2023-2024
COLLEGE CATALOG

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2023-2024 Course Catalog

College Overview

A Message from the President

We have one mission – to invest in the success of ALL students. You will not find a team more committed to helping you reach your goals. I could get into the details of the many degree and certificate programs we offer, the great campus life we provide, and the tremendous number of campuses we have. But, I won't. Instead, I will take this time to encourage you. You are entering a difficult time, whether it's a change in your schedule, a balance of home/work/college, and/or a financial constrain. But, the effort will be worth it.

We are proud of you.

Warren Craig Pouncey, Ed.D.

Mission Statement and Values

Mission Statement

Coastal Alabama invests in the success of **ALL** students, provides excellence in teaching and learning, and advances community development.

The Mission, Core Values, and Vision are located in the College's Strategic Plan at https://www.coastalalabama.edu/about/strategic-plan/.

The College's Strategic Plan

The College's strategic plan is located at https://www.coastalalabama.edu/about/strategic-plan/.

Campus Locations

Campus Locations

Coastal Alabama Community College has multiple locations, instructional sites, and an Online Campus for online courses. Refer to the campus maps section on the Coastal Alabama website at https://www.coastalalabama.edu/about/locations/.

Accreditation

Accreditation Statement

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

Additional information regarding accreditation can be found in the College's Mission, Vision, Values, Strategic Directions, and Accreditation Policy (01.02).

Nondiscrimination

Refer to *College's Equal Educational and Employment Opportunities Policy (02.06).*

College Catalog and Student Handbook Policy and Procedures

Coastal Alabama Community College updates its College Catalog annually. Refer to the *College's Policy on Development and Adoption of Policies and Amending Local Policies and Procedures and College Catalog (01.03).*

Admissions

Admissions Policies and Procedures

Refer to the *College's Policy on Admissions (05.01)*.

Tuition and Fees

Refer to the Tuition page on the College's website at https://www.coastalalabama.edu/admissions-aid/financial-aid/tuition/.

Tuition Deferment Plan

Refer to the *College's Policy on Paying For College (06.08).*

Third Party Payments

Refer to the *College's Policy on Paying For College (06.08).*

Refunds Policy

Refer to the *College's Policy on Refunds (06.10).*

Financial Aid

IMPORTANT DEADLINES

The Coastal Alabama Financial Aid Priority deadline is July 1st for funds awarded on a first-come-first serve basis. To receive full consideration for all aid sources, student applications, including the submission of all required documents, including documents required for Admissions, must be completed, and received on or before July 1st. Completed applications and documents received after that time will still be processed for Pell Grant and Direct Loan eligibility. If funds are still available, Federal Supplemental Educational Opportunity Grant, Alabama Student Assistance Program Grant, and Federal and Institutional Work-Study will also be processed.

All tuition and fees are due before classes begin, to avoid having a schedule removed. If financial aid is not complete, students may have to pay out of pocket and enroll in a payment plan. If a schedule is removed, students may re-register (with payment) for classes during the late registration period, provided space is available. There is a late registration fee.

Beyond the initial July 1, priority deadline, the Financial Aid Office processes applications and documents in the order received, throughout the academic year and until the federal deadline. Students who delay submitting required documents will cause a delay in receiving financial aid and may be responsible for charges owed to the College, prior to the financial aid offer being available. Once all documents are correct and received, students should allow 7 to 10 business days for complete processing.

Once the student submits the FAFSA application, it will take 3 to 5 business days to reach Coastal Alabama. Students should submit a FAFSA, complete the verification process, and be cleared in Admissions before the term begins to avoid delays.

Eligibility for "Alabama Resident" Tuition Rate

Refer to the ***College's Policy on Paying For College (06.08).***

Registration

Refer to the ***College's Policy on Advising, Testing, and Registration (05.02).***

High School Programs

High School Programs

Refer to the *College's Policy on High School Programs (05.04).*

Fiscal Services

Financial aid will not be processed beyond the published federal deadline which is in September every year or 120 days after the student's last date of enrollment, whichever is earlier. This is an absolute federal deadline and cannot be circumvented. In addition, the federal deadline for FAFSA submission is June 30 at midnight of the academic year and cannot be circumvented. For example, the FAFSA for the 2023/2024 academic year opened October 1, 2022, and will close for submission on June 30, 2024.

AWARDING OF FINANCIAL AID

The awarding of financial aid is a process involving many stakeholders including the Department of Education, the family and student, and many College offices to name a few. Processing financial aid is detailed and time-consuming. Filing the FAFSA starts the process and students are encouraged to apply early. The FAFSA generally opens October 1 each year. Once all completed documents are received in the Financial Aid Office, it can take up to 7 business days for a financial aid file to be complete.

Once all information is received and processed, the Financial Aid Office will provide the student with a financial aid offer. This notification and all subsequent notifications will be sent to the student's secure campus email account and is available in the student OneACCS student portal in accordance with college policy. The financial aid offer will include student eligibility for grant and scholarship aid, it is assumed the student accepts all grant and scholarships. The financial aid offer will also include loan eligibility that must be accepted by the student via the OneACCS student portal. All students who complete a FAFSA are eligible and offered student loans, but the loans must be accepted by the student. Exceptions include students that have/are: (1) defaulted on a previous student loan, (2) academically ineligible to receive loans, or (3) have used their maximum loan amount eligibility.

Federal Financial Aid (Pell Grants, SEOG, Federal Work Study, and Direct loans) are Title IV Funds. To qualify for federal student aid, a student must first enroll in Title IV eligible program of study and have a high school diploma or recognized equivalent, in accordance with College admissions policies. Once all documents have been received in Admissions and the student is unconditionally admitted and financial aid may be awarded. Financial aid will not be awarded until all Admissions requirements are met.

Any financial aid offer involving federal and/or state funds is tentative and conditional upon subsequent federal and state appropriations and actual receipt of the funds by the College. The Financial Aid Office reserves the right, on behalf of the College, to review and cancel an award at any time due to changes in the student's financial and/or academic status, including changes of academic program and/or changes in the institutional award level.

PURPOSE

The primary purpose of the Financial Aid Office is to help alleviate the stressors associated with paying for school, and to provide financial resources to students who would otherwise be unable to pursue post-secondary education. The Financial Aid Office will use the resources of the federal, state, and local governments, as well as private individuals and businesses to pursue this mission.

The Financial Aid Office at Coastal Alabama Community College is committed to providing a high level of service and support to students. Staff strives to allow students to achieve their educational goals through the removal of financial barriers.

Coastal Alabama Community College participates in federal and state financial aid programs to provide students with financial access to post-secondary education. Each external financial aid program has specific administrative and management requirements that necessitate the development of institutional policies and procedures to ensure compliance with regulatory requirements, to facilitate consistency of treatment among classes of students, and to enhance the timely and efficient delivery of aid to students. This policy supports the philosophy of financial aid delivery and will not, in any case, supersede or be contrary to federal regulations, state law, and/or local policies governing the financial aid programs.

The Financial Aid Office adheres to the mission, vision and values adopted by Coastal Alabama Community College while striving to be a student-centered department which consistently endeavors to improve the level of service provided to Coastal Alabama Community College's diverse student population. The Financial Aid Office also ensures that established principles, policies, and procedures are observed during the administration of all student aid programs at Coastal Alabama Community College.

LOAN CODE OF CONDUCT

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel. Any Coastal Alabama Community College officer, employee, or agent who has responsibilities with respect to student educational loans must comply with this code of conduct. The following provisions were developed to bring Coastal Alabama Community College into compliance with the federal law.

1. Neither the college as an institution nor any individual officer, employee, or agent shall enter any revenue-sharing arrangements with any lender.
2. No officer or employee of the college who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term “gift” means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a De Minimis amount.
3. An officer or employee of the college who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
4. The college shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: **A.** a specified number of loans made, insured, or guaranteed under Title IV; **B.** a specified loan volume of such loans; or **C.** a preferred lender arrangement for such loans. No preferred lender list will be maintained at the college.
5. The college shall not request or accept from any lender any assistance with call center staffing or Financial Aid Office staffing. This does not prohibit the college from requesting or accepting professional development training for financial aid administrators, receiving educational counseling materials (as long as the materials identify the lender that assisted in preparing the materials), or staffing services on a short term, nonrecurring basis during emergencies or natural disasters.
6. Any employee who is employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.
7. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest. Employees within the Financial Aid Office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
8. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
9. Institutional award notifications and/or other institutionally provided materials shall include the following:
    1. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
    2. Clear identification of each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.
    3. Standard terminology and definitions.
    4. Renewal requirements for each award.
10. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials. It is easily identified, found, and labeled as "Consumer Information."

FINANCIAL AID POLICIES

Satisfactory Academic Progress (SAP)

Federal regulations require all students receiving federal financial aid (Federal Title IV aid including Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, Stafford Subsidized, Unsubsidized or PLUS Loans) must make satisfactory academic progress (SAP) toward completion of a degree or certificate.

Students receiving an Alabama Student Assistance Grant and Alabama VA Benefits must also make satisfactory academic progress toward completion of a degree or certificate.

SAP is calculated at the end of each semester once grades have been posted to academic history by the Registrar’s Office. If, after the first term of attendance, a student is not making SAP, they will be placed on a Warning Status and allowed to keep aid for one term. SAP will be calculated at the end of the next semester of enrollment and a student will be placed on passing or failing status. If the student’s SAP status is Fail, due to GPA and/or pace,

the student will not be eligible for federal aid for their next period of enrollment. Student's not meeting SAP may pay out of pocket or file an appeal to regain eligibility. Please see below for the steps to complete and submit an appeal.

At the end of each term, students will be notified via email to check their SAP status in the OneACCS student portal. SAP is calculated for all students regardless of federal financial aid use. Student progress for SAP will be Pass, Close to Max, Max, Fail – GPA, Fail – Pace, or Fail – GPAPCE.

According to 34 CFR 668-16(e), there are two major components of satisfactory academic progress that must be calculated: the qualitative (cumulative GPA) and quantitative components (pace of completion). Pace of completion is determined by dividing the total earned credit hours by the total attempted hours. Transfer credits accepted by Coastal Alabama Community College, count toward the quantitative (pace) standard, but not the qualitative (GPA) standard. Students must meet or exceed the following minimum requirements to remain eligible.

Qualitative	Quantitative
Semester Credit Hours Attempted	Cumulative GPA Cumulative Pace
1 – 21 credit hours	1.5 58%
22-32 credit hours	1.75 62%
33 or more credit hours	2.00 67%

Maximum Timeframe to Completion

In addition to the two major components of SAP, students must also not exceed the maximum allowable timeframe to complete a degree or certificate. The maximum allowable timeframe to complete a degree or certificate must not exceed 1.5 times the published length of the program of study, please see the illustrations that follow. Institutional and transfer credit are considered when calculating maximum timeframe. Once a student is at the maximum timeframe limit of credit hours, federal aid eligibility will cease regardless of GPA and/or completion rate. The student must file an appeal to regain eligibility, please see the appeal instructions below.

Please check your program of study to determine your maximum allowable timeframe, the examples below are for illustrative purposes only.

- Students enrolled in a 30 credit hour certificate program may receive federal financial aid for 45 credit hours (30 x 1.5 = 45)
- Students enrolled in a 60 credit hour degree program may receive federal financial aid for 90 credit hours (60 x 1.5 = 90).

Failing grades, withdrawals, incompletes and/or repeated classes may result in financial aid suspension because these classes are considered as attempted hours not successfully completed. These hours are included in number of hours attempted and affect SAP calculations. In addition, transfer credits are included in the maximum timeframe calculation.

Repeat Coursework

Effective July 1, 2016, per federal regulation 34 CFR Section 668.2, repeated coursework that falls under the following conditions cannot be included in a student's enrollment status for Title IV Federal Aid eligibility.

- Repeating a previously passed course more than one. A course is considered passed if the student receives a grade of D or better, for Title IV eligibility purposes.
- Repeating a previously passed course for the sole purpose of gaining eligibility for Title IV aid.

Federal Title IV aid will be recalculated based on the students adjusted enrollment status and this recalculation will be applied regardless of whether a student received aid for the previous course enrollments.

- Example 1 – A student is repeating a previously passed 3 credit hour course for which they have earned a D the first time, and a C the second time. The student is enrolled in a total of 12 credit hours for the term. Per federal regulations, the repeated course must be excluded from the student's Title IV enrollment status. Only 9 of the student's twelve house can be used to calculate his Title IV eligibility. The students Federal Pell grant will be reduced to reflect three quarter time instead of full-time enrollment.
- Example 2 – A student repeats a previously passed (grade of D or higher) course. The student receives an F on the second attempt. The student attempts the course for the third time. The third attempt will not be counted in total enrollment hours for Title IV purposes.
- Example 3 – A student repeats a previously passed (grade of D or higher) course. The student withdraws from the course on the second attempt. The student attempts the course for the third time The third course attempt will not be counted in total enrollment hours for Title IV purposes.

Developmental Coursework

A student receiving federal financial aid may not enroll in the same developmental (remedial) course more than three times and remain eligible. Federal financial aid will pay for a maximum of 30 credit hours of developmental work. Credit hours attempted for developmental courses are included when determining a student's SAP status, including the maximum timeframe requirement.

Credits Earned at Another College/University

All college/university transcripts should be received by Coastal Alabama Community College prior to admission to the college, as stated on the admissions application. These transcripts are evaluated by the college Registrar and are then placed on the student's transcript. These credits count toward a student's satisfactory academic progress and can affect a student's rate of completion and maximum time. The transfer credits do not impact the GPA calculation. For this reason, the Financial Aid Office is required to check transcripts and include all credits attempted and earned. All credits attempted and earned will be used to determine Satisfactory Academic Progress for financial aid eligibility.

Academic Suspension

SAP suspension and Academic Suspension are NOT the same. A student readmitted academically or one who has successfully appealed their academic suspension may not be eligible for financial aid. Students are encouraged to check their financial aid eligibility status via the OneACCS student portal and/or contact the Financial Aid Office. Approval of the student's academic appeal will not reinstate the student's eligibility for financial aid.

Withdrawals Due to COVID 19

The College recognizes the hardship that COVID 19 has had on students' educational pursuits. On March 13, 2020, the President of the United States declared a national emergency. Therefore, any student who has a negative satisfactory academic progress outcome due to withdrawal from courses caused by the institutions COVID 19 rules or by the virus causing illness, will be allowed to appeal. In the appeal, the student must state the reason for the withdrawal and if possible, provide any documentation that supports the reason for the withdrawal. Only courses withdrawn from between March 13, 2020, and May 11, 2023, the end of the national emergency, will be used to qualify for this exception. As with all illnesses, this information will be reviewed and may have a positive effect on a student's appeal.

Pass/Fail and Audited Courses

Courses taken for pass/fail will be excluded from the qualitative calculations but will be included in the quantitative calculation. All courses will be included in attempted credits and only pass credits will be included in earned credits.

Change of Major/Program of Study

If a student changes programs, he or she will be allowed to continue to receive federal financial aid for 1.5 times the normal length of a degree program. Students changing programs /majors may have their satisfactory academic progress limited to courses that apply to the new program only. If the student fails to complete a degree by 1.5 times the length of the program, generally 90 attempted credits, the student must appeal as Max Time appeal. The student must also appeal if they have earned a degree and are continuing to a second degree. Appeals must have a stated reason as to why the student did not complete and why the student changed programs. The appeal must have attached a degree plan signed by the student and the student's advisor indicating the courses by term that the student will need to graduate and the anticipated graduation date. If the appeal is granted, a completion rate of 100% and the signed academic degree plan must be followed. If a student fails to follow the stated degree plan, federal aid will be suspended. Students who are on appeal have their files checked at the end of each enrollment period. A student may change programs of study more than once and may appeal to use federal financial aid. Students granted an appeal based on change of program must have 100% completion rate and earn a minimum 2.0 GPA each semester to continue on appeal for the approved program. Students not meeting the terms of the appeal will be denied future appeals for federal financial aid. Students whose appeal is denied, may pay for their classes out of pocket or pursue other funding sources.

Appeals Process

For the purposes of filing an appeal, extenuating circumstances are defined as those things beyond a student's control. Examples include, but are not limited to such things such as injury, documented medical issues, death of a family member, etc. Students will be required to provide professional, third-party documentation of extenuating circumstances.

All transcripts must be on file, prior to an appeal being submitted. The Appeal Committee will check to verify that the College has all transcripts. If all transcripts are not on file, the appeal will be marked incomplete and a requirement for additional transcripts will be viewable in the student portal.

GPA and/or Pace Appeal

Students not meeting SAP at the end of the warning period may appeal the loss of financial aid eligibility based on extenuating circumstances. The appeal must contain the completed electronic SAP Appeal form and all required information.

Maximum Timeframe Appeal

Students who reach or exceed the maximum timeframe while completing their degree may appeal the loss of financial aid. The appeal must contain the completed electonric SAP Appeal form and all required information. This appeal must also include an Academic Plan leading to successful program completion prepared and signed by an Academic Advisor. The plan must include the graduation date and remaining credit hours to degree completion.

Appeal Steps

1. Complete the Financial Aid Appeal form and follow the instructions. The form is on the College website and available in the OneACCS student portal, via financial aid requirements.

2. A student must include a typed statement explaining in detail the extenuating circumstances that caused the student not to meet SAP minimums. The student must also provide documentation for the extenuating circumstances.

3. A student must include a statement explaining what has changed and what the student is going to do to be successful academically.

4. Maximum timeframe appeals must include a detailed academic plan signed by the student's academic advisor. This academic plan must be specific and include courses needed to graduate and projected term of graduation. Academic plans must be followed and only courses necessary to graduate will be eligible for federal aid.

5. Documentation of extenuating circumstances is required and must be date and time specific and verify the extenuating circumstances described in the student's typed statement. Personal statements from family and/or friends may be provided to support the appeal but cannot be used in lieu of third-party documentation.

6. Documentation of extenuating circumstances is verified; therefore, there must be contact information included. If it is determined that the documentation is in any way fraudulent, the student's appeal request will be denied and the student's appeal will be turned over to the Dean of Students Office for disciplinary action.

A student may submit an appeal for reinstatement of federal financial aid at any time during the academic year. Appeals may not be considered retroactively. Incomplete appeals will not be considered, and the student will be notified via the OneACCS student portal that additional information is needed. Once appeals are received, they will be reviewed by the Financial Aid Committee and, written decisions will be sent to the student's email within two weeks. Should the appeal be denied, the student has the right to appeal the decision to the Director of Financial Aid by providing additional pertinent information. If new information is not provided, the decision of the Financial Aid Appeal Committee is final.

Completed appeals are submitted and signed electronically.

Financial Aid Fraud Policy

If the Financial Aid Office suspects that a student, or other individual, has intentionally misreported information or altered documentation to fraudulently obtain federal financial aid funds, the office will report its suspicions, and will provide the evidence to the Office of Inspector General, U.S. Department of Education for review. The Institution, via the Financial Aid Director, who is required to report applicants who are suspected of having engaged in fraud or other criminal misconduct in connection with Title IV programs. Coastal Alabama is required to refer the suspected incident for investigation, but not draw any conclusions of guilt. Coastal Alabama Community College is obligated to assure that processes are developed to protect against fraud by either applicants or staff. All financial aid staff are responsible for detecting and reporting fraud. If, in the financial aid administrator's judgement, the applicant and their family have provided a fraudulent application or documentation, it must be reported immediately to the Director of Financial Aid.

Leave of Absence Policy (LOA)

A leave of absence (LOA) is a temporary interruption in a student's program of study and cannot exceed 180 days in any 12-month period and may an impact on a student's financial aid. Any student considering requesting a LOA who receives financial aid, should consult with the Financial Aid Office to determine how their financial aid will be affected.

The purpose of this policy is to confirm that Coastal Alabama Community College (CA) is in compliance with federal regulations, 34 CFR 668.22 (d), regarding the process for students requesting a leave of absence. The following criteria outlines the requirements to process and approve an LOA:

- The student must make the request in advance, if possible, in writing to their Dean, stating the reason(s) for the request. Requests can be granted retroactively for unforeseen circumstances.
- Cannot be granted for academic reasons (i.e. to keep a student from failing).
- There must be reasonable expectation that the student will return to school.
- Student must resume training at the same point in the academic program that the LOA began.
- The institution may not assess any additional institutional charges upon the student's return and the student is not eligible for additional Title IV funds.
- Prior to granting an LOA, the institution must explain to a Title IV student consequences of the LOA for Title IV purposes, i.e., grace periods and repayment. In addition, the consequences of not returning from an LOA.

Students granted an LOA are not considered withdrawn and there is no return of Title IV calculation required. If a student does not meet the LOA criteria, the student is considered to have ceased attendance from the institution and a Title IV return of funds calculation is required if the student received federal aid. Students granted an LOA will be reported to NSLDS Enrollment Reporting. If the students fails to return, the student must be reported as withdrawn. The LOA begin date will be the withdrawal date.

Students on an LOA are not eligible for federal student loan disbursement. Students approved after receiving financial aid may be required to return a portion of the aid previously received. Federal educational loan regulations state that when a student borrower ceases to be enrolled at least half-time for 180 days (6 months) in any 12-month period, the borrower will be considered as withdrawn from school for loan repayment purposes. At that point, the school is required to calculate the amount of financial aid the student earned and the amount of financial aid that must be returned. These calculations are based on the time the student was enrolled. The percentage of the semester the student completed is the percentage of aid the student can keep. The percentage of the semester the student did not complete is the percentage of aid that must be returned. Once a student completes more than 60% of the semester, the student has earned 100% of the aid they received for that semester.

Student borrowers are given a six-month grace period on most types of federal loans starting at the date at least half-time enrollment ceases. During this time, lenders will treat the borrower's loans as if the borrower were still enrolled in school. Once a grace period is used on a specific loan, it will not be given again. At the end of the six-month grace period, the student will be required to enter repayment on their federal educational loans until they return to school; however, deferment or forbearance options are available if the student makes a request to their lender.

Students who are granted a leave of absence (that is expected to exceed 180 days) after paying for the semester's tuition will be treated as withdrawn. If the student received federal student aid before withdrawing, being dismissed, or being granted a leave of absence, any tuition refund calculated will be returned to the federal aid programs first. Federal regulations mandate that the percentage of the semester the student did not complete will be the percentage of available federal aid the student did not earn. If the student received more federal student aid than they earned, the school must return the unearned funds in a specified order (see R2T4 policy). Once the student has completed more than 60% of the semester, the student has earned 100% of their aid, and no federal refund is required. When a refund is required, the amount of the student's aid that the school is required to return is determined by multiplying the amount of the student's tuition and fees by the percentage of the semester the student did not complete. Once institutional and federal refunds are complete, the student may be required to pay any remaining balance due the school.

Verification Process

The US Department of Education randomly selects students every year for verification. Through this process, Coastal Alabama Community College verifies and confirms the information reported on the FAFSA is correct. Occasionally, information must be changed/updated by the college. The verification process is required and ensures that financial aid eligibility is accurate. Students should monitor their Coastal student email and student portal daily.

Verification Notification

Students are notified by the Department of Education via their Student Aid Report (SAR). In addition, students will receive email notifications from the Financial Aid Office. Students can also view all financial aid verification requirements via the OneACCS student portal. Documents utilized for verification are submitted and signed electronically.

Verification differs from student to student and the specific requirements will be posted in the student's OneACCS student portal. Forms will have active links to documents that need submitting. Occasionally, the Financial Aid Office needs additional documentation. Verification requirements are always accessible via the

OneACCS student portal. Students may also contact the Financial Aid Office at 251-580-2151 or email at financial_aid@coastalalabama.edu.

The verification process is not optional. If a student who is selected does not submit the required documentation, the student will not be eligible to receive federal financial aid from the College.

Once all verification documents have been received, the FAO will compare the information on the documents to the information on the FAFSA. If the information matches, no corrections are necessary and the student's aid will be processed and viewable in the OneACCS student portal. If the information does not match, the FAO will make corrections to the FAFSA. These corrections typically take 3 to 5 business days to process through the Department of Education. Once the corrected information is processed, the financial aid offer will be viewable in the OneACCS student portal. The student will receive an email, letting them know to check the portal.

Request for Aid Reconsideration

The US Department of Education allows financial aid administrators to exercise their professional judgement to review and adjust information reported on the FAFSA. There are two types of professional judgments – Special Circumstances and Unusual Circumstances, both are explained in detail below.

At Coastal Alabama Community College, these requests and reviews are done by the Director of Financial Aid on a case-by-case basis. Students may have both special circumstances and unusual circumstances and the Financial Aid Director will work with the student to determine the best course of action. If a student is selected for verification, the verification process must be completed prior to any adjustments being made to the FAFSA.

Special Circumstances refer to the financial situations (loss of a job, etc. that justify an aid administrator adjusting data elements in the Cost of Attendance or in the EFC calculation.

Special Circumstances may include the following and possibly other circumstances:

- Change in employment status, income, or assets
- Change in housing status (homelessness)
- Medical, dental, or nursing home expenses not covered by insurance
- Child or dependent care expenses
- Severe disability of the student or other member of the student's household
- Other changes or adjustments that impact the student's costs or ability to pay for college.

A special circumstance requirement will be placed on the student's financial aid dashboard under requirements. The student will complete and sign the electronic form for the request. The student will select the reason for the request and submit the form and documentation. Additional documentation may be required once an initial review is complete, just as there are many special circumstances, there may be many types of required documentation.

Unusual Circumstances refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parent abuse or abandonment, incarceration), more commonly referred to as a dependency override.

Students who are unable to provide parental information on the FAFSA may request a review of their dependency status. This is reserved for students with extenuating circumstances preventing them from providing parental information on the FAFSA. t

Unusual circumstances DO include:

- Parental abandonment or estrangement
- Student or parental incarceration
- Legally granted refugee or asylum status
- Human trafficking, as described in the Trafficking Victims Protection Act of 2000

Unusual circumstances Do NOT include:

- Parents refuse to contribute to the student's education.
- Parents will not provide informationfo the FAFSA or verification.
- Parents do not claim the student as a dependent for income tax purposes.
- Student demonstrates total self-sufficiency.

Students missing parent information will automatically have a financial aid requirement to file an unusual circumstance request for aid reconsideration.

Students in legal guardianship, whose parents are deceased, and/or are in foster care or otherwise wards of the court or homeless, should not request a dependency status review. These students must provide specific documentation of their status. Students can see what specific documentation is necessary by signing into the OneACCS student portal.

Return to Title IV Funds

In accordance with Federal regulations, those students who receive federal financial aid and officially withdraw from the College (all classes) during the first 60 percent of a term will have their federal financial aid adjusted. Schedule adjustments during drop/add periods are not considered withdrawals. A student may withdraw prior to the last day of class before any final exams for any semester or term. These dates are published on the College schedule and calendar. Students withdraw via the online process. It is the student's responsibility to know the dates, process, and consequences for withdrawing. Student may contact the Financial Aid Office at 251-580-2154 or email financial_aid@coastalalabama.edu.

The adjustment is based on the percentage of calendar days used in the academic period. This percent is calculated by dividing the number of days in the term (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal (excluding breaks of five days or longer). The date of withdrawal will be the date the student begins the withdrawal process unless there is documentation of class attendance beyond that date at which the last date of attendance as reported by the instructor is used.

Attendance is tracked electronically for students taking Distance Education courses. Distance Education students should follow the official withdrawal procedure and base their official withdrawal date on their actual last date of attendance (i.e. course participation). There will be no adjustment to federal financial aid after the completion of at least 60 percent of the term.

A student who receives all "F"s or all "W"s, and whose last day of attendance was before the 60 percent date of the term, will have their federal aid adjusted as stated previously. The last date of attendance as reported by the instructor is used to determine the percent of the term attended. These adjustments occur within 45 days of the end of the term.

The Banner student system will be used to determine the amount of federal funds to be returned based on the official withdrawal record. Once calculated, the funds will be returned in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans
- Pell Grants
- Supplemental Educational Opportunity Grants

Students who completely withdraw from the College may owe a repayment of federal financial aid funds to the College. If necessary, students will be billed by the Business Office. A return of Title IV aid may result in a hold on the student's account, preventing the student from enrolling in additional classes and being eligible for federal aid until the balance on the account is paid. Students may also be eligible for a waiver of the return of federal money which would result in no hold and no balance due.

Federal Financial Aid

To be considered for federal financial aid, students must submit a FAFSA each year after October 1 and prior to July 1 to allow for processing. By submitting the FAFSA, a student is automatically considered for federal Title IV aid based on household EFC. Students must also enroll in an eligible Title IV program of study. Upon completion of the FAFSA and all other requirements, an initial estimated aid offer is made to the student. The initial offer is subject to change based on corrections to the FAFSA made by the student and/or Financial Aid Office through verification and/or other corrections or adjustments.. The US Department of Education determines a student's initial Title IV eligibility which may change based on enrollment, satisfactory academic progress and other factors. There are four primary sources of Title IV funding, including Pell Grants, Supplemental Educational Opportunity Grants, Federal Work Study, and Direct Stafford Loans.

Federal Title IV aid, except for work study funds, pays for the cost of tuition, fees, room, and board first. Any funds that remain after those charges can be used at the College's bookstore. Should funds remain after book purchases, the student will be issued a refund according to the disbursement and refund policy. Students must have all verification and admission requirements complete and aid must be on the students account to purchase books and/or have a refund.

Pell Grants

Pell grants are the cornerstone of the Title IV aid program. These grants do not have to be repaid. The maximum Pell grant amount can vary year to year, based on congressional action. A student's full Pell grant amount is determined by the federal formula used by the FAFSA and is based on the student's EFC (expected family contribution). Pell grants are automatically packaged and viewable in the OneACCS student portal. Students do not have to accept the Pell grant.

A student's amount of Pell grant is based on the student's enrollment status. Students must only take classes that are required for their program of study/major. Courses outside the program of study/major cannot be paid for with Pell grant. See the following illustration of enrollment and Pell grant eligibility (for simplicity, assume full Pell is $1,000 per semester).

Enrollment Hours	Current Pell Grant Amount Paid
Full Time	12 credit hours or more $1000 – full Pell
Three-Quarter	9 to 11 credit hours $ 750 – three-quarter Pell
Half-Time	6 to 8 credit hours $ 500 – half-time Pell
Less Than Half Time	1 to 5 credit hours $ 250 – less than half-time Pell

Enrollment for Pell grant eligibility is captured one time a semester, typically after attendance verification and reinstatement period has ended for the Night Term. The Financial Aid Office will freeze a student's enrollment. Financial Aid is then released to pay charges and the Business Office begins the refund process based on the hours captured for financial aid purposes. After the Financial Aid Freeze Date, a student's Pell grant eligibility will not be recalculated, unless the student fails to begin attending in a later term. See the following examples.

- Example 1 – At the beginning of the semester, a student enrolls in 12 credit hours and after drop/add, prior to the freeze date, withdraws from 3 credit hours. The freeze will capture 9 hours of enrollment and the student will be charged for 12 hours of enrollment.
- Example 2 – At the beginning of the semester, a student enrolls in 9 credit hours and after the freeze date, decides to add a 3 hour Mini Term 2 class. The freeze will capture 9 credit hours of enrollment and the student will be paid three-quarters of the Pell grant and will be charged for all 12 hours.

Pell grant is offered/awarded based on a student's enrollment. Pell grant is released to pay student accounts as attendance is verified. Students enrolled in mini terms and modules will have their Pell grant paid as attendance in those mini terms and modules is verified. Students who are attending mini term and module classes only and register just prior to the class starting will receive Pell if all eligibility requirements are met. Attendance is verified by instructors and classes are removed from a student's schedule if they are not attending. This will cause an adjustment to financial aid. Students are notified of this via their student email. If a student believes they have actually attended the class, they need to follow the instructions in the email.

Federal Pell grant has a lifetime eligibility limit of 600% which is the equivalent of 6 years or 12 semesters of full time Pell usage. Once a student reaches this limit, there is no more Pell eligibility and there is no appeal of this limit.

Federal Supplemental Educational Opportunity Grants (FSEOG)

The FSEOG is awarded to students who have the lowest EFC as determined by the FAFSA. There is a limited amount of funding for FSEOG and it is awarded based on lowest EFC and earliest FAFSA submission/completion date. Awards are system generated. Students are encouraged to submit their FAFSA as early as possible. Not all students who qualify will be awarded. Awards made to students who do not enroll or enroll less than half-time are removed and then awarded to students who meet the previous criteria. Students do not have to accept FSEOG via OneACCS.

Federal Work Study Program (FWS)

The FWS program provides jobs for students who have financial need. The number of hours a student may work is determined by the student's unmet financial need (COA less EFC = unmet need). Students are typically paid a minimum of $10 an hour and are paid monthly via student payroll.

FWS is paid for jobs on campus that include the library, residence halls, administrative offices, cafeteria, facilities, and grounds, and even off campus jobs with public or private nonprofit agencies. The work study advisor will determine the number of hours a student may work a week based on the student's unmet need, class schedule and academic progress.

Job assignments are made according to the date students complete their file and receive a Federal Work Study award. The student's job preference and skills are given first consideration; however, other factors may determine final job placement.

Not all students who want jobs or are eligible can be placed since FWS funding is limited. The forms that need to be completed are available on the College website.

Direct Student Loans

Direct student loans provide financial assistance through the US Department of Education. The only application necessary is the FAFSA and most students qualify for federal student loans. Student loans are included in the financial aid package in an offered status for the maximum amount. Students wishing to use student loans must sign into the OneACCS student portal and accept the

loan and may adjust the amount if they wish. Student loans must be repaid by the student once they complete or cease attending college or drop below half-time enrollment. These loans may be offered in three different types, subsidized, unsubsidized, and parent plus – all will be discussed below. Information concerning interest rates and terms and conditions can be found at www.studentaid.gov or you may contact the Financial Aid Office.

Student loans will not be paid to accounts until students have completed the required Entrance Counseling and Master Promissory Note (MPN). Students must sign into their FSA account at www.studentaid.gov using their FSA ID and password to complete both requirements. Failure to do so before the semester ends may result in a loss of loan eligibility. In addition, students who utilized student loans must complete Exit Counseling when they no longer enroll at Coastal Alabama or drop below half-time enrollment. The College will notify all students who graduate, withdraw, do not enroll for the next term, or drop below half-time enrollment, within 30 days of the end of the next term (except summer). This notification is the reminder to complete exit counseling. Information concerning the Exit Counseling requirement is on the website and available in the Financial Aid Office.

Students who are utilizing student loans for only one term need to be aware that the loan is subject to two disbursements during the term the loan is used. Loans will only be disbursed if a student is enrolled at least half-time, and undisbursed loans do not have to be paid back. Interest on unsubsidized loans and parent plus loans does not start until the loans are disbursed.

In accordance with federal regulations, first year undergraduate students and first-time student loan borrowers' student loans will not disburse until 30 calendar days after their program of study begins. If classes start on August 15, loans will not disburse until after September 13.

To be eligible for a Direct Student Loan, students must be enrolled at least half-time (6 credit hours) in an eligible degree or certificate program. Loans must be accepted in the OneACCS student portal by the student before any loans are originated and eligible for disbursement. Students must be enrolled at least half-time at the time of disbursement. These loans are subject to return to Title IV regulations if a student completely withdraws and/or fails all courses in a given term. Students wishing to make changes to their loan amounts, must contact the Financial Aid Office and complete the Direct Loan Change Form.

Subsidized Direct Student Loan

To be eligible, a student must have unmet need as calculated with the estimated cost of attendance, less the EFC and aid. Interest on subsidized loans is paid by the federal government while the student borrower is enrolled at least half-time, during authorized deferment periods, and for six months after the student ceases to be enrolled at least half-time. Repayment begins once the student ceases enrollment of at least half time for six months.

Unsubsidized Direct Student Loan

To be eligible, a student does not have to have unmet need as calculated with the estimated cost of attendance, less the EFC and aid. Interest on unsubsidized loans will begin accruing upon disbursement and continues over the life of the loan. Repayment begins once the student ceases enrollment of at least half time for six months.

Direct Parent Plus Loan

To be eligible, a parent should have a good credit history and be the parent of a dependent undergraduate student. This loan is not based on income and allows a parent to borrow to pay educational expenses. This loan program is intended to supplement the Direct Student Loan Program. Any amount borrowed cannot exceed the student's estimated cost of attendance less the EFC and aid. For more detailed information and application information visit www.studentaid.gov. Repayment begins after the loan is fully disbursed, unless the parent requests deferment through the Dept. of Ed or their loan servicer.

Loan Amounts/Limits

Total loan amounts/limits at a community college may differ from loan amounts/limits at a 4-year college. Like Pell, student loans are divided in half for fall and spring. If you need loans for summer, you will not be able to accept the maximum loan amount for the fall and spring. You can also visit www.studentaid.gov for additional information. Please see the chart below for loan amounts/limits. The amounts are maximum allowable, students may can request less via their OneACCS student portal.

Year	Dependent Students	Independent Students
Freshman	$5,500 ($3500 sub/$2000 unsub)	$9500 ($3500 sub/$6000 unsub)
	$2750 fall and $2750 spring	$4750 fall and $4750 spring

Sophomore $6500 ($4500 sub/$2000 unsub)
$10500 ($4500 sub/$6000 unsub)

$3250 fall and $3250 spring
$5250 fall and $5250 spring

Omsbudsman Contacts

In compliance with 34 CFR 674.42(b)(2)(xi) and .45(h); CFR 682.208(c)(3)(ii), .410(b)(5)(vii), .411(b)(3), and .604(g)(2)(x); and CFR 685.304(b)(4)(vii), Coastal Alabama is required to notify borrowers regarding the availability of the Ombudsman, the official appointed to investigate individuals' complaints against maladministration of the student loan program. The most recent contact information is below.

- Via on-line assistance: https://studentaid.gov/sites/default/files/ombudsman-information-checklist.pdf
- Via telephone: 877-557-2575
- Via fax: 606-396-4821
- Via mail: FSA Ombudsman Group P.O. Box 1854 Monticello, KY 42633

Non-Federal Financial Aid

Institutional Work Study Program (IWS)

The IWS program provides jobs for students who are interested in part-time campus-based employment. Students are typically paid a minimum of $10 an hour and are paid monthly via student payroll. Jobs are the same as the FWS Program, but these students do not qualify for federal work study. Institutional work student funds are limited and students must be approved by the Director of Financial Aid. Students must be full-time and meeting satisfactory academic progress.

Alabama Student Assistance Program (ASAP)

The ASAP provides a supplemental source of financial assistance to students with unmet financial need as determine by the FAFSA. Students must be enrolled at least half-time in an eligible program of study leading to a degree. Students must be a legal resident of the State of Alabama and maintain SAP. They may not be pursuing a religious degree.

Private Alternative Loans

Coastal Alabama recognizes that not all students qualify for federal aid and/or scholarships, but still need assistance paying educational expenses. We have partnered with a variety of private alternative student loan companies that can assist with current educational expenses, as well as prior balances at Coastal Alabama, paying for non-degree programs and programs that are not Title IV eligible. Private loans may not exceed Cost of Attendance. For additional information, please visit click this link https://choice.fastproducts.org/FastChoice/home/106000

Scholarships

Coastal Alabama Community College offers numerous institutional scholarships including Academic Scholarships, Performance and Ability Scholarships, Athletic Scholarships, Community Scholarships, and Hardship Scholarships. These scholarships recognize achievement, ability, and participation and are intended to offset the cost of attending college. A description of scholarships and the minimum requirements to be eligible and maintain eligibility are available on the scholarship webpage.

Veteran Benefits Program

The Veteran Affairs Office at Coastal Alabama Community College makes every effort to ensure that all veterans, dependents, and reservists receive their educational benefits in a timely manner. If you have any questions about applying for VA education benefits, please contact the Veterans Affairs Office located in the Financial Aid Office. For information, you can email veterans@coastalalabama.edu or call 251-580-2292. For questions regarding your eligibility, please contact the Department of Veterans Affairs (DVA) at 1-888-GIBILL1®.

Students using VA Benefits are required to submit a Request for Certification of Enrollment to the VA School Certifying Official each semester if they wish to use their benefits. Otherwise, classes will not be certified, and students will not receive their benefits. The form is available at the link above, on the Coastal Alabama website and in the Financial Aid Office.

Va Chapters For Educational Benefits

- Chapter 30 – Montgomery GI Bill®
- Chapter 31 – Veteran Readiness and Employment (formerly Vocational Rehabilitation)
- Chapter 33 – Post 9/11GI Bill®
- Chapter 1606 – Montgomery GI Bill® – Selected Reserve
- Chapter 35 – Dependents Educational Assistance (DEA)
- Chapter 36 – Counseling Services

- Tuition Assistance – for individuals currently on active duty and active reserve
- State VA – Alabama GI Dependent Scholarship for dependents and spouses
- More information (1-888-442-4551) or at www.gibill.va.gov

Description Of Chapters

- Chapters 30, 1606, and 35 - receive benefits in the form of a monthly check; none of these chapters pay for tuition or books. Muskogee Regional VA Education Office determines eligibility.
- Chapter 31 - pays for tuition and books and receives a monthly stipend, which is determined by their local office. The local office is responsible for getting an authorization form to the Coastal Alabama Veterans Affairs Office so that tuition and books can be paid for.
- Chapter 33 - is for veterans, spouses, and children. It pays tuition (based on a percentage rating), provides stipends for books, and pays a basic monthly housing allowance. Tuition money is sent to the College, and the book stipend and housing allowance is paid straight from the VA to the student via check or direct deposit. To be eligible for the full housing allowance, students must be full-time the entire semester (including modules) and must have at least one on-campus course. If the student is less than full-time, the allowance will be prorated. Students must be enrolled in a minimum of 7 credit hours to qualify for the housing allowance. For individuals whose eligibility rating is less than 100 percent, the housing allowance will be paid based on percentage (60 percent, 70 percent, 80 percent, etc.).
- Chapter 35 - Survivors and Dependents Educational Assistance Program provides education and training opportunities to eligible dependents of certain veterans. This program offers up to 36 months of education benefits. These benefits may be used for degree and/or certificate programs, apprenticeships, and on-the-job training. If you are a spouse, you may take correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain conditions.
- Chapter 36 - is designed to provide professional, educational, vocational and career counseling services to service members, veterans and dependents. This benefit is available to service members within six months of anticipated discharge, veterans within one year following discharge from active duty, and service members or veteran currently eligible for a VA education benefit and all current VA education beneficiaries. Students will need the VA form 28-8832 for counseling. Information about this benefit can be found by clicking here.
- Tuition Assistance - is for active duty and active reserve only, not for spouses or children. Service members must apply through their service branch; links provided below. Upon approval, the service member must submit a Tuition assistance authorization form to the College's Veterans Affairs Office. TA covers tuition and fees only, no books or housing allowance.
- Alabama State GI Dependent Scholarship - is for spouses and children of a disabled veteran. The veteran must have a minimum 40 percent service-connected disability and must be a resident of the State of Alabama when he/she enlisted. If the veteran was not a resident of the State of Alabama at the time of enlistment, but he/she has lived in Alabama for five years or longer, then he/she may qualify. State VA pays tuition and a portion of fees and books. State VA does not cover $29 per credit hour of fees, nor do they cover remedial courses. Remaining balances can be paid for by cash or alternative methods of financial aid.

HOW TO APPLY FOR VA BENEFITS if you need help finding a VA form, click here.

New Applicants Chapters 30, 33, and 1606

- Go to the VA website and complete a 22-1990 form to apply. The process can take 30 days or more so apply early. The VA will contact the students by mail letting them know their eligibility. The College's Veteran Affairs Office requires a copy of the DD214 (discharge notification), along with a completed Request for Certification of Enrollment form.
- Chapter 33, Post 911 – submit a copy of their certificate of eligibility once it is received from the VA.
- Chapter 35 – go to the VA website and complete a 22-5490 form.
- Veteran students who have received benefits through Chapter 30, 33, 1606 or 1607, are required to complete a 22-1995 form. The Veterans Affairs Office requires a completed 22-1995, along with a copy of the DD214 and a completed Request for Certification of Enrollment. Chapter 35 established veterans will need to fill out a 22-5495 and submit it to the Veterans Affairs Office.

New Dependents for Post-9/11

- Service member must go to the Department of Defense website and elect how many months of benefits they wish to transfer to their child or spouse.

- Complete the application for benefits online at the VA website once the DOD has approved the request.
- Submit the certificate of eligibility, once received, to the Veterans Affairs Office, if the veteran is applying for Chapter 33, Post 9/11 GI Bill®.

Established Dependents for Post-9/11

- Complete a 22-5495 and submit a copy of their certificate of eligibility to the Veteran Affairs Office.

Tuition Assistance is for active duty and active reserve only, not a spouse or child. The service member will need to apply and have access to Tuition Assistance. Once approved, submit a Tuition Assistance Authorization form to the Veteran's Affairs Office so tuition can be paid.

- Active Army must apply through Army Ignited
- Active Navy must apply through Navy College
- Active Coast Guard must apply through Force Readiness Command
- Active Air Force must apply through Air Force Personnel Center

State Veterans' Affairs

- Apply at the Veteran Service Office within the county where he/she resides.
- Go to the Alabama Department of Veterans Affairs to locate the county number.
- Click the Find Your Veterans Service Office and click your county on the interactive map – the contact information will appear at the top right.

Alabama National Guard Educational Assistance Program (AGNEAP)

- Used for tuition, educational fees, and books/ supplies.
- Must attend a public postsecondary educational institution in Alabama.
- Awards are limited based on legislative appropriation.
- Applications are available at Alabama National Guard units.

Vocational Readiness and Employment – funds are provided for education through the VA Vocational Rehabilitation Services Office. Students need to call l (334) 213-1200, extension 4144.

Know your Options

Gi Bill® Comparison Tool is now available to assist veterans in finding information online about Post-9/11 G.I. Bill® benefits. It is now easier to find schools and training programs available to education beneficiaries. The comparison tool makes it easy to estimate Post-9/11 G.I. Bill® benefits. In addition, Veterans can find and compare information on our 10,000+ approved education and training programs, including estimated tuition and fee amounts and your projected housing allowance. Also available are each school's graduation rate, student loan default rate and Yellow Ribbon participation. Together, the G.I. Bill® benefit estimator and school comparison information enable students to compare education options and make the best decision for their future. In the future, VA will add additional functionality to the tool, including the ability to compare up to three schools side-by-side

Veteran Employment Website

An Employment Center is available on the eBenefits website. This is the single federal source for veterans looking for new career opportunities in the private and public sectors. There are multiple tools and resources for job seekers and employers, including the Veterans Job Bank. Use the Skills Translator to translate your military skills to civilian skills. There is also a resume builder that can make your resume available for viewing in the public and private sectors. This Employment Center is for:

- servicemembers transitioning to the civilian workforce.
- military spouses and dependents looking for employment opportunities.
- G.I. Bill® beneficiaries transitioning from training to the job market.
- employers looking to connect with high quality applicants.

In-State Tuition Rates For Veterans

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

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) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more. Anyone using transferred Post-9/11 G.I. Bill® benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.

Anyone described above, while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either Chapter 30 or Chapter 33, of title 38, United States Code.

Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence).

Anyone using transferred Post-9/11 G.I. Bill® benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. § 3679 as amended.

Estimated Cost of Attendance (COA)
Refer to the *College's Policy on Paying for College (06.08).*

Instructional Affairs

Program and Catalog Changes
Refer to the *College's Policy on Program and Catalog Changes (04.02).*

Classification of Students
Refer to the *College's Policy on Instruction/Academic (04.01).*

Credit Hour Definition
Refer to the *College's Policy on Instruction/Academic (04.01).*

Maximum and Minimum Course Loads
Refer to the *College's Policy on Instruction/Academic (04.01).*

Grading System and Quality Points
Refer to the *College's Policy on Instruction/Academic (04.01).*

Grade Appeal Policy
Refer to the *College's Policy on Instruction/Academic (04.01).*

Course Forgiveness
Refer to the *College's Policy on Instruction/Academic (04.01).*

Academic Bankruptcy
Refer to the *College's Policy on Instruction/Academic (04.01).*

Prerequisites
Refer to the *College's Policy on Instruction/Academic (04.01).*

Attending Class
Refer to the *College's Policy on Instruction/Academic (04.01).*

Withdrawals
Refer to the *College's Policy on Instruction/Academic (04.01).*

Standards of Academic Progress
Refer to the *College's Policy on Instruction/Academic (04.01).*

Final Examinations
Refer to the *College's Policy on Instruction/Academic (04.01).*

Credit by Non-Traditional Means
Refer to the *College's Policy on Instruction/Academic (04.01).*

Credit by Career Readiness Certification
Refer to the *College's Policy on Instruction/Academic (04.01).*

Credit from Advanced Placement Exams
Refer to the *College's Policy on Instruction/Academic (04.01).*

College Level Examination Program – CLEP
Refer to the *College's Policy on Instruction/Academic (04.01).*

DANTES Subject Standardized Tests
Refer to the *College's Policy on Instruction/Academic (04.01).*

Credit for Military Training Educational Experiences

Refer to the *College's Policy on Instruction/Academic (04.01).*

Orientation to College 101 Waiver

All students at Coastal Alabama Community College are required to take Orientation to College (ORI) 101 to meet the requirements for graduation.

Exceptions:

- Any student who has an Associate Degree or higher;
- Any student who has successfully completed a course equivalent to ORI 101 at Coastal Alabama Community College or another institution
- Any transient student

Directed Study

Refer to the *College's Policy on Instruction/Academic (04.01).*

Placement Testing for Students

Refer to the Placement Testing Guidelines at https://www.coastalalabama.edu/uploads/16862451712023-2024PlacementGuidelinesupdated06-07-23effectiveFA2023.pdf.

Placement Advising

Refer to the College's ***Advising, Testing, and Registration Policy (05.02).***

Course Offerings toward Degrees

Coastal Alabama Community College awards the Associate in Arts and Associate in Science Degree to individuals desiring to transfer to senior colleges or universities and the Associate in Applied Science to individuals desiring to pursue an applicable career program of studies. The College offers academic maps of pathways to degrees with courses at convenient times for students. The course offerings are scheduled according to many factors including student demand, instructor availability, and financial constraints. Courses listed in this catalog may not be available each term. For availability of courses, students should consult the College's semester course schedule. Class offerings are subject to change from catalog and semester schedule listings without prior notice.

