such as polls about what kind of academic programs the College should offer
- Important updates or announcements
- Posting photos or videos of events, and marketing videos created by BSCC
- Interesting facts (e.g. "This semester, Bevill State has students enrolled from ages 15 to 83; the oldest student to ever attend was 96.")
- Updates on athletic teams and student clubs and activities
- Announcements on discounts at the College's bookstores
- Enrollment information with a link to student services.

Account administrators are also responsible for deleting inappropriate postings by external social media users and third parties from their page. These include, but are not limited to: derogatory language including any use of language that discriminates based on race, sex, sexual orientation, ethnicity or religion.

STUDENT GUIDANCE FOR PARTICIPATING IN SOCIAL MEDIA

All Students of Bevill State Community College should understand that all postings through the College's social media are public and are expected to follow acceptable behavior and comply with Alabama law, Alabama Community College System policies, and policies outlined in the Bevill State Student Handbook located in the College's Catalog.

Officially recognized student organizations are encouraged to develop a social media presence. Since these organizations are affiliated with the college, these social media activities should comply with all college policies found in the Catalog. College organizations seeking to have a social media presence should make a written request to the Dean of Students. The Dean of Students will approve requests. Maintenance and content development of the approved social media sites will be the responsibility of the student organizations.

Abusive content posted to Bevill State's social media outlets, or violations of the College's Social Media Policy should be reported immediately. Any student who believes that he or she has been treated unfairly or unjustly with regards to social media, should report it as outlined in the College's Student Grievance Policy.

Personnel

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Bevill State Community College is a part of the Alabama College System. The President of the College reports to the Chancellor of the system under the control of the Alabama Community College System Board of Trustees.

Mr. Jimmy Baker; Chancellor

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Addendum

Additions and/or corrections made to the College Catalog after official publication.

Student Complaint Process

If a student has a complaint/grievance that is outside of the scope of any other college policy, the student should first attempt to resolve the matter with the individual's supervisor. If a student complaint can be resolved immediately and informally after discussion between the student and the supervisor, the supervisor will act to resolve the complaint. The supervisor who received the complaint will record and keep a written report of the complaint and the resolution of the complaint. The supervisor will provide a copy of the written report to the department administrator and to the Vice-President of Instructional and Student Services to be recorded and retained.

A student who submits a written complaint to the appropriate college official and who is not informed of a satisfactory resolution of the complaint within ten (10) business days of the complaint then has the right to file a formal written grievance with the Vice-President of Instructional and Student Services within fifteen (15) business days.

The formal grievance statement should include the following information:

- Describe the complaint, including the date, time, and location.
- Indicate who you reported the original complaint to and when.
- Describe any efforts you have taken to resolve the issue (if applicable)
- Describe the resolution/outcome you are seeking.
- Provide any other information relevant to the grievance.

The Vice-President of Instructional and Student Services will assign an investigator to review the grievance and render a decision within 15 business days.

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](#).

Student Housing Policy Addendum 1.2025

Previous Policy:

To be eligible for on campus housing an individual must be 18 years of age and enrolled as a full-time student (minimum of 12 credit or 12 contact hours, fall and spring terms) at Beville State. 9 credit hours or 9 contact hours of the required minimum 12 hours must be taken on campus during fall and spring terms. Students under the age of 19 must have parents' signatures on the Housing Application and Housing Lease Agreement.

Policy Effective January 6, 2025:

To be eligible for on campus housing an individual must be 18 years of age and enrolled as a full-time student (minimum of 12 credit or 12 contact hours, fall and spring terms) at Beville State. Students under the age of 19 must have parents' signatures on the Housing Application and Housing Lease Agreement.