Associates Degree Outcomes

Within the associates in arts and the associates in science degree programs at Coastal Alabama is a core of courses designed to provide general skills and broaden the students' perspectives, resulting in the following general education competencies:

General Education Competencies

Communication: Students will communicate appropriately through written, oral, and visual material.

Cultural/Historical Awareness: Students will demonstrate an understanding of the origins and importance of the broad cultural diversity of the human experience in a global community.

Technology: Student will apply technology appropriately in their academic coursework.

Reasoning Skills: Students will demonstrate appropriate quantitative and scientific reasoning

Personal and Professional Growth: Students will demonstrate critical understanding of individual self and relationship to others in various contexts.

Associate in Arts (AA) Degree

An undergraduate award signifying successful completion of a prescribed course of study (60-64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree in the liberal arts. Only colleges accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) are authorized to award this degree.

Associate in Science (AS) Degree

An undergraduate award signifying successful completion of a prescribed course of study (60-64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree in the sciences or specialized professional field. Only colleges accredited by SACSCOC are authorized to award this degree.

Associate in Applied Science (AAS) Degree

An undergraduate award signifying successful completion of a prescribed course of study (60-76 semester credit hours) that offers specialization in a technical, business, or semi-professional field qualifying the student for employment upon graduation while providing the possibility of transfer of some credit to a senior institution. Only colleges accredited by SACSCOC are authorized to award this degree.

Certificate (CER)

An undergraduate award (less than a degree) signifying the successful completion of a prescribed course of study (30-60 semester hours) that provides the student with a specialized set of skills for employment or professional advancement. Certificates are not designed for transfer to a senior institution.

CTE Short-Term Certificate (STC)

An undergraduate award signifying the successful completion of a prescribed course of study (9-29 semester hours) equipping the student with a focused set of skills for an entry-level position in business and industry. CTE Short-term certificates are not designed to transfer to a senior institution.

Requirements for Degrees and Certificates

Colleges must offer degree programs that reflect coherent courses of study that are compatible with their own missions, that are based upon fields of study appropriate to higher education, and that include general education components ensuring a breadth of knowledge that promotes intellectual inquiry and critical thinking. Thus, each degree must consist of coursework from each of the following five areas as defined by the Alabama Articulation and General Studies Committee (AGSC):

AREA I: Written Composition. Study in this area ensures effective written communication skills, which are essential in a literate society.

AREA II: Humanities and Fine Arts. Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. In addition to literature, disciplines in the humanities and fine arts include, but are not limited to, area/ethnic studies, philosophy, religious studies, speech, foreign languages, art and art history, music and music history, theatre, and dance.

AREA III: Natural Sciences and Mathematics. Study in the natural sciences and mathematics emphasizes the scientific method and quantitative reasoning. Disciplines in the natural sciences included, but are not limited to,astronomy, biology, chemistry, earth science, geology, physical geography, physics, and physical science.

AREA IV: History, Social, and Behavioral Sciences.Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures and economics. Disciplines other than history in this area include, but are not limited to, anthropology, economics, geography, political science, psychology,and sociology.

AREA V: Pre-Professional, Major, and Elective Courses. Area V is designated for courses appropriate to the degree/major requirements of the individual student.

Degree Requirements for Graduation

Refer to the *College's Policy on Graduation (05.11).*

Application for Graduation

Refer to the *College's Policy on Graduation (05.11).*

Honors and Awards

Refer to the *College's Policy on Graduation (05.11).*

Graduation

Refer to the *College's Policy on Graduation (05.11).*

Student Right to Know

Refer to the *College's Policy on Admissions (05.01).*

Distance Education Policy

Definition of Distance Education

Refer to the *College's Policy on Distance Education (04.03).*

Definition of Correspondence Education

Refer to the *College's Policy on Distance Education (04.03).*

Identification of Students
Refer to the *College's Policy on Distance Education (04.03).*

Password Protection
Refer to the *College's Policy on Distance Education (04.03).*

Student Privacy
Refer to the *College's Policy on Distance Education (04.03).*

Reporting Enrollment
Refer to the *College's Policy on Distance Education (04.03).*

Distance Accreditation
Refer to the *College's Policy on Distance Education (04.03).*

Distance Education Mission Statement
Refer to the *College's Policy on Distance Education (04.03).*

Faculty and Faculty Oversight
Refer to the *College's Policy on Distance Education (04.03).*

Instructional Technology
Refer to the *College's Policy on Distance Education (04.03).*

Intellectual Property Rights
Refer to the *College's Policy on Distance Education (04.03).*

Statement on Copyright
Refer to the *College's Policy on Distance Education (04.03).*

Policy on Equivalence
Refer to the *College's Policy on Distance Education (04.03).*

Program Length and Courses of Study
Refer to the *College's Policy on Distance Education (04.03).*

Credit Awarded
Refer to the *College's Policy on Distance Education (04.03).*

Consortia Arrangements and Contractual Agreements
Refer to the *College's Policy on Distance Education (04.03).*

Institutional Effectiveness
Refer to the *College's Policy on Distance Education (04.03).*

Library and Learning Resources
Refer to the *College's Policy on Distance Education (04.03).*

Student Services
Refer to the *College's Policy on Distance Education (04.03).*

Facilities and Finances
Refer to the *College's Policy on Distance Education (04.03).*

Americans with Disabilities Act (ADA) Policy

Refer to the *College's Policy on Americans with Disabilities Act (ADA) (02.02).*

Additional College Policies

Athletics / Drug Education and Testing Student Athletes
Refer to the *College's Policy on Athletics and Drug Education and Testing-StudentAthletes(05.07).*

Drug Free College and Workplace
Refer to the *College's Policy on Drug Free College and Workplace (02.05).*

Family Educational Rights and Privacy Act (FERPA) - Buckley Amendment
Refer to the *College's Policy on Family Educational Rights and Privacy Act FERPA-Buckley Amendment(02.09).*

Rehabilitation Act
Refer to the *College's Policy on Rehabilitation Act(02.18).*

Nondiscrimination
Refer to the *College's Policy on Nondiscrimination (02.17).*

Behavioral Intervention Team (BIT)
Refer to the *College's Policy on Behavioral Intervention Team (BIT) (07.01).*

Harassment
Refer to the *College's Policy on Harassment (02.12).*

Sexual Harassment, Sexual Misconduct, and Title IX
Refer to the *College's Policy on Sexual Harassment Sexual Misconduct and Interpersonal Violence Title IX (02.20).*

Missing Persons
Refer to the *College's Policy on Missing Persons (02.16).*

Minors on Campus
Refer to the *College's Policy on Minors on Campus (01.06).*

Intellectual Property
Refer to the *College's Policy on Intellectual Property (02.13).*

Copyright, Trademark, and Patent Ownership
Refer to the *College's Policy on Copyright Trademark and Patent Ownership (02.04).*

Anti-Litter
Refer to the *College's Policy on Anti-Litter (02.03).*

Tobacco Free Environment
Refer to the *College's Policy on Tobacco Free Environment (02.23).*

Right to Privacy
Refer to the *College's Policy on Right to Privacy (01.07).*

Technology Services Network Access
Refer to the *College's Policy on Technology Services and Network Access (08.01).*

Age Act Discrimination
Refer to the *College's Policy on Age Act Discrimination (02.01).*

Equal Employment and Educational Opportunities
Refer to the *College's Policy on Equal Educational and Employment Opportunities (02.06).*

Programs of Study

Pathways

Associate in Arts:

- Art
- Criminal Justice
- English
- Liberal Arts
- Music
- Social Science

Associate in Science:

- Agricultural Business and Economics
- Biological Science
- Biomedical Sciences
- Business Administration
- Computer Science
- Education (Early Childhood and Elementary)
- Engineering
  - Aerospace
  - Chemical
  - Civil
  - Computer
  - Electrical
  - General
  - Mechanical
- Environmental Science
- Forestry
- General Studies
- Health Sciences
- Health, Physical Education, and Recreation
- Mathematics
- Surveying and Geomatics

The pathways listed in both the Associate in Arts and the Associate in Science sections of the catalog are curriculum guides designed to aid the student in completing the freshman and sophomore level requirements in a selected field. The State of Alabama, by legislative mandate, has an articulation agreement among two-year and four year public colleges and universities that guarantees half of the hours required in any bachelor-level degree may be earned at Coastal Alabama Community College as long as the courses taken are in the transfer institution's approved program template, which is reflected in Coastal Alabama Community College's Associate in Arts or the Associate in Science degree plan.

Program templates are developed and approved by the State Articulation and Transfer Committee and are available via the Committee's online transfer guide called Alabama Transfers.

The pathways curriculum guides listed in the Associate in Arts and Associate in Science sections of Coastal Alabama Community College's catalog are in compliance with the Alabama Transfers templates at the time of publication. IT IS THE RESPONSIBILITY OF THE STUDENT TO BECOME FAMILIAR WITH THE REQUIREMENTS OF THE TRANSFER INSTITUTION.

Students should consult the Alabama Transfers Guide and catalog of the transfer institution and then work with their assigned advisor at Coastal Alabama Community College to select courses prior to registration for each term. Variations between the program of study required by the transfer institution and the requirements of Coastal Alabama Community College may be resolved through conferences with the student's academic advisor and with the approval of the appropriate instructional officer. Students must initiate resolution of variations between programs of study and should start first with their assigned academic advisor. To ensure compliance with graduation requirements, during the third term of a four term program and prior to early registration for the fourth term, Coastal Alabama Community College students should apply for graduation through the College's website. The student will receive a graduation check sheet verifying the courses needed to complete graduation requirements and should register for listed classes during the last term. Students must pay all fees owed prior to graduation. Students should contact the Registrar's Office for further details on graduation requirements.

Degree Plans and Academic Maps

Coastal Alabama Community College proudly offers and awards the Associate in Arts, Associate in Science, and Associate in Applied Science degrees. The student's degree plan identifies information such as courses required for degree, elective courses taken, courses registered for but not successfully completed, placement test scores, and GPA data. The degree plan will assist Coastal Alabama students in monitoring their degree completion. Within each degree, we offer specific programs of study with academic semester maps for students to follow. These programs of study with academic semester maps list each course that is required in the student's program toward the degree, the courses that have been completed by the student, and the courses that the student needs to take.

Alabama Transfers

AREAS I - IV: Recognized AA & AS AcademicTransfer Courses/Electives

Colleges must offer degree programs that reflect coherent courses of study that are compatible with their own missions, that are based upon fields of study appropriate to higher education, and that include general education components ensuring a breadth of knowledge that promotes intellectual inquiry and critical thinking. Thus, each degree must consist of coursework from each of the following five areas as defined by the Alabama Articulation and General Studies Committee (AGSC):

AREA I: Written Composition (6 SH)

ENG 101 Written Composition I: 3 SH

ENG 102 Written Composition II: 3 SH

AREA II: Humanities and Fine Arts (12 SH)

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV):

ENG 251 American Literature I: 3 SH

ENG 252 American Literature II: 3 SH

ENG 261 English Literature I: 3 SH

ENG 262 English Literature II: 3 SH

ENG 271 World Literature I: 3 SH

ENG 272 World Literature II: 3 SH

Students must complete a 3 SH course in the ARTS: Please see program of study.

ART 100 Art Appreciation: 3 SH

ART 203 Art History: 3 SH

ART 204 Art History II: 3 SH

MUS 101 Music Appreciation I: 3 SH

THR 120 Theatre Appreciation: 3 SH

THR 126 Introduction to Theatre: 3 SH

Any remaining hours in AREA II should be chosen from the approved list below: Please see program of study. Some of these may be used as Humanities Electives.

HUM 299-01 PTK Honors Course I: 1 SH

HUM 299-02 PTK Honors Course II: 1 SH

HUM 299-03 PTK Honors Course III: 1 SH

IDS 115 Forum: 1 SH

PHL 106 Introduction to Philosophy: 3 SH

PHL 206 Ethics and Society: 3 SH

REL 100 World Religion: 3 SH

REL 151 Survey of Old Testament: 3 SH

REL 152 Survey of New Testament: 3 SH

SPA 101 Introductory Spanish I: 4 SH

SPH 102 Introductory Spanish II: 4 SH

SPH 107 Fundamentals of Public Speaking: 3 SH

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV)

AREA III: Natural Sciences and Mathematics (11 SH)

BIO 101 Introduction to Biology I: 4 SH

BIO 102. Introduction to Biology II: 4 SH

BIO 103. Principles of Biology I: 4 SH

BIO 104. Principles of Biology II: 4 SH

CHM 104. Introduction to General Chemistry: 4 SH

CHM 105. Introduction to Organic Chemistry: 4 SH

CHM 111. College Chemistry I: 4 SH

CHM 112. College Chemistry II: 4 SH

PHS 111. Physical Science I: 4 SH

PHS 112. Physical Science II: 4 SH

PHY 201. General Physics I: 4 SH

PHY 202. General Physics II: 4 SH

PHY 213. General Physics w/Calculus I: 4 SH

PHY 214. General Physics w/Calculus II: 4 SH

Select 3 SH from the following courses: Please see program of study.

MTH 110. Finite Mathematics: 3 SH

MTH 112. Precalculus Algebra: 3 SH

MTH 113. Precalculus Trigonometry: 3 SH

MTH 115. Precalculus Algebra & Trigonometry: 4 SH

MTH 120. Calculus and Its Applications: 3 SH

MTH 125. Calculus I: 4 SH

MTH 126. Calculus II: 4 SH

MTH 227. Calculus III: 4 SH

MTH 237. Linear Algebra: 3 SH

MTH 238. Applied Differential Equations I: 3 SH

AREA IV: History, Social, and Behavioral Sciences (12 SH)

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV):

HIS 101. History of Western Civilization I. 3 SH

HIS 102. History of Western Civilization II. 3 SH

HIS 121. World History I. 3 SH

HIS 122. World History II. 3 SH

HIS 201. U.S. History I. 3 SH

HIS 202. U.S. History II. 3 SH

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV)

The remaining hours in AREA IV should be chosen from the following courses: Please see program of study.

ANT 200. Introduction to Anthropology: 3 SH

ECO 231. Principles of Macroeconomics: 3 SH

ECO 232. Principles of Microeconomics: 3 SH

GEO 100. World Regional Geography: 3 SH

POL 200. Introduction to Political Science: 3 SH

POL 211. American National Government: 3 SH

PSY 200. General Psychology: 3 SH

PSY 210. Human Growth & Development: 3 SH

SOC 200. Introduction to Sociology: 3 SH

SOC 210. Social Problems: 3 SH

AREA V: Pre-Professional/Major Electives: (19-23 SH)

The courses taken in this AREA are specific to a student's major. Students should consult their program of study and the requirements of the institution to which they plan to transfer.

List of Alabama Transfers Guides

See the full list of Transfer Guides here. (https://catalog.coastalalabama.edu/transfer-guides)

Directories

Directory

Directory

Coastal Alabama Community College is a part of the state system of Junior, Community, and Technical Colleges authorized by the Alabama Legislature under Act No. 93, approved May 3, 1963. The College is a result of the consolidation of Faulkner State Community College, Alabama Southern Community College, and Jefferson Davis Community College and is under the supervision of the Alabama Community College System Board of Trustees. The President of the College is directly responsible to the Alabama Community College System Board of Trustees through the Chancellor of the Alabama Community College System.

Executive Cabinet

Pouncey, Warren Craig
President
251-580-2261
B.S., Troy State University
M.S., Troy State University
Administration Certificate, Troy State University
Ed.S., Auburn University at Montgomery
Ed.D., Samford University

Bugos, Michelle
Executive Director - Human Resources / SPO
251-580-2108
A.A., Spoon River College
B.S., Upper Iowa University
M.S., Western Governors University
SPHR, HRCI

Byrd-Murphy, Melinda
Dean - External Funding
251-580-2140
A.A., Patrick Henry State Junior College
B.A., The University of Alabama
M.A.T., University of West Alabama
Ed.S., University of South Alabama
Ed.D., The University of Alabama

Davis, Jessica
Chief Financial Officer
251-580-2206
A.S., Faulkner State Community College
B.A., Faulkner University
M.M., University of Phoenix

Davis, Sara
Chief Communications Officer
251-580-2281
A.A., Faulkner State Community College
B.S., Troy University
M.A., University of South Alabama

Douglas, Leslie
Executive Director - Technology Services
251-580-4900

A.S., Jefferson Davis Community College
B.S., Auburn University
M.S., University of South Alabama

Duplantis, Joshua
Dean - Workforce Development
251-990-0426
B.S., Louisiana State University
M.Ed., Auburn University
Ph.D., The University of Southern Mississippi

Grant, Linda
Dean - Career Technology
334-637-3151
B.S., Livingston University
M.Ed., Livingston University
Ed.S., Mississippi State University

Lancaster, Mary Beth
Dean - Academic Instruction
251-809-1500
B.A., Mobile College
M.A., University of Mobile

Moseley, Dendy
Dean - Student Services
251-580-2103
B.S., Business Administration, Troy University
M.B.A., Troy University
Ed.D., The University of Alabama

Scarborough, Tiffany
Dean - Nursing and Allied Health
251-580-2256
B.S.N., University of Mobile
M.S.N., University of South Alabama
D.N.P., University of South Alabama

Instructors (Full-Time) and Administration

Adams, Alisha
Instructor – Nursing
251-580-4953
B.S.N., University of South Alabama
M.S.N., University of Mobile

Albaugh, Stacey
Instructor - Speech
251-809-1620
A.S., Jefferson Davis Community College
B.A., University of West Florida
M.A., University of West Florida

Allen-Thomas, Katrina
Instructor - Nursing
251-580-2268
B.S.N., Mobile College
M.S.N., University of Mobile

Allen, Kouri
Instructor - History / Sun Chiefs' Tennis Coach
251-580-2131
A.A., Faulkner State Community College
B.S., University of Montevallo
M.A., University of South Alabama
Ed. D., The University of Alabama

Averitt, Jennifer
Instructor - Computer Science
B.S., Judson College
M.S., The University of South Alabama

Babb, Julia
Instructor - Nursing
251-368-7635
B.S.N., University of Southern Mississippi
M.S.N., University of South Alabama

Barnhill, Kristen
Instructor - Graphic Design, Animation and Visual Effects
251-990-0455
A.A.S., Faulkner State Community College
B.A., Louisiana State University

Barry, Rebecca
Instructor - Music
251-580-2297
B.M., Loyola University
M.M., University of New Orleans

Baswell, Melanie
Instructor - Mathematics
251-580-2173
A.A., Faulkner University
B.S., Faulkner University
M.A.T., University of West Alabama
Ed.S., University of West Alabama

Bates, Alan
Instructor - Psychology
251-580-2295
A.S., Snead State Junior College
B.A., Auburn University
M.S., Jacksonville State University

Baxter, Joe
Chairperson / Instructor - Electrical and Instrumentation
334-637-3142
A.A.S., Alabama Southern Community College

Beall, Jeffrey
Chairperson / Instructor - Developmental English, Composition, and Religion
251-990-4896
B.A., The University of Alabama
M.F.A., Purdue University
M.S., University of Cambridge

Beggs, Gail
Director – Financial Aid
251-580-2154
A.S., Hinds Community College
B.S., Mississippi College
M.S., Mississippi State University
Ed.D., Delta State University

Bezeredi, Mandy
Campus Director - Fairhope Campus
251-990-0423
B.S., Troy State University
M.Ed., Auburn University

Bishop, John
Instructor - Economics
251-990-0449
B.S., Samford University
M.B.A., The University of Alabama at Birmingham
M.A., University of New Orleans

Blansett, Dewey
Director - Facilities: Bay Minette, Fairhope, and Gulf Shores Campuses
251-580-4897
B.S., Southern Mississippi
M.B.A., Mississippi University for Women

Boehm, Elizabeth
Instructor - Hospitality
251-968-3123
B.S., The University of Alabama
M.S., The University of Alabama

Boutwell, Anita
Instructor - Nursing
251-809-1541
A.A.S., Jefferson Davis Community College
M.S.N., Capella University

Boyer, Rebecca
Instructor - Nursing
251-580-4881
B.S.N., University of South Alabama
M.S.N., University of South Alabama
Ed.D., The University of Alabama

Brasell, Mary Beth
Program Director - TRIO Educational Talent Search
334-637-3213
B.S., Troy State University
M.S., Troy State University

Briggs, Ashley
Instructor – Nursing and Allied Health Simulation Program
251-580-2266
B.S.N., Florida State University
M.S.N., University of South Florida

Brock, Lori
Instructor - History, Religion, and Humanities
251-968-3106
B.A., Judson College
M.A., The University of Alabama in Birmingham

Bryars, Beth
Director - Enrollment Management
251-580-2112
A.A., Faulkner State Community College
B.S., University of Phoenix
M.S.M, Faulkner University

Bullard, Jennifer
Program Director – Medical Laboratory Technician (MLT)
251-368-7614
B.S., University of South Alabama
M.P.H., University of Massachusetts
D.P.H., University of South Florida

Burkett, Kina
Program Director - TRIO Student Support Services: Atmore and Brewton Campuses
251-809-1555
A.A., Jefferson Davis Community College
B.A., University of West Florida
M.Ed., Auburn University at Montgomery
M.Ed., University of West Alabama

Busby, Candis
Program Director - TRIO Student Support Services: Monroeville and Thomasville Campuses
251-575-8290
B.S., Auburn University
M.S., University of West Alabama

Cabaniss, Jill
Director - Finance
251-580-4951
B.S., The University of Alabama
M.B.A., The University of Alabama at Birmingham

Cain, Kimberly
Instructor - Accounting

251-580-2142
A.S., Faulkner State Community College
B.S., University of Mobile
M.B.A., University of Mobile

Callais, Kenneth
Instructor - Aviation
251-929-7385
F.A.A., Airframe and PowerPlant Certification
A.A.S., Air University - Community College of the Air Force
B.S., Embry-Riddle Aeronautical University

Carlisle, Larry
Instructor - Industrial Engineering Technology
251-843-5265; 334-637-3166
A.A., Patrick Henry State Junior College
Certificate, Wallace Community College, Selma

Chalk, Kerri
Coordinator / Instructor - Medical Laboratory Technician (MLT)
B.S., Auburn University Montgomery

Chancery, Jennifer
Instructor - Biology
251-809-1614
B.S., University of Mobile
M.Ed., University of West Alabama

Chaudron, Chad
Instructor - Welding Technology
251-212-1297
A.S., Jefferson Davis Community College
B.S., The University of Alabama
M.S., Troy University

Childress, Christa
Instructor - Business / Coyotes Softball Coach
251-575-8381
B.S., Arkansas State University
B.S., Southeast Missouri State University
M.B.A., William Woods University

Cleckler, Brittany
Instructor - Nursing
251-990-0444
B.S.N., University of South Alabama
M.S.N., Walden University

Cole, Jonathan
Instructor - Biology
251-809-1619
B.S., Mississippi University for Women
M.S., Mississippi State University

Cole, Justin
Instructor – EMS
251-990-0437
A.A.S., Lurleen B. Wallace Community College

Coleman, Jessica
Instructor – Nursing
251-368-7627
A.A.S., Coastal Alabama Community College
B.S.N., Western Governors University
M.S.N., Western Governors University

Conerly, Lee
Director - Academic Transfer
334-637-3189
A.S., Faulkner State Community College
B.S., University of South Alabama
M.Ed., University of West Alabama
Ph.D., Faulkner University

Congiardo, Michael
Instructor - Paralegal
251-580-2250
B.A., Vanderbilt University
J.D., Vanderbilt School of Law

Cook, Mimi
Instructor - Mathematics
251-580-2125
B.S., Athens State University
M.S., University of North Alabama

Cooper, Adrienne
Instructor - Biology and Chemistry
251-990-0429
B.S., University of South Alabama
M.S., Eastern Kentucky University

Cosker, Melanie
Instructor - Nursing
251-575-8225
A.A.S., Alabama Southern Community College
B.S.N., University of North Alabama
M.S.N., University of North Alabama
D.N.P., Samford University

Crabtree, Dianne
Instructor - Computer Science
251-580-2282
B.S., University of South Alabama
M.S., University of South Alabama

Cribbs, Nigel
Instructor – Mathematics

251-575-8229
B.S., University of Louisiana at Monroe
M.S., The University of Alabama at Birmingham

Cummings, Mark
Instructor – Aviation
251-580-4943
A.S., Embry-Riddle Aeronautical University
B.S., Embry-Riddle Aeronautical University
M.S., Embry-Riddle Aeronautical University

Cunningham, Carl
Program Director - TRIO Student Support Services: Bay Minette, Fairhope, and Gulf Shores Campuses
251-580-2170
B.A., Jackson State University
M.S., University of Southern Mississippi
Ph.D., University of Southern Mississippi

Davidson, Jonathan
Chief of College Police
251-580-2221
Mobile Police Academy Graduate, A.P.O.S.T. Certified Police Officer
A.A., Faulkner State Community College
B.S., Faulkner University
M.S., Faulkner University

Day, Elizabeth Thompson
Chairperson / Instructor - Applied Technology Division
251-580-2119
A.S., Faulkner State Community College
B.S., Auburn University
M.Ed., Auburn University
Ed.S., University of West Florida

Day, Spencer
Instructor – Building Construction
251-368-7652

Dees, Scott
Director - Career Technical Education Division
334-637-3162
B.S., University of West Alabama
M.S, Athens State University

Dekle, Stephanie
Instructor - English
251-809-1545
B.A., The University of the South, Sewanee
M.A., The University of Alabama at Huntsville

Dempsey, Gretchen
Instructor - Nursing
251-809-1540
A.A.S., Wallace State Community College
A.A.S., Bevill State Community College
B.S.N., The University of Alabama at Birmingham
M.S.N., The University of Alabama at Birmingham

Denton, Brittany
Coordinator – Nursing Clinicals and Apprenticeships
A.S., Faulkner State Community College
A.A.S., Faulkner State Community College
B.S.N., The University of Alabama
M.S.N., University of North Alabama

Devillier, Heather
Instructor - Mathematics
251-580-4911
A.S., Chattahoochee Valley Community College
B.S., Columbus State University
M.Ed., Post University

Diaz, Courtney
Director - Adult Education
251-580-2116
B.S., University of Mobile
M.Ed., University of Mobile
Ed.S., University of South Alabama
Ed.D., University of South Alabama

Dorman, Scarlet
Instructor - Sociology and Psychology
251-580-4889
B.S., Troy University
M.S., Troy University

Douglas, Ed
Campus Director - Foley and Gulf Shores Campuses/ Chairperson - Hospitality Division
251-968-3102
A.A.S., Faulkner State Community College
B.A., B.S., The University of Alabama
M.S., University of Washington

Dukes, Natalie
Director - Nursing and Allied Health
251-990-0443
A.D.N., Jefferson Davis Community College
M.S.N., Spring Hill College
D.N.P., Samford University

Dulaney, Ritchie
Assistant Athletic Director for Women's Sports
Chairperson / Instructor - Health and Physical Education Division
Sun Chiefs' Volleyball Coach
251-580-2114
B.S., University of Missouri
M.S., University of South Alabama
Ed.D., NOVA Southeastern University

Dunnam, Angela
Instructor - Psychology
251-580-2271
A.A., Alabama Southern Community College
B.A., Huntingdon College
M.S.W., The University of Alabama
M.S., Auburn University at Montgomery
M.S., University of West Alabama

Einfeld, Dana
Chairperson / Instructor - Mathematics and Engineering
251-580-2128
B.S. Troy State University
M.Ed., University of South Alabama
Ed.S., University of West Florida
Ed.D., University of West Florida
Ed.D., Auburn University

Etheridge, Rachel
Instructor - Mathematics
251-575-8213
B.S., The University of Alabama
M.S., University of West Alabama

Forester, Cathleen
Program Director / Instructor - Veterinary Technology
251-580-2273
D.V.M., Auburn University, College of Veterinary Medicine

Frye, Samantha
Instructor - English
251-575-8239
A.A., Faulkner State Community College
B.A., Xavier University of Louisiana
M.F.A., Florida International University

Fuqua, James Dennis
Campus Director - Brewton Campus
251-809-1532
B.S., Auburn University
M.Ed., Auburn University
Ed.S., University of West Alabama

Garner, Lori
Instructor - English
334-637-3218
B.S., Auburn University
M.A., The University of Alabama Huntsville
J.D., Birmingham School of Law

Garretson, Catherine
Instructor - Mathematics
251-580-2143
A.S., Faulkner State Community College
B.S., Auburn University
M.Ed., Auburn University

Gattis, Michael
Instructor - History and Political Science
251-580-2161
B.S., Jacksonville State University
M.S., Jacksonville State University

Gilley, Amelia
Instructor – Adult Education
251-990-0427
B.S., LeTourneau University

Gingras, Phillip
Instructor - Machine Tool Technology
251-368-7622
Certified DOL Machine Tool Technician

Godfrey, Carman
Coordinator - Nursing and Allied Health Simulation
251-990-0442
B.S.N., University of South Alabama
M.S.N., University of South Alabama
D.N.P., University of Mobile

Gordon, Marcus
Chairperson / Instructor - History, Political Science, and Geography
251-575-8397
B.A., Auburn University
M.A., Auburn University

Graham, Christopher
Instructor - Industrial Engineering Technology
A.A.S., Alabama Southern Community College

Griffin, Keith
Instructor - Health/PE & Coyotes Baseball Coach
251-809-1563
A.A., Gadsden State Junior College
B.S., Livingston University
M.S., University of North Alabama
M.Ed., American College of Education

Grogan, Chris
Instructor - English and Speech
251-580-2232
B.A., Auburn University
M.A., University of Montevallo

Hammond, Erin
Instructor - Speech
251-580-2198
B.A., Auburn University
M.A., University of South Alabama
Ph.D., University of Southern Mississippi

Harrison, Joy
Chairperson - Nursing Department
334-637-3160
B.S.N., University of South Alabama
M.S.N., South University
D.N.P., Samford University

Head, Daniel
Director - Athletics
251-575-8259
A.S., Jefferson Davis State Community College
B.S., University of South Alabama

Holloway, Jennifer
Instructor - Biology
251-580-2115
B.S., Auburn University
M.A., The University of Alabama

Holmes, Donna
Instructor - Nursing
251-575-8291
B.S.N., The University of Alabama
M.S.N., University of North Alabama

Howard, Ernestine
Instructor - Nursing
251-809-1604
A.S., Jefferson Davis Community College
A.S., Alabama Southern Community College
M.S.N., Spring Hill College
D.N.P., Grand Canyon University

Huff, Schuyler
Instructor - Biology
251-580-2166
B.S., Millsaps College
M.A., University of Mississippi

Huffstutler, Amanda
Instructor – Biology
A.A., Chattahoochee Valley Community College
B.S., Auburn University
M.S., Columbus State University

Hurtubise, James
Instructor - Culinary Arts / Pastry Program
251-968-3110
A.O.S., Johnson & Wales University
Certified Working Pastry Chef, American Culinary Federation

Hussey, Steven
Instructor - Animation and Visual Effects
251-990-0420
B.A., Mississippi State University
M.S., Mississippi State University

Hutcherson, Lindsay
Director - Institutional Effectiveness, Research, and Planning
251-575-8224
B.S., The University of Alabama
M.A., The University of Alabama

Jackson, Anthony
Instructor - Machine Tool Technology
334-637-3215
A.A.S., Coastal Alabama Community College
A.A., Coastal Alabama Community College

Jackson, Bianca
Instructor – Mathematics
251-809-1536
A.A.S., Wallace State Community College
A.A.S., Jefferson Davis Community College
B.S., Southern New Hampshire University
M.S., University of West Virginia

Jackson, Loletta
Instructor - Mathematics and Economics
251-809-1542
B.S., North Carolina State University
M.S., North Carolina State University
Ed.S., University of West Florida

Jackson, Yvette
Director / Instructor - Surgical Technology
251-580-2267
Certified Surgical Technologist (CST)
B.S.N., University of South Alabama
M.S.N., University of South Alabama
Ed.D., Walden University

Jacobs, Patrick
Instructor – Music
251-580-2164
B.B., Loyola University
M.M., University of Cincinnati
D.M.A., Stony Brook University

Jaye, Vinson
Instructor - English and Theater
251-575-8201
A.A., Alabama Southern Community College
B.S., Troy University
M.Ed., Auburn University Montgomery
M.L.A., Auburn University Montgomery
J.D., Jones School of Law/Faulkner University

Jordan, Marla
Instructor – Nursing
251-368-7650
A.S., Faulkner State Community College
B.S.N., Grand Canyon University
M.S.N., Grand Canyon University

Jordan, Rachael
Instructor - Nursing
251-990-0454
A.D.N., Pensacola Junior College
B.S.N., University of South Alabama
M.S.N., University of South Alabama

Joyner, Holley
Instructor - Nursing
251-575-8225
A.A.S., Alabama Southern Community College
B.S.N., The University of Alabama
M.S.N., University of South Alabama

Judy, Matthew
Instructor – Marine Technology
251-990-0436
B.S., Auburn University
M.Ed., Auburn University

Jurey, Tiffany
Director - TRIO Upward Bound, Monroeville Program
251-575-8388
B.A., University of West Florida
ME.D., University of West Florida

Kendall, Kelly
Chairperson / Instructor - Speech
251-968-3105
B.S., University of South Alabama
M.A., University of South Alabama
Ph.D., Regent University

Killingsworth, Jennifer
Instructor - Nursing
251-990-0446
A.D.N, UAB/Walker College
B.S.N., The University of Alabama in Huntsville
M.S.N., The University of Alabama in Huntsville
D.N.P., Samford University

King, Courtney
Instructor - English
251-580-2156
B.S., Auburn University
M.A.T., University of West Alabama

Kohen, Mattie
Chairperson / Instructor - Allied Health and Physical Sciences
334-637-3210
B.S., The University of Alabama
M.A., The University of Alabama

Kolb, Sarah
Instructor - Biology
251-580-2299
B.S., Spring Hill College
M.S., Auburn University

Lake, Charles
Chairperson / Instructor - Academic Transfer Business and Computer Science
251-580-2149
B.S., University of South Alabama
M.B.A., University of South Alabama
Ph.D., University of South Alabama

Lamb, Todd
Instructor – Biology
A.A., Coastal Alabama Community College
B.S., Auburn University
M.S., Auburn University

Langham, Janet
Instructor - English and Spanish
251-580-2133
B.A., David Lipscomb College
M.A., Auburn University

Langlois, Kevin
Chairperson / Instructor - Aviation
251-580-4943
F.A.A., Airframe and Powerplant Certification
B.S., Purdue University

Lanier, David
Campus Director - Atmore Campus
251-368-7658
B.S. Auburn University
M.Ed. Alabama State University
Certificate in Ed. Leadership and Administration from A.U.M.

LaPalme, Andre
Instructor - English
251-580-4895
B.A., University of Massachusetts at Boston
M.F.A., Emerson College
M.A., University of Louisiana at Lafayette

Lee, Johnathon
Instructor – Aviation

A.S., Enterprise Community College
B.S., Faulkner University
M.S., Faulkner University

Lehning, John
Instructor - Computer Science, Business, and Economics
251-575-8232
B.S., Akron University
M.S., Walsh College
M.A., Walsh College
M.B.A., Baldwin-Wallace College
Ph.D., Capella University

Lett, Kay
Campus Director - Monroeville Campus
251-575-8274
B.S., Auburn University
J.D., Tulane University School of Law

Lewis, Rube
Chairperson / Instructor - Advanced Manufacturing
334-637-3211
B.S., Auburn University

Linam-Bowen, Alisha
Director - Library Services
251-575-8271
B.A., The University of Alabama
M.L.I.S., The University of Alabama
M.A., Middle Tennessee State University

Lindsay, Jennifer
Instructor - History and English
251-990-0441
B.A., University of South Alabama
M.Ed., University of South Alabama
M.A., University of South Alabama

Lisenby, Keith
Instructor - Welding and Career Technology
251-368-7625
Certificate, Jefferson Davis Community College

Lolley, Dana
Instructor - Computer Science
251-843-4428
B.B.A., Faulkner University
M.S., Troy University

Long, Brett
Instructor – Drafting
251-580-4962
A.A.S., Bishop State Community College

Long, Vicky
Instructor - Mathematics
334-637-3176
B.S., University of North Alabama
M.A., The University of Alabama

Lovoy, Thomas
Instructor - English
251-968-3111
B.A., Florida State University
M.A., Florida State University

Lucas, Teresa
Instructor - English
251-580-2291
A.A., Northwest-Shoals Community College
B.S., Athens State College
M.Ed., University of South Alabama

Lugo, Elizabeth
Instructor – Adult Education
251-580-4967
B.S., University of Puerto Rico

Lymon, Jeannette
Instructor - Mathematics
251-368-7632
B.S., Concordia University
M.S., University of South Alabama

Lynn, Richard
Director - Facilities: Atmore, Brewton, Gilbertown, Monroeville, and Thomasville Campuses
251-809-1556
A.A., Southeast College of Technology
A.S., Jefferson Davis Community College
B.B.A., Faulkner University
M.S., The University of Alabama

Mack, Susan
Instructor - Nursing
251-809-1540
A.A.S., Jefferson Davis Community College
B.S.N., University of South Alabama
M.S.N., University of South Alabama

Maness, Jennifer
Instructor - Biology and Chemistry
251-580-2163
A.S., Faulkner State Community College
B.S., University of South Alabama
M.S., University of South Alabama
Ed.D., University of South Alabama

Manning, (Dwayne) Zebbie
Instructor - Industrial Engineering Technology
334-637-3154
B.S., University of Southern Mississippi

Mathews, Nancy
Instructor - Nursing
251-809-1604
A.A.S., Bevill State Community College
B.S.N., Jacksonville State University
M.S.N., The University of Alabama

McCutcheon, Jeffrey
Chairperson / Instructor - Welding Technology
334-637-3163
A.A.S, Alabama Southern Community College

McIntosh, Brian
Instructor - Welding Technology
334-637-3149
Certificate, Welding, Wallace Community College
A.S., Wallace State Community College

McLean, Scott
Instructor - Aviation
251-580-4937
F.A.A., Airframe and PowerPlant Certification
A.A.S., Enterprise/Ozark Community College

McMillan, Barbara
Instructor - Psychology and Sociology
251-575-8240
B.S., The University of Alabama
M.A., The University of Alabama
Ed.D., University of West Florida

McMillan, Kathryn
Instructor – Mathematics
251-580-2172
A.S., Coastal Alabama Community College
B.S., University of West Florida
M.A., University of West Alabama

Mendoza, Tessie
Instructor – Nursing
B.S.N., University of West Florida
M.S.N., University of West Florida

Merry, Michael
Instructor - Fine Arts
251-575-8244
B.A., The University of Alabama
B.A., The University of Alabama
M.F.A., University of Delaware

Mikkelsen, Carmelita
Instructor - Psychology and Sociology
251-580-2189
A.A., Faulkner State Community College
B.S., Evangel College
M.S., Troy University
Ed.D., NOVA Southeastern University

Millis, Zack
Instructor - Sociology and Philosophy
251-580-2137
B.A., University of South Alabama
Ph.D., Southern Illinois University

Minard, David
Instructor - Physics and Astronomy
251-580-2124
B.S., University of Illinois
M.S., Marquette University

Miranda, Joseph
Instructor – Welding
251-580-0453
Certificate, Arapahoe Community College
Certificate, Penn Foster College
Certificate, Pickens Technical College
Certificate, National Center for Construction Education & Research

Moeller, Suzanne
Instructor - Emergency Medical Services
Paramedic Certificate, University of South Alabama
A.A.S., Coastal Alabama Community College

Moore, Kiki
Campus Director - Thomasville Campus
334-637-3150
B.A., Talladega College
M.S.S., U.S. Sports Academy
Ed.D., NOVA Southeastern University

Moquin, Crystal
Instructor - Surgical Technology
251-580-2245
A.A.S., Faulkner State Community College
Certified Surgical Technologist

Mosow, David
Campus Director - Alabama Center for Aviation
251-580-4932
F.A.A., Airframe and PowerPlant Certification
B.S., Northern Arizona University
M.A., Northern Arizona University
M.B.A., Auburn University
Ed.D., Northern Arizona University

Murphy, TJ
Instructor - Accounting and Business
251-990-0450

A.S., Alabama Southern Community College
B.B.A., Faulkner University
M.B.A., The University of Alabama

Naron, Spence
Instructor - Aviation
251-580-4941
F.A.A., Airframe and PowerPlant Certification
A.A.S., George C. Wallace State Community College
A.S., Embry-Riddle Aeronautical University
B.S., Embry-Riddle Aeronautical University

Nims, Misti
Instructor - Health Education/PE and Coyotes Cross Country Coach
251-809-1632
A.S., Pensacola Junior College
B.S., University of West Florida
M.S., University of West Florida

Nipper, Teresa
Instructor - Cosmetology
251-580-4916
B.S., Troy University

Palamara, Matt
Instructor - Culinary Arts
251-968-3114
A.A.S., Faulkner State Community College
B.S., Athens State University
ME.d., Athens State University

Patel, Vijay
Instructor - Chemistry and Physical Science
251-575-8249
B.S., Sardar Patel University
M.S., Sardar Patel University
M.S., University of Tennessee at Knoxville

Patterson, Allen
Chairperson / Instructor - Emergency Medical Services
251-968-3113
B.S., University of South Alabama
M.P.A., Anna Maria College
Ph.D., Liberty University

Patterson, Ray
Instructor - Biology
251-575-8277
B.S., University of West Alabama
M.S., Grand Canyon University

Peace, Fred
Instructor - Emergency Medical Services
251-968-3112
B.S., University of South Alabama

Petelinski, Ashley
Instructor - Emergency Medical Services
251-968-3119
EMT Certificate, University of South Alabama
A.A.S., Faulkner State Community College
B.S., University of South Alabama

Pham, Hieu
Instructor - Mathematics
251-580-4893
B.S., California State University at Los Angeles
M.S., University of West Florida

Pickard, Jim
Instructor – Aviation
251-508-3629
B.S., Embry-Riddle Aeronautical University

Pimperl, Timothy
Instructor - Biology
251-809-1626
B.S.N., University of Mobile
M.Ed., University of South Alabama

Pimperl, Tremaine
Instructor - Mathematics
251-580-2218
A.S., Faulkner State Community College
B.S., University of Mobile
M.S., University of South Alabama

Pizzotti, Connie
Instructor - Nursing
251-580-2241
B.S.N., University of South Alabama
M.S.N., University of South Alabama

Poirier, Peter
Instructor - Industrial Engineering Technology
251-990-0452
National Center for Construction Education and Research Certification
Licensed Electrical Contractor

Porter, Jessica
Instructor - Nursing
251-580-4920
A.A.S., Coastal Alabama Community College
B.S.N, University of Louisiana, Lafayette
M.S.N., University of West Florida

Portis, Darrell
Instructor – Biology
B.S., Xavier University of Louisiana
M.P.H., Tulane University

Radwitch, Mallory
Instructor - Orientation
Sun Chiefs Softball Coach
251-580-2192
A.S., Faulkner State Community College
B.S., Belhaven College
M.P.A., Belhaven University

Reed, David
Instructor - Aviation
251-580-4934
F.A.A., Airframe and PowerPlant Certification
A.S., Regents College

Rey, Jennifer
Instructor – Adult Education
251-580-4910
B.S., Spring Hill College
M.Ed., The University of Southern Mississippi

Reynolds, Russell
Instructor - Computer Technology
251-580-2229
CompTIA Certifications: A+, Network+
Cisco Certification: Cisco Certified Network Associate (CCNA)
B.S.B.A., Auburn University
M.S., The University of Alabama

Richardson, Nikeya
Instructor - Nursing
251-575-8382
P.N., Certificate, Reid State Technical College
A.A.S., Jefferson Davis Community College
B.S.N., Troy University
M.S.N., University of Phoenix

Robertson, Celeste
Director - Student Development
251-580-2152
B.S., Jacksonville State
M.S., Jacksonville State
Ed.D., Argosy University

Robertson, Robby
Instructor - Physical Education
Sun Chiefs' Men's Basketball Coach
251-580-2283
A.A., Faulkner State Community College
B.S., The University of Alabama
M.S.S., United States Sports Academy

Robinson, Barbara
Instructor - Veterinary Technology
251-580-2274
Licensed Veterinary Technologist (LVT)
A.A.S., Northwestern State University of Louisiana

Ruckman, Lynette
Chairperson / Instructor - Nursing: Atmore and Brewton Campuses
251-809-1543
B.S.N., Pensacola Christian College
M.S.N., University of Mobile

Rumbley, Valarie
Instructor - Nursing
251-580-2286
B.S.N., University of South Alabama
M.S.N., Springhill College
D.N.P., Samford University

Savage, Alesia
Director- TRIO Upward Bound, Thomasville Program
334-637-3137
B.A., University of Southern California

Sawyer, Mary
Instructor - English
251-580-2258
B.A., Virginia Polytechnic Institute and State University
M.A., Virginia Polytechnic Institute and State University

Sessions, Robin
Registrar
251-809-1591
A.A., Lurleen B. Wallace Community College
B.S., The University of Alabama
M.S., Troy University

Simmons, Leslie
Chairperson / Instructor - Fine Arts Division
251-580-2146
B.A., University of Mobile
M.Ed., University of South Alabama

Sims, Jim
Instructor - History
251-580-2132
B.A., Auburn University
M.A., Auburn University

Singleton, Lisa
Program Director – Dental Assisting
251-580-2110
A.A.S., Faulkner State Community College
B.S., Huntingdon University

Skelton, Sheila
Campus Director - Gilbertown Campus / Director - TRIO

Upward Bound, Gilbertown Program
251-843-5265 ext. 4423
B.S., University of Southern Mississippi
M.Ed., Mississippi State University

Smith, Lyn
Instructor - Cosmetology
334-637-3180
Cosmetology License, Reid State Technical College
A.S., Patrick Henry Junior College
B.S., Troy University

Sopha, Bruce
Instructor - Aviation
251-580-4939
F.A.A., Airframe and Powerplant Certification
A.A.S., Enterprise/Ozark Community College
B.A., Faulkner University

Spivey, Henry
Instructor - Biology
251-968-3107
B.S., The University of Alabama
M.S., The University of Alabama
Ph.D., Florida State University

Stacey, Sandra
Instructor – Mathematics
251-575-8229
A.S., Faulkner State Community College
B.S., University of South Alabama
M.Ed., University of West Alabama

Stapleton, Carol
Program Director – Medical Assistant
251-580-2293
A.S., Faulkner State Community College
B.S.N., University of Mobile
M.S.N., University of South Alabama
N.P. Cert., University of South Alabama

Stokes, Jacqueline
Instructor - Office Administration
251-809-1631; 334-637-3131
A.A., Faulkner State Community College
A.S., Faulkner State Community College
B.S., University of West Florida
M.Ed., University of West Alabama

Stokley, Dawn
Instructor – Nursing
251-280-4899
B.S.N., University of South Alabama
M.S.N., University of South Alabama
A.D.N., Georgia Southwestern State University

Stone, Heather
Chairperson / Instructor - Psychology, Sociology, Economics, and Criminal Justice
251-809-1698
A.A., Jefferson Davis Community College
A.A.S., Jefferson Davis Community College
B.A., Auburn University at Montgomery
M.S., Troy University

Stradley, Shana
Instructor - Speech
251-580-2296
A.A., Faulkner State Community College
B.A., Auburn University
M.A., University of South Alabama

Strickland, Ann
Director - Center for Teaching and Learning
251-580-2255
A.S., Faulkner State Community College
B.B.A., Mississippi State University
M.S., Mississippi State University
Ed.S., University of West Florida

Strickland, Steve
Instructor - Fine Arts
251-580-2139
B.F.A., University of Southern Mississippi
M.F.A., University of Southern Mississippi

Sturdivant, Tyler
Chairperson / Instructor - Nursing
251-580-4891
B.S., University of South Alabama
M.S.N., University of South Alabama
D.N.P., The University of Alabama Huntsville

Thomas, Cheryl
Instructor - Mathematics
251-990-0433
B.S., Louisiana State University
M.S.T., Loyola University

Tillery, Daniel
Instructor – Aviation
251-580-4944
A.A.S., Enterprise State Community College
A.A.S., Enterprise State Community College
B.A., University of West Florida

Trotter, Tyler
Instructor – Nursing
251-368-7642
A.A.S., Faulkner State Community College

B.S., Auburn University
B.S.N., Jacksonville State University
M.S.N., University of Mobile

Truelove, Byron
Program Director – Respiratory Care Therapy
205-391-2641
A.A.S., Shelton State Community College
B.S., University of South Alabama
M.B.A., Regis University

Turner, Kenneth
Instructor - English, History, Philosophy, and Speech
251-843-5265
B.A., University of West Alabama
M.A.T., University of West Alabama

Vajgrt, Richard
Instructor – Aviation
251-580-4949

Vick, Raymond
Instructor – Building Maintenance
Diploma, Bishop State Community College
Diploma, Southwest State Technical College

Warren, Audra
Instructor - Biology
251-990-0424
B.S., Delta State University
M.S., Delta State University
M.S., University of Nebraska

Watkins, Sarah
Director – Dual Enrollment
251-580-4916
B.S., University of North Alabama
M.S., University of South Alabama

Watson, Cody
Instructor - Welding Technology
251-368-7680
Certificate, Reid State Technical College

Watson, Kevin
Instructor - Biology
251-580-2244
A.S., Faulkner State Community College
B.S., University of Southern Mississippi
M.S., University of West Alabama

Watson, Robert
Instructor - Aviation
251-957-2845
F.A.A., Airframe and PowerPlant Certification
A.S., Community College of the Air Force
B.S., University of Maryland, University College
B.S., Athens State University
M.A., University of Oklahoma

White, Theresa
Instructor - Speech
251-990-0440
B.A., Stephen F. Austin State University
M.A., Auburn University

Williams, Kevin
Instructor - Aviation
251-580-4947
B.A., University of Montevallo
M.A., Liberty University

Williford, Matthew
Chairperson / Instructor - General Biology
251-990-0432
A.S., Faulkner State Community College
B.S., University of West Alabama
M.A.T., University of West Alabama

Willis, David
Instructor - Humanities
251-809-1612
B.A., Arizona State University
M.A., California State University, Chico
Ph.D., University of Southern Mississippi

Willis, Maria
Chairperson / Instructor - Literature and Foreign Language
251-580-2177
B.A., University of Southern Mississippi
M.Ed., University of South Alabama
Ed.S., University of South Alabama
Ed.D., NOVA Southeastern University

Wing, Kathy
Coordinator / Instructor – Medical Assistant
251-580-2293
A.A.S., Bishop State Community College

Wing, Lloyd
Director - Marketing
251-580-2284
B.A., The University of Alabama
M.B.A., University of West Alabama

Degrees

Advanced Manufacturing Technology

Industrial Maintenance/Millwright Technology (AAS-IE1)

Program Locations: Thomasville Campus

Career-Technical Division

Length: Four Semesters

The Industrial Maintenance/Millwright Technology program is designed to help students exit the program with hands-on skills and knowledge recognized by industry partners as the key competencies to succeed in the field of industrial maintenance and/or millwright positions.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
IET 131	Fluid Power Systems	3
INT 117	Principles of Industrial Mechanics	3
WKO 110	NCCER Core	3
	MTH 116 or MTH 100	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
CIS 146	Computer Applications	3
IET 114	Basic Electricity	3
INT 106	Elements of Industrial Mechanics	3
INT 153	Precision Machining Fundamentals I	3
	Industrial Maintenance/Millwright (AAS) Elective	3

Semester Three

Item #	Title	Credits
ILT 108	Introduction to Instruments and Process Control	3
INT 132	Preventive and Predictive Maintenance	3
INT 232	Manufacturing Plant Utilities	3
	Industrial Maintenance/Millwright (AAS) Elective	3
	Industrial Maintenance/Millwright (AAS) Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
INT 127	Principles of Industrial Pumps and Piping Systems	3
INT 161	Blueprint Reading for Industrial Technicians	3
WKO 106	Workplace Skills	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**61**

Industrial Production Technology (AAS-IPT)

Program Location: Thomasville Campus

Advanced Manufacturing Technology Division

Length: Four Semesters

The Industrial Production Technology program is designed to prepare students for entry level jobs in paper and chemical process industries.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
IET 114	Basic Electricity	3
PCT 122	Introduction to Process Technology	3
	MTH 116 or MTH 100	3
WKO 110	NCCER Core	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
CIS 146	Computer Applications	3
ILT 108	Introduction to Instruments and Process Control	3
INT 117	Principles of Industrial Mechanics	3
INT 161	Blueprint Reading for Industrial Technicians	3
	CHM 104 or higher	4
	Humanities and Fine Arts Elective (T)	3

Semester Three

Item #	Title	Credits
ILT 114	Instrumentation Operation and Calibration	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
ELT 231	Introduction to Programmable Controllers	3
PCT 221	Unit Operations	3
WKO 106	Workplace Skills	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
IET 131	Fluid Power Systems	3
PCT 222	Unit Maintenance	3
PCT 210	Environmental Control Technology	3
	Industrial Production Technology (AAS) Elective	3
	History, Social Science, or Behavioral Science Elective	3
	Total credits:	**65**

Machine Technology (AAS-IE4)

Program Locations: Atmore and Thomasville Campuses

Advanced Manufacturing Technology

Length: Four Semesters

The Machine Technology program is designed to help students exit the program with hands-on skill and knowledge recognized by industry partners as the key competencies to succeed in the field of machinist.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
MTT 100	Machining Technology I	6
MTT 129	Lathe Operations	6
MTT 139	Basic Computer Numerical Control	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
CIS 146	Computer Applications	3
MTT 136	Milling Operations	6
MTT 140	Basic Computer Numerical Control Turning Programming I	3
MTT 141	Basic Computer Numeric Control Milling Programming I	3
WKO 110	NCCER Core	3

Semester Three

Item #	Title	Credits
ENG 101	English Composition I	3
IET 131	Fluid Power Systems	3
MTT 181	Special Topics in Machine Tool Technology	3
	History, Social Science, or Behavioral Science Elective	3
	MTH 116 or MTH 100	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
MTT 182	Special Topics in Machine Tool Technology	3
INT 117	Principles of Industrial Mechanics	3
	Machine Technology Elective	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**61**

Basic Industrial Maintenance Technology (STC-IND)

Program Locations: The Academy at Fairhope Airport, Gilbertown, and Thomasville Campuses

Advanced Manufacturing Technology Division

Length: One Semester

This is a program that prepares individuals to be able to proficiently work in an entry level position in manufacturing, construction, or general industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
IET 114	Basic Electricity	3
IET 131	Fluid Power Systems	3
INT 117	Principles of Industrial Mechanics	3
ELT 131	Wiring I Commercial and Industrial	3
WKO 110	NCCER Core	3
	Basic Industrial Maintenance Elective	3
	Total credits:	**18**

Building Maintenance (STC-BUM)

Program Location: Foley Career and Technical Facility and Monroe County Career Technical Center (Dual Enrollment Only in Monroe County)

Advanced Manufacturing Technology Division

Length: Two Semesters

This is a program that prepares individuals to be able to proficiently maintain HVAC systems, basic carpentry maintenance, and residential electrical circuits by using safety methods and procedures.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
CAR 111	Construction Basics	3
CAR 114	Construction Basics Lab	3
IET 114	Basic Electricity	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
ACR 112	HVACR Service Procedures	3
ACR 122	HVACR Electric Circuits	3
CAR 112	Floors, Walls and Site Preparation	3
ELT 114	Residential Wiring Methods	3
	Total credits:	**27**

Industrial Engineering Technology (STC-IET)

Program Locations: The Academy at Fairhope Airport and Thomasville Campus

Career-Technical Division

Length: Two Semesters

This is a program that prepares individuals to be able to proficiently work in an entry level position in manufacturing or general industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
IET 114	Basic Electricity	3
IET 122	Rotating Machinery and Controls	3
IET 131	Fluid Power Systems	3
ILT 108	Introduction to Instruments and Process Control	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
ELT 212	Motor Controls II	3
INT 117	Principles of Industrial Mechanics	3
	Industrial Engineering Technology (STC) Elective	3
	Industrial Engineering Technology (STC) Elective	3
	Total credits:	**27**

Industrial Maintenance/Millwright Technology (STC-IE6)

Program Location: Gilbertown and Thomasville Campuses

Career-Technical Division

Length: Two Semesters

The Industrial Maintenance/Millwright Technology program is designed to help students exit the program with hands-on skills and knowledge recognized by industry partners as the key competencies to succeed in the field of industrial maintenance and/or millwright positions.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
IET 114	Basic Electricity	3
IET 131	Fluid Power Systems	3
INT 117	Principles of Industrial Mechanics	3
INT 132	Preventive and Predictive Maintenance	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
INT 106	Elements of Industrial Mechanics	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
INT 161	Blueprint Reading for Industrial Technicians	3
	Industrial Maintenance/Millwright (STC) Elective	3
	Total credits:	**27**

Industrial Production Technology (STC-IPT)

Program Location: Thomasville Campus

Advanced Manufacturing Technology Division

Length: Two Semesters

The Industrial Production Technology program is designed to prepare students for entry level jobs in paper and chemical process industries.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ILT 114	Instrumentation Operation and Calibration	3
INT 161	Blueprint Reading for Industrial Technicians	3
PCT 122	Introduction to Process Technology	3
PCT 210	Environmental Control Technology	3
INT 127	Principles of Industrial Pumps and Piping Systems	3

Semester Two

Item #	Title	Credits
ELT 231	Introduction to Programmable Controllers	3
PCT 221	Unit Operations	3
PCT 222	Unit Maintenance	3
	Industrial Production Technology (STC) Elective	3
	Total credits:	**27**

Machine Tool Technology (STC-MT1)

Program Location: Atmore and Thomasville Campuses

Advanced Manufacturing Technology

Length: Two Semesters

The Machine Technology program is designed to help students exit the program with hands-on skill and knowledge recognized by industry partners as the key competencies to succeed in the field of machinist.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
MTT 100	Machining Technology I	6
MTT 129	Lathe Operations	6
MTT 139	Basic Computer Numerical Control	3

Semester Two

Item #	Title	Credits
MTT 136	Milling Operations	6
MTT 140	Basic Computer Numerical Control Turning Programming I	3
MTT 141	Basic Computer Numeric Control Milling Programming I	3
	Total credits:	**27**

Marine Industry Technology (STC-MIT)

Program Location: Foley Career and Technical Facility

Advanced Manufacturing Technology Division

Length: Two Semesters

This is a program that prepares individuals to apply technical knowledge and skills to repair outboard, inboard, and inboard outboard engines; test, maintain and repair steering devices and electrical systems; repair metal, wood and fiberglass hulls and vessel components.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
IET 114	Basic Electricity	3
INT 117	Principles of Industrial Mechanics	3
MRT 101	Marine Engines and Drives	3
MRT 108	Marine Rigging and Trailers	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
MRT 111	Service Operations/Customer Service	3
MRT 114	Fuel and Lubrication Systems	3
MRT 200	Marine Engines and Outboard Drives	3
MRT 210	Marine Engines and Inboard Drives	3
	Total credits:	**27**

Pipefitting (STC-PFT)

Program Location: Thomasville Campus and Washington County Career Technical Center (Dual Enrollment Only at Washinton County)

Advanced Manufacturing Technology Division

Length: Two Semesters

This is a program that prepares individuals to be able to work in an entry level position in the construction and maintenance industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
PFT 101	Introduction to Pipefitting	3
PFT 103	Introduction to Pipefitting Tools	3
PFT 105	Introduction to Pipefitting Blueprints	3
PFT 106	Introduction to Piping Systems, Drawings and Detail Sheets	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
PFT 107	Threaded Pipe and Socket Weld Pipefabrication	3
PFT 108	Pipe Fitting for Threaded and Socket Weld Pipe	3
PFT 109	Butt Weld Pipe Fitting and Pipe Rigging	3
PFT 111	Pipe Rigging and Butt Weld Fabrication	3
	Total credits:	**27**

Applied Technology

3 D Animation and Virtual Production (AAS-AVP)

Program Location: Fairhope Campus

Applied Technology Division

Length: Four Semesters

This program is designed to prepare students for entry-level positions in 3D Animation and Visual Effects. The program enables the discovery, stimulation, development and demonstration of students' true creative potential within the context of a real 3D production situation. Students will also experience stimulating creation and production situations similar to those found in the industry. At the end of the program, students will have created a professional portfolio of their work in digital creation, according to industry standards and using the full potential of the latest technologies.

ADMISSION REQUIREMENTS:

Prospective students must possess appropriate and relevant experience as determined by the Animation and Visual Effects advisor and complete the Coastal Alabama Application process.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
ART 175	Digital Photography	3
CAP 101	CGI Software Basics	3
CAP 103	Computer Graphics History	3
CAP 104	Introduction to Game Design I	3
ENG 101	English Composition I	3

Semester Two

Item #	Title	Credits
ART 178	Audio-Visual Techniques	3
CAP 121	CGI Animation	3
CAP 122	Storytelling & Previsualization Process/Project	5
CAP 123	CGI Shading, Lighting and Rendering	3
	MTH 116 or MTH 100	3

Semester Three

Item #	Title	Credits
CAP 201	Simulation and Particles Effects	3
CAP 202	Live Action and Integration Project	5
CAP 204	Advanced Modeling	2
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CAP 205	Dynamic Reality Production	3
CAP 221	Final Project	6
CAP 224	Digital Environment	3
	Math, Science, or Computer Science Elective	3-4
	Total credits:	**63-64**

Accounting Specialist (AAS-ACC)

Locations: Bay Minette, Brewton, Fairhope, Monroeville, and Thomasville Campuses

Applied Technology Division

Length: Four Semesters

The Associate in Applied Science degree as an Accounting Specialist is an occupational degree, which introduces the principles of management and supervision, accounting concepts, and small business development skills. The program is designed to enable graduates of the program to enter lower level management and accounting positions and prepare individuals for small business management.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
BUS 146	Personal Finance	3
BUS 188	Personal Development	3
BUS 215	Business Communication	3
CIS 146	Computer Applications	3
OAD 130	Electronic Calculations	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
ENG 101	English Composition I	3
	Humanities and Fine Arts Elective (T)	3
	MTH 116 or MTH 100	3
OAD 137	Computerized Financial Record Keeping	3

Semester Three

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
	ECO 231 or ECO 232	3
OAD 243	Spreadsheet Applications	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
ACC 129	Individual Income Taxes	3
BUS 248	Managerial Accounting	3
BUS 276	Human Resource Management	3
BUS 285	Principles of Marketing	3
	OAD 218 or OAD 242	3
	Total credits:	**61**

Administrative Legal Office Specialist (AAS-ALS)

Program Locations: Bay Minette, Brewton, Thomasville Campuses and Online

Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree as an Administrative Legal Office Specialist is designed to prepare students who wish to pursue careers in administrative areas in governmental agencies and/or legal offices.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
OAD 201	Legal Terminology	3
	BUS 215 or OAD 133	3
	Humanities and Fine Arts Elective (T)	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
BUS 188	Personal Development	3
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
PRL 101	Introduction to Paralegal Study	3
	MTH 116 or MTH 100	3

Semester Three

Item #	Title	Credits
	OAD 127 or BUS 263	3
	OAD 135 or BUS 241	3
OAD 138	Records/Information Management	3
	History, Social Science, or Behavioral Science Elective (ALS)	3
	Math, Science, or Computer Science Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
OAD 137	Computerized Financial Record Keeping	3
OAD 218	Office Procedures	3
OAD 233	Trends in Office Technology	3
OAD 243	Spreadsheet Applications	3
	OAD 242 or PRL 192	3
	Total credits:	**61-62**

Administrative Medical Office Specialist (AAS-AMO)

Program Locations: Bay Minette, Brewton, Thomasville Campuses and Online

Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree as an Administrative Medical Office Specialist is designed to prepare students who wish to pursue careers in administrative areas in medical business and industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
CIS 149	Introduction to Computers	3
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
	BUS 215 or OAD 133	3
	Humanities and Fine Arts Elective (T)	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
OAD 211	Medical Terminology	3
	MTH 116 or MTH 100	3

Semester Three

Item #	Title	Credits
	OAD 135 or BUS 241	3
OAD 212	Medical Transcription	3
OAD 215	Health Information Management	3
	History, Social Science, or Behavioral Science Elective	3
	Math, Science, or Computer Science Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
OAD 137	Computerized Financial Record Keeping	3
OAD 214	Medical Office Procedures	3
OAD 216	Advanced Health Information Management	3
OAD 233	Trends in Office Technology	3
OAD 243	Spreadsheet Applications	3
	Total credits:	**61-62**

Administrative Office Specialist (AAS-AOS)

Program Locations: Bay Minette, Brewton, Thomasville Campuses and Online

Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree as an Administrative Office Specialist is designed to prepare students who wish to pursue careers in administrative areas in business and industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
BUS 188	Personal Development	3
CIS 149	Introduction to Computers	3
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
	BUS 215 or OAD 133	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
	OAD 127 or BUS 263	3
OAD 138	Records/Information Management	3
	MTH 116 or MTH 100	3

Semester Three

Item #	Title	Credits
	OAD 135 or BUS 241	3
OAD 230	Computerized Desktop Publishing	3
OAD 233	Trends in Office Technology	3
	BUS or OAD Elective	3
	Math, Science, or Computer Science Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
OAD 137	Computerized Financial Record Keeping	3
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Applications	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**61-62**

Business Management and Entrepreneurship (AAS-SBE)

Program Locations: Bay Minette, Brewton, Thomasville, Monroeville, and Fairhope Campuses

Applied Technology Division

Length: Four Semesters

The Associate in Applied Science degree in Business Management and Entrepreneurship is an occupational degree, which introduces the principles of management and supervision, accounting concepts, and small business development skills. The program is designed to enable graduates of the program to enter lower level management and accounting positions and prepare individuals for small business management.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 105	Customer Services	3
BUS 146	Personal Finance	3
BUS 188	Personal Development	3
BUS 215	Business Communication	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
BUS 177	Salesmanship	3
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
	MTH 116 or MTH 100	3
	OAD 218 or OAD 233	3

Semester Three

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
OAD 137	Computerized Financial Record Keeping	3
	ECO 231 or ECO 232	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
BUS 276	Human Resource Management	3
BUS 279	Small Business Management	3
BUS 285	Principles of Marketing	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**61**

Computer Information Specialist (AAS-CSP)

Program Location: Thomasville Campus

Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree in Computer Technology - Computer Information Specialist is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in a Computer Applications related field.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
CIS 130	Intro to Information Systems	3
CIS 134	IT Fundamentals	3
CIS 182	Help Desk Applications	3
CIS 268	Software Support	3
ENG 101	English Composition I	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
BUS 215	Business Communication	3
CIS 146	Computer Applications	3
CIS 191	Intro to Computer Programming Concepts	3
CIS 246	Ethical Hacking	3
CIS 269	Hardware Support	3

Semester Three

Item #	Title	Credits
CIS 117	Database Management Software Applications	3
CIS 185	Computer Ethics	3
CIS 244	Introduction to Cybersecurity	3
CIS 282	Computer Forensics	3
	Humanities and Fine Arts Elective (T)	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CIS 113	Spreadsheet Software Applications	3
CIS 115	Presentations Graphics Software Applications	3
CIS 294	Special Topics	3
	MTH 116 or MTH 100	3
	History, Social Science, or Behavioral Science Elective	3
	Total credits:	**61**

Cybersecurity (AAS-CBS)

Program Location: Bay Minette Campus

Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree in Computer Technology - Cybersecurity is designed to prepare students who wish to pursue careers in securing digital networks as well as server and client based computer systems.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
CIS 130	Intro to Information Systems	3
CIS 134	IT Fundamentals	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
	MTH 100 or more advanced	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
CIS 146	Computer Applications	3
CIS 270	Cisco CCNA I	3
CIS 276	Server Administration	3
CIS 280	Network Security	3
ENG 101	English Composition I	3

Semester Three

Item #	Title	Credits
BUS 188	Personal Development	3
CIS 271	Cisco CCNA II	3
CIS 272	Cisco CCNA III	3
	Humanities and Fine Arts Elective (T)	3
	SPH 106 or SPH 107	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CIS 246	Ethical Hacking	3
CIS 251	C ++ Programming	3
	Cybersecurity (AAS) Elective	3
	Cybersecurity (AAS) Elective	3
	History, Social Science, or Behavioral Science Elective	3
	Total credits:	**61**

Engineering Graphics and Design Technology (AAS-DDT)

Program Location: Bay Minette Campus

Applied Technology Division

Length: Four Semesters

The Engineering Graphics and Design Technology program provides the technical training for students to interpret and produce engineering and architectural graphics and data. Visualization skills are developed to design and evaluate technical content. With the use of Computer—Aided-Design 3D Solid modeling software the student will gain the skills to design and convert complex virtual CAD models into physical products. The program prepares the student for a career in engineering, manufacturing, architecture, and construction where intelligent graphics, 3D Printing, Rapid Prototyping, Additive Manufacturing Technologies, and Direct Digital Manufacturing are required throughout the design process.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Upon completion of Semester One, students are eligible for Design Basic Short-Term Certificate.

Item #	Title	Credits
CIS 146	Computer Applications	3
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 124	Basic Technicial Drawing	3
DDT 127	Intermediate Computer Aided Drafting and Design	3
	WKO 107 or ORI 101	1

Semester Two

Upon completion of Semester Two, students are eligible for 3-D Design Technology Short-Term Certificate.

Item #	Title	Credits
BUS 188	Personal Development	3
DDT 131	Machine Drafting Basics	3
DDT 132	Architectural Drafting	3
DDT 144	Basic 3D Modeling	3
DDT 214	Pipe Drafting	3
DDT 236	Design Project	3

Semester Three

Upon completion of Semester Three, students are eligible for Intermediate 3-D Design Short-Term Certificate.

Item #	Title	Credits
	BUS 215 or OAD 133	3
DDT 117	Manufacturing Processes	3
DDT 225	Structural Steel Drafting	3
	Engineering Graphics and Design Elective (AAS)	3-4
	MTH 116 or MTH 100	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
DDT 260	Portfolio	3
ENG 101	English Composition I	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3

Total credits:	**61-62**

Graphic Design (AAS-GRD)

Program Location: Fairhope Campus

Applied Technology Division

Length: Four Semesters

This program is designed to prepare students for a career in communication arts and to give students experience with the equipment and methods used in the graphic arts industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
ART 113	Drawing I	3
ART 121	Two-Dimensional Composition I	3
ART 220	Introduction to Computer Graphics	3
CAT 223	Electronic Publishing I	3
ENG 101	English Composition I	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ART 175	Digital Photography	3
ART 253	Graphic Design I	3
CAT 180	Current Topics in Commercial Art	3
CAT 224	Electronic Publishing II	3
	MTH 116 or MTH 100	3

Semester Three

Item #	Title	Credits
ART 254	Graphic Design II	3
CIS 146	Computer Applications	3
CAT 270	Web Site Development	3
	ART, CAP, CAT, or GRD Elective	3
	History, Social Science, or Behavioral Science Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
ART 100	Art Appreciation	3
ART 299	Art Portfolio	3
	ART, CAP, CAT, or GRD Elective	3
	ART, CAP, CAT, or GRD Elective	3
	Computer Science, Math, or Natural Science Elective	3-4
	Total credits:	**61-62**

Paralegal (AAS-PRL)

Program Location: Bay Minette Campus

Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree in Paralegal Studies is designed to prepare students who wish to pursue careers as a Paralegal or Legal Assistant.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

NOTE: PRL 101, ENG 101, ENG 102, and PRL 102 are designated Milestone courses, which must be taken in the proper sequence to graduate on time.

Type: A.A.S.

Semester One

Item #	Title	Credits
BUS 215	Business Communication	3
ENG 101	English Composition I	3
PRL 101	Introduction to Paralegal Study	3
PRL 150	Commercial Law	3
	MTH 100 or MTH 116	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 102	English Composition II	3
PRL 160	Criminal Law and Procedure	3
PRL 262	Civil Law and Procedure	3
	Humanities and Fine Arts Elective (T)	3

Semester Three

Item #	Title	Credits
BUS 263	The Legal and Social Environment of Business	3
POL 211	American National Government	3
PRL 102	Basic Research and Writing	3
PRL 210	Real Property Law	3
PRL 240	Wills, Trusts, and Estates	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
BUS 188	Personal Development	3
PRL 103	Advanced Legal Research and Writing	3
PRL 230	Domestic Law	3
	BUS 241 or OAD 137	3
	PRL 291 or OAD 218	3
	Total credits:	**61**

Salon and Spa Management - Cosmetology (AAS-SAL)

Program Locations: Thomasville and Bay Minette Campuses

Applied Technology Division

Length: Four Semesters

The Salon and Spa Management program prepares students for Licensure as a professional salon owner and operator. In addition to the basic instruction in the care of hair, skin, and nails, instruction will also include cosmetic service, marketing, retailing, advertising, salon management, and customer service. Students must pass the Alabama Board of Cosmetology Examination to become licensed.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 145	Hair Shaping and Design Lab	3
ENG 101	English Composition I	3

Semester Two

Item #	Title	Credits
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 152	Nail Care Applications	3
	MTH 116 or MTH 100	3

Semester Three

Item #	Title	Credits
COS 119	Business of Cosmetology	3
COS 123	Cosmetology Salon Practices	3
COS 167	State Board Review	3
COS 190	Internship in Cosmetology	3
	WKO 107 or ORI 101	1

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CIS 146	Computer Applications	3
SAL 201	Entrepreneurship for Salon/Spa	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**61**

Cosmetology (CER-COS)

Program Locations: Thomasville and Bay Minette Campuses

Applied Technology Division

Length: Three Semesters

Cosmetology is the scientific study and practice of beauty culture. A major part of cosmetology is devoted to learning and mastering essential knowledge and basic skills for treating the skin, scalp, hair, and nails. This program has been carefully constructed to give students knowledge and skills that are required to become a licensed cosmetologist.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Certificate

Semester One

Item #	Title	Credits
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 145	Hair Shaping and Design Lab	3
ENG 101	English Composition I	3

Semester Two

Item #	Title	Credits
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 152	Nail Care Applications	3
MTH 116	Mathematical Applications	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Three

Item #	Title	Credits
COS 123	Cosmetology Salon Practices	3
COS 119	Business of Cosmetology	3
COS 167	State Board Review	3
COS 190	Internship in Cosmetology	3
	Total credits:	**48**

3 D Animation and Virtual Production (STC-AVP)

Program Location: Fairhope Campus

Applied Technology Division

Length: Two Semesters

This is a training certificate designed to prepare students for a career in 3 D Animation and Virtual Production to give students experience with the equipment and methods used in the graphic arts industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ART 175	Digital Photography	3
ART 178	Audio-Visual Techniques	3
CAP 101	CGI Software Basics	3
CAP 104	Introduction to Game Design I	3

Semester Two

Item #	Title	Credits
CAP 121	CGI Animation	3
CAP 122	Storytelling & Previsualization Process/Project	5
CAP 123	CGI Shading, Lighting and Rendering	3
CAP 202	Live Action and Integration Project	5
	Total credits:	**28**

Accounting Clerk (STC-ACC)

Locations: Bay Minette, Brewton, Fairhope, Monroeville, and Thomasville Campuses

Applied Technology Division

Length: Two Semesters

The is a training certificate program designed to provide students with the opportunity to acquire and/or enhance their knowledge and skills for employment or in the current career field.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
BUS 146	Personal Finance	3
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
BUS 275	Principles of Management	3

Semester Two

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
BUS 263	The Legal and Social Environment of Business	3
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Applications	3
	Total credits:	**24**

Administrative Legal Office Specialist (STC-ALS)

Program Locations: Bay Minette, Brewton, Thomasville Campuses and Online

Applied Technology Division

Length: Two Semesters

This is a training certificate program designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment as an administrative legal office specialist.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
	BUS 215 or OAD 133	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3
OAD 201	Legal Terminology	3

Semester Two

Item #	Title	Credits
	OAD 127 or BUS 263	3
OAD 218	Office Procedures	3
	OAD 135 or OAD 137	3
	OAD 233 or PRL 101	3
	Total credits:	**24**

Administrative Medical Office Specialist (STC-AMO)

Program Locations: Bay Minette, Brewton, Thomasville Campuses and Online

Applied Technology Division

Length: Two Semesters

This is a training certificate program designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment as an administrative medical office specialist.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
	BUS 215 or OAD 133	3
OAD 103	Intermediate Keyboarding	3
OAD 211	Medical Terminology	3
OAD 215	Health Information Management	3

Semester Two

Item #	Title	Credits
OAD 212	Medical Transcription	3
OAD 214	Medical Office Procedures	3
OAD 216	Advanced Health Information Management	3
	OAD 135 or OAD 137	3
	Total credits:	**24**

Administrative Office Specialist (STC-AOS)

Program Locations: Bay Minette, Brewton, Thomasville Campuses and Online

Applied Technology Division

Length: Two Semesters

This is a training certificate program designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment as an administrative office specialist.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
OAD 138	Records/Information Management	3
	BUS 215 or OAD 133	3

Semester Two

Item #	Title	Credits
OAD 103	Intermediate Keyboarding	3
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Applications	3
	OAD 135 or OAD 137	3
	Total credits:	**24**

Business Management and Entrepreneurship (STC-SBE)

Program Locations: Bay Minette, Brewton, Thomasville, Monroeville, and Fairhope Campuses

Applied Technology Division

Length: Two Semesters

The short-term certificate in Business Management and Entrepreneurship introduces the principles of management and supervision, accounting concepts, and small business development skills. The certificate is designed to enable graduates of the program to enter lower level management and accounting positions and prepare individuals for small business management.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 146	Personal Finance	3
BUS 215	Business Communication	3
BUS 275	Principles of Management	3

Semester Two

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 263	The Legal and Social Environment of Business	3
BUS 279	Small Business Management	3
BUS 285	Principles of Marketing	3
	Total credits:	**24**

Child Development (STC-CHD)

Program Location: Online

Applied Technology Division

Length: One Semester

The Child Development Short-Term Certificate program offers the student background knowledge in all stages of child growth and development; basic health and safety management; and the basic methods of creating learning experiences including appropriate techniques, materials and realistic expectations including infant and toddler and preschool years. This training certificate is designed to prepare students for employment in preschool programs.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

*Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

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

Computer Information Specialist (STC-CSP)

Program Location: Thomasville Campus

Applied Technologies Division

Length: Two Semesters

This program is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for entry-level employment in a Computer Information related field.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
BUS 215	Business Communication	3
CIS 134	IT Fundamentals	3
CIS 146	Computer Applications	3
CIS 182	Help Desk Applications	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
CIS 113	Spreadsheet Software Applications	3
CIS 115	Presentations Graphics Software Applications	3
CIS 117	Database Management Software Applications	3
CIS 185	Computer Ethics	3
CIS 244	Introduction to Cybersecurity	3
	Total credits:	**28**

Computer Software Specialist (STC-CT1)

Program Location: Thomasville Campus

Applied Technology Division

Length: Four Semesters (Dual Enrollment)

This program is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for entry-level employment in a Computer Applications related field.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CIS 146	Computer Applications	3
	BUS 215 or OAD 133	3

Semester Two

Item #	Title	Credits
CIS 113	Spreadsheet Software Applications	3
CIS 115	Presentations Graphics Software Applications	3

Semester Three

Item #	Title	Credits
CIS 117	Database Management Software Applications	3

Semester Four

Item #	Title	Credits
CIS 185	Computer Ethics	3
	Total credits:	**18**

Cosmetology Instructor Training (STC-CIT)

Program Location: Thomasville and Bay Minette Campuses

Applied Technology Division

Length: Two Semesters

Students entering the program must have a current cosmetology license and at least one (1) year full-time work experience in the cosmetology field. At the end of two (2) semesters, upon the completion of the courses listed below, the student will qualify to take the Alabama State Board Examination. This certificate prepares individuals who already hold a cosmetology license to teach cosmetology.

ADMISSION REQUIREMENTS: Unconditional admission to Coastal Alabama Community College. Upon successful admission, individual must have an approved health card, including a negative TB skin test.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

*Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One - Fall Semester

Item #	Title	Credits
CIT 211	Teaching and Curriculum Development	3
CIT 212	Teacher Mentorship	3
CIT 213	Cosmetology Instructor Co-op	3

Semester Two - Spring Semester

Item #	Title	Credits
CIT 221	Lesson Plan Implementation	3
CIT 222	Audio Visual Materials and Methods	3
CIT 223	Audio Visual Materials and Methods Applications	3
	Total credits:	**18**

Cybersecurity (STC-CBS)

Program Location: Bay Minette Campus

Applied Technology Division

Length: Two Semesters

The Short-Term Certificate in Computer Technology - Cybersecurity is designed to prepare students who wish to pursue careers in securing digital networks as well as server and client based computer systems.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CIS 134	IT Fundamentals	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 270	Cisco CCNA I	3
CIS 280	Network Security	3

Semester Two

Item #	Title	Credits
CIS 246	Ethical Hacking	3
CIS 271	Cisco CCNA II	3
CIS 272	Cisco CCNA III	3
	Cybersecurity (STC) Elective	3
	WKO 107 or ORI 101	1
	Total credits:	**28**

Engineering Graphics and Design Technology: Advanced Design (STC-DD3)

Program Location: Bay Minette Campus

Applied Technology Division

Length: One Semester

The Engineering Graphics and Design Technology program provides the technical training for students to interpret and produce engineering and architectural graphics and data. Students are eligible for this certificate after completing the first three semesters of a Drafting and Design Technology AAS degree.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

*Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
DDT 214	Pipe Drafting	3
DDT 225	Structural Steel Drafting	3
DDT 227	Strength of Materials	4
DDT 236	Design Project	3
	Total credits:	**13**

Engineering Graphics and Design Technology: Basic Design (STC-DD2)

Program Location: Bay Minette Campus

Applied Technology Division

Length: One Semester

The Engineering Graphics and Design Technology program provides the technical training for students to interpret and produce engineering and architectural graphics and data. Students are eligible for this certificate after completing the first two semesters of a Drafting and Design Technology AAS degree.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

*Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
DDT 127	Intermediate Computer Aided Drafting and Design	3
DDT 131	Machine Drafting Basics	3
DDT 132	Architectural Drafting	3
DDT 144	Basic 3D Modeling	3
	Total credits:	**12**

Engineering Graphics and Design Technology: Basic Drafting - CAD Technician (STC-DD1)

Program Location: Bay Minette Campus

Applied Technology Division

Length: One Semester

The Engineering Graphics and Design Technology program provides the technical training for students to interpret and produce engineering and architectural graphics and data. Students are eligible for this certificate after completing the first semester of a Drafting and Design Technology AAS degree.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

*Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
	ADM 101 or BUS 215 or OAD 133	3
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 124	Basic Technicial Drawing	3
	Total credits:	**12**

Graphic Design (STC-GRD)

Program Location: Fairhope Campus

Applied Technology Division

Program Length: Two Semesters

This program is designed to prepare students for entry-level technician positions in the field of commercial art/ computer graphics.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ART 100	Art Appreciation	3
ART 220	Introduction to Computer Graphics	3
ART 253	Graphic Design I	3
CAT 223	Electronic Publishing I	3

Semester Two

Item #	Title	Credits
ART 175	Digital Photography	3
CAT 224	Electronic Publishing II	3
CAT 270	Web Site Development	3
	ART, CAP, CAT, or GRD Elective	3
	Total credits:	**24**

Help Desk Technician (STC-CT2)

Program Location: Thomasville Campus

Applied Technology Division

Length: One Semester

This program is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment as a Help Desk Technician or related field of employment.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CIS 130	Intro to Information Systems	3
CIS 182	Help Desk Applications	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
	CIS 199 or CIS 294	3
	Total credits:	**15**

Paralegal - Advanced Substantive Law (STC-PR2)

Program Location: Bay Minette Campus

Applied Technology Division

Length: Two Semesters

This short-term certificate is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in legal professions.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
PRL 210	Real Property Law	3
PRL 240	Wills, Trusts, and Estates	3

Semester Two

Item #	Title	Credits
PRL 230	Domestic Law	3
	Total credits:	**9**

Paralegal - Basic Substantive Law (STC-PR1)

Program Location: Bay Minette Campus

Applied Technology Division

Length: Two Semesters

This short-term certificate is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in legal professions.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
PRL 101	Introduction to Paralegal Study	3

Semester Two

Item #	Title	Credits
PRL 160	Criminal Law and Procedure	3
BUS 263	The Legal and Social Environment of Business	3
	Total credits:	**9**

Paralegal - Legal Analysis (STC-PR3)

Program Location: Bay Minette Campus

Applied Technology Division

Length: Two Semesters

This short-term certificate is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in legal professions.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
PRL 102	Basic Research and Writing	3
PRL 150	Commercial Law	3

Semester Two

Item #	Title	Credits
PRL 103	Advanced Legal Research and Writing	3
	Total credits:	**9**

Aviation Technology

Airframe Technology (AAS-AMT)

Program Location: Alabama Aviation Center at Brookley Field

Aviation Technology Division

Length: Four Semesters

This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with an airframe endorsement. Graduates earn an Associate in Applied Science Degree in Airframe Technology.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Upon completion of Semester One, students will take their Generals Comprehensive Exam and FAA Written Generals Exam.

Item #	Title	Credits
AMT 101	Basic Electricity	5
AMT 104	Technical Preparation	5
AMT 105	Materials and Processes	5
ENG 101	English Composition I	3

Semester Two

Item #	Title	Credits
AMT 103	Weight and Balance, Ground Handling and Servicing, Cleaning and Corrosion Control	5
AMT 110	Non-Metallic Structures and Welding	5
AMT 111	Aircraft Sheetmetal Structures	5
	MTH 100 or MTH 116	3

Semester Three

Upon completion of Semester Three, students will take their Airframe Comprehensive Exam and FAA Written Airframe Exam.

Item #	Title	Credits
AMT 112	Airframe Systems I	5
AMT 113	Airframe Systems II	5
	Humanities and Fine Arts Elective (T)	3
	History, Social Science, or Behavioral Science Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Upon completion of Semester Four, students will take their FAA Oral and Practical Exam.

Item #	Title	Credits
AMT 114	Airframe Systems III	5
AMT 115	Airframe Systems IV	5
	Computer Science, Math, or Natural Science Elective	3-4
	Total credits:	**65-66**

Powerplant Technology (AAS-PPT)

Program Location: Alabama Aviation Center at Brookley Field

Aviation Technology Division

Length: Four Semesters

This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with a powerplant endorsement. Graduates earn an Associate in Applied Science Degree in Powerplant Technology.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Upon completion of Semester One, students will take their Generals Comprehensive Exam and FAA Written Generals Exam.

Item #	Title	Credits
AMT 101	Basic Electricity	5
AMT 104	Technical Preparation	5
AMT 105	Materials and Processes	5
ENG 101	English Composition I	3

Semester Two

Item #	Title	Credits
AMT 103	Weight and Balance, Ground Handling and Servicing, Cleaning and Corrosion Control	5
AMP 220	Reciprocating Engines and Theory	5
AMP 222	Reciprocating Engine Inspections and Propellers	5
	MTH 100 or MTH 116	3

Semester Three

Upon completion of Semester Three, students will take their PowerPlan Comprehensive Exam and FAA Written PowerPlant Exam.

Item #	Title	Credits
AMP 221	Turbine Engine Theory and Systems	5
AMP 223	Reciprocating Engine Overhaul	5
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Upon completion of Semester Four, students will take their FAA Oral & Practical exam.

Item #	Title	Credits
AMP 224	Turbine Engine Inspection and Overhaul	5
	Computer Science, Math, or Natural Science Elective	3-4
	Total credits:	**60-61**

Airframe Technology (CER-AMT)

Program Location: Alabama Aviation Center at Brookley Field

Aviation Technology Division

Length: Three Semesters

This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with an airframe endorsement.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Certificate

Semester One

Upon completion of Semester One, students will take their Generals Comprehensive Exam and FAA Written Generals Exam.

Item #	Title	Credits
AMT 101	Basic Electricity	5
AMT 104	Technical Preparation	5
AMT 105	Materials and Processes	5
ENG 101	English Composition I	3

Semester Two

Item #	Title	Credits
AMT 103	Weight and Balance, Ground Handling and Servicing, Cleaning and Corrosion Control	5
AMT 110	Non-Metallic Structures and Welding	5
AMT 111	Aircraft Sheetmetal Structures	5
	MTH 116 or MTH 100	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Three

Item #	Title	Credits
AMT 112	Airframe Systems I	5
AMT 113	Airframe Systems II	5
AMT 114	Airframe Systems III	5

Semester Four

Upon completion of Semester Four, students will take their FAA Oral and Practical Exam.

Item #	Title	Credits
AMT 115	Airframe Systems IV	5
	Total credits:	**56**

Powerplant Technology (CER-PPT)

Program Location: Alabama Aviation Center at Brookley Field

Aviation Technology Division

Length: Three Semesters

This program prepares students to take the Federal Aviation Administration written, oral, and

practical examinations required for certification as an aviation maintenance technician with a Powerplant endorsement.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Certificate

Semester One

Upon completion of Semester One, students will take their Generals Comprehensive Exam and FAA Written Generals Exam.

Item #	Title	Credits
AMT 101	Basic Electricity	5
AMT 104	Technical Preparation	5
AMT 105	Materials and Processes	5
ENG 101	English Composition I	3

Semester Two

Item #	Title	Credits
AMT 103	Weight and Balance, Ground Handling and Servicing, Cleaning and Corrosion Control	5
AMP 220	Reciprocating Engines and Theory	5
AMP 221	Turbine Engine Theory and Systems	5
	MTH 116 or MTH 100	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Three

Upon completion of Semester Three, students will take their FAA Oral & Practical exam.

Item #	Title	Credits
AMP 222	Reciprocating Engine Inspections and Propellers	5
AMP 223	Reciprocating Engine Overhaul	5
AMP 224	Turbine Engine Inspection and Overhaul	5
	Total credits:	**51**

Aviation Manufacturing Technician (STC-AMM)

Program Location: Alabama Aviation Center at Brookley Field

Aviation Technology Division

Length: One-Two Semesters

This program prepares the student for entry into an aviation maintenance related field by providing foundational administrative and mechanical skills with an emphasis on sheet metal structural practices.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
AMT 101	Basic Electricity	5
AMT 104	Technical Preparation	5
AMT 111	Aircraft Sheetmetal Structures	5
WKO 106	Workplace Skills	3
	Total credits:	**18**

Electrical Technology

Electrical and Instrumentation Technology (AAS-EIT)

Program Locations: The Academy at Fairhope Airport and Thomasville Campus

Career-Technical Division

Length: Four Semesters

The Electrical and Instrumentation Technology program is designed to help students exit the program with hands-on skills and knowledge recognized by industry partners as the key competencies to succeed in the field of instrumentation technology.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a

transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
IET 114	Basic Electricity	3
ILT 108	Introduction to Instruments and Process Control	3
INT 117	Principles of Industrial Mechanics	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ELT 131	Wiring I Commercial and Industrial	3
ELT 231	Introduction to Programmable Controllers	3
IET 122	Rotating Machinery and Controls	3
IET 131	Fluid Power Systems	3
WKO 110	NCCER Core	3

Semester Three

Item #	Title	Credits
ELT 212	Motor Controls II	3
ELT 232	Advanced Programmable Controllers	3
ILT 114	Instrumentation Operation and Calibration	3
	MTH 116 or MTH 100	3
	History, Social Science, or Behavioral Science Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
ILT 166	Motors and Transformers I	3
ILT 214	Control and Troubleshooting Flow, Level, Temperature, Pressure and Level Processes	3
	Electrical and Instrumentation AAS Electives	3
	Electrical and Instrumentation AAS Electives	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**61**

Heating and Air Conditioning (AAS-HVC)

Program Locations: Atmore Campus and North Baldwin Center for Technology (Dual Enrollment)

Career-Technical Division

Length: Four Semesters

The Associate in Applied Science degree in Heating and Air Conditioning is an occupational degree, which introduces the principles of preventive, predictive, and corrective maintenance. Students will learn to perform troubleshooting and analysis on machinery used in various facilities and apply sound maintenance practices in all aspects of their work.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 121	Principles of Electricity for HVACR	3
WKO 110	NCCER Core	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ACR 122	HVACR Electric Circuits	3
ACR 126	Commercial Heating Systems	3
ACR 147	Refrigerant Transition and Recovery Theory	3
ACR 148	Heat Pump Systems I	3
	MTH 116 or MTH 100	3

Semester Three

Item #	Title	Credits
CIS 146	Computer Applications	3
ELT 114	Residential Wiring Methods	3
ENG 101	English Composition I	3
INT 117	Principles of Industrial Mechanics	3
	HVAC Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
ACR 205	System Sizing and Air Distribution	3
CAR 111	Construction Basics	3
	HVAC Elective	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**61**

Building Construction Technology (STC-BTC)

Program Location: Dual Enrollment Only - North Baldwin Center for Technology, South Baldwin Center for Technology, and Washington County Career Technical Center

Electrical Technology Division

Length: Two Semesters

This is a program that prepares individuals to be able to proficiently work in an entry level position in construction or general industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CAR 111	Construction Basics	3
CAR 112	Floors, Walls and Site Preparation	3
WKO 110	NCCER Core	3
	BUC 111 or BUC 112	3

Semester Two

Item #	Title	Credits
CAR 113	Floors, Walls and Site Preparation Lab	3
CAR 114	Construction Basics Lab	3
CAR 131	Roof and Ceiling Systems	3
CAR 133	Roof and Ceiling Systems Lab	3
	Total credits:	**24**

Construction Electrical Technology (STC-CET)

Program Locations: Thomasville Campus

Career-Technical Division

Length: Two Semesters

The Electrical and Instrumentation Technology program is designed to help students exit the program with hands-on skills and knowledge recognized by industry partners as the key competencies to succeed in the field of electrical technology.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ELT 131	Wiring I Commercial and Industrial	3
ELT 244	Conduit Bending and Installation	3
IET 114	Basic Electricity	3
ILT 109	Electrical Blueprint Reading I	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
ELT 132	Commercial/Industrial Wiring II	3
ILT 166	Motors and Transformers I	3
	Electrical and Instrumentation Elective	3
	Electrical and Instrumentation Elective	3
	Total credits:	**27**

Electrical Technology (STC-ELT)

Program Locations: The Academy at Fairhope Airport and Thomasville Campus

Career-Technical Division

Length: Two Semesters

The Electrical Technology program is designed to help students exit the program with hands-on skills and knowledge recognized by industry partners as the key competencies to succeed in the field of instrumentation technology.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ELT 231	Introduction to Programmable Controllers	3
IET 114	Basic Electricity	3
IET 122	Rotating Machinery and Controls	3
ILT 108	Introduction to Instruments and Process Control	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
ELT 212	Motor Controls II	3
ELT 232	Advanced Programmable Controllers	3
ILT 114	Instrumentation Operation and Calibration	3
	Electrical Technology (STC) Elective	3
	Total credits:	**27**

HVAC Advanced Technology (STC-HVA)

Program Locations: Atmore Campus and North Baldwin Center for Technology (Dual Enrollment)

Career-Technical Division

Length: One Semester

The short-term certificate in HVAC Advanced Technology introduces the principles of preventive, predictive, and corrective maintenance. Students will learn to perform troubleshooting and analysis on machinery used in various facilities and apply sound maintenance practices in all aspects of their work. This short-term certificate is a pathway to an Associate in Applied Science in Heating and Air Conditioning.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 122	HVACR Electric Circuits	3
ACR 126	Commercial Heating Systems	3
ACR 205	System Sizing and Air Distribution	3
WKO 107	Workplace Skills Preparation	1
	Total credits:	**13**

HVAC Basic Technology (STC-HVB)

Program Locations: Atmore Campus and the North Baldwin Center for Technology (Dual Enrollment)

Career-Technical Division

Length: One Semester

The short-term certificate in HVAC Basic Technology introduces the principles of preventive, predictive, and corrective maintenance. Students will learn to perform troubleshooting and analysis on machinery used in various facilities and apply sound maintenance practices in all aspects of their work. This short-term certificate is a pathway to an Associate in Applied Science in Heating and Air Conditioning.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 121	Principles of Electricity for HVACR	3
ACR 147	Refrigerant Transition and Recovery Theory	3
ACR 148	Heat Pump Systems I	3
	Total credits:	**15**

Heating and Air Conditioning (STC-HVC)

Program Locations: Atmore Campus and the North Baldwin Center for Technology (Dual Enrollment)

Career-Technical Division

Length: Two Semesters

The short-term certificate in Heating and Air Conditioning introduces the principles of preventive, predictive, and corrective maintenance for HVAC systems. Students will learn to perform troubleshooting and analysis on machinery used in various facilities and apply sound maintenance practices in all aspects of their work. This short-term certificate is a pathway leading into an Associate in Applied Science degree in Heating and Air Conditioning.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 121	Principles of Electricity for HVACR	3
ACR 147	Refrigerant Transition and Recovery Theory	3
ACR 148	Heat Pump Systems I	3

Semester Two

Item #	Title	Credits
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 122	HVACR Electric Circuits	3
ACR 126	Commercial Heating Systems	3
ACR 205	System Sizing and Air Distribution	3
	Total credits:	**27**

Engineering Pathways

General Studies - Aerospace Engineering Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters + Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in aerospace engineering. Requirements vary among institutions. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
CHM 111	College Chemistry I	4
ENG 101	English Composition I	3
MTH 125	Calculus I	4
ORI 101	Orientation to College	1

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Course	3
	Social Science Course	3

Summer Semester

MTH 270 is an optional course. Please check with the EGR advisor to determine if this will be accepted by the transfer institution.

Item #	Title	Credits
EGR 125	Modern Graphics for Engineers	3
MTH 227	Calculus III	4
	History Sequence (Part I)	3
	History Sequence (Part II)	3

Semester Three (Fall)

Item #	Title	Credits
EGR 101	Engineering Foundations	3
MTH 237	Linear Algebra	3
PHY 213	General Physics I with Calculus	4
	Literature Course	3

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
EGR 220	Engineering Mechanics - Statics	3
MTH 238	Applied Differential Equations I	3
PHY 214	General Physics II with Calculus	4
SPH 107	Fundamentals of Public Speaking	3
	Total credits:	**64**

General Studies - Chemical Engineering Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters + Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in chemical engineering. Requirements vary among institutions. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
CHM 111	College Chemistry I	4
ENG 101	English Composition I	3
MTH 125	Calculus I	4
ORI 101	Orientation to College	1

Semester Two (Spring)

Item #	Title	Credits
CHM 112	College Chemistry II	4
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Course	3

Summer Semester

MTH 270 is an optional course. Please check with the EGR advisor to determine if this will be accepted by the transfer institution.

Item #	Title	Credits
MTH 227	Calculus III	4
	History Sequence (Part I)	3
	Social Science Course	3

Semester Three (Fall)

EGR 101 is an optional course, **but is strongly recommended**. Please check with the EGR advisor to determine if this will be accepted by the transfer institution.

Item #	Title	Credits
CHM 221	Organic Chemistry I	4
PHY 213	General Physics I with Calculus	4
	History Sequence (Part II)	3
	Literature Course	3

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
CHM 222	Organic Chemistry II	4
MTH 238	Applied Differential Equations I	3
PHY 214	General Physics II with Calculus	4
SPH 107	Fundamentals of Public Speaking	3
	Total credits:	**64**

General Studies - Civil Engineering Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters + Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in civil engineering. Requirements vary among institutions. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
CHM 111	College Chemistry I	4
EGR 101	Engineering Foundations	3
ENG 101	English Composition I	3
MTH 125	Calculus I	4

Semester Two (Spring)

Item #	Title	Credits
CHM 112	College Chemistry II	4
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Course	3

Summer Semester

MTH 270 is an optional course. Please check with EGR advisor to determine if this will be accepted by the transfer institution.

Item #	Title	Credits
BIO 103	Principles of Biology I	4
EGR 125	Modern Graphics for Engineers	3
MTH 227	Calculus III	4

Semester Three (Fall)

Item #	Title	Credits
PHY 213	General Physics I with Calculus	4
	History Sequence (Part I)	3
	Literature Course	3
	Social Science Course	3

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
EGR 220	Engineering Mechanics - Statics	3
MTH 238	Applied Differential Equations I	3
SPH 107	Fundamentals of Public Speaking	3
	History Sequence (Part II)	3
	Total credits:	**64**

General Studies - Computer Engineering Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters + Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in computer engineering. Requirements vary among institutions. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
CHM 111	College Chemistry I	4
ENG 101	English Composition I	3
MTH 125	Calculus I	4
ORI 101	Orientation to College	1

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Course	3
	Social Science Course	3

Summer Semester

Please check with the EGR advisor to determine if MTH 270 will be accepted by the transfer institution.

Item #	Title	Credits
MTH 227	Calculus III	4
MTH 270	Probability and Statistics Concepts	3
	History Sequence (Part I)	3
	Literature Course	3

Semester Three (Fall)

Item #	Title	Credits
CIS 251	C ++ Programming	3
EGR 101	Engineering Foundations	3
MTH 237	Linear Algebra	3
PHY 213	General Physics I with Calculus	4

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
MTH 238	Applied Differential Equations I	3
PHY 214	General Physics II with Calculus	4
SPH 107	Fundamentals of Public Speaking	3
	History Sequence (Part II)	3
	Total credits:	**64**

General Studies - Electrical Engineering Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters + Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in electrical engineering. Requirements vary among institutions. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
CHM 111	College Chemistry I	4
ENG 101	English Composition I	3
MTH 125	Calculus I	4
ORI 101	Orientation to College	1

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Course	3
	Social Science Course	3

Summer Semester

Please check with the EGR advisor to determine if MTH 270 will be accepted by the transfer institution.

Item #	Title	Credits
MTH 227	Calculus III	4
MTH 270	Probability and Statistics Concepts	3
	Literature Course	3
	History Sequence (Part I)	3

Semester Three (Fall)

Item #	Title	Credits
CIS 251	C ++ Programming	3
EGR 101	Engineering Foundations	3
MTH 237	Linear Algebra	3
PHY 213	General Physics I with Calculus	4

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
MTH 238	Applied Differential Equations I	3
PHY 214	General Physics II with Calculus	4
SPH 107	Fundamentals of Public Speaking	3
	History Sequence (Part II)	3
	Total credits:	**64**

General Studies - General Engineering Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters + One Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in engineering. Requirements vary among institutions and among the different engineering fields. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Additional recommendations are as follows:

* Engineering students must choose the History sequence option, taking the first course in Semester 1 and the second in Semester 4.

* In Semester 2, students may choose only from the following Literature options: ENG 251, ENG 252, ENG 271 or ENG 272.

* Variability in credit hours of electives in EGR is due to concentration areas. Total Credit Hours required to graduate in this degree plan is 61 credit hours minimum. Most complete with somewhere in the range of 61-64 credit hours. Contact an Engineering advisor prior to beginning your first semester course work.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
ENG 101	English Composition I	3
CHM 111	College Chemistry I	4
MTH 125	Calculus I	4
ORI 101	Orientation to College	1
	History Sequence (Part I)	3

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
CHM 112	College Chemistry II	4
MTH 126	Calculus II	4
	Fine Arts Course	3
	Literature Course	3

Summer Semester

Item #	Title	Credits
MTH 227	Calculus III	4
	Engineering Elective	3

Semester Three (Fall)

Item #	Title	Credits
EGR 101	Engineering Foundations	3
PHY 213	General Physics I with Calculus	4
	Engineering Elective	3
	History Sequence (Part II)	3

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
MTH 238	Applied Differential Equations I	3
	Engineering Elective	3
	Social Science Course	3
	SPH 106 or SPH 107	3
	Total credits:	**64**

General Studies - Mechanical Engineering Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters + One Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in mechanical engineering. Requirements vary among institutions. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
ENG 101	English Composition I	3
CHM 111	College Chemistry I	4
MTH 125	Calculus I	4
ORI 101	Orientation to College	1

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Course	3
	Social Science Course	3

Summer Semester

MTH 270 is an optional course. Please check with the EGR advisor to determine if this will be accepted by the transfer institution.

Item #	Title	Credits
EGR 125	Modern Graphics for Engineers	3
MTH 227	Calculus III	4
	History Sequence (Part I)	3
	History Sequence (Part II)	3

Semester Three (Fall)

Item #	Title	Credits
EGR 101	Engineering Foundations	3
MTH 237	Linear Algebra	3
PHY 213	General Physics I with Calculus	4
	Literature Course	3

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
EGR 220	Engineering Mechanics - Statics	3
MTH 238	Applied Differential Equations I	3
PHY 214	General Physics II with Calculus	4
SPH 107	Fundamentals of Public Speaking	3
	Total credits:	**64**

General Studies

General Studies - Agricultural Business and Economics Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

The Agricultural Business and Economics pathway is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree in an agricultural field.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

First Semester

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
MTH 120	Calculus and Its Applications	3
ORI 101	Orientation to College	1
SPH 107	Fundamentals of Public Speaking	3
	Humanities and Fine Arts Course	3

Second Semester

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ECO 232	Principles of Microeconomics	3
ENG 102	English Composition II	3
PHL 206	Ethics and Society	3
	History, Social, and Behavioral Sciences Course	3

Third Semester

Item #	Title	Credits
BIO 104	Principles of Biology II	4
BUS 241	Principles of Accounting I	3
BUS 271	Business Statistics I	3
ECO 231	Principles of Macroeconomics	3
	History, Social, and Behavioral Sciences Course	3

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Fourth Semester

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
BUS 272	Business Statistics II	3
SOC 200	Introduction to Sociology	3
	Literature Course	3
	Total credits:	**60**

General Studies - Biology Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

The Biological Science pathway is designed for those students who plan to complete a four-year program in preparation for a professional career in the biological sciences. Students should consult the catalog of the school to which they intend to transfer and plan their work accordingly.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ORI 101	Orientation to College	1
	Humanities and Fine Arts Course	3

Semester Two

Item #	Title	Credits
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
ENG 102	English Composition II	3
MTH 113	Precalculus Trigonometry	3
	SPH 106 or SPH 107	3

Semester Three

Item #	Title	Credits
CHM 112	College Chemistry II	4
	History, Social, and Behavioral Sciences Course	3
	History, Social, and Behavioral Sciences Course	3
	Literature Course	3
	Math and Science Elective	3-4

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
PHL 206	Ethics and Society	3
	History, Social, and Behavioral Sciences Course	3
	History, Social, and Behavioral Sciences Course	3
	Math and Science Elective	3-4
	Total credits:	**62-64**

General Studies - Biomedical Sciences Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

The Biomedical Sciences pathway is designed for students who plan to transfer to a four year

institution to pursue a degree in dentistry, pharmacology, medicine, veterinary and/or other medical fields. Student should seek academic advising through transfer institutions at the earliest date possible.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CHM 111	College Chemistry I	4
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	Humanities and Fine Arts Course	3

Semester Two

Item #	Title	Credits
BIO 104	Principles of Biology II	4
CHM 112	College Chemistry II	4
ENG 102	English Composition II	3
SPH 107	Fundamentals of Public Speaking	3

Semester Three

Item #	Title	Credits
MTH 125	Calculus I	4
PSY 200	General Psychology	3
	BioMed Science/Math Course	3-4
	History, Social, and Behavioral Sciences Course	3
	Literature Course	3

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CIS 146	Computer Applications	3
	BioMed Science/Math Course	3-4
	History, Social, and Behavioral Sciences Course	3
	History, Social, and Behavioral Sciences Course	3
	Humanities and Fine Arts Course	3
	Total credits:	**60-62**

General Studies - Business Administration Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

The Business Administration pathway is designed to give the student a basic foundation of course work needed to transfer to a four-year college or university to work toward a baccalaureate degree in either a specialized or general business administration curriculum.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One

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Item #	Title	Credits
BUS 241	Principles of Accounting I	3
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ORI 101	Orientation to College	1
SPH 107	Fundamentals of Public Speaking	3

Semester Two

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
ECO 231	Principles of Macroeconomics	3
ENG 102	English Composition II	3
	History, Social, and Behavioral Sciences Course	3
	Natural Sciences Course	4

Semester Three

Item #	Title	Credits
BUS 271	Business Statistics I	3
ECO 232	Principles of Microeconomics	3
	Humanities and Fine Arts Course	3
	Literature Sequence (Part I)	3
	Natural Sciences Course	4

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
BUS 263	The Legal and Social Environment of Business	3
BUS 272	Business Statistics II	3
	Literature Sequence (Part II)	3
	MTH 120 or MTH 125	3-4
	PSY 200 or SOC 200	3
	Total credits:	**63-64**

General Studies - Computer Science Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

This Computer Science Pathway is designed for students planning to transfer to a four-year institution and major in Computer Science.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One

Item #	Title	Credits
CIS 251	C ++ Programming	3
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ORI 101	Orientation to College	1
	Fine Arts Course (I)	3
	SPH 106 or SPH 107	3

Semester Two

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 113	Precalculus Trigonometry	3
PHL 206	Ethics and Society	3
	History, Social, and Behavioral Sciences Course	3
	Natural Sciences Course	4

Semester Three

Item #	Title	Credits
MTH 125	Calculus I	4
	History, Social, and Behavioral Sciences Course	3
	Literature Sequence (Part I)	3
	Natural Sciences Course	4

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CIS 285	Object Oriented Programming	3
MTH 126	Calculus II	4
	Literature Sequence (Part II)	3
	History, Social, and Behavioral Sciences Course	3
	History, Social, and Behavioral Sciences Course	3
	Total credits:	**62**

General Studies - Education Pathway (Early Childhood & Elementary)

Program Location: All locations except for Brookley Field

Length: Four Semesters

The Education pathway is designed for students who plan to transfer and major in early childhood, elementary, special education, media services or school librarianship.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Considerations for State Certification Testing

Upon completion of a Bachelor's degree program at any Alabama university, prospective elementary and early childhood teachers must earn satisfactory scores on exams required for certification by the Alabama State Department of Education. More information about those exams are available on the ALSDE website at http://www.alsde.edu. To prepare for the required CORE and Praxis Exams, students should consider the following course selections:

1. Full History Sequence: HIS 201 and HIS 202.
2. Social Science Electives: POL 211 and GEO 100.
3. Mathematics Electives: MTH 231 and MTH 232.

Type: A.S.

Semester One

* Students can also take SPH 106 or SPH107 in Fall Semester 1 in place of the Fine Arts elective, then take Fine Arts in Spring Semester 2.

Item #	Title	Credits
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ORI 101	Orientation to College	1
	BIO 101 or BIO 103	4
	Fine Arts Course (I)	3
	History, Social, and Behavioral Sciences Course	3

Semester Two

* Students may also take a Fine Arts elective in place of SPH 106 of SPH107 if they took SPH 106 or SPH 107 in Fall Semester 1.

Item #	Title	Credits
ENG 102	English Composition II	3
	BIO 102 or BIO 104	3
	SPH 106 or SPH 107	3
	EECE Math Elective	3
	EECE Pre-Professional Requirements	3

Semester Three

Item #	Title	Credits
	EECE Math Elective	3
	EECE Pre-Professional Requirements	3
	History, Social, and Behavioral Sciences Course	3
	Literature Course	3
	PHS 111 or PHS 112	4

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	EECE Math Elective	3
	EECE Pre-Professional Requirements	3
	History, Social, and Behavioral Sciences Course	3
	History, Social, and Behavioral Sciences Course	3
	Humanities and Fine Arts Course	3
	Total credits:	**63**

General Studies - Environmental Science Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

This program is a two-year curriculum designed for those students who plan to complete a four-year program in preparation for a professional career

in the environmental sciences. Students should consult the catalog of the school to which they intend to transfer and plan their work accordingly.

Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ORI 101	Orientation to College	1
SPH 107	Fundamentals of Public Speaking	3
	Fine Arts Course (I)	3

Semester Two

Item #	Title	Credits
BIO 104	Principles of Biology II	4
CIS 146	Computer Applications	3
ENG 102	English Composition II	3
MTH 113	Precalculus Trigonometry	3
	History, Social, and Behavioral Sciences Course	3

Semester Three

Item #	Title	Credits
CHM 111	College Chemistry I	4
MTH 125	Calculus I	4
	History, Social, and Behavioral Sciences Course	3
	History, Social, and Behavioral Sciences Course	3
	Literature Course	3

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CHM 112	College Chemistry II	4
	History, Social, and Behavioral Sciences Course	3
	Humanities and Fine Arts Course	3
	MTH 265 or PHY 201	3-4
	Total credits:	**63-64**

General Studies - Forestry Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

The Forestry pathway is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree in forest management or wood technology. Students should consult the catalog of the school to which they intend to transfer and plan their work accordingly.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	History, Social, and Behavioral Sciences Course	3
	MTH 113, MTH 125 or MTH 126	3-4

Semester Two

Item #	Title	Credits
BIO 104	Principles of Biology II	4
ENG 102	English Composition II	3
PHL 206	Ethics and Society	3
SPH 107	Fundamentals of Public Speaking	3
	History, Social, and Behavioral Sciences Course	3

Semester Three

Item #	Title	Credits
CHM 111	College Chemistry I	4
ECO 232	Principles of Microeconomics	3
MTH 265	Elementary Statistics	3
	Fine Arts Course (I)	3
	Literature Course	3

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CHM 112	College Chemistry II	4
CIS 146	Computer Applications	3
	General Elective Course (3-4 SH)	3
	General Elective Course (3-4 SH)	3
	History, Social, and Behavioral Sciences Course	3
	Total credits:	**62-63**

General Studies - General Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

This transferrable degree program is a generic guide for students who plan to transfer and earn a Bachelor in Science degree, but who have not selected a specific area of concentration. It includes the courses most common in the freshman and sophomore years of study. It offers the opportunity to broaden one's experience and interest in a study of the arts, natural sciences, social sciences, and the humanities.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	MTH 112 or more advanced	3
	History, Social, and Behavioral Sciences Course	3
	Humanities and Fine Arts Course	3
	Natural Sciences Course	4

Semester Two

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 102	English Composition II	3
	SPH 106 or SPH 107	3
	History, Social, and Behavioral Sciences Course	3
	Natural Sciences Course	4

Semester Three

Item #	Title	Credits
	Fine Arts Course	3
	General Elective Course (3-4 SH)	3
	General Elective Course (3-4 SH)	3
	History, Social, and Behavioral Sciences Course	3
	Literature Course	3

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	History, Social, and Behavioral Sciences Course	3
	General Elective Course (3-4 SH)	3
	General Elective Course (3-4 SH)	3
	General Elective Course (3-4 SH)	3
	Total credits:	**60**

General Studies - Health, Physical Education, and Recreation Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

The Health, Physical Education, and Recreation pathway is designed to give the student a basic foundation of course work needed to transfer to a four-year college or university to work toward a baccalaureate degree in either a specialized or general physical education curriculum.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ORI 101	Orientation to College	1
PED 200	Foundations of Physical Education	3
	History, Social, and Behavioral Sciences Course	3

Semester Two

Item #	Title	Credits
BIO 104	Principles of Biology II	4
ENG 102	English Composition II	3
SPH 107	Fundamentals of Public Speaking	3
	HED 221 or HED 224	3
	Humanities and Fine Arts Course	3

Semester Three

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
	Fine Arts Course (I)	3
	History, Social, and Behavioral Sciences Course	3
	Literature Course	3
	Physical Education Activity Course	1

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
HED 231	First Aid	3
	History, Social, and Behavioral Sciences Course	3
	History, Social, and Behavioral Sciences Course	3
	Physical Education Activity Course	1
	Total credits:	**61**

General Studies - Health Sciences Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

This program is designed for students who plan to transfer to a four-year institution to pursue a Bachelor's Degree in a health field.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Additional Information

Students who desire to complete an Allied Health program at Coastal Alabama Community College should seek advisement through a program specific advisor and

complete the courses specific to the degree desired. Please check the degree pathways for program of choice for more information.

Type: A.S.

Semester One

- MTH 100 Intermediate Algebra is the minimum requirement for an associate in applied science degree in nursing, paramedic, surgical technology, and veterinary technology. MTH 116 Mathematical Applications is the minimum requirement for Dental Assisting.
- BIO 103 may be waived for those intending on completing the Associate in Applied Science Degree. Students must have completed a college science course, high school anatomy & physiology, or a health program certificate. Please consult the Allied Health Sciences Division Chair to see if qualified. Note that BIO 103 is necessary for the four-year degree.
- SPH 106 or SPH 107 fulfills the Speech requirement.

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
PSY 200	General Psychology	3
	MTH 112 or more advanced	3
	SPH 106 or SPH 107	3

Semester Two

***Dental Assisting requires SOC 200 Introduction to Sociology** in place of PSY 210 Human Growth and Development.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
CIS 146	Computer Applications	3
ENG 102	English Composition II	3
PSY 210	Human Growth and Development	3
	Humanities and Fine Arts Course	3

Semester Three

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
BIO 220	General Microbiology	4
	BUS 271 or MTH 265	3
	History Sequence (Part I)	3
	Literature Course	3

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Select an English Literature or History course to complete a sequence; for example, HIS 121 & 122 or ENG 271 & 272.

Item #	Title	Credits
PHL 206	Ethics and Society	3
	CHM 104 or CHM 111	4
	ECO 231 or ECO 232 or SOC 200	3
	History Sequence (Part II)	3
	Total credits:	**63**

General Studies - Mathematics Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters + One Summer Session**

The purpose of the Mathematics pathway is to provide the first two years of a four-year baccalaureate degree in mathematics.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Additional Information

* Enrolling in MTH 126 during a summer term will allow students to complete the Calculus series without changing instructor.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	Fine Arts Course (I)	3
	History, Social, and Behavioral Sciences Course	3
	MTH 113 or MTH 115	3

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 125	Calculus I	4
	History, Social, and Behavioral Sciences Course	3
	Humanities and Fine Arts Course	3

Summer Semester

Item #	Title	Credits
MTH 126	Calculus II	4

Semester Three (Fall)

Item #	Title	Credits
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
	General Elective Course (3-4 SH)	3
	Literature Course	3
	PHY 201 or PHY 213	4

Completion of Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Spring Semester 4

Item #	Title	Credits
MTH 238	Applied Differential Equations I	3
	History, Social, and Behavioral Sciences Course	3
	History, Social, and Behavioral Sciences Course	3
	PHY 202 or PHY 214	4
	SPH 106 or SPH 107	3
	Total credits:	**63**

General Studies - Online Pathway

Length: Four Semesters

This transferrable degree program is a generic guide for students who plan to transfer and earn a Bachelor of Science degree, but who have not selected a specific area of concentration. It includes the courses most common in the freshman and sophomore years of study. It offers the opportunity to broaden one's experience and interest in a study of the arts, natural sciences, social sciences, and the humanities. College-level courses in this pathway may be completed online, thus allowing the student to earn an Associate in Science degree 100% online. Developmental and co-requisite math and English courses may be offered online on a limited basis. Students needing these courses should plan to take them on campus, if necessary.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.S.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ORI 101	Orientation to College	1
	History, Social, and Behavioral Sciences Course	3
	Humanities and Fine Arts Course (OL)	3
	Natural Sciences Course	4

Semester Two

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 102	English Composition II	3
SPH 107	Fundamentals of Public Speaking	3
	History, Social, and Behavioral Sciences Course	3
	Natural Sciences Course	4

Semester Three

Item #	Title	Credits
	Literature Course	3
	Humanities and Fine Arts Course (OL)	3
	Social and Behavioral Science Course (OL)	3
	Major-Specific Elective Course	3-4
	Major-Specific Elective Course	3-4

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	Humanities and Fine Arts Course (OL)	3
	Social and Behavioral Science Course (OL)	3
	Major-Specific Elective Course	3-4
	Major-Specific Elective Course	3-4
	Total credits:	**60-64**

General Studies - Surveying and Geomatics Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

The Surveying and Geomatics pathway is designed for persons who plan to transfer to a four-year college or university to complete a Baccalaureate degree in the field of surveying and geomatics. Troy University is the only four-year institution in Alabama offering this program.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Additional Information

The ACCS prerequisite for MTH 237 is MTH 126. Troy University does not require MTH 126 as a prerequisite for MTH 237. Therefore, students seeking to register for MTH 237 following MTH 126 must make requests for overrides to **instructionalservices@coastalalabama.edu**.

Type: A.S.

Semester One

Item #	Title	Credits
ART 113	Drawing I	3
ENG 101	English Composition I	3
MTH 265	Elementary Statistics	3
ORI 101	Orientation to College	1
	History, Social, and Behavioral Sciences Course	3

Semester Two

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 102	English Composition II	3
MTH 125	Calculus I	4
	Fine Arts Course	3
	History, Social, and Behavioral Sciences Course	3

Semester Three

Item #	Title	Credits
CIS 251	C ++ Programming	3
MTH 237	Linear Algebra	3
	History, Social, and Behavioral Sciences Course	3
	Literature Course	3
	Physics Sequence (Part I)	4

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
PHL 206	Ethics and Society	3
	General Elective Course (3-4 SH)	3
	History, Social, and Behavioral Sciences Course	3
	Physics Sequence (Part II)	4
	SPH 106 or SPH 107	3
	Total credits:	**61**

Hospitality Management

Culinary Arts (AAS-CUA)

Program Location: Gulf Shores Campus

Hospitality Management Division

Length: Four Semesters

This program is designed to produce management personnel for the culinary arts/hospitality industry.

Culinary Arts Program Philosophy and Objectives

The Culinary and Pastry Programs are designed to afford the necessary skills and knowledge to its diverse student body for success in today's ever-changing business world by integrating general education, professional skills, and career-focused education. To this end, these programs will provide excellence in faculty, service, curricula, and facilities to equip students with the theoretical and applied tools necessary to become contributing members of society and to realize gainful employment in professional fields with strong growth potential.

*For the MTH 116 or more advanced requirement: Students planning to transfer to four-year degree will need to take a higher level math:

- University of Alabama: MTH 110 - Finite Math
- University of South Alabama: MTH 110 - Finite Math
- Troy University: MTH 112 - Pre-Calculus Algebra
- Auburn University: MTH 115 - Pre-Cal Algebra/Trig

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 116	Sanitation and Safety	3
CUA 125	Food Preparation	5
ORI 101	Orientation to College	1
	MTH 116 or MTH100 or more advanced math course	3

Semester Two

Item #	Title	Credits
CUA 260	Internship for Culinary Apprentice	1
CUA 205	Intro to Garde Manger	3
ENG 101	English Composition I	3
HMM 260	Human Resource Management	3
PAS 204	Foundations of Baking	3
	CUA Elective	3

Semester Three

Item #	Title	Credits
CUA 111	Foundations in Nutrition	3
CUA 115	Advanced Food Preparation	3
CUA 213	Food Purchasing and Cost Control	3
	PAS 173 or PAS 208	3
	Math, Science, or Computer Science Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CUA 285	Culinary Capstone	1
HMM 106	Beverage Selection and Appreciation	3
HMM 241	Restaurant Service Management I	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	CUA Elective	3
	Total credits:	**62-63**

Hospitality Management (AAS-HMM)

Program Location: Gulf Shores Campus

Hospitality Management Division

Length: Four Semesters

This program is designed to produce management personnel for the hospitality industry.

Hospitality Management Program Philosophy and Objectives

The Hospitality Administration Program is designed to afford the necessary skills and knowledge to its diverse student body for success in today's ever-changing

business world by integrating general education, professional skills, and career focused education. To this end, these programs will provide excellence in faculty, service, curricula, and facilities to equip students with the theoretical and applied tools necessary to become contributing members of society and to realize gainful employment in professional fields with strong growth potential.

* For the MTH 116 or more advanced requirement: Students planning to transfer to four-year degree will need to take a higher level math:

- University of Alabama: MTH 110 - Finite Math
- University of South Alabama: MTH 110 - Finite Math
- Troy University: MTH 112 - Pre-Calculus Algebra
- Auburn University: MTH 115 - Pre-Cal Algebra/Trig

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 116	Sanitation and Safety	3
HMM 252	Hotel/Restaurant and Travel Law	3
ORI 101	Orientation to College	1
	MTH 116 or MTH100 or more advanced math course	3
	Math, Science, or Computer Science Elective	3-4

Semester Two

Item #	Title	Credits
CUA 213	Food Purchasing and Cost Control	3
HSM 201	Event Planning and Management	3
	HMM 106 or HMM 120	3
	HSM 214 or HSM 250	3
	CUA, HMM, or HSM Elective	3

Semester Three

Item #	Title	Credits
ENG 101	English Composition I	3
HMM 105	Principles of Hospitality Management	3
HMM 241	Restaurant Service Management I	3
HMM 260	Human Resource Management	3
HSM 265	Planning and Development of Tourism	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
HSM 123	Hospitality Field Experience I	3
HSM 222	Meeting and Convention Management	3
	CUA, HMM, or HSM Elective	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**61-62**

Pastry Baking (AAS-PAS)

Program Location: Gulf Shores Campus

Hospitality Management Division

Length: Four Semesters

This program is designed to produce management personnel for the Pastry Baking industry.

Pastry/Baking Program Philosophy and Objectives

The Culinary and Pastry Programs are designed to afford the necessary skills and knowledge to its diverse student body for success in today's ever-changing business world by integrating general education, professional skills, and career focused education. To this end, these programs will provide excellence in faculty, service, curricula, and facilities to equip students with the theoretical and applied tools necessary to become contributing members of society and to realize gainful employment in professional fields with strong growth potential.

* For the MTH 116 or more advanced requirement: Students planning to transfer to four-year degree will need to take a higher level math:

- University of Alabama: MTH 110 - Finite Math
- University of South Alabama: MTH 110 - Finite Math
- Troy University: MTH 112 - Pre-Calculus Algebra
- Auburn University: MTH 115 - Pre-Cal Algebra/Trig

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 116	Sanitation and Safety	3
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
PAS 204	Foundations of Baking	3
	MTH 116 or MTH100 or more advanced math course	3

Semester Two

Item #	Title	Credits
CUA 125	Food Preparation	5
HMM 241	Restaurant Service Management I	3
HMM 260	Human Resource Management	3
PAS 173	Pastries I	3
	Humanities and Fine Arts Elective (T)	3

Semester Three

Item #	Title	Credits
CUA 111	Foundations in Nutrition	3
CUA 183	Culinary Art Sculpture	3
CUA 213	Food Purchasing and Cost Control	3
PAS 175	Pastries II	3
	PAS Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CUA 205	Intro to Garde Manger	3
PAS 208	Advanced Baking	3
PAS 177	Baking and Pastry Capstone Class	1
	PAS 170 or PAS 171	3
	History, Social Science, or Behavioral Science Elective	3
	Math, Science, or Computer Science Elective	3-4
	Total credits:	**64-65**

Culinary Arts (CER-CUA)

Program Location: Gulf Shores Campus

Hospitality Management Division

Length: Three Semesters

The Culinary Arts Certificate program is designed to provide training and development of competencies for students enrolled in the program to comply with guidelines as set by the American Culinary Federation.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Certificate

Semester One

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 116	Sanitation and Safety	3
CUA 125	Food Preparation	5
	MTH 116 or MTH100 or more advanced math course	3

Semester Two

Item #	Title	Credits
CUA 115	Advanced Food Preparation	3
CUA 205	Intro to Garde Manger	3
ENG 101	English Composition I	3
	CUA Elective	3

Semester Three

Item #	Title	Credits
CUA 111	Foundations in Nutrition	3
PAS 204	Foundations of Baking	3
	CUA Elective	3
	Math, Science, or Computer Science Elective	3-4
	Total credits:	**38-39**

Pastry Baking (CER-PAS)

Program Location: Gulf Shores Campus

Hospitality Management Division

Length: Three Semesters

This program is designed to provide training and development of competencies for students enrolled in the program to comply with guidelines as set by the American Culinary Federation.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Certificate

Semester One

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 116	Sanitation and Safety	3
PAS 204	Foundations of Baking	3
	MTH 116 or MTH100 or more advanced math course	3

Semester Two

Item #	Title	Credits
CUA 125	Food Preparation	5
ENG 101	English Composition I	3
PAS 173	Pastries I	3
	PAS Elective	3

Semester Three

Item #	Title	Credits
CUA 111	Foundations in Nutrition	3
PAS 208	Advanced Baking	3
	PAS Elective	3
	Math, Science, or Computer Science Elective	3-4
	Total credits:	**38-39**

Baker (STC-CU1)

Program Location: Gulf Shores Campus

Hospitality Management Division

Length: One Semester

This short-term certificate is designed to provide training and development of competencies for students to obtain and advance in a career in the hospitality and culinary industries. Courses comply with guidelines as set by the American Culinary Federation and will apply to an AAS or Certificate in Hospitality, Event Planning, Culinary and/or Pastry and Baking.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CUA 111	Foundations in Nutrition	3
CUA 213	Food Purchasing and Cost Control	3
PAS 173	Pastries I	3
PAS 208	Advanced Baking	3
	PAS Electives (Baker STC)	3
	Total credits:	**15**

Beverage Specialist (STC-CU2)

Program Location: Gulf Shores Campus

Hospitality Management Division

Length: One Semester

This short-term certificate is designed to provide training and development of competencies for students to obtain and advance in a career in the hospitality and culinary

industries. Courses comply with guidelines as set by the American Culinary Federation and will apply to an AAS or Certificate in Hospitality, Event Planning, Culinary and/or Pastry and Baking.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CUA 116	Sanitation and Safety	3
	HMM 106 or HMM 120	3
HMM 241	Restaurant Service Management I	3
HMM 252	Hotel/Restaurant and Travel Law	3
	Total credits:	**12**

Culinary Line Cook (STC-CU3)
Program Location: Gulf Shores Campus
Hospitality Management Division

Length: One Semester

This short-term certificate is designed to provide training and development of competencies for students to obtain and advance in a career in the hospitality and culinary industries. Courses comply with guidelines as set by the American Culinary Federation and will apply to an AAS or Certificate in Hospitality, Event Planning, Culinary and/or Pastry and Baking.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CUA 111	Foundations in Nutrition	3
CUA 115	Advanced Food Preparation	3
CUA 205	Intro to Garde Manger	3
CUA 213	Food Purchasing and Cost Control	3
	PAS 173 or PAS 208	3
	Total credits:	**15**

Event Planning Assistant (STC-EVP)
Program Location: Gulf Shores Campus
Hospitality Management Division

Length: One Semester

This short-term certificate is designed to provide training and development of competencies for students enrolled in the program to comply with guidelines as set by the American Culinary Federation.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
HMM 260	Human Resource Management	3
HSM 222	Meeting and Convention Management	3
HSM 270	Planning and Management Sports Tourism and Events	3
	HSM 201 or HSM 234	3
	HSM 236 or HSM 250	3
	Total credits:	**15**

Hospitality Specialist (STC-HM1)
Program Location: Gulf Shores Campus
Hospitality Management Division

Length: One Semester

This short-term certificate is designed to provide training and development of competencies for students to obtain and advance in a career in the hospitality and culinary industries. Courses comply with guidelines as set by the

American Culinary Federation and will apply to an AAS or Certificate in Hospitality, Event Planning, Culinary and/or Pastry and Baking.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CUA 116	Sanitation and Safety	3
CUA 213	Food Purchasing and Cost Control	3
HMM 252	Hotel/Restaurant and Travel Law	3
HMM 260	Human Resource Management	3
	HSM 214 or HSM 250	3
	Total credits:	**15**

Hospitality Supervisor (STC-HM2)

Program Location: Gulf Shores Campus

Hospitality Management Division

Length: One Semester

This short-term certificate is designed to provide training and development of competencies for students to obtain and advance in a career in the hospitality and culinary industries. Courses comply with guidelines as set by the American Culinary Federation and will apply to an AAS or Certificate in Hospitality, Event Planning, Culinary and/or Pastry and Baking.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
BUS 105	Customer Services	3
BUS 186	Elements of Supervision	3
CUA 213	Food Purchasing and Cost Control	3
HMM 260	Human Resource Management	3
	Total credits:	**12**

Prep Cook (STC-CU4)

Program Location: Gulf Shores Campus

Hospitality Management Division

Length: One Semester

This short-term certificate is designed to provide training and development of competencies for students to obtain and advance in a career in the hospitality and culinary industries. Courses comply with guidelines as set by the American Culinary Federation and will apply to an AAS or Certificate in Hospitality, Event Planning, Culinary and/or Pastry and Baking.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 116	Sanitation and Safety	3
CUA 125	Food Preparation	5
PAS 204	Foundations of Baking	3
	Total credits:	**14**

Liberal Arts

Liberal Arts - Art Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

The Art Pathway offers the opportunity to broaden one's experience and interest in the visual arts. The curriculum is designed for students who plan to complete a four-year program in preparation for a professional career in the fine arts, commercial art or art education.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.A.

Semester One

Item #	Title	Credits
ART 100	Art Appreciation	3
ART 121	Two-Dimensional Composition I	3
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	History, Social, and Behavioral Sciences Course	3
	MTH 110 or more advanced	3

Semester Two

Item #	Title	Credits
ART 113	Drawing I	3
ENG 102	English Composition II	3
SPH 107	Fundamentals of Public Speaking	3
	History, Social, and Behavioral Sciences Course	3
	Natural Sciences Course	4

Semester Three

Item #	Title	Credits
ART 114	Drawing II	3
	History, Social, and Behavioral Sciences Course	3
	Humanities and Fine Arts Course	3
	Literature Course	3
	Natural Sciences Course	4

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
ART 233	Painting I	3
CIS 146	Computer Applications	3
	ART Elective	3
	History, Social, and Behavioral Sciences Course	3
	Total credits:	**60**

Liberal Arts - Criminal Justice Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

This Criminal Justice pathway is designed for those employed or planning to be employed in the criminal justice or law enforcement profession. The curriculum includes academic courses essential to the well-rounded criminal justice officer, as well as specialized courses in law enforcement and corrections.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.A.

Semester One

Item #	Title	Credits
CRJ 100	Introduction to Criminal Justice	3
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	Fine Arts Course	3
	History, Social, and Behavioral Sciences Course	3
	MTH 110 or more advanced	3

Semester Two

Item #	Title	Credits
CRJ 110	Introduction to Law Enforcement	3
ENG 102	English Composition II	3
SPH 107	Fundamentals of Public Speaking	3
	History, Social, and Behavioral Sciences Course	3
	Natural Sciences Course	4

Semester Three

Item #	Title	Credits
CIS 146	Computer Applications	3
CRJ 150	Introduction to Corrections	3
PSY 200	General Psychology	3
	Literature Course	3
	Natural Sciences Course	4

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CRJ 160	Introduction to Security	3
POL 211	American National Government	3
SOC 200	Introduction to Sociology	3
	Humanities and Fine Arts Course	3
	Total credits:	**60**

Liberal Arts - English Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

The English Pathway is designed for those students who intend to transfer to a four-year college to complete a baccalaureate degree in English.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.A.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
SPH 107	Fundamentals of Public Speaking	3
	History Elective	3
	MTH 110 or more advanced	3
	Natural Sciences Course	4

Semester Two

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 102	English Composition II	3
	Fine Arts Course (I)	3
	History, Social, and Behavioral Sciences Course	3
	Natural Sciences Course	4

Semester Three

Item #	Title	Credits
	SPA 101 or FRN 101	4
	History, Social Science, or Behavioral Science Elective	3
	Literature Course	3
	Literature Sequence (Part I)	3
	Physical Education Activity Course	1

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	SPA 102 or FRN 102	4
	General Elective Course (3 SH)	3
	History, Social Science, or Behavioral Science Elective	3
	Literature Course	3
	Literature Sequence (Part II)	3
	Total credits:	**63**

Liberal Arts - General Pathway

Program Location: All locations except for Brookley Field

LENGTH: Four Semesters

This transferrable degree program is a generic guide for students who plan to transfer and earn a Bachelor of Arts degree, but who have not selected a specific area of concentration. It includes the courses most common in the freshman and sophomore years of study. It offers the opportunity to broaden one's experience and interest in a study of the arts, natural sciences, social sciences, and the humanities.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.A.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	History, Social, and Behavioral Sciences Course	3
	Humanities and Fine Arts Course	3
	MTH 110 or more advanced	3
	Natural Sciences Course	4

Semester Two

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 102	English Composition II	3
	History, Social, and Behavioral Sciences Course	3
	Natural Sciences Course	4
	SPH 106 or SPH 107	3

Semester Three

Item #	Title	Credits
	General Elective Course (3-4 SH)	3
	General Elective Course (3-4 SH)	3
	Fine Arts Course	3
	History, Social, and Behavioral Sciences Course	3
	Literature Course	3

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	General Elective Course (3-4 SH)	3
	General Elective Course (3-4 SH)	3
	General Elective Course (3-4 SH)	3
	History, Social, and Behavioral Sciences Course	3
	Total credits:	**60**

Liberal Arts - Music Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

The increased interest in the arts in this country has created expanding opportunities for people who wish to make music their profession. The music department endeavors to meet the needs of these people by offering the Associate in Arts Degree with a music pathway. It is considered advisable that the entering student be able to demonstrate reasonable proficiency on an orchestral instrument, piano, or in voice. Any music major (piano, instrumental, vocal) is required to perform on a jury exam and recital each semester.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Additional Information

* MUP: Students are required to enroll in one Private Applied lesson each semester, and must complete the sequence on a single instrument, or voice, to fulfill this requirement.

* MUL: Students are required to enroll in one Ensemble each semester, numbered 180 or above, to fulfill this requirement.

Type: A.A.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
MUL 101	Class Piano I	1
MUS 100A	Convocation	1
MUS 101	Music Appreciation	3
MUS 111	Music Theory I	3
MUS 113	Music Theory Lab I	1
ORI 101	Orientation to College	1
	MUL Elective	1
	MUP Elective	1

Semester Two

Item #	Title	Credits
ENG 102	English Composition II	3
MUS 100B	Convocation	1
MUS 112	Music Theory II	3
MUS 114	Music Theory Lab II	1
SPH 107	Fundamentals of Public Speaking	3
	MUL Elective	1
	MUP Elective	1
	MTH 110 or more advanced	3

Semester Three

Item #	Title	Credits
MUL 102	Class Piano II	1
MUS 100C	Convocation	1
	History, Social, and Behavioral Sciences Course	3
	History, Social, and Behavioral Sciences Course	3
	Literature Course	3
	MUL Elective	1
	MUP Elective	1
	Natural Sciences Course	4

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
MUS 100D	Convocation	1
	History, Social, and Behavioral Sciences Course	3
	History, Social, and Behavioral Sciences Course	3
	Humanities and Fine Arts Course	3
	MUL Elective	1
	MUP Elective	1
	Natural Sciences Course	4
	Total credits:	**64**

Liberal Arts - Online Pathway

LENGTH: Four Semesters

This transferrable degree program is a generic guide for students who plan to transfer and earn a Bachelor of Arts degree, but who have not selected a specific area of concentration. It includes the courses most common in the freshman and sophomore years of study. It offers the opportunity to broaden one's experience and interest in a study of the arts, natural sciences, social sciences, and the humanities. College-level courses in this pathway may be completed online, thus allowing the student to earn an Associate in Arts degree 100% online. Developmental and co-requisite math and English courses may be offered online on a limited basis. Students needing these courses should plan to take them on campus, if necessary.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.A.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3
ORI 101	Orientation to College	1
	History, Social, and Behavioral Sciences Course	3
	Humanities and Fine Arts Course (OL)	3
	Natural Sciences Course	4

Semester Two

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 102	English Composition II	3
SPH 107	Fundamentals of Public Speaking	3
	History, Social, and Behavioral Sciences Course	3
	Natural Sciences Course	4

Semester Three

Item #	Title	Credits
	Humanities and Fine Arts Course (OL)	3
	Literature Course	3
	Social and Behavioral Science Course (OL)	3
	Major-Specific Elective Course	3-4
	Major-Specific Elective Course	3-4

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	Humanities and Fine Arts Course (OL)	3
	Social and Behavioral Science Course (OL)	3
	Major-Specific Elective Course	3-4
	Major-Specific Elective Course	3-4
	Total credits:	**60-64**

Liberal Arts - Social Science Pathway

Program Location: All locations except for Brookley Field

Length: Four Semesters

The Social Science pathway is designed to prepare students for the successful completion of a four-year degree in any of the social sciences. The College offers a variety of courses to acquaint the student with the different areas of the social sciences.

Semester-by-Semester Pathway/Alabama Transfers Guide

A semester-by-semester pathway is provided as a guide for course selection. Students should consult their Degree Works degree plan and complete an *Alabama Transfers* transfer guide to ensure that they take the appropriate courses for their major at their selected four-year institution. Click **here** for a link to the *Alabama Transfers* site. Students are also encouraged to contact their advisor for assistance regarding courses to be completed.

Type: A.A.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	Fine Arts Course (I)	3
	History, Social, and Behavioral Sciences Course	3
	History, Social, and Behavioral Sciences Course	3

Semester Two

Item #	Title	Credits
ENG 102	English Composition II	3
	MTH 112 or more advanced	3
	History, Social, and Behavioral Sciences Course	3
	History, Social, and Behavioral Sciences Course	3
	Natural Sciences Course	4

Semester Three

Item #	Title	Credits
SPH 107	Fundamentals of Public Speaking	3
	General Elective Course (3 SH)	3
	History, Social, and Behavioral Sciences Course	3
	Literature Course	3
	Natural Sciences Course	4

Complete Graduation Application

Complete the **graduation application** and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
SOC 200	Introduction to Sociology	3
	History, Social, and Behavioral Sciences Course	3
	Humanities and Fine Arts Course	3
	General Elective Course (3 SH)	3
	General Elective Course (3 SH)	3
	Total credits:	**60**

Nursing and Allied Health

Dental Assisting (with Certificate Option) (AAS-DAT)

Program Location: Bay Minette Campus

Nursing and Allied Health Division

Length: Five Semesters (A.A.S. Degree); Three Semesters (Certificate)

This program prepares individuals to assist with the care of dental patients under direct supervision of a dentist. Dental assistants help with the provision of patient care, business office administration and laboratory procedures. Dental assistants hold a vital role in the dental healthcare team. Responsibilities include recording patient's dental and health history, taking and recording vital signs, patient reassurance, treatment and instrument preparation, mixing and transferring dental materials, processing and sterilizing instruments, maintaining infection control, maintaining inventory control, exposing and processing radiographs, dental equipment maintenance, and providing patients pre-op, post-op, and oral hygiene instructions.

Students are required to take the Dental Assisting National Board Infection Control Exam, the Radiation Health and Safety Exam, and General Chairside Exam.

ADMISSION REQUIREMENTS:

1. Meet all the general admission requirements of Coastal Alabama.
2. Eligibility for ENG 101 and MTH 116/098 according to ACT or placement exam scores, if courses have not already been completed.
3. Minimum cumulative GPA of 2.3 for the last 24 credit hours of college coursework, or minimum cumulative GPA of 2.5 high school without college coursework. The GED equivalent is 2.5.
4. Submit official transcripts from all colleges attended and high school, or GED to admissions before July 15.
5. Submit Dental Assisting Program application with unofficial transcripts to program director by July 15 at close of business.
6. Upon acceptance and no later than the scheduled Dental Assisting Program orientation, the completed Dental Assisting form and Immunization form must be submitted. No blue cards accepted. Also, a copy of a current healthcare provider CPR card and consent to random drug testing and background check must be provided at mandatory Dental Assisting Program orientation. *Note: Students desiring to obtain BLS CPR certification at Coastal may enroll in EMS 100 during the first semester of the Dental Assisting Program.
7. Submit required form for observation of a dental assistant completing duties at a dental office.

SELECTION:

There are 24 available spaces. If over 24 qualified applications are received, in addition to the above, points will be awarded for ENG 101, MTH 116 (or higher level Math), PSY 200, and SPH 106 or 107. In the event of a tie, additional points will be awarded for a Fine Arts Elective, CIS 146, BIO 103, and SOC 200.

DEGREE:

A certificate is awarded upon completion of the DAT courses, ENG 101, MTH 116 (or higher level Math), PSY 200, and SPH 106 or 107 for a total of 48 credit hours. Students may work as dental assistants after successful completion of the certificate. Additional requirements for the Associate of Applied Science Degree are a Fine Arts elective, CIS 146, BIO 103, and SOC 200.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Coastal Alabama Community College's Dental Assisting program is accredited by the Commission on Dental Accreditation (CODA) and has been grated accreditation status of "approval without reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at

(800) 232-1608 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: https://coda.ada.org/

Type: A.A.S.

SEMESTER ONE

ORI 101 may not be required for those with prior college coursework. MTH 100, 112, 113 or a higher level math may be substituted for MTH 116. SPH 106 may be taken in place of SPH 107. The courses listed for this semester are required for the Dental Assisting Associate Degree and Dental Assisting Certificate.

Item #	Title	Credits
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
PSY 200	General Psychology	3
	MTH 116 or more advanced	3
	SPH 106 or SPH 107	3

SEMESTER TWO

The courses listed for this semester are required for a Dental Assisting Associate Degree, and are not required for a certificate.

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CIS 146	Computer Applications	3
SOC 200	Introduction to Sociology	3
	Humanities and Fine Arts Elective (I)	3

SEMESTER THREE

DAT 101 and DAT 102 procedures are taught to laboratory competence.

EMS 100 is an optional course for DAT students to pursue CPR certification for the healthcare provider.

Item #	Title	Credits
DAT 100	Introduction to Dental Assisting	2
DAT 101	Pre-Clinical Procedures I	3
DAT 102	Dental Materials	3
DAT 103	Anatomy and Physiology for Dental Assisting	3
DAT 104	Basic Sciences for Dental Assisting	2
EMS 100	Cardiopulmonary Resuscitation I	1

SEMESTER FOUR

DAT 112 procedures are taught to clinical competence.

Item #	Title	Credits
DAT 111	Clinical Practice I	5
DAT 112	Dental Radiology	3
DAT 113	Dental Health Education	2
DAT 116	Pre-Clinical Procedures II	3

SEMESTER FIVE

Item #	Title	Credits
DAT 121	Dental Office Procedures	3
DAT 122	Clinical Practice II	4
DAT 126	Dental Assisting Seminar	3
	Total credits:	**62**

Medical Assistant Technology (AAS-MAT) with Certificate Options

Location: Bay Minette (Hybrid)

Nursing and Allied Health Division

Length: Four semesters (A.A.S. Degree); Two semesters (Phlebotomy Certificate)

Admission each Spring Semester

This is a hybrid program (pending approval Spring Semester 2024) that prepares individuals, under the supervision of physicians/healthcare providers, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.

Admission Requirements

1. Unconditional admittance to the College and in good standing (minimum 2.0 cumulative GPA).
2. Submit original transcripts from all colleges attended, along with high school transcripts, to the registrar or admissions by program application deadline.
3. Submit a completed Medical Assistant Technology Application by appropriate deadline.
4. Eligible to register for English Composition I (ENG 101), Mathematical Applications (MTH 116) or higher level Math such as MTH 100, 110, 112, etc.
5. Meet Essential Eligibility Criteria for the Nursing and Allied Health Programs.

Must maintain a 'C' or higher in all required program courses. Completion of the above requirements does not guarantee admission to the program. The program is limited to 24 students per application cycle. Prospective students are ranked based on a point system to determine acceptance into the program if needed. If more than 24 applicants are eligible for admission, the following point scale will be used for selection.

Students are selected based on the following point system:

1. Cumulative College GPA. If a student has not taken previous college courses, the high school GPA will be used. 3.1 to 4.0 = 10 points; 2.1 to 3.0 = 5 points.
2. Three points will be awarded for an A; 2 points will be awarded for a B; 1 point will be awarded for a C for each of the following core course that have been completed prior to the application deadline: ENG 101, MTH 116, BIO 103, PSY 210, SPH 107, BIO 201, BIO 202, Humanities Elective.
3. Patient Care Certification: Three points may be awarded for current certification in a health occupation that requires direct contact with patients, such as Certified Nursing Assistant (CNA), Licensed Basic or Advanced EMT, Certified Dental Assistant, Certified Veterinary Technician, Certified Phlebotomist, or Certified Surgical Technologist. Proof (Copy of the certificate of completion) must be included with the application in order to receive points.

Once selected for the program, students are required to provide the following: drug screen, background check, physical exam showing ability to meet essential eligibility criteria, record of immunizations, proof of medical insurance and American Heart CPR. All medical assisting courses and core general education requirements must be passed with a minimum grade of a C in order to progress in the program.

Note: Students desiring to obtain BLS CPR certification at Coastal may enroll in EMS 100 during the first semester of the Medical Assisting Technology Program.

Upon successful completion of the first two semesters in the MAT program, the student will receive a Phlebotomy Certificate and be eligible to apply to take a Phlebotomy certification exam.

On successful completion of the MAT courses and the core academic classes below, the student will receive an AAS Degree in Medical Assisting Technology.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

ACCREDITATION: The Medical Assistant Technology program at Coastal Alabama Community College has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted.

CAAHEP

9355 113th Street North, #7709

Seminole, FL 33775

727-210-2350

https://www.caahep.org/

MAERB

2020 North California Avenue

#213 Suite 7

Chicago, IL 60647

312-392-0155

https://www.maerb.org/

Type: A.A.S.

Semester One

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

Item #	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
ORI 101	Orientation to College	1
	MTH 116 or more advanced	3
MAT 101	Medical Terminology	3
MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 128	Medical Law and Ethics for the Medical Assistant	3
MAT 215	Laboratory Procedures II for the Medical Assistant	3

Semester Two

Item #	Title	Credits
	MAT 102 or BIO 201 (Mini Term 1)	3
	MAT 103 or BIO 202 (Mini Term 2)	3
MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 120	Medical Administrative Procedures I	3
MAT 211	Clinical Procedures II for the Medical Assistant	3
MAT 239	Phlebotomy Preceptorship	3

Semester Three

Item #	Title	Credits
ENG 101	English Composition I	3
MAT 121	Medical Administrative Procedures II	3
MAT 200	Management of Office Emergencies	2
MAT 216	Pharmacology for the Medical Office	4
MAT 220	Medical Office Insurance	3
MAT 228	Medical Assistant Review Course	1
MAT 230	Medical Assistant Preceptorship	2

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
BIO 103	Principles of Biology I	4
PSY 210	Human Growth and Development	3
SPH 107	Fundamentals of Public Speaking	3
	Humanities and Fine Arts Elective (I)	3
	Total credits:	**65**

Medical Laboratory Technology (AAS-MLT)

Campus Location: Atmore

Nursing and Allied Health Department

Length: Five Semesters (A.A.S. Degree)

This is a daytime program that prepares individuals, under the supervision of clinical laboratory scientists/medical technologists, to perform routine medical laboratory procedures and tests and to apply preset strategies to record and analyze data. Includes instruction in general laboratory procedures and skills; laboratory mathematics; medical computer applications; interpersonal and communications skills; and the basic principles of hematology, medical microbiology, immunohematology, immunology, clinical chemistry, and urinalysis.

Admission Requirements

1. Unconditional admission to the College and in good standing (minimum 2.0 cumulative GPA)
2. Submit transcripts from all colleges attended and high school transcript to the registrar or admissions by program application deadline
3. Submit a completed Medical Laboratory Technology Program application by stated deadline.
4. Hold a minimum GPA of 2.5 is required on a 4.0 scale on the prerequisite academic courses: English Composition I (ENG 101), Mathematical Applications (MTH116) or higher-level Math such as MTH 100 or MTH 112, Principles of Biology (BIO103), and General Psychology (PSY 200). A minimum grade of a 'C' is required for all courses in the Medical Laboratory Technology curriculum.
5. Submit ACT score (no minimum required)
6. Meet *Essential Eligibility Criteria*

Completion of the above requirements does not guarantee admission to the program. Prospective students are rank ordered based on a point system to determine acceptance into the program.

Students are selected based on the following point system:

1. Three points are awarded for an A, two for a B, and one for a C in ENG 101, MTH 116 or higher-level math such as MTH 100 or 112, BIO 103, and PSY 200.
2. Three points each are awarded for completion of BIO 201 and/or BIO 202 with a C or higher.
3. Points are awarded equivalent to the student's ACT composite score.

Once selected for the program, students are required to provide the following: drug screen, background check, physical exam documenting ability to perform essential eligibility criteria, immunization records, and proof of medical insurance. A minimum grade of C is required in all required courses to progress in the program.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

ACCREDITATION: Coastal Alabama Community College is applying for initial accreditation for the Medical Laboratory Technology program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Students' eligibility to take some certification examinations may depend on whether or not the program achieves "serious applicant" status. Completion of the AAS degree is not contingent on passing an external certification or licensure exam.

NAACLS

5600 North River Rd, Suite 720

Rosemont, IL 60018-5119

773-714-8880

https://www.naacls.org/about.aspx

Type: A.A.S.

Courses Required for Program Application

ORI 101 may not be required for those with prior college coursework. The Humanities elective may be taken in any semester. All core academic courses are recommended to be taken prior to the start of MLT courses. A higher-level Math will substitute for MTH 116. Click on the title for more information.

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
MTH 116	Mathematical Applications	3
ORI 101	Orientation to College	1
PSY 200	General Psychology	3

Semester One (Spring)

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
MLT 111	Urinalysis	3
MLT 131	Laboratory Techniques	4
MLT 181	MLT Clinical Immunology	2

Semester Two (Summer)

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
MLT 141	MLT Microbiology I	5
MLT 151	MLT Clinical Chemistry	5

Semester Three (Fall)

Item #	Title	Credits
MLT 121	Hematology and Body Fluids	6
MLT 142	MLT Microbiology II	3
MLT 191	MLT Immunohematology	5

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
MLT 293	MLT Clinical Seminar	2
MLT 294	Medical Laboratory Practicum Hematology and Urinalysis	2
MLT 295	Medical Laboratory Practicum Microbiology	2
MLT 296	Medical Laboratory Practicum Immunohematology	2
MLT 297	Medical Laboratory Practicum Chemistry and Immunology	2
	Humanities and Fine Arts Elective (I)	3
	Total credits:	**68**

Nursing Mobility (LPN and Paramedic to ADN) (AAS-MOB)

Program Locations: Bay Minette, Brewton, and Thomasville Campuses if entering NUR 209; Brewton, Fairhope, and Monroeville if entering NUR 211

Nursing and Allied Health Division

Length: Three Semesters

This is a day program designed to prepare licensed paramedics and licensed practical nurses to practice as competent Registered Nurses after successful completion of the licensure exam. Licensure by the Boards of Nursing may be denied if an applicant has been convicted of a criminal offense, has abused drug or alcohol, has a history of chemical dependency or mental illness, has been placed on the federal abuse registry, or has been administratively discharged from the armed services.

ADMISSION REQUIREMENTS:

1. Unconditional admittance to the College and active student in good standing (minimum 2.0 GPA).

2. Submit original transcripts from all colleges attended and high school transcript to the registrar or admissions office by application deadline.
3. Submit a completed Mobility Nursing Program Application by stated deadline.
4. Hold a minimum GPA of 2.5 for the academic core courses in the program.
5. Submit a minimum composite score of 18 on ACT.
6. Submit either a valid, unencumbered Alabama or multistate LPN license, or valid, unencumbered Alabama Paramedic License.
7. Complete ENG 101, MTH 100 or higher, BIO 201, BIO 202, SPH1 06 or 107, and PSY 210 with a grade of C or higher prior to application deadline.
8. Meet essential eligibility criteria.

Students are selected based on the following point system:

1. Score on ACT with a minimum composite of 18 required.
2. Three points are awarded for an A, two for a B, and one for a C in ENG 101, MTH 100, BIO 201, and BIO 202.
3. One point each is awarded for completion of PSY 210, SPH 107, BIO 220, and a Humanities course with a C or higher.
4. Three points are awarded for completion of a higher level Math or Chemistry with a C or higher (MTH 116 is not a higher level MTH course).
5. Three points are awarded for completion of all eight general education courses required in the nursing program with a C or higher.

Once selected for the program, students are required to provide the following: drug screen, background check, physical exam showing ability to meet essential eligibility criteria, records of immunizations, proof of medical insurance and American Heart Association BLS CPR certification for the healthcare provider. All nursing courses must be passed with a minimum of 75 (C) in order to progress in the program. A nursing testing fee will be assessed each semester.
*Note: Students desiring to obtain BLS CPR certification at Coastal may enroll in EMS 100 during the first semester of the Nursing Program.

NOTES: The following courses must be completed prior to program application deadline:

- MTH 100, Intermediate College Algebra, or a higher level Math (Pre-Calculus, Statistics, or Finite Math)
- ENG 101, English Composition I
- BIO 201, Anatomy & Physiology I
- BIO 202, Anatomy & Physiology II
- SPH 106 or 107, Fundamentals of Public Speaking
- PSY 210, Human Growth & Development

LPN students who successfully completed the Alabama Community College System concept based PN curriculum within one academic year from start of the Mobility program are exempt from NUR 209. These students begin with NUR 211.

Upon successful completion of all Area I-V credit hours, students are awarded 15 non-traditional credit hours.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

ACCREDITATION: The Associate Degree and Practical Nursing programs of Coastal Alabama Community College are accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Alabama Board of Nursing (ABN).

ACEN

3343 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000

https://www.acenursing.org/

ABN

RSA Plaza, Suite 250
770 Washington Ave.
Montgomery, AL 36104

334-293-5200

https://www.abn.alabama.gov/

Coastal Alabama Community College's Simulation Program has been awarded full accreditation by the Society for Simulation in Healthcare (SSH) in the areas of Teaching/Education. This status has been granted from November 10, 2023, through December 31, 2028. The mission of the Simulation Program at Coastal Alabama Community College is to prepare all learners to be competent in providing safe patient care within the global community.

SSH

P.O. Box 856114
Minneapolis, MN 55485
866-730-6127
https://www.ssih.org

Type: A.A.S.

Semester One

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

Item #	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
NUR 209	Concepts for Healthcare Transition Students	10

Semester Two

* BIO 220 is required only if not previously completed.

Item #	Title	Credits
BIO 220	General Microbiology	4
NUR 211	Advanced Nursing Concepts	7

Semester Three

* The Humanities elective is required only if not already completed.

Item #	Title	Credits
NUR 221	Advanced Evidence Based Clinical Reasoning	7
	Humanities and Fine Arts Elective (I)	3
	Total credits:	**31**

Nursing RN (with Practical Nurse Option) (AAS-NUR)

Program Locations: Bay Minette, Brewton, Fairhope, Monroeville, and Thomasville Campuses

Nursing and Allied Health Division

Length: Five Semesters

This is a full-time day program designed to prepare students to practice as competent registered nurses (RN) after passing the licensure exam. Students who successfully complete the first three semesters (45 credit hours) are awarded a Practical Nursing (PN) Certificate and are eligible to take the licensure exam to become an LPN. Licensure by the Boards of Nursing may be denied if an applicant has been convicted of a criminal offense, has abused drugs or alcohol, has a history of chemical dependency or mental illness, has been placed on the federal abuse registry, or has been administratively discharged from the armed services.

ADMISSION REQUIREMENTS:

1. Unconditional admittance to the College and active student in good standing (minimum 2.0 GPA).
2. Submit original transcripts from all colleges attended and high school transcript to the registrar or admissions by application deadline.
3. Submit a completed Associate Degree Nursing Program Application by stated deadline.
4. Hold a minimum GPA of 2.5 for the academic core courses in the program or cumulative 2.5 GPA if a high school student without prior college coursework.
5. Submit a minimum composite score of 18 on ACT.
6. Must be eligible to take ENG 101, MTH 100, and BIO 201, if not already completed with a grade of C or higher.
7. Meet essential eligibility criteria

Completion of the above requirements does not guarantee admission to the program. Prospective students are rank ordered using a point system to determine acceptance to the program.

Students are selected based on the following point system:

1. Score on ACT with a minimum composite score of 18 required
2. Three points are awarded for an A, two for a B, and one for a C in ENG 101, MTH 100, BIO 201, and BIO 202.
3. One point each is awarded for completion of PSY 210, SPH 106 or 107, BIO 220, and a Humanities course with a C or higher.
4. Three points are awarded for completion of a higher level Math or Chemistry with a C or higher (MTH 116, Mathematical Applications, is not a higher level Math course). Alternately, three extra points may be awarded for current certification in a health occupation that requires direct contact with patients, such as Certified Nursing Assistant (CNA), Certified Medical Assistant, Licensed Basic or Advanced EMT, Certified Dental Assistant, Certified Veterinary Technician, Certified Phlebotomist, or Certified Surgical Technologist. Proof (Copy of the certificate of completion) must be included with the application in order to receive extra points. Applicants may receive up to 3 extra points total for this section. Example: Applicants will NOT receive 3 points for a higher-level math and 3 points for being a CNA.

5. Three points are awarded for completion of all eight general education courses required in the nursing program with a C or higher prior to the application deadline.
6. All applicable courses must be completed by application deadline in order to be awarded points.

Once selected for the program, students are required to provide the following: drug screen, background check, physical exam showing ability to meet essential eligibility criteria, records of immunizations, proof of medical insurance and American Heart Association BLS CPR certification for the healthcare provider. All nursing courses must be passed with a minimum of 75 (C) in order to progress in the program. A nursing testing fee will be assessed each semester.
*Note: Students desiring to obtain BLS CPR certification at Coastal may enroll in EMS 100 during the first semester of the Nursing Program.

It is highly recommended that students take the general education courses prior to beginning the nursing coursework.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

ACCREDITATION: The Associate Degree and Practical Nursing programs of Coastal Alabama Community College are accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Alabama Board of Nursing (ABN).

ACEN

3343 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000

https://www.acenursing.org/

ABN

RSA Plaza, Suite 250
770 Washington Ave.
Montgomery, AL 36104

334-293-5200

https://www.abn.alabama.gov/

Coastal Alabama Community College's Simulation Program has been awarded full accreditation by the Society for Simulation in Healthcare (SSH) in the areas of Teaching/Education. This status has been granted from November 10, 2023, through December 31, 2028. The mission of the Simulation Program at Coastal Alabama Community College is to prepare all learners to be competent in providing safe patient care within the global community.

SSH

P.O. Box 856114
Minneapolis, MN 55485
866-730-6127
https://www.ssih.org

Type: A.A.S.

Suggested Prior to Program Admission

It is suggested that students complete general education courses required for the associate degree nursing program prior to program admission. Please note that Math 116, Mathematical Applications, does not fulfill the Math requirement. ORI 101, Orientation to College will be required for first time college students. SPH 106 or 107 fulfills the Speech requirement.

Item #	Title	Credits
ENG 101	English Composition I	3
	BIO 103 or BIO 201	4
	MTH 100 or more advanced	3
	SPH 106 or SPH 107	3

Suggested Prior to Program Admission

*A higher level math or chemistry may be taken to obtain extra points toward admittance to the program, but are not required.

Item #	Title	Credits
BIO 220	General Microbiology	4
PSY 210	Human Growth and Development	3
	BIO 201 or BIO 202	4
	Humanities and Fine Arts Elective (I)	3
	Math or Chem Elective	0-4

SEMESTER ONE

MTH 100, or more advanced Math, and BIO 201 are required if not already completed with a C or higher. Please note that MTH 116, Mathematical Applications, does not fulfill the Math requirement.

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

Item #	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
BIO 201	Human Anatomy and Physiology I	4
	MTH 100 or more advanced	3
NUR 112	Fundamental Concepts of Nursing	7

SEMESTER TWO

ENG 101, PSY 210, and BIO 202 are required if not already completed with a C or higher.

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
NUR 113	Nursing Concepts I	8
PSY 210	Human Growth and Development	3

SEMESTER THREE

SPH 106 or 107 is required if not already completed with a C or higher.

Item #	Title	Credits
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
	SPH 106 or SPH 107	3

SEMESTER FOUR

BIO 220 is required if not already completed with a C or higher. BIO 220 is not a requirement of the Practical Nursing Certificate.

Item #	Title	Credits
BIO 220	General Microbiology	4
NUR 211	Advanced Nursing Concepts	7

SEMESTER FIVE

A Humanities and Fine Arts elective is required if not already completed with a C or higher. This elective is not required for a Practical Nursing Certificate.

Item #	Title	Credits
NUR 221	Advanced Evidence Based Clinical Reasoning	7
	Humanities and Fine Arts Elective (I)	3
	Total credits:	**66**

Paramedic (AAS-EMP)

Program Location: Fairhope Campus

Nursing and Allied Health Division

Length: Two-Year Program (A.A.S. Degree);

The Paramedic Program prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in prehospital settings and to supervise Ambulance personnel. Includes instruction in basic, intermediate, and advanced EMT procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personnel supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of diseases and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations. The purpose of the program is as follows: To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

ADMISSION REQUIREMENTS:

1. Unconditional, active admission to the College.
2. Submission of current NREMT-Basic EMT certification or Alabama EMT license to the Director of EMS and proof of successful completion of an advanced EMT course prior to starting paramedic courses.
3. Good standing with the College (minimum 2.0 cumulative GPA).
4. Minimum 2.0 GPA in all previous EMS coursework.
5. Eligible to take ENG 101, MTH 100, and BIO 201. A grade of C or higher is required for completion of the degree.
6. Meet the Essential Job Functions listed for EMS per the Alabama Department of Public Health.

Once admitted, students must provide a background check, drug screening, medical insurance, immunization

records, and a completed Essential Job Function form. All general education requirements must be completed prior to the last semester of the program. Current, unencumbered NREMT or Alabama EMT license is acceptable credit for EMS 118 and EMS 119. Documents must be presented to Admissions/Registrar to receive credit. All paramedic courses must be passed with a minimum of 75 in order to progress in the program.

SEE ADVISOR ABOUT PREREQUISITE AND DEGREE REQUIREMENTS:

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

The Coastal Alabama Community College Emergency Medical Services-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 Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
www.caahep.org
9355 113th St N, #7709
Seminole, FL 33775
727-210-2350

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
https://coaemsp.org/
8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
214-703-8445

Type: A.A.S.

Semester One (Fall)

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

EMS 107 is an optional course for students to pursue EVOC-Ambulance training.

Item #	Title	Credits
ENG 101	English Composition I	3
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1

Semester Two (Spring)

BIO 103 Principles of Biology is required to register for BIO 201 Anatomy and Physiology I. BIO 103 may be waived for students who have been awarded prior credit for a college science course, successfully completed high school anatomy & physiology, or completed a health certificate program. Please seek a health sciences adviser to see if qualified.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
	MTH 100 or MTH 112	3

Semester Three (Summer)

PSY 200 or 210 will satisfy the psychology requirement. SPH 106 or 107 will satisfy the speech requirement.

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
PHL 206	Ethics and Society	3
	PSY 200 or PSY 210	3
	SPH 106 or SPH 107	3

Semester Four (Fall)

Item #	Title	Credits
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 244	Paramedic Clinical I	1
EMS 257	Paramedic Applied Pharmacology	2

Semester Five (Spring)

Item #	Title	Credits
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinicals II	3

Semester Six (Summer)

Item #	Title	Credits
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
	Total credits:	**71**

Respiratory Care Therapy/Therapist (AAS-RPT)

Program Location: Bay Minette Campus

Nursing and Allied Health Division

Length: Five Semesters (A.A.S. Degree)

Coastal Alabama Community College's Respiratory Care Therapy program is designed to prepare individuals, under the supervision of physicians, to assist in developing respiratory care plans, administer respiratory care procedures, supervise personnel and equipment operation, maintain records, and consult with other health care team members. This program includes instruction in the applied basic biomedical sciences; anatomy, physiology, and pathology of the respiratory system; clinical medicine; therapeutic procedures; clinical expressions; data collection and recordkeeping; patient communication; equipment operation and maintenance; personnel supervision; and procedures for special population groups. The program's goal is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists, RRTs).

Admission Requirements

1. Unconditional admittance to the College and in good standing (minimum 2.0 cumulative GPA).
2. Submit original transcripts from all colleges attended, along with high school transcripts, to the Registrar or Admissions Office by program application deadline.
3. Submit a completed Respiratory Therapy Program Application by appropriate deadline.
4. Hold a minimum GPA of 2.5 for the academic core courses in the program.
5. Complete English Composition I (ENG101), Intermediate College Algebra (MTH100) or higher level Math, Principles of Biology (BIO103), General Psychology (PSY200) or Human Growth and Development (PSY210), and a Humanities elective with a grade of C or higher prior to application deadline.
6. Submit a minimum composite score of 18 on the ACT for program selection criteria.
7. Meet Essential Eligibility Criteria.

Completion of the above requirements does not guarantee admission to the program. Prospective students are rank ordered based on a point system to determine acceptance into the program.

Students are selected based on the following point system:

1. Score on ACT with a minimum composite score of 18 required
2. Three points are awarded for an A, two for a B, and one for a C in ENG 101, MTH 100, BIO 201, and BIO 202
3. One point each is awarded for completion of BIO 103, PSY 200 or 210, and a humanities course with a C or higher
4. Three points are awarded for completion of a higher-level math or chemistry with a C or higher (MTH 116 is not an accepted math). Alternately, three extra points may be awarded for current certification in a health occupation that requires direct patient contact, such as Certified Nursing Assistant (CNA), Certified Medical Assistant, Licensed Basic or Advanced EMT, Certified Dental Assistant, Certified Veterinary Technician, Certified Phlebotomist, or Certified Surgical Technologist. Proof (copy of the certificate of completion) must be included with the application in order to receive extra points. Applicants may receive up to 3 extra points total for this section. Example: Applicants will NOT receive 3 points for a higher-level math and 3 points for being a CNA.
5. Three points are awarded for completion of all seven general education courses required in the respiratory program with a grade of C or higher
6. All applicable courses must be completed by application deadline in order to be awarded points.

Once selected for the program, students are required to provide the following: drug screen, background check, physical exam showing ability to meet essential eligibility criteria, records of immunizations, proof of medical insurance and American Heart Association BLS CPR

certification for the healthcare provider. All respiratory courses must be passed with a minimum of 75 (C) in order to progress in the program.
*Note: Students desiring to obtain BLS CPR certification at Coastal may enroll in EMS 100 during the first semester of the Respiratory Care Therapy Program.

It is highly recommended that students take the general education courses prior to beginning respiratory coursework.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Coastal Alabama Community College, CoARC program number 200656, an Associate in Applied Science degree program, in Bay Minette, Alabama, holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards (through submission of an acceptable Provisional Accreditation Self-Study Report (PSSR) and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit), to be allowed to admit students. It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation

Comment or complaints may be directed to the following:

Commission on Accreditation of Respiratory Care (CoARC)

264 Precision Boulevard

Telford, TN 37690

817-283-2835

https://coarc.com/

CoARC accredits respiratory therapy educational programs in the United States. To achieve this end, it utilizes an "outcome based" process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. Outcomes information from all programs and program options accredited by the CoARC may be found at the following link https://coarc.com/

Type: A.A.S.

Required Prior to Program Admission

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
PSY 200	General Psychology	3
	Humanities and Fine Arts Elective (I)	3
	MTH 100 or more advanced	3

Semester One (Spring)

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
EMS 100	Cardiopulmonary Resuscitation I	1
RPT 210	Clinical Practice I	2
RPT 211	Introduction to Respiratory Care	2
RPT 212	Fundamentals of Respiratory Care I	4
RPT 213	Anatomy and Physiology for the RCP	3
RPT 214	Pharmacology for the RCP	2

Semester Two (Summer)

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
RPT 220	Clinical Practice II	2
RPT 221	Pathology for the RCP I	3
RPT 222	Fundamentals of Respiratory Care II	4
RPT 223	Acid Base Regulation and ABG Analysis	2

Semester Three (Fall)

Item #	Title	Credits
RPT 230	Clinical Practice III	2
RPT 233	Special Procedures for the RCP	2
RPT 234	Mechanical Ventilation for the RCP	4
RPT 241	Rehabilitation and Home Care for the RCP	2
RPT 242	Perinatal/Pediatric Respiratory Care	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
RPT 232	Diagnostic Procedures for the RCP	2
RPT 240	Clinical Practice IV	4
RPT 243	Computer Applications for the RCP	2
RPT 244	Critical Care Considerations for the RCP	2
RPT 266	Seminar in Respiratory Medicine I	1
	Total credits:	**72**

Surgical Technology (AAS-SUR)

Program Location: Bay Minette Campus

Nursing and Allied Health Division

Length: Five-Six Semesters

This program is designed to prepare competent entry-level surgical technologists for employment as members of the surgical team in any surgical facility setting. Program instruction includes cognitive, psychomotor, and affective learning domains. Students may obtain their Certification as a Surgical Technologist after successful completion of this program and upon passing the national certification examination. Students will relate theoretical knowledge to the care of patients undergoing surgery and will develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; and assist surgeons with surgical procedures. Employment opportunities may be attained in labor/delivery departments, inpatient/outpatient surgery centers, hospital surgery departments, physicians' offices, and central supply departments.

ADMISSION REQUIREMENTS:

Admission is for fall semester of each year. A separate surgical technology application is due by July 15 for fall enrollment. To be eligible, applicants must:

1. Be unconditionally admitted to the College and be an active student in good standing (Minimum 2.0 GPA).
2. Submit all transcripts to the registrar or admissions by application deadline.
3. Submit completed Surgical Technology Program Application by stated deadline.
4. Complete or be in the process of completing the following five required general education courses with a grade of C or higher; ENG 101, MTH 100 or more advanced, BIO 201, BIO 202 or 220, and a Humanities elective (note ORI 101 is required of first time college students and BIO 103 is prerequisite to the Anatomy's unless the student has had other Biology coursework or a certificate/degree in a health-related field that may allow for a waiver of the BIO 103 requirement.
5. Meet essential eligibility criteria.

Completion of the above requirements does not guarantee admission into the program. There is a class size limit of 24 students. Prospective students are rank ordered using a point system to determine acceptance into the program.

Students are selected based on the following point system:

1. 3 points for an A, 2 points for a B, and 1 point for a C in MTH 100, ENG 101, BIO 201, BIO 202, and BIO 220.
2. 1 point for a C or higher in PSY 200 or 210, SPH 106 or 107, and a Humanities elective such as Art or Music Appreciation, Theater, Ethics, Philosophy, Religion, or foreign language.
3. 10 points for GPA of 3.1-4.0, 5 points for a GPA of 2.1-3.0, O points for GPA 2.0 or less.
4. 1 point for Chemistry or an advanced Math.

Upon provisional acceptance into the program, students are required to provide a physical exam showing the ability to meet essential eligibility criteria (as outlined in the Surgical Technology application), CPR certification, proof of medical insurance, and records of immunization. Students will also be required to submit a background check and drug screen with results accepted by clinical affiliates.

Note: Students desiring to obtain BLS CPR certification at Coastal may enroll in EMS 100 during the first semester of the Surgical Technology Program.

The courses listed in the below degree plan are required for an Associate in Applied Science Degree. Students are eligible to take the certification exam and work as surgical technologists upon completion of the degree. A minimum of a 'C' is required in all program courses including the required general education courses in order to progress in the program.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

The Coastal Alabama Community College Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs
www.caahep.org
9355 113th St N, #7709
Seminole, FL 33775
727-210-2350

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
https://arcstsa.org/
19751 East Mainstreet, Suite #339
Parker, CO 80138
303-694-9262

Type: A.A.S.

Semester One

ORI 101 will be required for those without prior college coursework as specified in the College Catalog.

Principles of Biology, BIO 103, is a pre-requisite for Anatomy & Physiology I which is a pre-requisite for program admission. (Contact the Biology Division Chair to determine if the requirement for BIO 103 may be waived.)

MTH 116, Mathematical Applications, does not meet the minimum requirement for Math.

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

Item #	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
ENG 101	English Composition I	3
	PSY 200 or PSY 210	3
	BIO 103 or BIO 201	4
	MTH 100 or more advanced	3

Semester Two

SPH 106 or 107 fulfills the Speech requirement.

Item #	Title	Credits
BIO 220	General Microbiology	4
	BIO 201 or BIO 202	4
	Humanities and Fine Arts Elective (I)	3
	SPH 106 or SPH 107	3

Semester Three (Fall)

BIO 202 to be taken this semester, if not already completed.

Item #	Title	Credits
SUR 100	Principles of Surgical Technology	5
SUR 102	Applied Surgical Techniques	4
SUR 103	Surgical Procedures	5
SUR 108	Pharmacology for the Surgical Technologist	2

Semester Four (Spring)

Item #	Title	Credits
SUR 104	Surgical Practicum I	4
SUR 105	Surgical Practicum II	5

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Five (Summer)

Item #	Title	Credits
SUR 106	Role Transition in Surgical Technology	1
SUR 205	Surgical Practicum IV	5
SUR 210	Special Topics in Surgical Technology	2
	Total credits:	**60**

Veterinary Technology (AAS-VET)

Program Location: Bay Minette Campus and Online

Nursing and Allied Health Division

Length: Five Semesters

This program is designed to provide students the opportunity to acquire knowledge, skills and attitudes necessary to enter the Veterinary Technology services occupation as employees of veterinary offices and clinics. Upon completion of the program, students are eligible to apply for the licensure exam as administered by the American Association of Veterinary State Boards and the Alabama State Board of Veterinary Medical Examiners.

This program is offered online; however, students must come to campus at designated dates and attend weekly clinicals at an approved veterinary facility in Alabama. Students who do not have previous veterinary experience must complete clinical hours in an approved clinical site in Mobile or Baldwin County. Program

admission is Spring Semester. A separate veterinary technology application is due by November 1 of the preceding year.

ADMISSION REQUIREMENTS:

1. Unconditional admission to Coastal Alabama and active student in good standing.
2. Submit all transcripts to admissions.
3. Submit Veterinary Technology Application by stated deadline.
4. Complete or be in the process of completing the following four required general education courses prior to application deadline with a grade of C or higher: ENG 101, MTH 100, SPH 107, and BIO 103.
5. Provide proof of medical insurance.
6. Must be 18 years of age by the beginning of the fall semester in the program.
7. Submit Veterinary Technician Job Observation and Interview Questionnaire.
8. Submit the recorded statement of interest and intent included in the Veterinary Technology Application.
9. Meet the essential eligibility criteria or technical standards required for veterinary technology.

Completion of the above requirements does not guarantee admission into the program. Prospective students are rank ordered based on a point system to determine acceptance into the program. Please contact the Veterinary Technology division if you have any questions or need any assistance completing the application.

Students are selected based on the following point system:

1. 30 points for an A, 20 points for a B, and 10 points for a C in ENG 101, MTH 100, and BIO 103.
2. 10 points for a GPA of 3.1-4.0, 5 points for a GPA of 2.1-3.0, 0 points for GPA of 2.0 or less.
3. Five points for an advanced Math, 5 points for BIO 201, and 5 points for BIO 202 with a C or higher.
4. Five points for veterinary experience.

Students in process of taking core pre-requisites during the Fall Semester at time of application may be accepted into the program on a provisional basis and may begin the program Spring Semester provided the pre-requisites are passed with a "C" or higher.

Students must have access to a computer with high speed internet connection and video capabilities/web cam and provide own transportation to clinical sites. Coastal Alabama Community College Library Services provides rental of computers for current students, if needed. All VET courses must be completed with a grade of C or higher for satisfactory progression and graduation.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

The Veterinary Technology Program at Coastal Alabama Community College is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA).

1931 North Meacham Road, Suite 100
Schaumburg, IL 6073-4360
800-248-2862
https://www.avma.org/education/center-for-veterinary-accreditation/accreditation-veterinary-technicians

Type: A.A.S.

Courses Required for Program Application

Please note that MTH 116, Mathematical Applications, does not fulfill the Math requirement.

ORI 101, Orientation to College, is required for first time college students.

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
	SPH 106 or SPH 107	3

Semester One (Spring)

Item #	Title	Credits
VET 110	Vet Tech Clinics I	2
VET 112	Introduction to Vet Technology	5
VET 114	Clinical Anatomy & Physiology of Animals	5
	Social Science/History Elective (3 SH)	3

Semester Two (Summer)

Item #	Title	Credits
VET 120	Vet Tech Clinics II	3
VET 124	Clinical Procedures & Pathology	4
VET 236	Vet Microbiology & Parasitology	3
VET 242	Animal Nutrition and Laboratory Animals	3

Semester Three (Fall)

Item #	Title	Credits
VET 126	Animal Diseases & Immunology	3
VET 230	Vet Tech Clinics III	3
VET 232	Anesthesia and Diagnostic Imaging	4
VET 234	Animal Pharmacology & Toxicology	3
	Humanities and Fine Arts Elective (I)	3

Semester Four (Spring)

Item #	Title	Credits
VET 122	Vet Tech Emergencies & First Aid	5
VET 240	Vet Tech Clinics IV	3
VET 244	Seminar in Veterinary Technology	3
VET 250	Vet Tech Preceptorship	3
	Total credits:	**71**

Paramedic (CER-EMP)

Program Location: Fairhope Campus

Nursing and Allied Health Division

Length: One-year Certificate

The Paramedic Program prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in prehospital settings and to supervise Ambulance personnel. Includes instruction in basic, intermediate, and advanced EMT procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personnel supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of diseases and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations. The purpose of the program is as follows: To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

ADMISSION REQUIREMENTS:

1. Unconditional, active admission to the College.
2. Submission of current NREMT-Basic EMT certification or Alabama EMT license to the Director of EMS and proof of successful completion of an advanced EMT course within the last two academic years prior to starting paramedic courses.
3. Good standing with the College (minimum 2.0 cumulative GPA).
4. Minimum 2.0 GPA in all previous EMS coursework.
5. Eligible to take ENG 101, MTH 100, and BIO 201. A grade of C or higher is required for completion of the degree.
6. Meet the Essential Job Functions listed for EMS per the Alabama Department of Public Health.

The paramedic program is offered in various semesters.

Once admitted, students must provide a background check, drug screen, medical insurance, immunization records, a completed Essential Job Function form. Current, unencumbered NREMT or Alabama EMT license is acceptable credit for EMS 118 and EMS 119. Documents must be presented to Admissions/Registrar to receive credit. All paramedic courses must be passed with a minimum of 75 in order to progress in the program.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

The Coastal Alabama Community College Emergency Medical Services-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 Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
www.caahep.org
9355 113th St N, #7709
Seminole, FL 33775
727-210-2350

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
https://coaemsp.org/
8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
214-703-8445

Type: Certificate

REQUIRED PRIOR TO PROGRAM ADMISSION

Possession of a current NREMT-Basic EMT certification or Alabama EMT license is required. If not licensed, EMS 118 and EMS 119 must be successfully completed.

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

EMS 107 is an optional course for students to pursue EVOC-Ambulance training.

Item #	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
MTH 100	Intermediate College Algebra	3

REQUIRED PRIOR TO PROGRAM ADMISSION

Proof of successful completion of an advanced EMT course within the last two academic years is required. If not completed, EMS 155 and EMS 156 must be taken.

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
ENG 101	English Composition I	3

SEMESTER ONE (FALL)

Possession of a current NREMT-Basic EMT certification or Alabama EMT license and proof of successful completion of an advanced EMT course within the last two academic years is required prior to starting the paramedic courses.

Item #	Title	Credits
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 244	Paramedic Clinical I	1
EMS 257	Paramedic Applied Pharmacology	2

SEMESTER TWO (SPRING)

Item #	Title	Credits
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinicals II	3

SEMESTER THREE (SUMMER)

Item #	Title	Credits
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
	Total credits:	**54**

Practical Nursing (CER-LPN)

Program Location: Atmore and Thomasville Campuses

Nursing and Allied Health Division

Length: Three Semesters

This is a full-time day program designed to prepare students to practice as competent Licensed Practical Nurses (LPN) after passing the licensure exam. Students who successfully complete the three semesters (45 credit hours) are awarded a Practical Nursing (PN) Certificate and are eligible to take the licensure exam to become an LPN. Licensure by the Boards of Nursing may be denied if an applicant has been convicted of a criminal offense, has abused drugs or alcohol, has a history of chemical dependency or mental illness, has been placed on the federal abuse registry, or has been administratively discharged from the armed services.

ADMISSION REQUIREMENTS:

1. Unconditional admission to the College and active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit original transcripts from all schools attended to the registrar or admissions office by application deadline.
3. Submit a completed Practical Nursing Program Application by stated deadline.
4. Hold a minimum GPA of 2.5 for the academic core courses in the program or cumulative 2.5 GPA if a high school student without prior college coursework.
5. Be eligible for ENG 101, MTH 116, and BIO 201.
6. Meet essential eligibility criteria.

Completion of the above requirements does not guarantee admission into the program. Prospective students are rank ordered using a point system to determine acceptance into the program.

Students are selected based on the following point system:

1. Score on ACT (no minimum composite score required)
2. Three points are awarded for an A, two for a B, and one for a C in ENG 101, MTH 116 or higher level math, BIO 201, and BIO 202
3. One point each is awarded for completion of PSY 210, SPH 106 or 107, BIO 220, and a Humanities course with a C or higher (BIO 220 and a Humanities elective are not required for the PN Certificate)
4. Three points may be awarded if the student is currently certified in a health occupation that requires direct contact with patients, such as Certified Nursing Assistant (CNA), Certified Medical Assistant, Licensed Basic or Advanced EMT, Certified Dental Assistant, Certified Veterinary Technician, Certified Phlebotomist, or Certified Surgical Technologist. Proof (Copy of the Certificate of completion) must be submitted with the application in order to receive extra points. Alternatively, applicants who have completed a chemistry or higher-level math (such as MTH 110, 112, or 265) with a grade of "C" or higher may be awarded 3 extra points. Applicants may receive up to 3 extra points total for this section. Example: Applicants will NOT receive 3 points for a higher-level math and 3 points for being a CNA.
5. Three points are awarded for completion of all six general education courses required in the practical nursing program with a C or higher.

Once selected for the program, students are required to provide the following: drug screen, background check, physical exam showing ability to meet essential functions, record of immunizations, proof of medical insurance and American Heart Association BLS CPR certification for the healthcare provider. All nursing courses must be passed with a minimum of 75 (C) in order to progress in the program. A nursing testing fee is assessed each semester.

Note: Students desiring to obtain BLS CPR certification at Coastal may enroll in EMS 100 during the first semester of the Nursing Program.

It is highly recommended that students take the biology courses and other general education courses prior to beginning the nursing coursework.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

ACCREDITATION: The Associate Degree and Practical Nursing programs of Coastal Alabama Community College are accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Alabama Board of Nursing (ABN).

ACEN

3343 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000

https://www.acenursing.org/

ABN

RSA Plaza, Suite 250
770 Washington Ave.
Montgomery, AL 36104

334-293-5200

https://www.abn.alabama.gov/

Coastal Alabama Community College's Simulation Program has been awarded full accreditation by the Society for Simulation in Healthcare (SSH) in the areas of Teaching/Education. This status has been granted from November 10, 2023, through December 31, 2028. The mission of the Simulation Program at Coastal Alabama Community College is to prepare all learners to be competent in providing safe patient care within the global community.

SSH

P.O. Box 856114
Minneapolis, MN 55485
866-730-6127
https://www.ssih.org

Type: Certificate

Suggested Prior to Program Admission

It is suggested that students complete the general education courses required for the practical nursing program prior to program admission. Please note that Math 116, Mathematical Application, or a higher level math such as MTH 100, Intermediate College Algebra, fulfills the math requirement. SPH 106 or 107 fulfills the speech requirement. ORI 101, Orientation to College, will be required of first time college students.

Item #	Title	Credits
ENG 101	English Composition I	3
	BIO 103 or BIO 201	4
	MTH 116 or more advanced	3
	SPH 106 or SPH 107	3
ORI 101	Orientation to College	1

Suggested Prior to Program Admission

Item #	Title	Credits
PSY 210	Human Growth and Development	3
	BIO 201 or BIO 202	4
	Math or Chem Elective	0-4
	Humanities and Fine Arts Elective	3

Suggested Prior to Program Admission

It is suggested students complete BIO 202, Anatomy and Physiology II, and BIO 220, Microbiology, prior to program admission if possible. Microbiology is not a requirement of the practical nursing program, but is awarded a point in the selection process.

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
BIO 220	General Microbiology	4

Semester One

MTH 116, or more advanced Math, and BIO 201, Anatomy and Physiology I, are required if not already completed with a C or higher.

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

Item #	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
BIO 201	Human Anatomy and Physiology I	4
NUR 112	Fundamental Concepts of Nursing	7
	MTH 116 or more advanced	3

Semester Two

ENG 101, PSY 210, and BIO 202 are required if not already completed with a C or higher.

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
PSY 210	Human Growth and Development	3
NUR 113	Nursing Concepts I	8

Semester Three

SPH 106 or 107 is required if not already completed with a C or higher.

Item #	Title	Credits
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
	SPH 106 or SPH 107	3
	Total credits:	**45**

Advanced Emergency Medical Technician (STC-EMA)

Program Locations: Atmore, Bay Minette, Brewton, Brookley Field, Fairhope, and Monroeville Campuses

Nursing and Allied Health Division

Length: One Semester

This program is designed to prepare students for employment as Emergency Medical Technicians at the advanced level. Upon completion of the training certificate, graduates are eligible to apply for the National Registry examination. An Alabama Advanced EMT license is obtained by passing this examination.

ADMISSION REQUIREMENTS:

Unconditional admission to Coastal Alabama Community College and:

1. Declare an AEMT Training Certificate major
2. Meet the essential job functions listed for EMS per the Alabama Department of Public Health
3. Hold a National Registry Basic EMT Certification or must obtain National Certification within the first two weeks of the start of the course. Documents must be presented to the Admissions/Registrar to receive credit. Failure to obtain Basic EMT Certification will result in dismissal from the program.

Once admitted, students must provide a background check, drug screen, medical insurance,

immunization records, a completed Essential Job Function form, and a physical exam performed by a licensed medical provider. Students must achieve 75%, or higher, in all EMS coursework to advance within the program.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

EMS 107 is an optional course for students to pursue EVOC-Ambulance training.

Item #	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
	Total credits:	**9**

Emergency Medical Technician (STC-EMT)

Program Locations: Atmore, Bay Minette, Brewton, Brookley Field, Fairhope, and Monroeville Campuses

Nursing and Allied Health Division

Length: One Semester

This program is designed to prepare students for employment as Emergency Medical Technicians at the basic level. Upon completion of the training certificate, graduates are eligible to apply for the National Registry examination. An Alabama Basic EMT license is obtained by passing this examination.

ADMISSION REQUIREMENTS:

Unconditional admission to Coastal Alabama Community College and:

1. Declare an EMT Training Certificate major
2. Meet the essential job functions listed for EMS per the Alabama Department of Public Health

Once admitted students must provide a background check, drug screen, medical insurance, immunization records, a completed Essential Job Function form, and a physical exam performed by a licensed medical provider. Students must achieve 75%, or higher, in all EMS coursework to advance within the program.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

*Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

EMS 107 is an optional course for students to pursue EVOC-Ambulance training.

Item #	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
	Total credits:	**10**

Welding and Career Technology

Welding Technology (AAS-WDT)

Program Locations: The Academy at Fairhope Airport, Atmore, Monroeville, and Thomasville Campuses

Welding and Career Technology Division

Length: Four Semesters

The Associate in Applied Science degree in Welding Technology is designed to prepare individuals for employment in the field of welding. The program is competency based that includes both theory and hands on practical application based instruction.

Instruction is provided in various processes and techniques of welding and cutting different types of materials.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: A.A.S.

Semester One

Item #	Title	Credits
WDT 108	Shielded Metal Arc Fillet/OFC	3
WDT 109	Shielded Metal Arc Fillet/PAC/CAC	3
WDT 122	Shielded Metal Arc Fillet/OFC Lab	3
WDT 123	Shielded Metal Arc Fillet/PAC/CAC Lab	3
WKO 110	NCCER Core	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
WDT 115	GTAW Carbon Pipe	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 217	SMAW Carbon Pipe	3
	Welding AAS Electives	3

Semester Three

Item #	Title	Credits
ENG 101	English Composition I	3
WDT 125	Shielded Metal Arc Groove Welding Lab	3
MTH 116	Mathematical Applications	3
WDT 116	GTAW Stainless Pipe	3
	Welding AAS Electives	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CIS 146	Computer Applications	3
WDT 110	Industrial Blueprint Reading	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**61**

Masonry (CER-MSR)

Location: Dual Enrollment Only

Welding and Career Technology

Length: Three Semesters

The Masonry Program will prepare students for careers in bricklaying and the building industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Clock Hours: 1,950

Type: Certificate

Semester One

Item #	Title	Credits
MAS 111	Masonry Fundamentals	3
MAS 121	Brick/Block Fundamentals I	3
MAS 161	Block Masonry Lab	3
MAS 181	Special Topics in Masonry I	3
MAS 182	Special Topics in Masonry II	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ENG 101	English Composition I	3
MAS 131	Brick/Block Fundamentals II	3
MAS 151	Brick/Block Fundamentals III	3
MAS 162	Brick Masonry Lab	3
MAS 171	Residential/Commercial Masonry	3
MAS 183	Special Topics in Masonry III	3

Semester Three

Item #	Title	Credits
MAS 211	Stone Masonry	3
MAS 251	Stone Masonry Lab	3
MAS 252	Fireplace Construction	3
MAS 253	Brick Arches Lab	3
MTH 116	Mathematical Applications	3
	SPH 106 or SPH 107	3
	Total credits:	**52**

Automotive Body Repair (STC-ABR)

Program Locations: Dual Enrollment Only - North Baldwin Center for Technology and South Baldwin Center for Technology

Welding and Career Technology Division

Length: Two Semesters

The Automotive Body Repair program offers basic training in most all facets of Auto Body Repair and Refinishing. Training is accomplished utilizing classroom theory and hands-on work experience with the latest equipment, techniques, and materials.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Clock Hours: 900

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ABR 111	Non-Structural Repair	3
ABR 114	Non-Structural Panel Replacement	3
ABR 122	Surface Preparation	3
ABR 123	Paint Application and Equipment	3

Semester Two

Item #	Title	Credits
ABR 154	Automotive Glass and Trim	3
ABR 156	Automotive Cutting and Welding	3
ABR 214	Automotive Structural Repair	3
ABR 265	Paint Defects and Final Repair	3
	Total credits:	**24**

Automotive Technology (STC-ASE)

Program Locations: Dual Enrollment Only - North Baldwin Center for Technology and South Baldwin Center for Technology

Welding and Career Technology Division

Length: Two Semesters

This Automotive Technology program is designed to develop technicians capable of high quality automotive service and maintenance. The training certificate program prepares graduates for entry-level positions that include technician or apprentice technician in an automotive dealership, technicians for repair and services establishments.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ASE 101	Fundamentals of Automotive Technology	3
ASE 162	Electrical and Electronic Systems	3
ASE 212	Advanced Electrical and Electronic Systems	3
ASE 239	Engine Performance	3

Semester Two

Item #	Title	Credits
ASE 121	Braking Systems	3
ASE 122	Steering and Suspension	3
ASE 124	Automotive Engines	3
ASE 246	Automotive Emissions	3
	Total credits:	**24**

Basic Automotive Technology (STC-AUT)

Program Location: Dual Enrollment Only - North Baldwin Center for Technology, South Baldwin Center for Technology, and Escambia Career Readiness Center

Welding and Career Technology Division

Length: One Semester

This Automotive Technology program is designed to develop technicians capable of high quality automotive service and maintenance. The training certificate program prepares graduates for entry-level positions that include technician or apprentice technician in an automotive dealership, technicians for repair and services establishments.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ASE 101	Fundamentals of Automotive Technology	3
ASE 162	Electrical and Electronic Systems	3
	ASE 121 or ASE 212	3
	ASE 124 or ASE 239	3
	Total credits:	**12**

Masonry (STC-MS1)

Location: Dual Enrollment Only

Welding and Career Technology

Length: One Semester

The Masonry program will prepare students for careers in bricklaying and the building industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
MAS 111	Masonry Fundamentals	3
MAS 121	Brick/Block Fundamentals I	3
MAS 161	Block Masonry Lab	3
MAS 162	Brick Masonry Lab	3
	Total credits:	**12**

Masonry (STC-MSR)

Location: Dual Enrollment Only

Welding and Career Technology

Length: Two Semesters

The short-term certificate in Masonry will prepare students for careers in bricklaying and the building industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Clock Hours: 1,012

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
MAS 111	Masonry Fundamentals	3
MAS 121	Brick/Block Fundamentals I	3
MAS 181	Special Topics in Masonry I	3
MAS 182	Special Topics in Masonry II	3

Semester Two

Item #	Title	Credits
MAS 131	Brick/Block Fundamentals II	3
MAS 151	Brick/Block Fundamentals III	3
MAS 171	Residential/Commercial Masonry	3
MAS 183	Special Topics in Masonry III	3
MAS 211	Stone Masonry	3
	Total credits:	**27**

Welding - Basic Plate Welding (STC-WD6)

Program Locations: The Academy at Fairhope Airport, Atmore, Monroeville, North Baldwin Center for Technology, South Baldwin Center for Technology, and Thomasville Campuses

Welding and Career Technology Division

Length: Two Semesters

The short-term certificate in Basic Plate Welding is designed to prepare individuals for employment in the field of welding. The program is competency based that includes both theory and hands on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
WDT 108	Shielded Metal Arc Fillet/OFC	3
WDT 109	Shielded Metal Arc Fillet/PAC/CAC	3
WDT 122	Shielded Metal Arc Fillet/OFC Lab	3
WDT 123	Shielded Metal Arc Fillet/PAC/CAC Lab	3
WKO 110	NCCER Core	3

Semester Two

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 Groove Welding Lab	3
	Total credits:	**27**

Welding - Basic Plate Welding - GMAW/FCAW/SMAW (STC-WD2)

Program Locations: The Academy at Fairhope Airport, Atmore, Monroeville, North Baldwin Center for Technology, South Baldwin Center for Technology, and Thomasville Campuses

Welding and Career Technology Division

Length: One Semester

This short-term certificate in Basic Plate Welding-GMAW/FCAW/SMAW is designed to prepare individuals with entry-level skills in the field of welding. The program is competency based that includes both theory and hands on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

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 Groove Welding Lab	3
	Total credits:	**12**

Welding - Basic Plate Welding - SMAW Fillet Welds (STC-WD1)

Program Locations: The Academy at Fairhope Airport, Atmore, Monroeville, North Baldwin Center for Technology, South Baldwin Center for Technology, and Thomasville Campuses

Welding and Career Technology Division

Length: One Semester

This short-term certificate in Basic Plate Welding-SMAW Fillet is designed to prepare individuals with entry-level skills in the field of welding. The program is competency based that includes both theory and hands on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
WDT 108	Shielded Metal Arc Fillet/OFC	3
WDT 109	Shielded Metal Arc Fillet/PAC/CAC	3
WDT 122	Shielded Metal Arc Fillet/OFC Lab	3
WDT 123	Shielded Metal Arc Fillet/PAC/CAC Lab	3
WKO 110	NCCER Core	3
	Total credits:	**15**

Welding - Pipe Welding (STC-WD7)

Program Locations: The Academy at Fairhope Airport, Atmore, Monroeville, and Thomasville Campuses

Welding and Career Technology Division

Length: Two Semesters

This short-term certificate is designed to prepare individuals with employment skills necessary for a career in Pipe Welding. The program is competency based that includes both theory and hands on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
WDT 115	GTAW Carbon Pipe	3
WDT 217	SMAW Carbon Pipe	3
WDT 257	SMAW Carbon Pipe Lab	3
	WDT Elective (I)	3
	WDT 110 or WDT 228	3

Semester Two

Item #	Title	Credits
WDT 116	GTAW Stainless Pipe	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 156	GTAW Stainless Pipe Lab	3
	WDT Elective (I)	3
	Total credits:	**27**

Welding - Pipe Welding - SMAW Carbon Pipe (STC-WD3)

Program Locations: The Academy at Fairhope Airport, Atmore, Monroeville, and Thomasville Campuses

Welding and Career Technology Division

Length: One Semester

This short-term certificate is designed to prepare individuals with employment skills necessary for a career in Pipe Welding. The program is competency based that includes both theory and hands on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
WDT 217	SMAW Carbon Pipe	3
WDT 257	SMAW Carbon Pipe Lab	3
	WDT 110 or WDT 228	3
	Total credits:	**9**

Course Descriptions

Accounting

ACC 129: Individual Income Taxes
This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

ACC 140: Payroll Accounting
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.
Credits: 2
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
BUS 241
Co-Requisites:
None

Advanced Manufacturing

ADM 101: Precision Measurement
This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques reverse engineering, and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

ADM 106: Quality Control Concepts
This course provides an overview of the materials and processes and quality assurance topics used in commercial and specialized manufacturing products. Emphasis is placed on process evaluation techniques that can be extrapolated to other system areas such as new products and new technology. Emphasis is also placed on quality assurance including the history of the quality movement, group problem solving, and statistical methods such as statistical process control (SPC), process capability studies, and the concepts associated with lean manufacturing.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

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 process 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
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

ADM 212: Intermediate CATIA

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
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

ADM 261: Reverse Engineering

This course emphasizes reverse engineering techniques and quality control inspection of parts employing 3D printing, scanning, and Coordinate Measuring Machine (CMM technologies). The emphasis is on using applicable software to convert scanned images from point cloud data into 3D models. The process will allow using software to clean up point cloud data, create airtight 3D models, run a comparison analysis of collected data to solid, improve or reproduce a scanned part, print the part and then perform an inspection using CMM probe for additional analysis and comparison.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

Air Conditioning / Refrigeration

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ACR 112: HVACR Service Procedures

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ACR 121: Principles of Electricity for HVACR
This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ACR 122: HVACR Electric Circuits
This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, students should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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, student should be able to troubleshoot and perform general maintenance on commercial heating systems.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ACR 147: Refrigerant Transition and Recovery Theory
This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certifications. Upon completion, students should be prepared to take the EPA 608 certification examination.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

ACR 148: Heat Pump Systems I
Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ACR 149: Heat Pump Systems II
This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion student should be able to install and service heat pumps.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
ACR 148
Co-Requisites:
None

ACR 205: System Sizing and Air Distribution
This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

Airframe Technology

AMT 100: Technical Preparation
This course introduces basic information necessary for entering students in aviation maintenance technology. Emphasis is placed on math and physics, aircraft weight and balance, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications. Upon completion, students should be able to make basic computations, apply principles of physics, compute weight and balance, use maintenance forms and records, state mechanic's privileges and limitations, and interpret maintenance publications.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 101: Basic Electricity
This course provides a study of electricity. Emphasis is placed on alternating current (AC) and direct current (DC) circuits and controls, electrical measurements, electrical test equipment, aircraft batteries, fundamental electronics, and semi-conductor devices. Upon completion, students should be able to solve problems associated with electrical measurements, use basic electrical test equipment, and service aircraft batteries.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 102: Materials and Processes
This course introduces aircraft hardware and materials, precision measuring and non-destructive testing, aircraft ground operations, fuels, cleaning and corrosion control methods, and the use of aircraft drawings. Emphasis is on identification and selection of aircraft hardware, performance of non-destructive testing, fabrication and inspection of flexible fluid lines, identification of fuels, use of cleaning materials, and corrosion control programs. Upon completion, students should be able to perform non-destructive tests, use precision measuring tools, fabricate and install rigid and flexible fluid lines, select hardware and fuels, handle and secure an aircraft, and identify, read, create, and interpret aircraft drawings.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 103: Weight and Balance, Ground Handling and Servicing, Cleaning and Corrosion Control
This course introduces basic information necessary for entering students in aviation maintenance technology. Emphasis is placed on aircraft weight and balance, handling and securing aircraft, cleaning and corrosion control. Upon completion, students should be able to conduct aircraft weight and balance, compute aircraft weight and balance, handle and secure aircraft during ground operations, and cleaning and corrosion control.
Credits: 5
Lab Hours: 4
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

AMT 104: Technical Preparation
This course introduces basic information necessary for entering students in aviation maintenance technology. Emphasis is placed on math and physics, aircraft weight and balance, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications. Upon completion, students should be able to make basic computations, apply principles of physics, compute weight and balance, use maintenance forms and records, state mechanic's privileges and limitations, and interpret maintenance publications.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 105: Materials and Processes
This course introduces aircraft hardware and materials, precision measuring and non-destructive testing, aircraft ground operations, fuels, cleaning and corrosion control methods, and the use of aircraft drawings. Emphasis is on identification and selection of aircraft hardware, performance of non-destructive testing, fabrication and inspection of flexible fluid lines, identification of fuels, use of cleaning materials, and corrosion control programs. Upon completion, students should be able to perform non-destructive tests, use precision measuring tools, fabricate and install rigid and flexible fluid lines, select hardware and fuels, handle and secure an aircraft, and identify, read, create and interpret aircraft drawings.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 110: Non-Metallic Structures and Welding
This course is a study of repairs to non-metallic aircraft surfaces and structures. Emphasis is placed on repairs to fabric surfaces and to wood, and composite structures. Upon completion, students should be able to repair fabric surfaces and apply finishing materials, make repairs to wood structures, layout and form composite repairs, and inspect/repair non-metallic components (windows, upholstery).
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 111: Aircraft Sheetmetal Structures
This course introduces aircraft sheet metal repairs. Emphasis is placed on the use of proper procedures, tools, and materials to complete sheet metal repairs. Upon completion, students should be able to install conventional rivets; form, layout, and bend sheet metal; install special rivets and fasteners; and, inspect and repair sheet metal structures.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 112: Airframe Systems I
This course introduces aircraft electrical, communication, and navigation systems and components. Emphasis is placed on inspecting, repairing, installing, adjusting, and troubleshooting aircraft alternating an This course introduces aircraft electrical, communication, and navigation systems and components. Emphasis is placed on inspecting, repairing, installing, adjusting, and troubleshooting aircraft alternating and direct current electrical systems. Upon completion, students should know the operation and theory of generators, alternators, and starters; be able to fabricate wiring; and inspect, troubleshoot, and repair lighting, communication, and navigation systems.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
AMT 101
Co-Requisites:
None

AMT 113: Airframe Systems II
This course introduces aircraft inclement weather control, fire protection and fuel systems as well as cabin environmental control, and instrumentation. Emphasis is placed on theory and skills necessary to inspect, service, maintain and troubleshoot. Upon completion, students should be able to inspect, repair, troubleshoot and understand operating principles of ice and rain removal, fire protection, cabin environmental, instruments and fuel systems.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 114: Airframe Systems III
This course introduces the theory of operation of various hydraulic and pneumatic components and systems, landing gear systems, and various position and warning systems. Emphasis is on testing, inspecting, and troubleshooting, and servicing hydraulic and pneumatic systems components, wheel and brake systems, and position and warning systems. Upon completion, students should be able to inspect, troubleshoot, and repair hydraulic and pneumatic power systems, aircraft wheels and tires, aircraft landing gear systems, anti-skid and electrical braking systems, and position and warning systems.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 115: Airframe Systems IV
This course introduces aircraft structural assembly and rigging, helicopters, and required inspections. Emphasis is placed on skills required to inspect, service, maintain, and troubleshoot airframes, airframe systems, and components and assemble and rig aircraft structures. Upon completion, students should be able to inspect, repair, troubleshoot, assemble, and rig aircraft structures, and determine the condition of airframes, airframe systems, and components.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 117: Airframe Program Review and Comprehensive Testing
This course is a combination self-directed program review and comprehensive examination covering all materials in the generals and/or airframe courses. Students successfully completing the course will be certified as eligible to take the Federal Aviation Administration (FAA) General and Airframe written examination.
Credits: 0
Lab Hours: 0
Lecture Hours: 0

Airframe — Powerplant

AMP 120: Engine Theory and Propellers
This course provides an overview of the theory, construction, and operation of aircraft reciprocating engines and the physical laws and characteristics governing propeller operation. Emphasis is based on gaining a basic understanding of reciprocating engines and of fixed and variable pitch propellers. Upon completion, students should understand the inspection, service, and repair requirements of reciprocating engines, be able to demonstrate an understanding of propeller fundamentals, and remove, troubleshoot, and install propellers. This is a CORE course.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMP 121: Reciprocating Engine Systems
This course focuses on the inspection, troubleshooting, and repair of engine systems. Emphasis is on inspection, troubleshooting, and repairs of ignition systems, fuel and induction systems, lubrication systems, and cooling and exhaust systems. Upon completion, students should be able to inspect, service, troubleshoot, and repair ignition, lubrication, fuel, induction, and cooling and exhaust systems. This is a CORE course.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMP 122: Reciprocating Engine Overhaul
This course is a study of theory, construction, operation, and timing mechanisms associated with aircraft reciprocating powerplant; overhaul to include disassembly, cleaning, measuring, inspecting, reassembly, and troubleshooting in accordance with appropriate FAA and manufacturers' regulations and practices. Emphasis is placed on overhauling a reciprocating engine. Upon completion, students should be able to overhaul a reciprocating engine. This is a CORE course.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
AMT 102
Co-Requisites:
None

AMP 123: Reciprocating Engine Inspection
This course is a study of engine instruments, electrical systems, and ignition systems and aircraft powerplant inspections, as well as the study of rotary wing aircraft, rotary wing aerodynamics, main and tail rotor systems, rotor blades, primary and secondary controls, and general maintenance practices. Emphasis is placed on the theory of operation of these systems, analysis of system performance and faults, interpretations of instrument indications, and the performance of powerplant conformity and airworthiness inspections. Upon completion, students should be able to read and interpret instrument readings, analyze faults in instruments and electrical and ignition systems, and perform conformity and airworthiness inspections of reciprocating engines. This is a CORE course.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMP 124: Turbine Engine Theory and Inspection
This course introduces the turbine engine. Emphasis is placed on turbine engine development, application, theory, components, materials and construction, and operating and power extraction principles. Upon completion, students should be able to explain turbine engine theory and operating principles, describe procedures for 100-hour and Borescope inspections, and perform a hot section inspection by disassembling and reassembling a turbine engine. This is a CORE course.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMP 125: Turbine Engine Systems Overhaul
This course provides a study of turbine engine systems. Emphasis is placed on starter, ignition, anti-ice, fire detection, and fire extinguishing systems. Upon completion, students should be able to troubleshoot and repair turbine engine systems, remove and install engines in test cells and airframes, explain engine analysis and troubleshooting techniques, and describe correct procedures for rigging and running a turbine engine. This is a CORE course.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
AMT 102
Co-Requisites:
None

AMP 127: Powerplant Program Review and Comprehensive Testing
This course is a combination self-directed program review and comprehensive examination covering all materials in the generals and/or powerplant courses. Students successfully completing the course will be certified as eligible to take the Federal Aviation Administration (FAA) General and Powerplant written examination.
Credits: 0
Lab Hours: 0
Lecture Hours: 0

AMP 220: Reciprocating Engines and Theory
This course provides an overview of the theory, construction, and operation of aircraft reciprocating engines and the physical laws and characteristics governing propeller operation. Emphasis is placed on gaining a basic understanding of reciprocating engines and of fixed and variable pitch propellers. Upon completion, students should understand the inspection, service, and repair requirements of reciprocating engines; be able to demonstrate an understanding of propeller fundamentals; and remove, troubleshoot, and install propellers.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMP 221: Turbine Engine Theory and Systems
This course introduces the turbine engine. Emphasis is placed on turbine engine development, application, theory, components, materials, and construction, and operating and power extraction principles. Upon completion, students should be able to explain turbine engine theory and operating principles, describe procedures for 100-hour and Borescope inspections.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMP 222: Reciprocating Engine Inspections and Propellers
This course focuses on the inspection, troubleshooting, and repair of reciprocating engine systems. Emphasis is on inspection, troubleshooting, and repairs of ignition systems, fuel and induction systems, lubrication systems, and cooling and exhaust systems. Upon completion, students should be able to inspect, service, troubleshoot, and repair ignition, lubrication, fuel, induction, and cooling and exhaust systems.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMP 223: Reciprocating Engine Overhaul
This course is a study of engine instruments, electrical systems, ignition systems and aircraft Powerplant inspections, as well as the study of rotary wing aircraft, rotary wing aerodynamics, main and tail rotor systems, rotor blades, primary and secondary controls, and general maintenance practices. Emphasis is placed on the theory of operation of these systems, analysis of system performance and faults, interpretations of instrument indications, and the performance of powerplant conformity and airworthiness inspections. Upon completion, students should be able to read and interpret instrument readings, analyze faults in instruments and electrical and ignition systems, and perform conformity and airworthiness inspections of reciprocating engines.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMP 224: Turbine Engine Inspection and Overhaul
This course introduces the turbine engine. Emphasis is placed on turbine engine development, application, theory, components, materials and construction, and operating and power extraction principles. Upon completion, students should be able to explain turbine engine theory and operating principles, describe procedures for 100-hour and Boroscope inspections, and perform a hot section inspection by disassembling and reassembling a turbine engine.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

Art

ART 100: Art Appreciation
This course is an introduction to the appreciation of art through an examination of the themes and purposes of art, the exploration of visual arts media and methods, and culturally significant works of art from the past and present. The course informs students about the language of art and its relevance in everyday life.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

ART 113: Drawing I
This course provides the opportunity to develop perceptional and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and technique.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

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.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 113
Co-Requisites:
None

ART 121: Two-Dimensional Composition I
This course introduces the basic of concepts of two-dimensional design. Topics include the elements of art and principles of design with emphasis on the arrangements and relationships among them.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

ART 122: Two-Dimensional Composition II
This course covers the theories and practice of composing two-dimensional images. Emphasis is placed on the relation between the basic elements and principles of design and their impact on the visual message.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 121
Co-Requisites:
None

ART 127: Three Dimensional Composition
This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 113 or ART 121
Co-Requisites:
None

ART 175: Digital Photography
This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ART 178: Audio-Visual Techniques
This course is an exploration of the area of linkage between the visual and auditory senses. Emphasis is placed on working with sound and recording equipment, projected images, and multimedia hardware and software. Upon completion, students should be able to produce finished multimedia projects.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

ART 203: Art History I
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 ancient period through the Middle Ages.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

ART 220: Introduction to Computer Graphics
This course is designed to acquaint the student with the technology, vocabulary, and procedures used to produce artworks with computers. Emphasis is placed on the fundamentals of art, creativity, and the understanding of various graphic software. Upon completion, students should demonstrate a knowledge of computer graphics through production on a graphic program in a computer environment.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

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.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 113 or ART 121
Co-Requisites:
None

ART 234: Painting II
This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 233
Co-Requisites:
None

ART 253: Graphic Design I
This course is designed to introduce the study of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography and production technology. Upon completion, students should demonstrate knowledge of the fundamentals of art and understanding of the relationship between materials, tools and visual communication.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

ART 254: Graphic Design II
This course further explores the art of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography and production technology. Upon completion, students should be able to apply the knowledge of the fundamentals of art, material and tools to the communication of ideas.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 253
Co-Requisites:
None

ART 275: Advanced Digital Photography
This course explores various uses of digital photography. Subjects may include studio, portrait, landscape and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
ART 175
Co-Requisites:
None

ART 299: Art Portfolio
This course is designed to help the art major in the preparation and presentation of an art portfolio. Emphasis is placed on representing the student's potential as an artist in order to interest employers, clients or schools. Upon completion, students should be able to make a professional presentation of their design and communication skills.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

Astronomy

AST 220: Introduction to Astronomy
This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. Laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
0

Automotive

ASE 101: Fundamentals of Automotive Technology
This course provides basic instruction in Fundamentals of Automotive Technology.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ASE 121: Braking Systems
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. ABR 223 Automotive Mechanical Components is a suitable substitute for this course.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ASE 122: Steering and Suspension
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. ABR 255 is a suitable substitute.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ASE 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.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ASE 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.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ASE 212: Advanced Electrical and Electronic Systems
This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ASE 239: Engine Performance
This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ASE 246: Automotive Emissions
This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

Automotive Body Repair

ABR 111: Non-Structural Repair
Students are introduced to basic principles of nonstructural panel repairs. Topics include shop safety, identification and use of hand/power tools, panel preparation, sheet metal repairs, and materials.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 114: Non-Structural Panel Replacement
Students are introduced to the principles of nonstructural panel replacement. Topics include replacement and alignment of bolt on panels, full and partial panel replacement procedures, and attachment methods.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 122: Surface Preparation
This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatment, selection of undercoats, and proper masking procedures.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 123: Paint Application and Equipment
This course introduces students to methods of paint application and equipment used for vehicular refinishing. Topics include spray gun and related equipment use, paint mixing, matching, and applying the final topcoat.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 151: Safety and Environmental Practices
This course is designed to instruct the student in the safe use of tools, equipment, and appropriate work practices. Topics include OSHA requirements, the right to know laws, EPA regulations as well as state and local laws. This is a CORE course.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 154: Automotive Glass and Trim
This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural and nonstructural glass and automotive trim. Upon completion, students should be able to remove and replace automotive trim and glass.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 156: Automotive Cutting and Welding
Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc, oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 213: Automotive Structural Analysis
Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 214: Automotive Structural Repair
This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 223: Automotive Mechanical Components
This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive train, steering/suspension components, and various other mechanical repairs.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 224: Automotive Electrical Components
This course provides instruction in collision related electrical repairs and various restraints systems, including seat belts, seat belt tensioners, and airbags. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 255: Steering and Suspension
This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angles.
Credits: 6
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 258: Heating and AC in Collision Repair
This course is a study of automotive air conditioning, heating, and cooling systems. Topics include automotive air conditioning, heating and cooling systems theory, component replacement and system service.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 265: Paint Defects and Final Repair
This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to troubleshoot and correct paint imperfections.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

Automotive Mechanics

AUM 101: Fundamentals of Automotive Technology
This course provides basic instruction in the fundamentals of automotive technology.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

AUM 112: Electrical Fundamentals
This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

AUM 121: Braking Systems
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. (ABR 223 Automotive Mechanical Components is a suitable substitute for this course.)
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

AUM 122: Steering and Suspension
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. (ABR 255 Steering and Suspension is a suitable substitute for this course.)
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

AUM 124: Automotive Engine
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.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
None.

AUM 130: Drive Train and Axles
This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
None.

AUM 133: Motor Vehicle Air Conditioning
This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
None.

AUM 162: Electrical and Electronic System
This is an intermediate course in automotive electrical systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
None.

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.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

AUM 224: Manual Transmission and Transaxle
This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
None.

AUM 230: Auto Transmission and Transaxle
This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power flow of automatic transmissions and repairing or replacing internal and external components.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
None.

AUM 239: Engine Performance
This course provides basic instruction in engine perform a nce with emphasis on fuel and ignition systems relating to engine operation.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
None.

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 drivability.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
None.

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.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
None.

Biology

BIO 101: Introduction to Biology I
This is an introductory course designed for non-science majors. It includes physical, chemical, and biological principles common to all organisms. These principles are explained through a study of the scientific method, biological organization, cellular structure, bioenergetics of a cell, cell reproduction, gene theory, inheritance, and evolution. A 120-minute laboratory per week is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BIO 102: Introduction to Biology II
This is an introductory course designed for non-science majors. It includes evolutionary principles and relationships, environmental and ecological topics, phylogenetics and classification, and a survey of biodiversity. A 120-minute laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
BIO 101
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BIO 104: Principles of Biology II
This introductory course synthesizes basic ecological and evolutionary relationships while surveying plant, fungi, and animal diversity, comparing classification, morphology, physiology, and reproduction. A 180-minute laboratory per week is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
BIO 103
Co-Requisites:
None

BIO 120: Medical Terminology
This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BIO 201: Human Anatomy and Physiology I
This course covers the structure and function of the human body. Included is an orientation of the human body; a study of cells and tissues, joints, the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies, and physiology may be featured in the laboratory experience. A 120-minute laboratory per week is required.
Credits: 4
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
BIO 103
Co-Requisites:
None

BIO 202: Human Anatomy and Physiology II
This course covers the structure and function of the human body. Included is the study of basic nutrition and metabolism; basic principles of fluids, electrolytes, and acid-base balance; and the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology may be featured in the laboratory experience. A 120-minute laboratory per week is required.
Credits: 4
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
BIO 201
Co-Requisites:
None

BIO 220: General Microbiology
This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions and microbial genetics; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques including culturing, microscopy, staining, identification, and control of microorganisms. This course requires 240 minutes of laboratory per week.
Credits: 4
Transfer Code: Transfer Code
Code B
Lab Hours: 4
Lecture Hours: 2
Prerequisites:
BIO 103 or BIO 201
Co-Requisites:
None

Building Construction

BUC 111: Basic Construction Layout
This course provides students basic building layout skills. Topics include the builder's level, transit and basic site layout techniques. Upon completion, students should be able to solve differential leveling problems, set up and operate the builder's level and transit, build batter boards, and perform basic construction layout procedures.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

BUC 112: Construction Measurements and Calculations
NOTE: There is an approved standardized plan-of-instruction for this course.

This course focuses on the mathematics and calculations used in building construction. Topics include direct and computed measurements and practical applications of mathematical formulas. Upon completion, students should be able to apply measurement and mathematical formulas used in building construction.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by college
Co-Requisites:
As determined by college

Business

BUS 100: Introduction to Business
This is a survey course designed to familiarize the student with the fundamentals of American business in a global setting.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 105: Customer Services
This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers. The students will gain an understanding of the skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 146: Personal Finance
This is a survey course related to managing personal finance. Topics include personal financial planning, money management, taxes, consumer credit, insurance, investments, retirement planning, and estate planning.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 150: Business Math
This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods, and present value.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 177: Salesmanship
This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 186: Elements of Supervision
This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organization structure, project management, and employee training and rating.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 188: Personal Development
This course provides strategies for personal and professional development. Topics include business etiquette, personal appearance, interviewing techniques, and development of a self-concept necessary for business success.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 215: Business Communication
This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized business communications.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 241: Principles of Accounting I
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle and financial statements.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 242: Principles of Accounting II
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course covers topics in managerial accounting, corporations, and financial statement analysis.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
BUS 241
Co-Requisites:
None

BUS 246: Computerized Accounting
This course utilizes the microcomputer in a study of accounting principles and practices. Emphasis is on the preparation and analysis of financial statements, measuring business activity, and making rational business decisions.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
BUS 242
Co-Requisites:
None

BUS 248: Managerial Accounting
This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 263: The Legal and Social Environment of Business
This course provides an overview of the legal and social environment for business operations. Topics include the Constitution, the Bill of Rights, court systems, alternative dispute resolution, civil and criminal law, administrative agencies, contracts, employment law, property interests and rights, and intellectual property, business organizations, and ethics.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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; probability; discrete and continuous probability distributions; sampling; interval estimation; and introduction to hypothesis testing.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 272: Business Statistics II
This course is a continuation of BUS 271. Topics include hypothesis testing; inferences about population means, proportions, and variances; simple linear regression and correlation; multiple regression; chi-square tests; and analysis of variance.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
BUS 271
Co-Requisites:
None

BUS 275: Principles of Management
This course provides a basic study of the principles of management. Topics include planning, organizing, leading, and controlling with emphasis on practical business applications.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 276: Human Resource Management
This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 277: Current Trends in Business
This course offers study of current problems, issues, and developments in the area of business. Students are guided through individual projects and outside research related to their areas of concentration and employment training.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 279: Small Business Management
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 285: Principles of Marketing
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BUS 296: Business Internship I
This course allows the student to apply knowledge and skills in a real-world workplace. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Must have completed six (6) credit hours and have a cumulative 2.0 GPA
Co-Requisites:
None

BUS 298: Directed Studies I
This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Permission of the instructor
Co-Requisites:
None

BUS 299: Directed Studies II
This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Permission of the instructor
Co-Requisites:
None

Carpentry

Non Degree Creditable

CAR 111: Construction Basics
This course introduces students to the opportunities in and requirements of the construction industry. Topics include economic outlook for construction, employment outlook, job opportunities, training, apprenticeship, entrepreneurship, construction tools, materials, and equipment, job safety and OSHA standards. Upon course completion, students should be able to identify the job market, types of training, knowledge of apprenticeship opportunities, construction tools, materials, equipment, and safety procedures.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
CAR 114

CAR 112: Floors, Walls and Site Preparation
This course introduces the student to site preparation, floor and wall layout, and construction. Topics include methods of site preparation, measurement and leveling tools, framing, layouts, and components of wall and floor framing to include beams, girders, floor joists, sub-flooring, partitions, bracing, headers, sills, doors and corners. Upon course completion, students will be able to identify various types of wall and floor framing systems and their components, identify building lines, set backs, and demonstrate a working knowledge of leveling applications.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
CAR 113

CAR 113: Floors, Walls and Site Preparation Lab
In this course the student will engage in applications of site preparation, floor and wall layout, and construction. Emphasis is placed on following job safety procedures, the use of required tools and equipment, performing site preparation, laying out and framing a floor system, and laying out, and erecting walls. Students will use various measurement and leveling tools, identify and install beams, girders, floor joists, sub-flooring, and install various wall components such as partitions, bracing, headers, sills, doors and windows, and corners. Upon course completion, students should be able to follow proper safety procedures, identify building lines and set backs, ensure proper site preparation, layout and frame a floor, and layout, frame and erect walls.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
CAR 112

CAR 114: Construction Basics Lab
This course provides practical and safe application of hand, portable power, stationary and pneumatic tools, use of building materials, fasteners and adhesives, and job site safety. Emphasis is placed on the safe use of hand, power, and pneumatic tools, proper selection of lumber, plywood, byproducts, nails, bolts, screws, adhesives, fasteners, construction materials, and job safety. Upon course completion, the student should be able to identify hand, power, stationary, and pneumatic tools and demonstrate their safe use; identify and properly select wood and non-wood building products, and properly use nails, fasteners and adhesives.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
CAR 111

CAR 131: Roof and Ceiling Systems
This course focuses on framing ceilings and roofs. Emphasis is placed on the various types of ceiling and roofing frames, rafters, trusses, ceiling joists, roof decking, and roofing materials. Upon completion, students should be able to explain how to frame a roof and ceiling, identify proper installation methods of roofing materials, and describe applicable safety rules.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0
Co-Requisites:
CAR 133

CAR 132: Interior and Exterior Finish
This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceilings, and wall moldings, exterior sidings, trim work, painting and masonry finishes. Upon completion the students should be able to identify, describe the uses of, and install different types of doors, windows and moldings; identify and install the types of exterior sidings and trim, and describe the different types of paint and their proper application.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0

CAR 133: Roof and Ceiling Systems Lab
The course provides students with practical experience in roof and ceiling layout, framing, and installation. Upon completion, the student should be able to layout and frame a roof and ceiling, cut and install rafters, and joists, install trusses, cut and apply roof decking and roofing materials, and apply job site safety rules.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
0
Co-Requisites:
CAR 131

Chemistry

CHM 104: Introduction to Chemistry I
This is a survey course of general chemistry for students who do not intend to major in science or engineering, and the course may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, and acids and bases. Laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
MTH 098
MTH 098 or equivalent placement score
Co-Requisites:
None

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, and this course will not substitute for CHM 112. Topics include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, and the function of biomolecules. Laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
Grade of C or better in CHM 104 or CHM 111
Co-Requisites:
None

CHM 111: College Chemistry I
This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
MTH 112 or placement into a higher level math course

CHM 112: College Chemistry II
This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include solutions and colloids, chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, and selected topics in descriptive chemistry including an introduction to organic chemistry and biochemistry, atmospheric chemistry, coordination compounds, transition compounds, post-transition compounds, metals, nonmetals, and semi-metals, Laboratory is required.
Credits: 4
Transfer Code: Transfer Code Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
CHM 111
MTH 112
Grade of C or higher in both CHM 111 and MTH 112
Co-Requisites:
None

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 foraliphatic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and sterochemistry.Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.
Credits: 4
Transfer Code: Transfer Code Code B
Lab Hours: 2
Lecture Hours: 3
0
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
Transfer Code: Transfer Code Code B
Lab Hours: 2
Lecture Hours: 3
0
Prerequisites:
CHM 221

Child Development

CHD 100: Introduction of Early Care and Education of Children
This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and 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). Course includes observations of the young child in early childhood settings.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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

Transfer Code: Transfer Code Code C

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

None

Co-Requisites:

None

CHD 203: Children's Literature and Language Development

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children.

Credits: 3

Transfer Code: Transfer Code Code C

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

None

Co-Requisites:

None

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 developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments. NOTE: CGM must teach this as a 2-1-3 configuration of theory/lab hours.

Credits: 3

Transfer Code: Transfer Code Code C

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

None

Co-Requisites:

None

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

Transfer Code: Transfer Code Code C

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

None

Co-Requisites:

None

CHD 210: Educating Exceptional Children
This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments, gifted and talented children, mental retardation, emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with children.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CHD 213: Child Development Trends Seminar
This course includes current topics in the child development field as an update to the professional caregiver industry needs determined by course topics. Upon completion of this class, students will demonstrate the competency needed in meeting the course objectives.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CHD 214: Families and Communities in Early Care and Education Programs
This course provides students with information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

Commercial Art

CAT 123: Layout and Design
This course introduces students to layout and design principles using current software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Upon completion, students should be able to design and layout various projects at a professional level for production.
Credits: 3
Lab Hours: 4
Lecture Hours: 1

CAT 180: Current Topics in Commercial Art
This course is a survey of current trends in the commercial art industry and provides specialized instruction in various areas using current professional techniques. Emphasis is placed on specialized areas of commercial art.
Credits: 3
Lab Hours: 2
Lecture Hours: 1
3

CAT 223: Electronic Publishing I
The focus of this course is on improving design knowledge and skills for publishing. The student will create projects based on the knowledge they have obtained in previous course work. Emphasis will be place on producing a technically correct file for publishing using current design software. Upon completion the student should have an understanding of the publishing process from concept to completion.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
0

CAT 224: Electronic Publishing II
The focus of this course is to further advance the student's design knowledge and skills for publishing. The student will create projects based on the knowledge they have obtained in previous course work. Emphasis will be place on producing a technically correct file for publishing using current design software. Upon completion the student should have an advanced understanding of the publishing process from concept to completion.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
0
Prerequisites:
CAT 223

CAT 270: Web Site Development
This course focuses on the necessary technical tools and design principles used for creating and posting web sites. Emphasis is placed on software and the creation and maintenance of a web site. Upon completion, students should be able to design, implement and maintain a web site.
Credits: 3
Lab Hours: 4
Lecture Hours: 1

CAT 292: Cooperative Work Experience in Commercial Art
This course is designed for the student to obtain work experience in the commercial art profession. Emphasis is placed on instruction by a qualified professional in a work situation and on producing work meeting industry standards using current technology. Upon completion, students should be able to work in a professional creative environment with little or no supervision.
Credits: 0
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3

Computer Animation Production

CAP 101: CGI Software Basics
This course introduces students to Computer Graphic Imagery workflow in a dedicated software environment. Topics include interface navigation, creation tools, animation basics and rendering. Upon completion, students should be able to create simple CGI objects, animate them and assign visual rendering properties.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0

CAP 102: Compositing Basics
This course covers the fundamental aspects of compositing software. Various techniques are covered such as color correction, layering, rotoscoping and color screen extraction. Upon completion, students should be able to integrate images from various sources to create a seamless visual effects sequence.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

CAP 103: Computer Graphics History
This course introduces students to Computer Graphic Imagery from a historical and cultural angle. Topics include learning about the 2D and 3D tools evolution, the key players in the industry and major landmark productions. Upon completion, the student should have acquired an extensive vocabulary of the CGI field and have a global view of this industry.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

CAP 104: Introduction to Game Design I
This course is designed to introduce the students to the theory of game design and production using industry software and related technologies. Upon completion student should be able to demonstrate technical and creative aspects of game development.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
CAP 101

CAP 105: Introduction to Computer Programming for 3D
This course is designed to introduce fundamental concepts of computer programming as applied to 3D modeling software and game engines. Upon completion students should be able to demonstrate knowledge of industry programming language.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 1

CAP 111: Introduction to CGI Animation
This course introduces students to character animation principles and a study of advanced CGI techniques. Topics include animation principles, keyframing, rigging, skinning and UV texturing. Upon completion, students should be able to rig a CGI character properly and apply various animations to it.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
CAP 101
Co-Requisites:
None

CAP 121: CGI Animation
This course introduces students to character animation principles and a study of advanced CGI techniques. Topics include animation principles, keyframing, rigging, skinning and UV texturing. Upon completion, students should be able to rig a CGI character properly and apply various animations to it.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
CAP 101

CAP 122: Storytelling & Previsualization Process/ Project
This course introduces students to the storytelling and previsualization process. Topics include use of tools like storyboard, rough 3d animation, camera framing and the importance of timing in storytelling. Upon completion, the student should be able to use these tools to prepare for the creation of a full CGI animated short feature.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
0
Prerequisites:
CAP 101

CAP 123: CGI Shading, Lighting and Rendering
This course introduces students to the mechanics of how various materials react to light in real life and in a CGI software. Topics include study of various shaders, lighting techniques and rendering parameters. Upon completion the student should be able to reproduce a common object surface and render it efficiently.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
CAP 101

CAP 124: Game Design II
The course is designed to enhance students programming skills with 3D assets into creating a virtual world using an industry standard game engine. Upon completion students should be able to use these tools to create a 3D immersive virtual world.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
CAP 105

CAP 131: Project Lab
This course introduces students to the storytelling and previzualisation process. Topics include use of tools like storyboard, rough 3d animation, camera framing and the importance of timing in storytelling. Upon completion, the student should be able to use these tools to prepare for the creation of a full CGI animated short feature.
Credits: 1
Lab Hours: 2
Lecture Hours: 0
0
Prerequisites:
CAP 101

CAP 201: Simulation and Particles Effects
This course introduces students to the study of physical phenomenon and their simulated counterpart in the CGI world. Topics include particles systems paradigm, forces, modifiers, typical examples and technological limitations. Upon completion the students should be able to reproduce and render a good range of simulated physical effects to enhance their CGI projects.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0

CAP 202: Live Action and Integration Project
This course introduces students to the principles of live action shooting for visual effects. Emphasis is placed on good pre-shoot planning and on how to avoid problematic situations. Topics include the study of camera tracking software and light matching techniques for the 3D elements. Upon completion the students should be able to shoot a live action plate, recreate a virtual matching camera and add CGI elements seamlessly.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
0
Prerequisites:
CAP 122
CAP 123

CAP 203: Advanced Compositing
This course furthers students' study of compositing software and introduces visual effects design. Topics include color space, image transformation, tracking and film grain matching. Upon completion, the student should be able to perform intricate visual effects using image sequences and advanced tools.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
CAP 102

CAP 204: Advanced Modeling
This course deepens students' knowledge of CGI object modeling. Emphasis is placed on study of human anatomy, use of good reference material and realistic proportions. Topics also include animal anatomy and industrial objects. Upon completion, students should be able to recreate complex objects of various anatomy and designs efficiently.
Credits: 2
Lab Hours: 2
Lecture Hours: 1
0
Prerequisites:
CAP 121

CAP 205: Dynamic Reality Production
The course is designed to introduce students to virtual reality, augmented reality, and mixed reality. Upon completion students should be able to differentiate the VR/AR/MR – based training and application of each.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
CAP 105

CAP 220: Final Project
This course allows the student to create a final project showcasing his strength and abilities under the supervision and counseling of a professional visual effects artist. Upon completion, the students should be able to showcase their talent and be ready to work in a VFX company.
Credits: 6
Lab Hours: 10
Lecture Hours: 1
0
Prerequisites:
CAP 202

CAP 221: Final Project
This course allows the student to create a final project showcasing his strength and abilities under the supervision and counseling of a professional visual effects artist. Upon completion, the students should be able to showcase their talent and be ready to work in a VFX company.
Credits: 6
Lab Hours: 10
Lecture Hours: 1
Prerequisites:
CAP 202

CAP 222: Specialization Field
This course furthers the study of a particular field (modeling or animation) chosen by the student. Topics include (for modeling) digital sculpting, further anatomical study, understanding of muscle, fat and bone structure. Topics for animation include, learning of motion capture software, roto-capture and animation projects. Upon completion, the student should be able to showcase a deeper understanding of their chosen field.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0

CAP 223: VIsual Effects Process
This course introduces students to how visual effects are created in a workplace environment. Emphasis is placed on the study of a typical VFX house hierarchy and the pipeline structure. Topics include data flow, standardization, work hierarchy, internal and external interactions and work ethics. Upon completion, the student should be able to understand the inner workings of a VFX company and their role inside it.
Credits: 3
Lab Hours: 2
Lecture Hours: 2

CAP 224: Digital Environment
This course introduces students to matte painting techniques and specialized CGI environment software. Topics include concepts of art, camera projection, light repainting, atmosphere, and various tools available in virtual environment creation software. Upon completion, the student should be able to create a realistic environment from material coming from various 2D and 3D sources.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
CAP 201
CAP 203

CAP 225: Applying Andragogy in VR/AR/MR-Based Training Applications and Simulations
This course provides the theories and practices on the characteristics of adult learners. Through this training and development course, students will learn Knowles' five assumptions of adult learners and the implications for workforce training. Additionally, instruction will be provided in the application of the five assumptions to adult learning in the workplace focusing on VR/AR/MR-based training applications and simulations.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
CAP 205

CAP 226: Effective Instructional Practices in Workplace Talent Development
This course provides students with the knowledge and skills to incorporate effective instructional practices and techniques in workplace courses utilizing VR/AR/MR-based training applications.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
CAP 225

Computer Maintenance Technology

CPT 130: Intro to Information Systems
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CPT 158: Fundamentals of Wireless Lans
This course is an introductory course about the design, planning, implementation, operation, and troubleshooting of wireless networks. It is intended to prepare students for the Cisco Wireless LAN Support SpecialistDesignation.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CPT 182: Help Desk Applications
The main purpose of this course is to provide students with a comprehensive understanding of the help desk 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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 200: Networking Technologies
This course covers the basic concepts and Prerequisites of network computing which provides the background information needed to prepare for network management and certification.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 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
Transfer Code: Transfer Code
Code C

CPT 232: Network Design and Implementation
This course covers how to design and create a network implementation plan for a case-study company. Interactive group activities lead the student through this process to assess the needs of the case company.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CPT 271 or CIS 271
Co-Requisites:
None

CPT 267: Structured Cabling
This course provides students an introduction to data, voice, and video cabling. This course will address the latest developments in premises cabling, including technologies and applications in copper, fiber, and wireless cabling. This course will also cover important background information and resources regarding the most recent cabling standards, which are an integral part of this fast-paced industry. This course also provides students with hands-on practical experience in cabling.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CPT 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.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 269: Hardware Support
This course provides students with hands-on practical experience in installing computer hardware and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 270: Cisco I
This course is the first part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
CPT 200
CPT 267

CPT 271: Cisco II
This course is the second part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
CPT 270

CPT 272: Cisco III
This course is the third part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
CPT 271

CPT 273: Cisco IV
This course is the fourth part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
CPT 272

CPT 276: Server Administration
This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 278: Directory Services Administration
This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment.
Credits: 3
Transfer Code: Transfer Code Code C
Prerequisites:
CPT 276

CPT 279: Network Infrastructure Design
This course provides a study of network infrastructure design. Topics included in this course are strategies for planning, implementing, and maintaining server availability and security, client addressing schemes, name resolution, routing, remote access, and network security. Students gain experience by designing plans for implementing common network infrastructure and protocols.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 280: Network Security
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 282: Computer Forensics and Investigation
This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) certification.
Credits: 3
Transfer Code: Transfer Code
Code C

CPT 283: Network Defense and Countermeasures
This course introduces students to one of the most important and urgent concepts in protecting computers and networks:intrusion detection. The concepts introduced in this course are intended for students and professionals who need hands-on introductory experience with installing firewalls and intrusion detection systems (IDSs). This course assumes that students are familiar with the Internet and fundamental networking concepts, such as TCP/IP, gateways, routers, andEthernet. It also assumes that students are familiar with IP troubleshooting, subnetting, subnet masking, IP datagram structure, routing, Web security, and common attack techniques.
Credits: 3
Transfer Code: Transfer Code
Code C
Prerequisites:
CPT 271

CPT 288: Linux Administration
This course is designed to teach students how to administer, use, or develop programs for SUSE Linux. The concepts introduced do not assume prior Linux experience and are geared toward the objectives on the CompTIA Linux+ certification exam. Furthermore, many of the concepts and procedures introduced in this course are transferable to most other Linux distributions. This course will introduce students to the concepts required to successfully use and administer a Linux system.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

Computer Science

CIS 096: Intro to Computers
This course is designed to introduce students to basic computer terminology, hardware, input/output devices, memory, and processing. Windows as a graphical user interface and operations and applications that use the Windows environment are emphasized.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

CIS 113: Spreadsheet Software Applications
This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 115: Presentations Graphics Software Applications
This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 117: Database Management Software Applications
This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 130: Intro to Information Systems
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.
Credits: 3
Transfer Code: Transfer Code Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

CIS 146: Computer Applications
This course is an introduction to computer software applications, including word processing, spreadsheets, database management, and presentation software. This course will introduce students to concepts associated with professional certifications.
Credits: 3
Transfer Code: Transfer Code Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 147: Advanced Micro Applications
This course will demonstrate advanced functions and integration of word processing, spreadsheet, database, and presentation software. Upon completion, students should be able to apply advanced features of the selected software to typical problems found in society and business. This course will prepare students for Microsoft Office Specialist (MOS) certification.
Credits: 3
Transfer Code: Transfer Code Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 146 or permission of instructor
Co-Requisites:
None

CIS 148: Post Advanced Microcomputer Applications
This course builds on concepts associated with various microcomputer applications with emphasis on advanced features commonly found in software applications. Advanced features of word processing, spreadsheets, database, and presentation packages are introduced. Features such as macros, Visual Basic Applications, and online features are included in the content of the course. Upon completion, the student will be able to apply the advanced features of selected software to the workplace. This course will help prepare students for the MOS certification.
Transfer Code: Transfer Code
Code B

CIS 149: Introduction to Computers
This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC^3 certification.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 150: Introduction to Computer Logic and Programming
This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

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, processes 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 applications.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
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
Transfer Code: Transfer Code
Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

CIS 160: Multimedia for the World Wide Web
This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CIS 161: Introduction to Networking Communications
This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected network systems. The course covers various network models, typologies, communications protocols, transmission media, networking hardware and software, and networking 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, CIS 270 may be used as a suitable substitute for this course. However, CIS 161 will not substitute for CIS 270.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 185: Computer Ethics
This course will survey the various issues surrounding computer ethics.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 191: Intro to Computer Programming Concepts
This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures and simple data structures are introduced. Students are expected to write programs as part of this course.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
As required by program.

CIS 192: Advanced Computer Programming Concepts
This course covers the concepts of algorithm specifications, structured programming, data representation, searching, sorting, recursion, simple data structures, language description, and problem testing. Emphasis is placed on development of problem-solving skills. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
CIS 191

CIS 193: Introduction to Computer Programming Lab
This lab is designed to allow instructors to provide additional implementation of programming concepts as needed. This course may be duplicated with an alpha suffix added to the course number.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
0
Co-Requisites:
CIS 191

CIS 196: Commercial Software Applications
This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to be repeated for credit for each different topic being covered. Emphasis is placed on the purpose, capabilities and utilization of each package, language, or program. Upon completion, students will be able to use the features selected for the application covered.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 197: Advanced Commercial Software Applications
This course provides the student with hands-on experience in using the advanced features of software packages, languages, and utility programs currently in use. Each offering focuses on one software package with credit being received for each different package. Upon completion, students will be able to use the features selected for the application covered.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 196
Co-Requisites:
None

CIS 199: Network Communications
This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. This course will help prepare students for the CCNA and Network + certifications.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CIS 207: Web Development
This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and JavaScript. At the conclusion of this course, students will be able to use specified markup languages to develop basic Webpages.
Credits: 3
Transfer Code: Transfer Code
Code C

CIS 212: VIsual Basic Programming
This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0

CIS 213: Advanced Basic Programming
This course is a continuation of CIS 212, Visual BASIC Programming.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
CIS 212

CIS 215: C# Programming
This course is an introduction to the C# programming language. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. Topics include program structure, language syntax, and implementation details. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Alabama Community College System Transfer
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

CIS 220: App Development with Swift I
This is the first of two courses designed to teach specific skills related to app development using Swift language.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
CIS 157
Co-Requisites:
None

CIS 225: Introduction to SQL Programming - Oracle
This course is designed to give students a firm foundation in concepts of relational databases, to create database structures and to store, retrieve, and manage data. Students will learn to query using Basic SQL statements, restrict, sort, perform single row functions and group the queried data. Students will write advanced SELECT statements and use advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval. You will query multiple tables, perform nested queries, implement constraints, use data and time functions, and creates sequences and views. Students learn to write SQL and SQL* Plus script files using the iSQL* Plus tool to generate report-like output. Demonstrations and hands-on practice reinforces the fundamental concepts. This course is the first of two courses required to acquire certification as Oracle Certified Associate (OCA).
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
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
Transfer Code: Transfer Code
Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
CIS 220
Co-Requisites:
None

CIS 231: FORTRAN Programming
This course introduces fundamental concepts of the programming language FORTRAN. Topics included are mathematical and relational operators, branching, the use of input devices, arrays, subprograms, and introductory file and disk operation. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
College Algebra, a previous computer science course or equivalent.

CIS 236: Scientific Computation

This course presents the principles and techniques of a scientific programming language such as FORTRAN with applications in engineering, science, and mathematics.

Credits: 3

Transfer Code: Transfer Code

Code C

Lab Hours: 0

Lecture Hours: 3

0

Prerequisites:

MTH 115, Analytic Geometry, Calculus I. Keyboarding proficiency is strongly recommended.

CIS 241: Introduction to RPG Programming

This course introduces the fundamental concepts of RPG(Report Program Generator). It includes such topics as report preparation, control breaks, and file processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

Transfer Code: Transfer Code

Code C

Lab Hours: 0

Lecture Hours: 3

0

Prerequisites:

CIS 130 or equivalent

CIS 242: Advanced RPG Programming

This course is a continuation of CIS 241; includes such topics as sequential and random access file processing techniques. It may cover many of the structured programming commands, externally described files, display files, and other capabilities unique to some versions of RPG. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

Credits: 3

Transfer Code: Transfer Code

Code C

Lab Hours: 0

Lecture Hours: 3

0

Prerequisites:

CIS 241

CIS 244: Introduction to Cybersecurity

This course will introduce students to cybersecurity, while they gain additional insight into the challenges companies face today. Students will develop an understanding of cybercrime, security principles, technologies, and procedures and techniques used to defend networks.

Credits: 3

Transfer Code: Transfer Code

Code C

Prerequisites:

As required by the college.

CIS 246: Ethical Hacking

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.

Credits: 3

Transfer Code: Transfer Code

Code C

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

None

Co-Requisites:

None

CIS 251: C ++ Programming

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing.

Credits: 3

Transfer Code: Transfer Code

Code B

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

None

Co-Requisites:

None

CIS 252: Advanced C ++ Programming
This course is a continuation of C++ programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 251
Co-Requisites:
None

CIS 255: Java Programming
This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0

CIS 256: Advanced Java
This course is a second course of a sequence using the Java programming language. Topics include: Sun's Swing GUI components, JDBC, JavaBeans, RMI, servlets, and Java media framework. Upon completion, the student will be able to demonstrate knowledge of the topics through programming projects and appropriate exams.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CIS 261: COBOL Programming
This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
Previous computer science course or equivalent.

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 270: Cisco CCNA I
This course is the first part of a three-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 134
Co-Requisites:
None

CIS 271: Cisco CCNA II
This course is the second part of a three-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 270
Co-Requisites:
None

CIS 272: Cisco CCNA III
This course is the third part of a three-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 271
Co-Requisites:
None

CIS 273: Cisco CCNA IV
This course is the fourth part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 272
Co-Requisites:
None

CIS 276: Server Administration
This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 280: Network Security
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
Any advanced programming course

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 291: Case Study in Computer Science
This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion students should be able to design, code, test, and document a comprehensive computer information system.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
CIS 281 or permission of instructor.

CIS 292: Special Topics
This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate comprehension of the specified topics.
Credits: 2
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 2
0

CIS 299: Directed Studies in Computer Science
This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.
Transfer Code: Transfer Code
Code C
Prerequisites:
Permission of instructor

Cosmetology

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
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
COS 112

COS 112: Introduction to Cosmetology Lab
In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory components from COS 111.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
COS 111

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
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
COS 114

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
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
COS 113

COS 115: Hair Coloring Theory
In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
COS 116

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
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
COS 115

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
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
COS 118

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, and 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
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
COS 117

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
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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, hairshaping, 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
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

COS 144: Hair Shaping and Design
In this course, students learn the art and techniques of hairshaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

COS 145: Hair Shaping and Design 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
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

COS 167: State Board Review
Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

Cosmetology Instructor Training

This program is not eligible for federal financial aid.

CIT 211: Teaching and Curriculum Development
This course focuses on principles of teaching, teaching maturity, professional 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
Lab Hours: 0
Lecture Hours: 3
0

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
Lab Hours: 9
Lecture Hours: 0
0

CIT 213: Cosmetology Instructor Co-op
The course provides students with additional opportunities to observe instructors and develop teaching materials and skills.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
0

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
Lab Hours: 9
Lecture Hours: 0
0

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
Lab Hours: 0
Lecture Hours: 3
3

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
Lab Hours: 9
Lecture Hours: 0
0

Criminal Justice

CRJ 100: Introduction to Criminal Justice
This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
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
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
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
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
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
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0

Culinary Arts/Chef Training

CUA 101: Orientation to the Hospitality Profession
This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends. This is a CORE course.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CUA 102: Catering
This course includes the theory and practice of operating a catering business. Topics include food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CUA 110: Basic Food Preparation
In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. This course is CORE for AAS/AAT or Diploma in Culinary Arts or Commercial Food Services.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
CUA 116
CUA 120

CUA 111: Foundations in Nutrition
This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles to meal planning. This is a CORE course.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CUA 115: Advanced Food Preparation
In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will develop advanced skills in food preparation and meal management.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
CUA 125
Co-Requisites:
None

CUA 116: Sanitation and Safety
This course introduces the basic principles of sanitation and safety in food service operations. Specific topics include microbial contaminants, food allergens and food borne illness, personal hygiene, basic first aid, food management systems, and proper food selection, receiving, storage, and preparation. Special emphasis will be placed on the creation of a HAACP for the safe movement of food through the food service operation and the development of a plan for dealing with customer allergies. At the conclusion of this course students will be prepared to test for ServSafe©Manager certification and certification as an allergen specialist. This course is foundational for all culinary classes. This is a CORE course.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CUA 120: Basic Food Preparation Lab
In this course students apply fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
CUA 110
CUA 116

CUA 123: Applied Quantity Cooking
This course builds on the basic principles and methods of quantity cooking taught in CUA 122 – Fundamentals of Quantity Cooking. Topics include weights and measures, costing and converting recipes, health department compliance issues, production forms, organization and record keeping, development of menus and the time management skills necessary to successfully run a food service organization. At the conclusion of this course, students will be well versed in the application of quantity food techniques to the end of customer satisfaction.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

CUA 125: Food Preparation
In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills.
Credits: 5
Lab Hours: 6
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
CUA 116

CUA 181: Special Topics in Commercial Food Services
These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs. This course may be repeated for credit.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

CUA 182: Special Topics in Commerical Food Services
These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs. This course may be repeated for credit.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

CUA 183: Culinary Art Sculpture
This course includes the notion of fantasies that accompany the sculpturing motion with food. Work on centerpieces for all occasions will be included. The student will be exposed to a variety of three-dimensional edible mediums from wedding cakes to salt dough.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

CUA 201: Meat Preparation and Processing
This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
CUA 116
Co-Requisites:
None

CUA 203: Stocks and Sauces
This course challenges the student to the greatest tests of a chef's skills. Whether they are classic or contemporary good sauces demand the highest technical expertise. Students learn why particular sauces will or will not go with particular dishes. The student will focus on brown and white stocks; consommé's, fumets and essences; glazes and roux's. The student will further develop mother sauces and compound sauces.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
6
Prerequisites:
CUA 116

CUA 205: Intro to Garde Manger
This course is designed to develop skills in the art of Garde Manger. Topics include pates, terrines, galantines, ice and tallow carving, chaudfroid/aspic work, charcuterie, smoking, canapés, hor d'oeuvres and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate showpieces.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
6
Prerequisites:
CUA 116

CUA 213: Food Purchasing and Cost Control
Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.
Credits: 3

CUA 214: International Cuisine
This course focuses on various cuisines from countries and regions throughout the world. Students will prepare complete menus reflective of the culture and goods of these countries and regions with emphasis on ingredients and authentic preparation methods. Upon completion, students should be able to research and execute international menus.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
6
Prerequisites:
CUA 116

CUA 215: Regional Cuisines of the Americas
This course provides a brief history of the ancient American foods that enhanced the world's cuisines. Emphasis is placed on how these foods influenced the "American Cuisines" of today. Upon completion of this course, students will be able to research and execute regional American cuisine.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
6
Prerequisites:
CUA 116

CUA 255: Field Experience - Savory
A minimum of 200 hours of supervised practical experience in an approved food service system assigned by the Coordinator. Students are supervised jointly by director on the job and by the college instructor. Students gain practical experience in food services. This course may be repeated credit.
Credits: 3
Lab Hours: 0
Lecture Hours: 0
9

CUA 260: Internship for Culinary Apprentice
This course is designed to give students practical, on-the-job experiences in all phases of food service operations under the supervision of a qualified chef and coordinated with the college instructor. This course may be repeated for credit.
Credits: 1
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

CUA 275: Modern Cooking Techniques
This course will explore techniques used in the modern kitchen, including Sous Vide cooking and Molecular Gastronomy, as well as associated equipment. The class will focus on "small plates" and modern plating design. At the end of the course students will be able to prepare a variety of dishes using the techniques and equipment they learned about in the class and to present them based on the plating design guidelines discussed.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0

CUA 285: Culinary Capstone
In this course students will demonstrate their mastery of the required competencies for completion of a culinary degree. Students will complete their competency checklist and demonstrate their culinary abilities by preparing a meal to be judged by a panel of chefs.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
0
Prerequisites:
CUA 115
CUA 116

Dental Assistant

DAT 100: Introduction to Dental Assisting
This course is designed to provide an introduction to the field of dentistry. Topics include history of dentistry, dental equipment, dental auxiliaries, psychology as it applies to dentistry, professional organizations, certification requirements, legal and ethical considerations, work ethics, and communication skills. Emphasis is placed on the AlabamaDental Practice Act and OSHA Standards. Upon completion, students should be able to discuss basic aspects of dentistry.
Credits: 2
Prerequisites:
Admission to DAT program, permission of instructor, appropriate grade.

DAT 101: Pre-Clinical Procedures I
This course is designed to introduce chairside assisting techniques including concepts of four handed dentistry, sterilization techniques, dental instruments, anesthesia, and operative dentistry. Emphasis will be placed on preparation of the student for clinical dental assisting. Upon completion, the student should be able to perform dental assisting skills in a clinical setting.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
0
Prerequisites:
Admission to DAT program, permission of instructor, appropriate grade.

DAT 102: Dental Materials
This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students will be given intra and extra oral technical tasks to perform. Upon completion, students should be able to take and pour preliminary impressions, trim study models, construct custom trays and temporary crowns, prepare and place restorative material, and manipulate cements and impression materials. The procedures in this course are taught toPre-Clinical or laboratory competence.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
0
Prerequisites:
Admission to DAT program, permission of instructor, appropriate grade

DAT 103: Anatomy and Physiology for Dental Assisting
This course is designed to provide study of anatomy and physiology of the head and neck and a basic understanding of body structure and function. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations. It provides a foundation essential to an understanding of dental health. Upon completion, students should be able to discuss and identify the basic structure and function of the human body specifically the head, neck, and dentition.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
Admission to DAT program, permission of instructor, appropriate grade.

DAT 104: Basic Sciences for Dental Assisting
This course is designed to study basic microbiology, pathology, pharmacology, and medical emergencies. Emphasis is placed on the correlation of these sciences to the practice of dentistry. Upon completion, students should be able to apply basic science to the dental field.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
0
Prerequisites:
DAT 100
DAT 101
DAT 102
DAT 103

DAT 111: Clinical Practice I
This course is designed to allow the student the opportunity for clinical observation and practical work experience in clinical settings under the supervision of a licensed dentist. Emphasis will be placed on the basic skills of chair-side assisting. Upon completion, students should be able to demonstrate basic skills in the area of chair-side assisting.
Credits: 5
Lab Hours: 0
Lecture Hours: 1
12
Prerequisites:
DAT 100
DAT 101
DAT 102
DAT 103

DAT 112: Dental Radiology
This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Students will be taught to produce diagnostically acceptable intra and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, operator and patient safety, infection control, quality assurance, intraoral radiographic technique and image characteristics. Upon completion, students should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
0
Prerequisites:
Admission to DAT program, permission of instructor, appropriate grade.

DAT 113: Dental Health Education
This course is designed to introduce the student to the basic principles of nutrition, preventative dentistry, and dental health education. Emphasis will be placed on philosophy of preventive dentistry including: oral hygiene, patient motivation and management, and methods of oral health education. Upon completion, students should be able to apply the basic principles of nutrition and preventive dentistry.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
0
Prerequisites:
DAT 100
DAT 101
DAT 102
DAT 103

DAT 116: Pre-Clinical Procedures II
This course is a continuation of Pre-Clinical Procedures I. Emphasis is placed on dental specialties. Upon completion, the students should be able to discuss and identify dental specialty procedures and instrumentation.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
DAT 100
DAT 101
DAT 102
DAT 103

DAT 121: Dental Office Procedures
This course is designed to address basic dental office procedures including appointment and recall systems, financial records, accounting procedures, insurance claims, filing systems, purchasing and inventory of supplies and equipment, and the utilization of computers to perform business office procedures. Emphasis is placed on the duties of a dental receptionist. Upon completion, students should be able to demonstrate proficiency in the area of dental office administrative procedures.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

DAT 122: Clinical Practice II
This course is designed to provide the student the opportunity to develop advanced dental assisting skills in chairside dental assisting procedures, radiology, team work, communication skills and administrative duties.Emphasis will be placed on clinical procedures. Upon completion, students should be able to demonstrate proficiency in the area of chairside assisting. DAT 111, DAT 104, DAT 113, DAT 116, DAT 121 and appropriate grade.
Credits: 4
Lab Hours: 0
Lecture Hours: 0
12

DAT 126: Dental Assisting Seminar
This course is designed to discuss the student's clinical experiences, the résumé, and interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification review. Upon completion, students should be able to successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

Drafting and Design Technology

DDT 104: Basic Computer Aided Drafting and Design
This course provides an introduction to basic Computer-Aided Design & Drafting (CADD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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, student should be able to draw basic diagrams of electrical and electronic circuits using universally accepted lines and symbols.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

DDT 124: Basic Technicial 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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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, commands, and applications of CADD software.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

DDT 131: Machine Drafting Basics
This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type-working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type-working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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 completions, student should be able to draw, dimension, and specify basic residential architectural construction drawings.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

DDT 211: Intermediate Machine Drafting
This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinery’s Handbook for developing specifications, and use of standardized abbreviation in working drawings.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

DDT 213: Civil Drafting, Plat Maps
This course introduces the drafting practices, symbols, convention, 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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

DDT 214: Pipe Drafting
This course covers the theory and practical application needed to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, students should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical industrial environment.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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 non-concurrent are studied in co-planar and non-coplanar situations are included. Upon completion, students should understand and be able apply the principles of force in engineering drawings.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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 efficiency of the CAD operator.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

DDT 233: Intermediate Three-Dimensional 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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

DDT 236: Design Project
This course allows the student to plan, execute, and present results of an individual design project. Emphasis is placed on attainment of skills related to a project agreed upon by the Instructor and student. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

DDT 239: Independent Studies
This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

DDT 240: Independent Study
This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.
Credits: 2
Lab Hours: 4
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

DDT 260: Portfolio
This course includes the preparation of technical and or architectural drawings for a portfolio presentation and a resume for portfolio presentation. 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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

Economics

ECO 231: Principles of Macroeconomics
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

ECO 232: Principles of Microeconomics
This course is an introduction to microeconomic theory, analysis, and policy applications. Topics include scarcity, the theories of consumer behavior, production and costs, various market structures, output and resource pricing, and other aspects of microeconomics.
Credits: 3
Transfer Code: Transfer Code Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

Electrical Technology

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
Lab Hours: 2
Lecture Hours: 2
0

ELT 115: Residential Wiring Methods II
This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ELT 131: Wiring I Commercial and Industrial
This course teaches students the principles and applications of commercial and industrial wiring methods. Emphasis is placed on blueprint symbols, calculations and NEC code requirements as it applies to commercial and industrial wiring. Upon completion, students will be able to read electrical plans, know most electrical symbols, load calculations for commercial industrial applications, and interpret the NEC code requirements.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ELT 132: Commercial/Industrial Wiring II
This course is a continuation of ELT 131 and is all inclusive. Including the study of branch circuits, installation requirements for services, feeders and special equipment considerations including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC and special equipment considerations. Upon completion, students should be able to know how to size complete electrical commercial/industrial systems and know the NEC requirements for each system.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ELT 131
Co-Requisites:
None

ELT 181: Special Topics in ELT Technology
These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

ELT 212: Motor Controls 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. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ELT 231: Introduction to Programmable 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

ELT 232: Advanced Programmable 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

ELT 233: Applied Programmable Controls
This state of the art course covers the more advanced topics of PLC's. Emphasis is placed on, but not limited to the following: high-speed devices, analog programming, designing complete working systems, start-up and troubleshooting techniques and special projects. Upon completion, students must demonstrate their ability by developing programs, loading programs into PLC's and troubleshooting the system if necessary.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ELT 241: National Electric Code
This course introduces the students to the National Electricnd text and 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. Upon completion, students should be able to locate, with the NEC code requirements for a specific electrical installation.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

ELT 244: Conduit Bending and Installation
This course provides students the knowledge to properly bend electrical metallic tubing, rigid galvanized and intermediate metal conduit, and PVC conduit. Emphasis is placed on the theory and practical application of conduit bending methods. Upon completion, students should be able to get measurements, layout, and successfully bend conduit using hand type, mechanical, and hydraulic benders.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

ELT 290: Cooperative Education
These courses constitute a series wherein the student works on a part-time basis in a job directly related to electrical technology. 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
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

ELT 291: Cooperative Education
These courses constitute a series wherein the student works on a part-time basis in a job directly related to electrical technology. 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
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

Emergency Medical Services

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
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

EMS 105: Emergency Medical Responder

This course provides theory in emergency procedures as contained in the current National Standard Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, are required for successful course completion.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

EMS 107: Emergency Vehicle Operator Ambulance

The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 6
Lecture Hours: 6
0
Co-Requisites:
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
Lab Hours: 0
Lecture Hours: 0
3
Co-Requisites:
EMS 118

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 AEMTis 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 NHTSANational Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a corequisite.
Credits: 7
Lab Hours: 6
Lecture Hours: 4
Prerequisites:
As required by program.
Co-Requisites:
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
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by program.
Co-Requisites:
EMS 155

EMS 240: Paramedic Operations
This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules.
Credits: 2
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
BIO 201
Co-Requisites:
None

EMS 241: Paramedic Cardiology
This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
0
Prerequisites:
BIO 201
Co-Requisites:
EMS 242, EMS 244, EMS 245, and EMS 257

EMS 242: Paramedic Patient Assessment
This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.
Credits: 2
Lab Hours: 2
Lecture Hours: 1
0
Prerequisites:
BIO 201
Co-Requisites:
EMS 241

EMS 244: Paramedic Clinical I
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy,I.V./I.O. initiation and medication administration.
Credits: 1
Lab Hours: 0
Lecture Hours: 0
3
Prerequisites:
BIO 201
Co-Requisites:
EMS 241
EMS 240
EMS 245
EMS 257

EMS 245: Paramedic Medical Emergencies
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
0
Prerequisites:
EMS 242
EMS 244
Co-Requisites:
EMS 246, EMS 247 and EMS 248

EMS 246: Paramedic Trauma Management
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
0
Prerequisites:
EMS 241
EMS 242
EMS 244
EMS 245
Co-Requisites:
EMS 247 and EMS 248

EMS 247: Paramedic Special Populations
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/ behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
0
Prerequisites:
EMS 241
EMS 242
EMS 244
EMS 245
Co-Requisites:
EMS 246 and EMS 248

EMS 248: Paramedic Clinicals II
This course is required to apply for certification as a Paramedic. This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 245, EMS 246, and EMS 247 and knowledge and proficiency from previous clinical experiences. This course helps prepare students for the National Registry Paramedic Exam. The student will have the opportunity to use the basic and advanced skills of the Paramedic in the clinical setting under the direct supervision of licensed healthcare professionals. Requires licensure at the AEMT level.
Credits: 3
Lab Hours: 0
Lecture Hours: 0
9
Prerequisites:
EMS 241
EMS 242
EMS 244
EMS 245
Co-Requisites:
EMS 246 and EMS 247

EMS 253: Paramedic Transition to the Workforce
This course is designed to meet additional state and local educational requirements for paramedic practice. Content includes: ACLS, PALS or PEPP, ITLS or PHTLS, prehospital protocols, transfer drugs, and other courses as dictated by local needs or state requirements.
Credits: 2
Prerequisites:
EMS 245
EMS 246
EMS 247
EMS 248
Co-Requisites:
EMS 254, EMS 255 andEMS 256

EMS 254: Advanced Competencies for Paramedic
This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
0
Prerequisites:
EMS 245
EMS 246
EMS 247
EMS 248
Co-Requisites:
EMS 253

EMS 255: Paramedic Field Preceptorship
This course is required to apply for certification as a paramedic. This course provides students with field experiences to enhance knowledge and skills learned throughout the paramedic program. This course helps prepare students for the National Registry Paramedic Exam. Students will utilize paramedic skills in a field setting under the direct supervision of a licensed paramedic. Requires licensure at the AEMT level and completion of EMS 241, EMS 242,EMS 244, EMS 245, EMS 246, EMS 247, EMS 248, and EMS 257.
Credits: 5
Lab Hours: 15
Lecture Hours: 0
Prerequisites:
EMS 245
EMS 246
EMS 247
EMS 248
Co-Requisites:
EMS 253
EMS 254

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
Lab Hours: 0
Lecture Hours: 0
3
Prerequisites:
EMS 245
EMS 246
Co-Requisites:
EMS 253

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 durg and solution dose administration problems.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
0
Prerequisites:
Admission into program.
Co-Requisites:
EMS 241
EMS 242
EMS 245
EMS 244

EMS 273: EKG Interpretation
This course is designed for students in health related professions desiring the knowledge to interpret singular lead electrocardiograms. The course provides concepts in the interpretation of electrocardiograms to include an overview of the electrical conduction of the heart as well as the identification of all categories of dysrhythmias. Upon course completion, students should be able to identify various types of cardiac rhythms.
Credits: 2
Prerequisites:
As required by program.

Engineering

EGR 101: Engineering Foundations
This course introduces students to engineering as a profession, basic engineering skills, and the design process. The course includes components to develop teaming and oral and written communication skills. The course also provides an introduction to computer tools used by engineers (e.g., spreadsheet, word processing, presentation software, Internet).
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
MTH 113 or MTH 115
Co-Requisites:
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
Transfer Code: Transfer Code
Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
MTH 113 or MTH 115
Co-Requisites:
None

EGR 157: Computer Methods for Engineers Using MATLAB
This course introduces students to the concepts and practices involved in using high-level computer environments to solve engineering problems. Programming environments such as MATLAB will be used.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
MTH 125
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PHY 213
MTH 126
Grade of "C" or Higher in
Co-Requisites:
MTH 227

English

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 101C class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101C and the needs of the ENG 099 student.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
0
Prerequisites:
None.
Co-Requisites:
ENG 101C

ENG 100: Vocational Technical English
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
Satisfactory placement score

ENG 101: English Composition I
This course provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, analytical and critical reading skills, and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage and information literacy.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENR 098 or appropriate English placement score
Co-Requisites:
None

ENG 101C: English Composition I
This course provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, analytical and critical reading skills, and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage and information literacy. ENG101C requires the ENG099 co-requisite course.
Credits: 3
Transfer Code: Transfer Code
Code A
Lecture Hours: 3
Prerequisites:
ENR 098 or appropriate English placement score
Co-Requisites:
ENG 099

ENG 102: English Composition II
English Composition II provides continued instruction and practice in the writing of at least four extended compositions of which at least one is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II includes instruction and practice in library usage and information literacy.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
A grade of "C" or better in ENG 101 or the equivalent
Co-Requisites:
None

ENG 251: American Literature I
This course is a survey of American literature from its beginnings to the mid-nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENG 102 or equivalent
Co-Requisites:
None

ENG 252: American Literature II
This course is a survey of American literature from the mid-nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENG 102 or equivalent
Co-Requisites:
None

ENG 261: English Literature I
This course is a survey of English/British literature from its inception to the end of the eighteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENG 102 or equivalent
Co-Requisites:
None

ENG 262: English Literature II
This course is a survey of English/British literature from the late eighteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENG 102 or equivalent
Co-Requisites:
None

ENG 271: World Literature I
This course is a survey of world literature from its inception to the mid-seventeenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.

Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENG 102 or equivalent
Co-Requisites:
None

ENG 272: World Literature II
This course is a survey of world literature from the mid-seventeenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.

Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENG 102 or equivalent
Co-Requisites:
None

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.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
None
Co-Requisites:
None

French

FRN 101: Introductory French I
This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 4
0

FRN 102: Introductory French II
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 4
0
Prerequisites:
successful completion of FRN 101

Geography

GEO 100: World Regional Geography
This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0

Graphics Communications Technology

GRD 292: Practicum/Co-op
This course is designed for the student to obtain real work experience in the graphic arts industry. Emphasis is placed on instruction by a qualified graphic artist in a work situation and producing printable assignments using current technology. Upon completion, students should be able to work in a graphic arts environment with little or no supervision.
Credits: 3
Lab Hours: 6
Lecture Hours: 0

Health Education

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
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

HED 224: Personal and Community Health
This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

HED 226: Wellness
This course provides health-related education to those individuals seeking advancement in personal wellness. Major emphasis is on the nine dimensions (physical, emotional, intellectual, spiritual, social environmental, occupational, financial, and cultural) of wellness and how they all play a part in the overall wellness of an individual.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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 standards and advance requirements of the American Red Cross, and/or American Heart Association. CPR and AED training is also included. A 2-year BLS card can be obtained for a small fee.
Credits: 3
Transfer Code: Transfer Code Code B
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None
Co-Requisites:
None

HED 232: Care and Prevention of Athletic Injuries
This course provides a study of specific athletic injuries, their treatment, and preventive measures.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

HED 266: Introduction to Health Occupations
This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled.
Transfer Code: Transfer Code Code C
Prerequisites:
None
Co-Requisites:
None

HED 267: Drug Education
This course provides an examination of the drug scene with emphasis on the following: pharmacological, and sociological aspects of drug use, rehabilitation and treatment resources; and the law enforcement procedures.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

HED 277: CPR Recertification
In this course, instruction and review of up-dated information concerning Cardio-Pulmonary Resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association.
Credits: 1
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

History

HIS 101: Western Civilization I

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from its earliest beginnings to the early modern era.

Credits: 3

Transfer Code: Transfer Code Code A

Lab Hours: 0

Lecture Hours: 3

0

HIS 102: Western Civilization II

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from the early modern era to the present.

Credits: 3

Transfer Code: Transfer Code Code A

Lab Hours: 0

Lecture Hours: 3

0

HIS 121: World History I

This course surveys social, intellectual, economic, and political developments, which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.

Credits: 3

Transfer Code: Transfer Code Code A

Lab Hours: 0

Lecture Hours: 3

0

HIS 122: World History II

This course is a continuation of HIS 121. It covers world history, both western and non-western, from the early modern era to the present.

Credits: 3

Transfer Code: Transfer Code Code A

Lab Hours: 0

Lecture Hours: 3

0

HIS 201: United States History I

This course surveys United States history from the pre-Columbian period to the Civil War era.

Credits: 3

Transfer Code: Transfer Code Code A

Lab Hours: 0

Lecture Hours: 3

0

HIS 202: United States History II

This course surveys United States history from the Civil War era to the Modern era.

Credits: 3

Transfer Code: Transfer Code Code A

Lab Hours: 0

Lecture Hours: 3

0

HIS 256: African-American History

This course surveys the development and experiences of African American people from the 14th Century to the present. It focuses on black experience in the United States but may include the West Indies, Mexico, and South America.

Credits: 3

Transfer Code: Transfer Code Code B

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

None

Co-Requisites:

None

HIS 260: Alabama History

This course surveys the history of the state of Alabama from pre-Columbian times to the present. The course presents the geographical, political, social, cultural, and economic development of Alabama.

Credits: 3

Transfer Code: Transfer Code Code B

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

None

Co-Requisites:

None

Hospitality Services Management

HSM 123: Hospitality Field Experience I
This supervised field experience program puts student's classroom knowledge into practical use. It provides a balance between theory and practice, allowing the student to experience various facets of the industry that are not always available in the classroom. This experience provides the opportunity to clarify career goals, assess strengths and weaknesses, and obtain, develop and practice skills necessary for future success. This experience is also crucial to job placement. Any weaknesses in the program of the student can be identified and corrected to insure better job placement and salaries. This course may be repeated for credit.
Credits: 3
Lab Hours: 0
Lecture Hours: 0
9

HSM 201: Event Planning and Management
This course will provide students with an introduction to the management techniques necessary to successfully plan and execute hospitality functions. Students will learn the different front of the house service positions necessary to accomplish a successful dining experience through cross training at Frederic's (Faulkner's commercial dining room).Students will gain competency in the development of a business plan for a new restaurant or catering service. Menu planning and design will be introduced as a key component of developing and maintaining a successful hospitality organization. Upon completion, students will have a working knowledge of business plans, menu strategies and management tactics necessary to successfully plan hospitality events.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
6

HSM 202: Food and Beverage Planning and Design
This course is designed to introduce students to practical theory and methodology relating to the planning and design process of restaurant development. The focus of the course is to provide students with an understanding that the economic success of a restaurant depends greatly on sound facilities planning.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

HSM 203: Lodging Operations Management
This course is a study of lodging operations encompassing material from both the hotel and vacation rental segments of the hospitality and tourism industry. Particular emphasis will be given to front office operations including reservations, guest relations, association management, owner relations, and the interrelationships of property departments.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

HSM 212: Restaurant Management
This course is designed to expound on and integrate the elements of cost control, human resources management, marketing and service principles that are crucial to the success of a restaurant. Students will learn the skills necessary to manage a restaurant profitably with respect to the shrinking labor market and increased customer expectations of service.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

HSM 214: Hospitality Sales
This course is designed to provide students with a solid background in hospitality sales, advertising, and marketing. The main focus of the course is on practical sales techniques for selling to target markets.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

HSM 222: Meeting and Convention Management
This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

HSM 230: Property Management
This course introduces students to physical operations management in the condominium/resort industry, including effective maintenance programs and routines, landscape operations, infrastructure, and superstructure planning. Students will also be introduced to the process of effective decision-making for physical plant and grounds purchasing, receiving, and maintenance. Upon completion, students will understand physical plant operations for condominium resorts.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

HSM 232: Event Logistics and Entertainment
This course is designed to give students an introduction to venue planning and design as well as planning entertainment for fundraisers, festivals, meetings, and other events.

HSM 234: Planning and Development of Leisure Programs and Festivals
This course introduces students to the theory and practice of developing exciting and profitable leisure programs and festivals.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

HSM 236: Event Marketing
This course introduces event-planning students to marketing theory as applied for various events to include festivals, concerts, leisure programs, sporting events, and meetings.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

HSM 250: Hospitality Marketing
This course is designed to study the principles of marketing and promotion as they relate to the hospitality industry. Topics include promotional techniques, advertising, the organization of a lodging operation's sales department and promotion of special events.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

HSM 255: Hospitality and Tourism Nonprofit Organizations
This course will explore the roles and management of nonprofit organizations in the Hospitality and Tourism industry. Topics will range from issues of leadership to those of operational implementation. Basic concepts, research and theories on nonprofit organizational behavior will be introduced to assist students in learning principles and techniques for developing and managing financial and human resources. The contrasting roles of staff, volunteers, managers and trustees will be examined to develop an understanding of how each contributes to framing and achieving a nonprofit organization's mission
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

HSM 265: Planning and Development of Tourism
This course explores major concepts in tourism, what makes tourism possible, and how tourism can become an important factor in the development of the economy. Topics covered include introductory principles, study approaches, the importance of tourism, tourism history and careers, elements of tourism supply and demand, planning and development principles, marketing, research, regulation and deregulation, and government agencies affecting development. Upon completion, students will be able to analyze the impact of various facets of the tourism industry.
Credits: 3

HSM 266: Resort Management
The purpose of this course is to help students understand the unique characteristics of resort planning development, and management and to demonstrate how resort management principles and techniques can best be applied.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

HSM 270: Planning and Management Sports Tourism and Events
This course explores major concepts in planning and managing sports events and sports tourism and how sports tourism and sports events can become an important factor in the development of the economy. Topics covered include introductory principles, study approaches, the importance sports tourism and event history and careers, elements of sport management and demand, planning and development principles, marketing, research, regulation and deregulation, and government agencies affecting sports tourism and sporting events. Upon completion, students will be able to analyze the impact of various facets of the sports tourism industry.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

HSM 281: Special Topics in Hospitality Management
These courses provide specialized instruction in various areas related to hospitality services management. Emphasis is placed on meeting students' needs.

Hotel and Motel Management

HMM 105: Principles of Hospitality Management
This course is a study of the principles of management and their applications to the hospitality industry. Emphasis is placed on the functions of management, the newest principles of management, and tools of the modern manager. Upon completion, students will be able to relate the basic principles of management to the hospitality field.
Credits: 3

HMM 106: Beverage Selection and Appreciation
This course will provide students with a basic understanding of distilled and brewed spirits. Emphasis will be placed on international wine producing areas and students will learn serving techniques and the basics of beverage etiquette. Upon completion, students will have a basic knowledge of beverage production.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
3

HMM 120: Beverage Operations
This course includes the theory and practice of serving beverages to achieve enhanced enjoyment of the dining experience. This course will cover the full spectrum of beverages offered in the hospitality industry including wines, cocktails, brewed beverages, coffees, teas, waters, and soft drinks.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
4

HMM 241: Restaurant Service Management I
This course is designed to introduce students to planning, organization, control and evaluation of restaurant operations. Topics covered will be menu planning, restaurant layout and design, marketing and sales promotion, food and beverage control procedures, and managing reservations and group bookings. Upon completion, students will be able to apply the learned techniques.
Credits: 3
Lecture Hours: 2
3

HMM 252: Hotel/Restaurant and Travel Law
This course introduces the student to the many responsibilities that the law imposes upon the hospitality/travel business. Emphasis is placed on examples of litigation in the travel industry. Upon completion, the student should understand safe and sound rules to assist management in avoiding legal pitfalls and lawsuits.
Credits: 3

HMM 260: Human Resource Management
This course is designed to provide students with a basic understanding of personnel management for the hospitality and travel industry. Students will be introduced to forces affecting the labor market, scientific management and the service sector, the importance of flexible employees and policies, and labor problems currently facing the industry. Upon completion, student should understand changing worker attitudes and values, federal and state legislation, the shrinking labor market, the changing demographics of the labor market, and the growing demands for better service.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

HMM 281: Current Topics in Hospitality Management
This course is designed to introduce students to major topics currently influencing the management of hospitality operations. Course topics include, but are not limited to, hospitality law, ethics, human resources management, hotel/food service marketing, facilities management, cost control, information systems management, and customer service.Upon completion, students will have an updated outlook on factors influencing the hospitality field.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

Humanities

HUM 101: Introduction to Humanities I
This course is an interdisciplinary study which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

HUM 102: Introduction to Humanities II
This course is an interdisciplinary study which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

HUM 299: PTK Honors Course
This course combines HUM 299-01, -02, and -03 into a single semester course with a total of 3 credit hours (not repeatable for credit). It provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As approved by PTK Advisor
Co-Requisites:
None

HUM 299A: PTK Honors I
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 topics selected will be broad in scope and content rather than specific and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for up to a total of 3 hours of credit.
Credits: 1
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
As approved by PTK Advisor
Co-Requisites:
None

HUM 299B: PTK Honors II

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 topics selected will be broad in scope and content rather than specific and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for up to a total of 3 hours of credit.

Credits: 1

Transfer Code: Transfer Code Code A

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

As approved by PTK Advisor

Co-Requisites:

None

HUM 299C: PTK Honors 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 topics selected will be broad in scope and content rather than specific and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for up to a total of 3 hours of credit.

Credits: 1

Transfer Code: Transfer Code Code A

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

As approved by PTK Advisor

Co-Requisites:

None

Industrial Electronics Technology

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

Lab Hours: 2

Lecture Hours: 2

0

ILT 109: Electrical Blueprint Reading I

This course will enable the student to obtain to a working knowledge of the elements of blueprint reading; the ability to interpret electrical, mechanical, and architectural drawing; and the ability to visualize the entire building structure in relationship to the electrical system.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

None

Co-Requisites:

None

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

Lab Hours: 2

Lecture Hours: 2

0

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
Lab Hours: 2
Lecture Hours: 2
0

ILT 115: Advanced Industrial Controls
This course emphasizes the fundamentals and applications of solid state motor starters. Topics include DC drives, AC variable frequency drives, thyristers, sequences circuits and closed loop control including PID process control. Upon completion, students should be able to apply principles of solid state motor starters.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

ILT 166: Motors and Transformers I
This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. Upon lab completion students should be able to test motors, transformer types, and test for input and output voltage.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ILT 180: Special Topics
This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

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
Lab Hours: 2
Lecture Hours: 2
0

ILT 215: PLC Monitoring and Control of Instrumentation Process Variables
The student is introduced to analog and digital PLC process control systems. The student is also introduced to networking PLC and using gateways to interface to Ethernet type devices. The student gains knowledge and experience in the design and selection of PLC equipment used in control, troubleshooting, and monitoring control loops on actual equipment in the lab.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ILT 218: Industrial Robotics Concepts
This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ILT 227: National Electric Code
This course provides in-depth study of safety procedures according to the National Electrical Code. Topics include residential, commercial, and industrial wiring procedures. Upon completion, students should be able to apply principles of National Electrical Code Manual to specific residential, commercial, and industrial applications.
Credits: 2
Lab Hours: 0
Lecture Hours: 2

Industrial Engineering Technology

IET 114: Basic Electricity
This course provides an introduction to direct current (DC) and alternating current (AC) electrical theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC and AC circuits are examined. Students are prepared to analyze complex circuits, solve for unknown circuit variables and use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot electrical circuits. Emphasis is placed on the use of a scientific calculator, the operation of common test equipment, and the physical wiring of electrical circuits.This course is also taught as INT 114
Credits: 3
Lab Hours: 1
Lecture Hours: 2
3

IET 122: Rotating Machinery and Controls
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, push button 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 push button stations and understand complex motor control diagrams.
Credits: 3

IET 131: Fluid Power Systems
This course is provided instruction in topics ranging from basic physical concepts of machines to component operation and its typical system applications. Included are hydraulic valves, actuators, pumps, motors and their connection in transmission of energy through fluid power systems.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

IET 132: Preventative and Predictive Maintenance
Credits: 3

IET 231: 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
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

IET 232: 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
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

Industrial Maintenance Technology

INT 106: Elements of Industrial Mechanics
This course provides instruction in basic physics concepts applicable to industrial mechanics. Topics include mechanical principles with emphasis placed on power transmission and specific mechanical components. Upon course completion, students will be able to apply principles relative to mechanical tools, fasteners, basic mechanics, lubrication, bearings, packing and seals.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
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

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
Lab Hours: 4
Lecture Hours: 1
0

INT 127: Principles of Industrial Pumps and Piping Systems
This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

INT 132: Preventive and Predictive Maintenance
This course focuses on the concepts and applications of preventive and predictive maintenance. Topics include the introduction to optic alignment equipment, vibration testing and analysis, data collection, job safety, tool safety, systems analysis, preventive maintenance procedures and tasks, and predictive maintenance concepts. Upon completion, students will demonstrate the ability to apply the planning process for proper preventive and predictive maintenance.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

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
Lab Hours: 2
Lecture Hours: 2
0

INT 153: Precision Machining Fundamentals I
This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon course completion, students will have the ability to use precision measurement instruments and to read mechanical drawings.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

INT 158: Industrial Wiring I
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
Lab Hours: 4
Lecture Hours: 1
0

INT 161: Blueprint Reading for Industrial Technicians
This course is designed to provide the student a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

INT 180: Special Topics
This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.
Credits: 2
Lab Hours: 4
Lecture Hours: 0

INT 215: Troubleshooting Techniques
This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0

INT 222: Special Topics
This course provides specialized instruction in various areas related to industrial maintenance. Emphasis is placed on meeting students' needs.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

INT 232: Manufacturing Plant Utilities
This course focuses on the theory of operating and maintaining plant utilities. Topics include the operation/ control and maintenance of boilers, HVAC systems, and air compressors. Upon course completion, students will demonstrate the ability to repair and maintain utilities systems in an industrial setting.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

INT 291: Cooperative Education
This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience.Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
0

Interdisciplinary Studies/ Honors

IDS 114: Interdisciplinary Seminar: Current Topics in Human Concerns
This course is a seminar/discussion course designed to provide an opportunity for the student to conduct an in-depth investigation of selected topics. The particular topic selected will include issues from two or more disciplines and is determined by faculty and student interest. Classroom experiences emphasize and help develop skills in organizing and presenting information as well as explaining and defending ideas and conclusions. An oral seminar presentation is required. IDS 114 may be repeated for credit.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
0
Prerequisites:
Permission of Instructor.

IDS 115: Forum
In this course, credit is given in recognition of attendance at academic lectures, concerts, and othe revents. 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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
0
Prerequisites:
Permission of Instructor

IDS 214: Interdisciplinary: Current Topics of Human Concern
This interdisciplinary seminar provides an opportunity for the student to conduct an in depth investigation of selected topics related to human values and the influence of the sciences on those values.Classroom activities emphasize and help develop skill for public speaking. A seminar paper and oral presentation/defense are required to enhance the student's skills in analysis, critical thinking and communication.
Credits: 1
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 1
0
Prerequisites:
Admission to the Honors Program or consent and completion of at least one humanities-emphasis honors course and one science-emphasis honors course.

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
0

Machine Technology

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 is a CORE course and is aligned with NIMS certification standards. MTT 147/148 are suitable substitutes for this course.
Credits: 6
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

MTT 108: Machine Handbook Functions I
This course covers the machinist's handbook. Emphasis is placed on formulas, tables, usage and related information. Upon completion, students should be able to use the handbook in the calculation and set up of machine tools. This course is aligned with NIMS certification standards.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
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.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
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. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards.
Credits: 6
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

MTT 134: Lathe Operations I
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures.Upon completion, students will be able to apply advanced lathe techniques. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
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. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
0

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
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

MTT 137: Milling I
This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects. MTT 137/138 are suitable substitutes for MTT 136. This course is aligned with NIMS certification standards.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

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.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 2
Lecture Hours: 2
0

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 certification standards.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
0

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

Marine Technology

MRT 101: Marine Engines and Drives
Students will be introduced to professional work standards; shop safety; and the proper use of hand, measuring and precision tools. Students will learn the fundamentals of engine repair and operation for the internal combustion engine, including two-stroke and four-stroke operations. Also covered will be the lubrication, cooling and exhaust systems as well as the differences between outboard and sterndrive systems. Students will learn to perform the steps required to diagnose and service marine engines with mechanical-related concerns.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

MRT 108: Marine Rigging and Trailers
Students will learn to perform procedures for rigging outboard motors, aligning sterndrive engines, instrument gauge installation and electrical hookup, remote control, and predelivery adjustments. The importance of rigging, as it relates to customer satisfaction, will be emphasized. Students also will perform setup, installation and maintenance procedures for common optional equipment, including trailers, trolling motors and depth finders. Introduction to the use of trailers, trailer adjustments, wheel bearings maintenance, lighting (LED/incandescent) and vehicle connectors.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

MRT 111: Service Operations/Customer Service
Students will become familiar with various service department job functions with dealerships of major manufacturers, including Honda Marine, Mercury Marine, MerCruiser, Suzuki, Volvo, Penta BRP, and Yamaha. They will learn how the technician functions in the dealership in dealing with parts, inventory, warranties, repair orders, technical bulletins, flat rates and service manuals. Students will use hands-on approaches to learn the importance of the various roles in these areas. They will be required to demonstrate knowledge and abilities through written tests and the use of unique training workstations that utilize manufacturers' computer software.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

MRT 114: Fuel and Lubrication Systems
Students will learn to identify carburetor and EFI fuel systems on various outboards and sterndrives. They will gain hands-on experience in diagnosing minor fuel system problems, rebuilding carburetors, and performing basic synchronization adjustments on various fuel system configurations. In addition, injector cleaning, replacement, fuel pressure and filters for outboards, inboards, jet and sterndrive applications will be discussed. Upon completion of this course, students will be familiar with procedures to diagnose, troubleshoot, and repair various fuel systems with special attention to carburetors, EFI systems, and diagnostic tools. Various types of oils and lubricant rating systems used in the marine industry are covered, as well as troubleshooting and repairing different types of lubrication systems.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

MRT 200: Marine Engines and Outboard Drives
Students will be introduced to professional work standards; shop safety; and the proper use of hand tools, measuring, precision instruments and diagnostic devices for outboard engines and drive systems. Students will learn the fundamentals of engine operation and repair for the internal combustion engine, including two-stroke and four-stroke operations. Also covered will be the lubrication, cooling, ignition, fuel delivery and exhaust systems. Students will learn to perform the steps required to diagnose and service marine engines with electromechanical-related concerns.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

MRT 210: Marine Engines and Inboard Drives
Students will be introduced to professional work standards; shop safety; and the proper use of hand tools, measuring, precision instruments and diagnostic devices for inboard engines and drive systems. Students will learn the fundamentals of engine operation and repair for the internal combustion engine. Also covered will be the lubrication, cooling, ignition, fuel delivery and exhaust systems. Students will learn to perform the steps required to diagnose and service marine engines with electro-mechanical related concerns.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

Marketing

MKT 220: Advertising and Sales Promotion
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

Masonry

MAS 111: Masonry Fundamentals
Credits: 3

MAS 121: Brick/Block Fundamentals I
Credits: 3

MAS 131: Brick/Block Fundamentals II
Credits: 3

MAS 151: Brick/Block Fundamentals III
Credits: 3

MAS 161: Block Masonry Lab
Credits: 3

MAS 162: Brick Masonry Lab
Credits: 3

MAS 171: Residential/Commercial Masonry
Credits: 3

MAS 181: Special Topics in Masonry I
Credits: 3

MAS 182: Special Topics in Masonry II
Credits: 3

MAS 183: Special Topics in Masonry III
Credits: 3

MAS 211: Stone Masonry
Credits: 3

MAS 251: Stone Masonry Lab
Credits: 3

MAS 252: Fireplace Construction
Credits: 3

MAS 253: Brick Arches Lab
Credits: 3

Mathematics

MTH 098: Elementary Algebra
This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics.

Note: Students who are required to take MTH 098 are also required to take MTH 100C and MTH 099 or MTH 110C and MTH 109.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
None
Co-Requisites:
None

MTH 099: Support for Intermediate College Algebra
This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 100C. The material covered in this course is parallel to and supportive of the material taught in MTH 100C. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 100C class. This course does not apply toward the general core requirement for mathematics.

Note: Students who are required to take MTH 098 are also required to take MTH 100C and MTH 099.
Credits: 1
Transfer Code: Transfer Code
Code C
Lecture Hours: 1
Prerequisites:
Appropriate mathematics placement score
Co-Requisites:
MTH 100C

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 introducing and graphed. This course does not apply toward the general core requirement for mathematics.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Appropriate mathematics placement score

MTH 100C: 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. MTH100C requires the MTH099 corequisite course.

Note: Students who are required to take MTH 098 are also required to take MTH 100C and MTH 099.
Credits: 3
Transfer Code: Transfer Code
Code B
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score
Co-Requisites:
MTH 099

MTH 109: Support for Finite Mathematics
This Learning Support course provides corequisite support in mathematics for students enrolled in MTH 110C. The material covered in this course is parallel to and supportive of the material taught in MTH 110C. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 110C class. This course does not apply toward the general core requirement for mathematics.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Appropriate mathematics placement score
Co-Requisites:
MTH 110C

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
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Appropriate mathematics placement score
Co-Requisites:
None

MTH 110C: 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
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score
Co-Requisites:
MTH 109

MTH 111: Support for Precalculus Algebra
This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 112C. The material covered in this course is parallel to and supportive of the material taught in MTH 112C. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 112C class. This course does not apply toward the general core requirement for mathematics.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Appropriate mathematics placement score
Co-Requisites:
MTH 112C

MTH 112: Precalculus Algebra
This course emphasizes the algebra of functions – including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Successful completion of MTH 100 or MTH 100C Intermediate College Algebra with a grade of C or higher or appropriate placement score
Co-Requisites:
None

MTH 112C: Precalculus Algebra
This course emphasizes the algebra of functions – including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Successful completion of MTH 100 or MTH 100C Intermediate College Algebra with a grade of C or higher or appropriate placement score
Co-Requisites:
MTH 111

MTH 113: Precalculus Trigonometry
This course includes the study of trigonometric (circular) functions and inverse trigonometric functions as well as extensive work with trigonometric identities, equations, and formulas. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar graphs. Additional topics may include conic sections and product-sum formulas.
Credits: 3
Transfer Code: Transfer Code Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 112 or MTH 112C Precalculus Algebra or appropriate placement scores.
Co-Requisites:
None

MTH 115: Precalculus Algebra and 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
Transfer Code: Transfer Code Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
For direct placement into MTH115, students must have earned an ACT math subscore of 20 or higher and a "C" or higher in a high school pre-calculus course. ***Note***: Students who have completed MTH112 with a "C" or higher should enroll in **MTH113**. Students who have completed MTH 100 with an A or better may request from the division chair approval to enroll in MTH115.
Co-Requisites:
None

MTH 116: Mathematical Applications
This course provides practical applications of mathematics and includes selected topics from consumer math, algebra, and geometry. The course covers integers, percent, interest, ratio and proportion, measurement systems, linear equations, and problem solving.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

MTH 120: Calculus and Its Applications
This course is intended to give a broad overview of calculus. It includes limits, differentiation, and integration of algebraic, exponential, logarithmic, and multi-variable functions with applications to business, economics, and other disciplines. This course may also include LaGrange multipliers, extrema of functions of two variables, method of least squares, linear approximation, and linear programming.
Credits: 3
Transfer Code: Transfer Code Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ACT math score of 25 or higher, grade of C or higher in MTH 112, 113, or 115, or appropriate placement score.
Co-Requisites:
None

MTH 125: Calculus I
This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
ACT math score of 25 or higher, grade of C or higher in MTH 113 or 115, or appropriate placement score.
Co-Requisites:
None

MTH 126: Calculus II
This is the second of three courses in the basic calculus sequence. Topics include applications of integration, techniques of integration, infinite series, polar coordinates, and parametric equations, lines and planes in space, and vectors in the plane and in space.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
Grade of C or higher in MTH 125
Co-Requisites:
None

MTH 227: Calculus III
This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, curl and divergence, surface integrals, and Stokes' Theorem).
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
Grade of C or higher in MTH 126
Co-Requisites:
None

MTH 231: Math for the Elementary Teacher I
This course is designed to develop a deeper understanding of elementary school mathematics content needed for teaching. The course is designed to develop conceptual understanding of number systems and operations by focusing on basic concepts and principles, exploring multiple representations and strategies, and illuminating connections among concepts and procedures. Topics include whole numbers and integers, fractions, ratio, percent, decimals, and arithmetic operations within these systems.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 100 or MTH 100C Intermediate College Algebra or appropriate placement score
Co-Requisites:
None

MTH 232: Math for the Elementary Teacher II
This course is designed to provide mathematical insights into measurement and geometry for students majoring in elementary education. Topics include geometric shapes (two- and three-dimensional), measurement, congruence and similarity, symmetry, and transformations.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 100 or MTH 100C Intermediate College Algebra or appropriate placement score
Co-Requisites:
None

MTH 237: Linear Algebra
This course introduces the basic theory and application of the following topics: systems of linear equations and matrices, (finite-dimensional) vector spaces, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product and orthogonality, Gram-Schmidt, least squares, and the diagonalization of symmetric matrices.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 126
Co-Requisites:
None

MTH 238: Applied Differential Equations I
This course is an introduction to techniques for solving differential equations with applications. Topics include solving first order differential equations, applications to various models (e.g. populations, motion, chemical mixtures, etc.), solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters, and Laplace transform). Series solutions and solutions to systems are also covered.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Co-Requisites:
MTH 227

MTH 265: Elementary Statistics
This course provides an introduction to methods of statistics and includes the following topics: sampling, frequency distributions, measures of central tendency and variation, probability, discrete and continuous distributions, graphic representation, hypothesis testing, confidence intervals, regression, and applications.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 100 or MTH 100C Intermediate College Algebra or appropriate placement score
Co-Requisites:
None

MTH 270: Probability and Statistics Concepts
This course provides an examination of the theory and applications of probability and statistics based on topics from calculus. It includes probability, sample spaces, random variables, probability distributions, estimation, confidence intervals, hypothesis testing, experimental analysis, moments and moment generating functions, and computer-assisted data analysis using appropriate computer software.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
MTH 125
Co-Requisites:
MTH 126

Medical Assistant Technology

MAT 101: Medical Terminology
This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct 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
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

MAT 102: Medical Assisting Theory I

A description of anatomical descriptors and the cell introduces the student to and serves as an overview of the body's systems. The structure and function of the nervous, sensory, integumentary, muscular, skeletal, respiratory, and cardiovascular systems are taught with the diseases related to these systems presented. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Acceptance to the Medical Assistant Technology program, ENG 101, MTH 116 or higher level math, and BIO 103.
Co-Requisites:
None

MAT 103: Medical Assisting Theory II

The structure and function of the digestive, urinary, reproduction, endocrine, and immune systems are presented. Disease processes that are related to these systems will be included. Basic concepts of reproduction, growth and development, and nutrition are taught. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Acceptance to the Medical Assistant Technology program, Medical Terminology, MAT 102 or BIO 201, MAT 111, MAT 120, and MAT 125.
Co-Requisites:
None

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
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
Acceptance to the Medical Assistant Technology program, ENG 101, MTH 116 or higher level math, and BIO 103.
Co-Requisites:
None

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
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
Acceptance to the Medical Assistant Technology program, ENG 101, MTH 116 or higher level math, and BIO 103.
Co-Requisites:
None

MAT 121: Medical Administrative Procedures II

This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping, payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
Medical Terminology, MAT 102 or BIO 201, MAT 111, MAT 120, and MAT 125.
Co-Requisites:
None

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
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
Acceptance to the Medical Assistant Technology program, ENG 101, MTH 116 or higher level math, and BIO 103.
Co-Requisites:
None

MAT 128: Medical Law and Ethics for the Medical Assistant
This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
MAT 200, MAT 211, MAT 216, MAT 220, and appropriate general education courses.
Co-Requisites:
None

MAT 200: Management of Office Emergencies
This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia, shock, musculoskeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
MAT 103 or BIO 202, MAT 121, MAT 215, and MAT 239.
Co-Requisites:
None

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
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
MAT 103 or BIO 202, MAT 121, MAT 215, and MAT 239.
Co-Requisites:
None

MAT 215: Laboratory Procedures II for the Medical Assistant
This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
Medical Terminology, MAT 102 or BIO 201, MAT 111, MAT 120, and MAT 125.
Co-Requisites:
None

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
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
MAT 103 or BIO 202, MAT 121, MAT 215, and MAT 239.
Co-Requisites:
None

MAT 220: Medical Office Insurance
In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
MAT 103 or BIO 202, MAT 121, MAT 215, and MAT 239.
Co-Requisites:
None

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
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
MAT 200, MAT 211, MAT 216, MAT 220, and appropriate general education courses.
Co-Requisites:
None

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
Lecture Hours: 0
Prerequisites:
MAT 200, MAT 211, MAT 216, MAT 220, and appropriate general education courses.
Co-Requisites:
None

MAT 230: Medical Assistant Preceptorship
This course is a medical assisting capstone course. The student is expected to apply administrative, clinical, and laboratory knowledge while under the supervision of a designated preceptor. The student performs administrative, clinical, and laboratory skills while displaying positive affective behaviors expected of a medical assistant in the medical setting. The total number of contact hours must be a minimum of 160 hours in length. The content of the course is aligned with standards and guidelines from the Medical Assisting Education Review Board (MAERB) in collaboration with CAAHEP.
Credits: 2
Lab Hours: 10
Lecture Hours: 0
Prerequisites:
MAT 125, MAT 215, MAT 102 (or BIO 201), MAT 103 (or BIO 202), MAT 120, MAT 239, MAT 111, MAT 211
Co-Requisites:
MAT 121, MAT 216

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
Lecture Hours: 0
Prerequisites:
Medical Terminology, MAT 102 or BIO 201, MAT 111, MAT 120, and MAT 125.
Co-Requisites:
None

Medical Laboratory Technology

MLT 111: Urinalysis
This course focuses on the theory and techniques in the examination of urine. The student is introduced to physical and chemical properties as well as microscopic examination of sediment and the identification of cells and crystals. Upon completion, students should be able to perform basic urinalysis and correlate laboratory results to renal disorders and other disease states.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
Acceptance to the Medical Laboratory Technology program, ENG 101, MTH 116 or higher, BIO 103, and PSY 200.
Co-Requisites:
None

MLT 121: Hematology and Body Fluids
In this course the theory and techniques of hematology and other body fluids are covered. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, selected automated methods, as well as body fluid physical and chemical properties, microscopic examination, and identification of cells and crystals. Upon completion, students should be able to perform various procedures including preparation and examination of hematologic slides and relate results to specific disorders.
Credits: 6
Lab Hours: 6
Lecture Hours: 4
Prerequisites:
BIO 201
MLT 111
MLT 131
Co-Requisites:
None

MLT 131: Laboratory Techniques
This course covers the basic principles and techniques used in the medical laboratory. Emphasis is placed on terminology, basic laboratory equipment, specimen collection and processing, safety, and computations. Upon completion, students should be able to perform various basic laboratory techniques and utilize basic theories of laboratory principles.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
Acceptance to the Medical Laboratory Technology program, ENG 101, MTH 116 or higher, BIO 103, and PSY 200.
Co-Requisites:
None

MLT 141: MLT Microbiology I
The student is presented with the theories, techniques, and methods used in basic bacteriology. Focus is on bacterial isolation, identification, and susceptibility testing. Upon completion, students should be able to select media, isolate and identify microorganisms, and discuss modern concepts of epidemiology.
Credits: 5
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
BIO 201
MLT 111
MLT 131
Co-Requisites:
None

MLT 142: MLT Microbiology II
The student is presented with the theories, techniques, and methods used in basic parasitology, mycology, and virology. Emphasis is placed on special bacteria, identification, life cycles, culture growth, and pathological states of infection and infestation. Upon completion, students should be able to identify certain parasites, demonstrate various staining and culture procedures, and discuss the correlation of certain microorganisms to pathological conditions.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
MLT 181
MLT 191
MLT 294
MLT 297
Co-Requisites:
None

MLT 151: MLT Clinical Chemistry
This course emphasizes theories and techniques in basic and advanced clinical chemistry. Coverage includes various methods of performing biochemical analyses on medical specimens. Upon completion, students should be able to apply the principles of chemistry, evaluate quality control, and associate abnormal test results to clinical significance.
Credits: 5
Lab Hours: 6
Lecture Hours: 3
Prerequisites:
BIO 201
MLT 111
MLT 131
Co-Requisites:
None

MLT 181: MLT Clinical Immunology
Theory and techniques in immunology are presented to the student. Emphasis is placed on the basic principles of the immune system, serologic testing, the production of specific antibodies and their use in the identification of infectious organisms. Upon completion, students should be able to relate basic principles of immunology, describe techniques for analytical methods utilizing immunological concepts, and correlate results of analyses to certain disease states.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
MLT 121
MLT 141
MLT 151
Co-Requisites:
None

MLT 191: MLT Immunohematology
Theory and techniques in immunohematology are presented to the student. In this course coverage includes antigen and antibody reactions including blood typing, antibody detection and identification, and compatibility testing. Upon completion, students should be able to apply theories and principles of immunohematology to procedures for transfusion and donor services, and correlate blood banking practices to certain disease states and disorders.
Credits: 5
Lab Hours: 6
Lecture Hours: 3
Prerequisites:
MLT 121
MLT 141
MLT 151
Co-Requisites:
None

MLT 293: MLT Clinical Seminar
This course is a cumulative review of medical laboratory science theory. The seminar consists of cumulative review of previous courses emphasizing recall, application or theory, correlation, and evaluation of all areas of medical laboratory science. This course will assist in preparation of the students for the National Board of Certification exam.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
MLT 181
MLT 191
MLT 294
MLT 297
Co-Requisites:
None

MLT 294: Medical Laboratory Practicum Hematology and Urinalysis
This supervised practicum is within the medical laboratory setting and provides laboratory practice in hematology and urinalysis. Emphasis is placed on medical laboratory skills and performance in areas such as specimen preparation and examination, instrumentation, reporting of results, management of data and quality control. Upon completion, students should be able to process specimens, perform analyses utilizing various methods including instrumentation, report results, and manage data and quality control using information systems.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
MLT 121
MLT 141
MLT 151
Co-Requisites:
None

MLT 295: Medical Laboratory Practicum Microbiology
This supervised practicum is within the medical laboratory setting and provides laboratory practice in microbiology. Emphasis is placed on medical laboratory skills and performance in areas such as recovery, isolation, culturing and identification of microorganisms. Upon completion, students should be able to isolate, culture, and analyze microorganisms utilizing various methods, report results, and manage data and quality control using information systems.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
MLT 181
MLT 191
MLT 294
MLT 297
Co-Requisites:
None

MLT 296: Medical Laboratory Practicum Immunohematology
This supervised practicum is within the medical laboratory setting and provides laboratory practice in immunohematology. Emphasis is placed on medical laboratory skills and performance in areas such as the detection and identification of antibodies, the typing of blood, and compatibility testing of blood and blood components. Upon completion, students should be able to perform the screening for and identification of antibodies, compatibility testing, record and manage data and quality control using information systems.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
MLT 181
MLT 191
MLT 294
MLT 297
Co-Requisites:
None

MLT 297: Medical Laboratory Practicum Chemistry and Immunology
This supervised practicum is within the medical laboratory setting and provides laboratory practice in medical chemistry and immunology. Emphasis is placed on medical laboratory skills and performance in areas such as computerized instrumentation and the ability to recognize technical problems. Upon completion, students should be able to perform biochemical analyses by various methods, including testing utilizing computer-oriented instrumentation, report test results, and manage patient data and quality control statistics using information systems.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
MLT 121
MLT 141
MLT 151
Co-Requisites:
None

Music

MUS 100A: 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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUS 100B: 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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUS 100C: 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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUS 100D: 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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUS 101: Music Appreciation
This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

MUS 110: Basic Musicianship
This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

MUS 111: Music Theory I

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

Credits: 3

Transfer Code: Transfer Code Code B

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

MUS 110

Co-Requisites:

MUS 113

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

Transfer Code: Transfer Code Code B

Lecture Hours: 3

0

Prerequisites:

MUS 111

Co-Requisites:

MUS 114

MUS 113: Music Theory Lab I

This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position.

Credits: 1

Transfer Code: Transfer Code Code B

Lab Hours: 2

Lecture Hours: 0

Prerequisites:

MUS 110

Co-Requisites:

MUS 111

MUS 114: Music Theory Lab II

This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part diatonic progressions.

Credits: 1

Transfer Code: Transfer Code Code B

Lab Hours: 2

Lecture Hours: 0

Prerequisites:

MUS 113

Co-Requisites:

MUS 112

Music Ensemble

MUL 101: Class Piano I

MUSIC ENSEMBLE (MUL) MUL CLASS PERFORMANCE INSTRUCTION Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or 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
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUL 102: Class Piano II

MUSIC ENSEMBLE (MUL) MUL CLASS PERFORMANCE INSTRUCTION Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or 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
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
0

MUL 111-112-211-212: Class Voice I, II, III, IV

This course is a seminar clinic in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
0
Prerequisites:
Permission of the instructor

MUL 170-171-270-271: Music 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: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
0
Prerequisites:
Permission of the instructor

MUL 172-173-272-273: Musical Theatre Workshop 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: 2
Transfer Code: Transfer Code
Code B
Lab Hours: 4
Lecture Hours: 0
0

MUL 180-181-280-281: 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
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUL 182-183-282-283: Vocal Ensemble I, II, III, IV
Credits: 1
Lab Hours: 2
Lecture Hours: 0
0

MUL 184-185-284-285: Jazz/Show Choir 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
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUL 192-193-292-293: Instrumental Ensemble I, II, III, IV
Credits: 1
Lab Hours: 2
Lecture Hours: 0
0

MUL 196-197-296-297: 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
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUL 201: Class Piano III
MUSIC ENSEMBLE (MUL) MUL CLASS PERFORMANCE INSTRUCTION Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or 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
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
0

MUL 202 : Class Piano IV
MUSIC ENSEMBLE (MUL) MUL CLASS PERFORMANCE INSTRUCTION Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or 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
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
0

Music Performance

MUP 101-102-201-202: 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
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUP 111-112-211-212: 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
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUP 133-134-233-234: 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
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUP 135-136-235-236: Private Fretted Instruments 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
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
0
Prerequisites:
Permission of the instructor.

MUP 141-142; 241-242: 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
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
0
Prerequisites:
Permission of the instructor.

MUP 143-144; 243-244: 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
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
0
Prerequisites:
Permission of the instructor.

MUP 145-146-245-246: 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
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUP 161-162-261-262: Private Trumpet 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
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUP 171-172-271-272: 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
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUP 181-182-281-282: Private Percussion I, II, III, IV
Credits: 1
Lab Hours: 2
Lecture Hours: 0
0

Nursing

NAS 100: Long-Term Care Nursing Assistant
This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.
Credits: 4
Lab Hours: 0
Lecture Hours: 3
3

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
Lab Hours: 6
Lecture Hours: 4
3

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
Lab Hours: 3
Lecture Hours: 4
9

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
Lab Hours: 0
Lecture Hours: 5
9

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
Lab Hours: 0
Lecture Hours: 1
3

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
Lab Hours: 3
Lecture Hours: 6
9

NUR 211: Advanced Nursing Concepts
This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.
Credits: 7
Lab Hours: 0
Lecture Hours: 4
9

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 system.
Credits: 7
Lab Hours: 0
Lecture Hours: 3
12

Office Administration

OAD 100: Intro to Keyboarding and Technology
This course is designed to enable the student to develop touch keyboarding skills for efficient use of the microcomputer through classroom instruction and lab exercises. Upon completion, the student should be able to demonstrate proper keying techniques and basic computer skills.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

OAD 101: Beginning Keyboarding
This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, etc.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
OAD 101
Co-Requisites:
None

OAD 104: Advanced Keyboarding
This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 103

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 101

OAD 126: Advanced Word Processing
This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 125

OAD 127: Business Law
This course is designed to introduce the student to the fundamentals of business law affecting consumers and citizens. Emphasis is on principles of law dealing with contracts, sales, and commercial papers. Upon completion, the student should be able to demonstrate an understanding of the legal issues affecting business transactions.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

OAD 130: Electronic Calculations
This course is designed to teach the touch system and problem solving. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

OAD 135: Financial Record Keeping
This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

OAD 137: Computerized Financial Record Keeping
This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student will be able to demonstrate the ability to use a microcomputer system to record financial data.
Credits: 3
Transfer Code: Transfer Code
Code C
Prerequisites:
None.

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 files. Upon completion, the student should be able to perform basic filing procedures.
Credits: 3
Transfer Code: Transfer Code
Code C
Prerequisites:
None.

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 103

OAD 201: Legal Terminology
This course is designed to familiarize the student with legal terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 103

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None

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 legal terms. Upon completion, the student should be able to communicate effectively using medical terminology.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 103

OAD 213: Advanced Medical Transcription
This course is designed to develop skill in the transcription of documents generated in the medical office through classroom instruction and outside lab. Emphasis is on diagnostic studies, and laboratory, radiology, and pathology reports. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 212

OAD 214: Medical Office Procedures
This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None

OAD 215: Health Information Management
This course is designed to promote an understanding of the structure, analysis, and management of medical records.Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.
Credits: 3
Transfer Code: Transfer Code
Code C
Prerequisites:
None.

OAD 216: Advanced Health Information Management
This course is designed as a continuation of OAD 215 Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 215

OAD 217: Office Management
This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the student should be able to demonstrate effective supervision in the modern office.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

OAD 218: Office Procedures
This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

OAD 230: Computerized Desktop Publishing
This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.
Credits: 3
Transfer Code: Transfer Code
Code C
Prerequisites:
None.

OAD 232: The Electronic Office
This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and outside lab exercises. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

OAD 233: Trends in Office Technology
This course is designed to research current trends in office technology. Emphasis is on advances in technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

OAD 242: Office Internship
This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 3
Lecture Hours: 0
0
Prerequisites:
None.

OAD 243: Spreadsheet Applications
This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

OAD 244: Database Concepts
This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

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
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

Orientation

ORI 101: Orientation to College
This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
0
Prerequisites:
None.

Paralegal

PRL 101: Introduction to Paralegal Study
This course introduces the paralegal profession and the legal system. Topics include an overview of major areas of legal practice, ethics, legal analysis and research, professional development including certification and employment, and related topics.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

PRL 102: Basic Research and Writing
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENG 101
PRL 101
Co-Requisites:
None

PRL 103: Advanced Legal Research and Writing
This course requires the student to apply research, analysis, and writing techniques to substantive legal issues. Assignments include preparation of legal memoranda and other documents and the more efficient use of electronic research methods.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PRL 101

PRL 150: Commercial Law
This course covers contracts, selected portions of the Uniform Commercial Code, and forms of business organization.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 3
Lecture Hours: 3
0
Prerequisites:
None.

PRL 160: Criminal Law and Procedure
This course introduces substantive and procedural criminal law including elements of state and federal crimes, defenses, constitutional issues, pre-trial process, and other related topics.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PRL 101

PRL 192: Selected Topics in Paralegal
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

PRL 210: Real Property Law
This course emphasizes the study of real property law. Topics include the distinction between real and personal property, various estates and interests in property, and the mechanics of conveyance, encumbrances, and closing procedures.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PRL 101

PRL 230: Domestic Law
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PRL 101

PRL 240: Wills, Trusts, and Estates
This course covers wills, trusts, and inheritance. Topics include types of wills, the law of intestacy (inheritance), probating estates, and alternatives to probate. The course also covers trusts, medical directives, and associated litigation.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PRL 101

PRL 262: Civil Law and Procedure
This course examines the Federal Rules of Civil Procedure, the Alabama Rules of Civil Procedure, and trial procedure.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PRL 101

PRL 291: Internship
This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires a minimum of 100 hours of practical experience in the legal field.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
15
Prerequisites:
PRL 101
PRL 102

Pastries

PAS 100: Fundamentals of Baking
This introductory course in baking will cover basic ingredients, weights and measures, function of standardized recipe/ formula, and hands-on experience preparing a variety of baked goods. Topics will include cookies, yeast- leavened breads, quick breads, pies, pound cakes and laminated doughs.
Credits: 4
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
CUA 116

PAS 130: Chocolate and Truffles
This course is a specialty hands on course in chocolate, focusing on: tempering, chocolate candy making and the use of chocolate as a centerpiece medium The student will develop competency in chocolate to apply in the industry.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
CUA 116
Co-Requisites:
None

PAS 132: Special Topics in Baking
This course provides specialized instruction in various ares related to the baking industry. Emphasisis placed on meeting student's needs.
Credits: 1
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
CUA 116
Co-Requisites:
None

PAS 133: Special Topics in Pastry Arts
This course provides specialized instruction in various areas related to the Pastry Arts Emphasis is placed on meeting student's needs.
Credits: 1
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
CUA 116
Co-Requisites:
None

PAS 165: Cake Decorating and Design
This course focuses on preparing cake, tortes, individual Viennese cakes, and piping skills. Emphasis is placed on piping different mediums such as butter cream, royal icing; assembling cakes with different batters.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
CUA 116
Co-Requisites:
None

PAS 166: Cake Decorating and Design II
This cake decorating course emphasis the preparation of roll fondant cakes and gum paste flowers. Students will be introduced to elaborate technique of runouts, extension work, overpiping and different styles of producing gum paste flowers.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
2

PAS 168: Specialty European Cakes
This course focuses on the preparing of European tortes with an emphasis placed on different icing mediums; such as butter-cream, pastry cream and chantilly cream; also assembling cakes with different batters, such as Genoise and Japonaise. Upon completion of course the student should be able to assemble tortes with different mediums, batters, and assemble styles.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
4

PAS 170: Essentials of Bread Baking
The student will learn the simple steps in bread baking from proper use of tools and equipment; the critical time-temperature relationship; ingredient functions, dough handling and mixing; fermentation; shaping and scoring; to baking.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

PAS 171: World Class Breads
The student will learn to make world class breads using Old World techniques and original methods from pre-fermented sponges and doughs. The secrets to crusty French bread, aromatic hearth bread, and sour dough bread will be revealed.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
4

PAS 173: Pastries I
This is an introductory course to the basics of pastries. Emphasis is on the development of techniques and skills necessary for execution of country-style desserts, decorated cake, custards, and creams, frozen desserts and basic chocolate work.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
CUA 116
None

PAS 175: Pastries II
This course is a continuation of PAS 173, Pastries I. This course focuses on the development of techniques and skills necessary for execution of decorated cakes, individual desserts, plated desserts, frozen desserts, modernistic desserts, chocolate artistry, and sugar work.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
4
Prerequisites:
PAS 173

PAS 177: Baking and Pastry Capstone Class
In this course students will demonstrate their mastery of the required competencies for the completion of a Baking and Pastry Arts degree. Students will complete their competency checklist and demonstrate their baking abilities by preparing a variety of baked and confection items to be judged by a panel of chefs.
Credits: 1
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PAS 175
PAS 208
Co-Requisites:
None

PAS 204: Foundations of Baking
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, pound cakes, cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

PAS 208: Advanced Baking
This course is a continuation of PAS 100. Students will focus on more advanced topics in baking that include creams, classical desserts, frozen desserts, tableside desserts, cakes, petite fours and marzipan.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
6
Prerequisites:
CUA 116

PAS 209: Competition Teams
This course may be repeated for credit. The student will learn ACF Hot Foods Competition and ACF Knowledge Bowl Competition. This course will teach the student class A, B, and C in professional competition.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
6

PAS 232: Distinguish Topics in Baking
This course provides specialized instruction in various areas related to the baking industry. Emphasis is placed on meeting student's needs.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
6

PAS 233: Distinguish Topics in Pastry Arts
This course provides specialized instruction in various areas related to the Pastry Arts industry. Emphasis is placed on meeting student's needs.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
6

PAS 250: Field Experience
A minimum of 150 hours of supervised practical experience in an approved food service system assigned by the coordinator. Students are supervised jointly by director of job and by the college instructor. Students will gain practical experience in food services. This course may be repeated for credit.
Credits: 3
Lab Hours: 0
Lecture Hours: 0
9

Philosophy

PHL 106: Introduction to Philosophy
This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision-making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

PHL 200: Ethics in the Workplace
This course is a survey of the ethical principals involved in the workplace with emphasis on common modern problems. The perspectives of workers, supervisors, management, owners, and consumers are considered. The student should have an understanding of the ethical issues unique to the work environment.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

PHL 206: Ethics and Society
This course involves the study of ethical issues, which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0

Physical Education

PED 100: Fundamentals of Fitness
This course includes the basic principles and practices of physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

PED 101: Slimnastics (beginning)
This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0

PED 102: Slimnastics (intermediate)
This course is an intermediate-level slimnastics class.Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, students should be able to implement and evaluate an individualizedphysical fitness program.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 103: Weight Training (Beginning)
This course introduces the basics of strength training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

PED 104: Weight Training (Intermediate)
This course covers advanced levels of strength training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

PED 105: Personal Fitness
This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, and body composition.
Credits: 1
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

PED 107: Aerobics Dance (Beginning)
This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness, and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics.
Credits: 1
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 106 or permission of instructor
Co-Requisites:
None

PED 108: Aerobics Dance (Intermediate)
This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, student should be able to participate in and design an aerobics routine.
Credits: 1
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 107 or permission of instructor
Co-Requisites:
None

PED 109: Jogging
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.
Credits: 1
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

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 an engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.
Credits: 1
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 118 or permission of instructor
Co-Requisites:
None

PED 121: Bowling (beginning)
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 122: Bowling (intermediate)
This course covers more advanced bowling techniques. Emphasisis placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2
Prerequisites:
PED 121 or instructor permission

PED 123: Golf (beginning)
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 124: Golf (intermediate)
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, troubleshots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2
Prerequisites:
PED 123 or instructor permission

PED 125: Skating
This course introduces the fundamentals of skating. Emphasis is placed on basic positioning, balance, and form. Upon completion, students should be able to demonstrate skills necessary for recreational skating.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 126: Recreational Games
This course is designed to give an overview a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 133: Tennis (beginning)
This course emphasizes the fundamentals of tennis. Topics includebasic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 134: Tennis (intermediate)
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies insingles and doubles play. Upon completion, students should be able to play competitive tennis.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2
Prerequisites:
PED 133 orinstructor permission

PED 143: Aquatic Exercise
This course introduces rhythmic aerobic activities and aquaticexercises 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 pacedexercise program.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 151: Judo (beginning)
This course introduces the basic discipline of judo. Topics includeproper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able todemonstrate the procedures of judo.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 152: Judo (intermediate)
This course introduces more detailed aspects of the discipline ofjudo. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of judo.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2
Prerequisites:
PED 151

PED 153: Karate (beginning)
This course introduces the martial arts using the Japanese Shotokanform. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, andetiquette relating to karate. Upon completion, students be able to perform line drill techniques and Kata for variousranks.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 154: Karate (intermediate)
This course is a continuation of beginning Karate. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relatingto karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2
Prerequisites:
PED 153

PED 155: Self Defense
This course is designed to aid students in developing rudimentary skillsin self-defense. Emphasis is placed on stances, blocks, punches, and kicks, as well as non-physical means ofself-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical andnon-physical nature.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 166: Modern Dance
This course introduces the fundamentals of modern dance. Emphasis is placed on basic modern dance techniques, dances, and a brief history of modern dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 171: Basketball (beginning)
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

PED 172: Basketball
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
PED 171 or instructor permission
Co-Requisites:
None

PED 176: Volleyball (beginning)
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 177: Volleyball (intermediate)
This course covers more advanced volleyball techniques.Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2
Prerequisites:
PED 176 or instructor permission

PED 180: Flag Football
This course introduces the fundamentals and rules of flag football.Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

PED 181: Baseball (beginning)
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be ableto participate in recreational baseball.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 182: Baseball (intermediate)
This course covers more advanced baseball techniques. Emphasisis 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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 186: Softball (beginning)
This course introduces the fundamental skills and rules ofsoftball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 187: Softball (intermediate)
This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in competitive softball.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
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
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 200: Foundations of Physical Education
In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

PED 211: Basic Football Rules and Officiating Techniques
This course introduces the rules and techniques for sports officiating in high school football. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

PED 212: Advanced Football Rules and Officiating Techniques
This course presents advanced rules and techniques for sports officiating in high school football. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PED 211

PED 213: Basic Volleyball Rules and Officiating Techniques
This course introduces the rules and techniques for sports officiating in high school volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in volleyball.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

PED 214: Advanced Volleyball Rules and Officiating Techniques
This course presents advanced rules and techniques for sports officiating in high school volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in volleyball.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PED 213
Co-Requisites:
None

PED 216: Sports Officiating
This course surveys the basic rules and mechanics of officiating an variety of sports, including both team and individual sports. In addition to class work, students will receive at least 3 hours of practical experience in officiating.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

PED 217: Basic Basketball Rules and Officiating Techniques
This course introduces the rules and techniques for sports officiating in high school basketball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

PED 218: Advanced Basketball Rules and Officiating Techniques
This course presents advanced rules and techniques for sports officiating in high school basketball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PED 217

PED 219: Basic Baseball and Softball Rules and Officiating Techniques
This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
0

PED 220: Advanced Baseball and Softball Rules and Officiating Techniques
This course presents advanced rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, student should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball.
Credits: 3
Transfer Code: Transfer Code Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PED 219

PED 248: 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
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

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 additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.
Credits: 1
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

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 additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.
Credits: 1
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

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 additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

PED 253: Varsity Golf I
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

PED 257A-H: Varsity Cheerleading
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. Upon completion of this program students should be able to participate in a competitive program at the university level.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2
Prerequisites:
Instructor permission

PED 258: Varsity Volleyball I
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.
Credits: 1
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

PED 259: Varsity Cross Country I
This course covers more advanced cross country techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive cross country.
Credits: 1
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor Permission
Co-Requisites:
None

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
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

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
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

PED 263: Varsity Baseball IV
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
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

PED 268: Varsity Golf II
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.
Credits: 1
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

PED 269: Varsity Golf III
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

PED 270: Varsity Golf IV
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

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
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

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
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

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
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

PED 283: Varsity Volleyball II
This course covers more 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
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

PED 284: Varsity Volleyball III
This course covers more 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
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

PED 285: Varsity Volleyball IV
This course covers more 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
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

PED 286: Varsity Cross Country II
This course covers more advanced cross country 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 cross country.
Credits: 1
Transfer Code: Transfer Code Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

PED 287: Varsity Cross Country III
This course covers more advanced cross country 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 cross country.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

PED 288: Varsity Cross Country IV
This course covers more advanced cross country 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 cross country.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Instructor permission
Co-Requisites:
None

Physical Science

PHS 111: Physical Science
This course provides an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

PHS 112: Physical Science II
This course provides an introduction to the basic principles of chemistry and physics. Laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

Physics

PHY 120: Introduction to Physics
This course provides an introduction to general physics for non science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, simple harmonic motion, SHM, waves and sound, electricity and magnetism, optics and modern physics. Laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
MTH 098 or higher
Co-Requisites:
None

PHY 201: General Physics I - Trig Based
This course is designed to cover general physics at a level that assures previous exposure to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
0
Prerequisites:
MTH 113 or equivalent

PHY 202: General Physics II - Trig Based
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required.
Credits: 4
Transfer Code: Transfer Code Code A
Lab Hours: 2
Lecture Hours: 3
0
Prerequisites:
PHY 201

PHY 213: General Physics I with Calculus
This course is the first course in a two-part sequence of the calculus-based study of classical physics. Topics include kinematics, Newtonian Mechanics, the conservation of momentum and energy, and thermodynamics. Laboratory is required.
Credits: 4
Transfer Code: Transfer Code Code A
Lab Hours: 2
Lecture Hours: 3
0
Prerequisites:
MTH 125
Co-Requisites:
None

PHY 214: General Physics II with Calculus
This course is the second course in a two-part sequence of the calculus-based study of classical physics. Topics include electromagnetism, light, and optics. Laboratory is required.
Credits: 4
Transfer Code: Transfer Code Code A
Lab Hours: 2
Lecture Hours: 3
0
Prerequisites:
PHY 213
Co-Requisites:
None

Pipefitting

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. Prerequisite None.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

PFT 103: Introduction to Pipefitting Tools
This course is designed to give students ample lab time to work with pipefitting hand tools and pipefitting power tools with emphasis placed on safety with these tools. Students will also be instructed in the correct use of oxyfuel cutting equipment.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
0
Prerequisites:
None

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. Prerequisite None.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

PFT 106: Introduction to Piping Systems, Drawings and Detail Sheets
This course is designed to instruct students to physically use various drawings to layout and cut different types of pipe per drawings, using pipefitting power tools. Prerequisite None.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
0

PFT 107: Threaded Pipe and Socket Weld Pipefabrication

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. Prerequisite None.

Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

PFT 108: Pipe Fitting for Threaded and Socket Weld Pipe

This course is designed to instruct students with emphasis placed on safely and correctly erecting and working from ladders and scaffolds. Students will be instructed how to prepare pipe ends for threaded and socket weld pipe fabrication. Students will fabricate piping systems using threaded and socket weld fittings per given drawings.

Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

PFT 111: Pipe Rigging and Butt Weld Fabrication

This course is designed to give students ample time to fabricate piping systems using various butt weld fittings. Students will be instructed how to prepare pipe ends for but weld pipe fabrication. Students will also be instructed on safely and correctly using various types of pipe rigging.

Credits: 3
Lab Hours: 6
Lecture Hours: 0
0
Prerequisites:
None.

Political Science

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.

Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

POL 211: American National Government

This course surveys the background, constitutional principles, organization, competing ideologies, and operation of the American political system. Emphasis will be placed on the U.S. Constitution.

Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

Process Industries Technology: Pulp/Paper/Chemical

PCT 105: Process Technology I, Equipment

This course provides an overview or introduction into the field of process technology equipment within the process industry. Students will be introduced to many process industry related equipment concepts including purpose, components, operation, and Process Technicians' role for operating and troubleshooting the equipment.

Credits: 4
Lab Hours: 2
Lecture Hours: 3
0

PCT 120: Pulp Manufacturing Technology
A comprehensive overview of pulp mill operations including pulping, pulp processing and bleaching technology, process variables, equipment, terminology and chemical recovery. Specific topics may include fiber supplies and theirp roperties; wood and chip preparation; Kraft, sulfite, mechanical pulping; equipment; process variables; chemical reactions involved in the pulping and recovery processes; pulp processing including washing, screening, and cleaning;bleaching, chemical recovery (evaporation, combustion, recausticizing). Laboratory experiences will include hands-on or demonstrations of testing chips, pulp, black liquor and white liquor properties. Upon completion, students should be able to discuss the wood pulping processes, from fiber collection and cooking through various methods of washing, bleaching, and recovery.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

PCT 122: Introduction to Process Technology
This course provides a basic orientation for operators in the chemical process industries and introduces many of the terms and ideas which will be encountered in the workplace. Topics include operator roles, responsibilities, expectations, terminology, liabilities, chemistry, physics, basic plant equipment, general product handling, flow diagrams, utility systems, plant organization, and the basics of process control. Upon completion, students should have a general knowledge of the tasks, responsibilities, skills and attitude necessary to be a chemical operator in a process industry.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

PCT 132: Paper and Chemical Processes
This course includes types of cooking equipment, various steps in pulp processing, operating strategies and economics, and many varied steps in the actual manufacture of paper. Topics include steps and processes which do not require the extensive use and understanding of the laws of chemistry. Upon completion, students should be able to draw and follow a basic flow diagram of chips through the cooking/screening/cleaning process and to and through the paper machine.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0
Prerequisites:
PCT 111

PCT 135: Paper Manufacturing Technology
This course includes an overview of paper mill operations, including fiber raw materials (virgin and recycled), stock preparation refining, chemical additives, headbox operations, sheet forming and paper machine wet end operations, twin wire gap and multi ply forming, pressing, drying, machine clothing, calendaring, and winding. Laboratory experiences will include hands on or demonstration of paper properties and tests. Topics include steps and processes which do not require the extensive use and understanding of the laws of chemistry. Upon completion, students should be able to understand papermaking processes and have the ability to interact knowledgeably with process engineers, operators, suppliers, and technicians.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

PCT 142: Industrial Processes
This course provides a familiarization with the general types of processes found in the paper and chemical industries, including distillation, fractionation, absorption, extraction, stripping, washing, screening, cleaning, filtration, drying, evaporation, centrifugation, product blending, and mixing. Topics include generic industrial processes, especially distillation, utilizing computer-based training and simulation to conduct realistic training in control roomoperations. Upon completion, students should be able to understand and appreciate the skills, efforts, communication, and especially the teamwork necessary to operate a successful industrial process.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

PCT 154: Technology and Science of Paper Recycling
This course has been designed to increase the ability to make decisions to improve the paper and board recyclingprocess. Topics to be covered include overview of US paper recycling industry, issues with mixed recycled paper streams, effect of recycling on the fiber characteristics, equipment used in the recycling of paper and optimizing operation ofeach one, image analysis, deinking chemicals, and system design for specific paper grades.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

PCT 210: Environmental Control Technology
An overview of the environmental control technologies associated with the pulp, paper and chemical process industries. Topics include safety of personnel, safe use of resources, raw water treatment methods, air pollution abatement methods and equipment, wastewater treatment methods and equipment, solids disposal methods and equipment, operation of the EPA; compliance with U.S. governmental regulations for all waste streams – air, water, and solids disposal. Upon completion, students should be able to describe common handling methods for various waste disposal streams such as solids handling, liquid effluent treatment systems and gas handling/cleaning systems. Laboratory experiences will include touring and/or operating a waste treatment plant and raw water treatment plant and testing for contaminants in waste streams.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

PCT 221: Unit Operations
This course is an introduction to the equipment and processes used in the paper and chemical industries. Topics include a study of vessels, piping systems, valves, pumps, heat exchanger, and filtering systems. Upon completion, students should be able to demonstrate a knowledge of vessels, feed systems, and equipment used in process industries.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

PCT 222: Unit Maintenance
This course is designed to provide instruction in maintenance procedures as applied to pulp/paper and chemicalindustries. The student will study and perform maintenance on piping systems, bearings, boilers, valves, pumps and heatexchangers. The student will also learn proper chemical handling procedures, lubricating techniques, and surfacepreparation practices and techniques.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0
Prerequisites:
PCT 221

PCT 231: Statistical Process Control
This course focuses on statistics and probability and how they apply to control charts with heavy emphasis on the normal curve and its many applications in quality and process control. Emphasis is placed on the development and use of control charts in industry. Upon completion, students should be able to construct and use control charts plus understand and use probability to make better operating decisions.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0
Prerequisites:
MTH 098 or Equivalent Placement Score

Psychology

PSY 200: General Psychology
The course is a survey of the scientific study of psychological, biological, and socio-cultural factors that influence behavior and mental processes
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

PSY 210: Human Growth and Development
This course is a study of the physical, cognitive, social, and emotional factors that affect human growth and development from conception to death.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSY 200
Co-Requisites:
None

Religious Studies

REL 100: History of World Religions
This course is designed to acquaint the student with the beliefs, practices and history of the major religions of the world This includes but is not limited to the religions of Africa, Middle East, and the eastern and western worlds.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

REL 151: Survey of the Old Testament
This course is an introduction to the content of the Old Testament through the examination of its structure, genres, characters, settings, dates, and themes.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

REL 152: Survey of the New Testament
This course is an introduction to the content of the New Testament through the examination of its structure, genres, characters, settings, dates, and themes.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

Respiratory Care Therapy/ Therapist

RPT 210: Clinical Practice I
This clinical course provides for initial hospital orientation and development of general patient assessment and communication skills required for safe and effective patient care. Emphasis is placed upon application of classroom and laboratory experiences within the clinical environment. Upon completion, students should demonstrate adequate psychomotor skills and cognitive abilities necessary for initial patient contact and safe and effective performance of basic respiratory care procedures.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

RPT 211: Introduction to Respiratory Care
This course is designed to acquaint the student with responsibilities of the Respiratory Care Practitioner (RCP) as a member of the health care team. Areas of emphasis include: history of the profession, credentialing mechanism, licensure, medical ethics, communication skills, basic medical terminology, and patient assessment. Upon completion, students should be able to demonstrate effective communication skills, proper use of aseptic technique, deference to appropriate professional ethics and behavior, and be able to perform basic patient assessment.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

RPT 212: Fundamentals of Respiratory Care I
A fundamental course which presents the scientific basis for respiratory care procedures and application of basic chemistry and physics as related to compressed gases and respiratory care equipment operation. Experimental laboratory is required and emphasis includes: design, functional characteristics, and operation of commonly encountered respiratory care equipment, use of medical gases and applied chemistry, physics, and mathematics. Upon completion, the student should be able to demonstrate an adequate knowledge base concerning function and troubleshooting of respiratory care equipment and concepts of applied physics, chemistry, and mathematics.
Credits: 4
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

RPT 213: Anatomy and Physiology for the RCP
This course provides detailed lecture and audio-visual presentations which concentrate on the cardiopulmonary and renal systems. Emphasis is placed on structure, function, and physiology of the cardiopulmonary and renal systems and the role each plays in the maintenance of homeostasis. Upon completion, the student should be able to demonstrate adequate knowledge of the structure, function, and physiology of the cardiopulmonary and renal systems.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

RPT 214: Pharmacology for the RCP
This course is a detailed study of drugs encountered in respiratory care practice and the function of the autonomic nervous system. Areas of emphasis include: determination of drug dosage, applied mathematics, clinical pharmacology, indications, hazards, intended actions, and side-effects of agents used in respiratory care. Upon completion, the student should be able to complete a dosage calculation test with 90% proficiency and demonstrate an adequate understanding of the clinical pharmacology of respiratory care drugs, and the general principles of pharmacology.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

RPT 220: Clinical Practice II
This course is a continuation of clinical practice and allows the student to further integrate classroom and laboratory instruction into the practice of respiratory care. Areas of emphasis include: bedside patient assessment techniques, airway management, hyperinflation therapy, protocol implementation, development of patient care plans, oxygen, humidity and aerosol administration, and an introduction to management of the mechanical ventilation of the adult. Upon completion, the student should be able to demonstrate appropriate psychomotor skills and cognitive abilities necessary to successfully function as primary care giver for routine respiratory care procedures.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
RPT 210
Co-Requisites:
None

RPT 221: Pathology for the RCP I

This course is a survey of commonly encountered diseases and disorders which may affect the function of the cardiopulmonary system, and the clinical manifestations and treatment rationales as related to respiratory care practice. Practical laboratory is required and course emphasis is placed upon the application of sound diagnostic techniques in the gathering of data in support of diagnosis of specific disease entities as well as progression of pathological changes in cardiopulmonary function. Upon completion, the student should be able to demonstrate the ability to gather appropriate information from various sources in support of diagnosis of specific cardiopulmonary disease as well as an adequate understanding of cardiopulmonary pathology.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

RPT 222: Fundamentals of Respiratory Care II

This course continues to present the fundamental scientific basis for selected respiratory care procedures. Experimental laboratory is required and areas of emphasis include: therapeutic techniques utilized in bronchial hygiene, hyperinflation therapy, mechanical ventilation of the adult, manual resuscitation equipment, the equipment utilized in bedside assessment, and mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive abilities and psychomotor skills required to perform the procedures presented.
Credits: 4
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
RPT 212
Co-Requisites:
None

RPT 223: Acid Base Regulation and ABG Analysis

This course provides the student with lecture and audiovisual presentation of material essential to the understanding of acid/base physiology and arterial blood gas interpretation. Emphasis is placed upon Arterial Blood Gas (ABG) sampling technique, quality assurance, basic chemistry as related to acid/base balance, evaluation of oxygen transport, and the role of the respiratory and renal systems in maintenance of homeostasis. Upon completion, the student should be able to demonstrate appropriate psychomotor skills and cognitive abilities for the fundamental concepts of acid/base balance and regulation of homeostasis by the respiratory and renal systems.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

RPT 230: Clinical Practice III

This is the third course in the clinical sequence and is designed to allow the student to function in the role of primary care giver. Emphasis is placed upon mastery of basic respiratory care procedures, administration of aerosol drugs, and care of the patient receiving mechanical ventilation. Upon completion, the student should be able to demonstrate psychomotor skills and cognitive abilities necessary to function safely and effectively in the role of primary care giver.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
RPT 220
Co-Requisites:
None

RPT 231: Pathology for the RCP II
This course continues to present specific disease entities which may impair cardiopulmonary function. Laboratory study is directed toward diagnostic techniques and decision making. Course emphasis is placed upon etiology, diagnosis, prognosis, and treatment rationale for each medical problem presented. Upon completion, the student should be able to demonstrate the cognitive abilities necessary to integrate clinical and laboratory data obtained from various sources in support of the diagnosis and treatment of the specific disease entities presented.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
RPT 221
Co-Requisites:
None

RPT 232: Diagnostic Procedures for the RCP
This course is designed to present the value of various procedures as an aid to diagnosis in cardiopulmonary disease. Course emphasis is placed upon procedures such as complete pulmonary function testing, bronchoscopy, cardiac diagnostic procedures, and ventilation/perfusion studies. Upon completion, the student should be able to demonstrate the psychomotor and cognitive abilities necessary to perform routine diagnostic procedures.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

RPT 233: Special Procedures for the RCP
This course identifies and presents special procedures and medical specialties for various tasks required of the RCP, while functioning in an assistive role to the physician. Course emphasis is placed upon phlebotomy, bronchoscopy, hemodynamic assessment, and advanced cardiopulmonary monitoring techniques. Upon completion, the student should be able to demonstrate cognitive abilities and understand the psychomotor skills necessary to perform assistive functions during the various procedures presented.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

RPT 234: Mechanical Ventilation for the RCP
This course continues and expands the presentation of material concerning mechanical ventilation as previously introduced including indications, modification, and discontinuance of mechanical ventilation. Laboratory is required and course emphasis is placed upon the application of scientific principles to the clinical use of various modes of mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required to effectively institute and maintain various methods of mechanical ventilation.
Credits: 4
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

RPT 240: Clinical Practice IV
This course, the last in the required clinical sequence, provides opportunities for the student to further refine clinical skills. Course emphasis is placed upon critical care, neonatal mechanical ventilation, home care and discharge planning. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required to function in the role of advanced respiratory care practitioner.
Credits: 4
Lab Hours: 12
Lecture Hours: 0
Prerequisites:
RPT 230
Co-Requisites:
None

RPT 241: Rehabilitation and Home Care for the RCP
This course presents special considerations which apply to rehabilitation and home care of the patient with cardiopulmonary disorders. Emphasis is placed upon the role of the RCP within the home care medical community and modification of techniques and procedures necessary for effective pulmonary management. Upon completion, the student should be able to demonstrate an understanding of discharge planning and disease management protocols as applied to rehabilitation and the continuation of effective respiratory care outside of an acute care facility.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

RPT 242: Perinatal/Pediatric Respiratory Care
This course presents the unique requirement for appropriate delivery of respiratory care to the neonatal and pediatric patient. Laboratory is required and course emphasis is placed upon a detailed outline of fetal lung development, fetal circulation, neonatal cardiopulmonary disorders, and specialized equipment and techniques, as well as general considerations of provision of care to neonatal and pediatric patients. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required for safe and effective delivery of respiratory care to the neonatal and pediatric patient.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

RPT 243: Computer Applications for the RCP
This course is designed to allow the student practice in utilizing computer assisted clinical simulation software as well as allow for a general program review in preparation for credentialing examinations. Emphasis is placed on development of critical thinking skills, specific to the discipline, and development of computer literacy. Upon completion, students should be able to demonstrate computer literacy and satisfactory performance on nationally standardized comprehensive self-assessment examinations.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

RPT 244: Critical Care Considerations for the RCP
This course provides for continued discussion concerning the monitoring and maintenance of patients who are treated in the critical care area of an acute care hospital. Course emphasis is placed upon advanced monitoring and assessment techniques employed in the treatment of the critical care patient. Upon completion, the student should be able to demonstrate increased psychomotor and cognitive abilities as pertaining to critical care.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

RPT 266: Seminar in Respiratory Medicine I
This course is a series of physician and/or guest lecturers designed to present topics of special interest to the student or practitioner. Emphasis is placed upon current medical practice within the field of pulmonary medicine and cardiology. Upon completion, the student should be able to demonstrate an increased knowledge base concerning the topics of special interest presented.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

Salon and Spa Management

SAL 201: Entrepreneurship for Salon/Spa
This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up the legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a custom base.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

Sociology

SOC 200: Introduction to Sociology
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

SOC 210: Social Problems
This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
SOC 200

Spanish

SPA 101: Introductory Spanish I
This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 4
0
Prerequisites:
As required by program.

SPA 102: Introductory Spanish II
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 4
0
Prerequisites:
SPA 101 or equivalent

SPA 201: Intermediate Spanish I
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.
Credits: 3
Transfer Code: Transfer Code
Code A
Prerequisites:
SPA 102
SPA 102 or Equivalent.

SPA 202: Intermediate Spanish II
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.
Credits: 3
Transfer Code: Transfer Code
Code A
Prerequisites:
SPA 201
SPA 201 or Equivalent.

Speech

SPH 106: Fundamentals of Oral Communication
This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. The course surveys current communication theory and provides practical application for workforce readiness.
Credits: 3
Transfer Code: Transfer Code
Code A
3

SPH 107: Fundamentals of Public Speaking
This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized.
Credits: 3
Transfer Code: Transfer Code
Code A
Prerequisites:
None.

Surgical Technology

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, operative techniques, blood-borne pathogens, safety, and pharmacology. Additionally, the principles of microbiology, and professional, ethical, and legal responsibilities of the surgical team will be covered. Upon completion, the student should be able to demonstrate practical application of the basic principles and skills of the surgical technologist.
Credits: 5
Lab Hours: 0
Lecture Hours: 3
6
Prerequisites:
Admission to the Surgical Technology program and BIO 103, BIO 201, ENG 101, MTH 100, ORI 101, and Humanities Elective.

SUR 101: Introduction to 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 and principles of patient care, surgical procedures, operative techniques, blood-borne pathogens, safety, and pharmacology. Additionally, the principles of microbiology, and professional, ethical, and legal responsibilities of the surgical team will be covered. Upon completion of this course students should be able to describe methods to maintain a sterile environment and recognize members of the operating room team according to their roles.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
Admission to the Surgical Technology program and BIO 103, BIO 201, ENG 101, MTH 100, ORI 101, and Humanities Elective.

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, identification of surgical instruments, equipment, and supplies, proper patient positioning for surgical procedures, and applying skills of intraoperative procedures. Upon completion of his course, the student should be able to name and select basic surgical instruments, supplies, and equipment, participate in mock surgical procedures.
Credits: 4
Lab Hours: 6
Lecture Hours: 2
0
Prerequisites:
Admission to the Surgical Technology program and BIO 103, BIO 201, ENG 101, MTH 100, ORI 101, and Humanities Elective.

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
Lab Hours: 6
Lecture Hours: 3
0
Prerequisites:
Admission to the Surgical Technology program and BIO 103, BIO 201, ENG 101, MTH 100, ORI 101, and Humanities Elective.

SUR 104: Surgical Practicum I
This course is the application of surgical principles in the perioperative setting. Emphasis is placed on application of the surgical technology skills. Upon completion of the course, the student should be able to participate in the surgical technologist role.
Credits: 4
Lab Hours: 0
Lecture Hours: 0
12
Prerequisites:
SUR 100
SUR 102
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 at the entry level.
Credits: 5
Lab Hours: 0
Lecture Hours: 1
20
Prerequisites:
SUR 100
SUR 102
SUR 103

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
Lab Hours: 0
Lecture Hours: 1
0
Prerequisites:
SUR 104

SUR 107: Surgical Anatomy and Physiology
This course is an overview of surgical anatomy and pathophysiology. 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
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
Admission to the Surgical Technology program and BIO 103, BIO 201, ENG 101, MTH 100, ORI 101, and Humanities Elective.

SUR 108: Pharmacology for the Surgical Technologist
A study of basic pharmacology as is relates to the practice of the surgical technologist. Topics covered include basic conversions, calculations, classifications, desired effects and side effects, terminology, care and safe handling of medications, as well as a comprehensive review of surgical medications. Upon completion of the course, students should be able to recognize and properly manage pharmacologic agents commonly used in the surgical environment.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
0
Prerequisites:
Admission to the Surgical Technology program and BIO 103, BIO 201, ENG 101, MTH 100, ORI 101, and Humanities Elective.

SUR 205: Surgical Practicum IV
This is a continuation of the clinical experience practice in the health care environment using skills attained in previous classroom laboratory and clinical instruction. The course includes a detailed study on clinical techniques and emphasis is placed on selected 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 have acquired necessary skills for transition from student to technologist.
Credits: 5
Lab Hours: 0
Lecture Hours: 1
20
Prerequisites:
SUR 104

SUR 209: 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
Lab Hours: 0
Lecture Hours: 1
0
Prerequisites:
As required by the department.

SUR 210: 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: 2
Lab Hours: 0
Lecture Hours: 2
0
Prerequisites:
As required by the department.

Theater

THR 113: Theater Workshop I
This is the first in a six-course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production.
Credits: 2
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 2
0
Prerequisites:
None.

THR 114: Theater Workshop II
This course is a continuation of THR 113.
Credits: 2
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 2
0
Prerequisites:
THR 113

THR 120: Theatre Appreciation
This course is designed to increase appreciation of the art of theatre. Attendance at theatre productions will likely be required.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

THR 126: Introduction to Theater
This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

THR 131: Acting Techniques I
This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

THR 132: Acting Techniques II
This course is a continuation of THR 131.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
THR 131

Veterinary Technology

VET 110: Vet Tech Clinics I

This online course provides students with required clinical tasks to be completed in an approved clinical site in the areas of: surgery, restraint, instrumentation, equipment, surgical and medical care, and basic clinical procedures on various animal species. Upon course completion, the student should be able to understand the responsibilities of a veterinary technician and begin the development of fundamental skills.

Credits: 2
Lab Hours: 0
Lecture Hours: 0
6
Prerequisites:
Acceptance into program, appropriate grades.

VET 112: Introduction to Vet Technology

A series of online lectures and required clinical tasks are designed to introduce the student to hospital fundamentals. Topics include history and physical examination, breeds of animals, small animal parasitology, diagnostic and surgical procedures, equine and food animal nursing, exotic and avian nursing, sanitation, medical vocabulary, The Alabama Veterinary Practice Act, ethics, jurisprudence, and hospital management. Upon course completion, students should be able to perform history and physical examinations, collect samples, administer medications, perform fecal analysis, know different breeds of animals, and understand parasite life cycles, OSHA regulations and safety procedures, and the technician's role in veterinary medicine.

Credits: 5
Lab Hours: 0
Lecture Hours: 3
6
Prerequisites:
Acceptance into program, appropriate grades.

VET 114: Clinical Anatomy & Physiology of Animals

This online course is designed specifically for students in the two-year veterinary technology program and covers the fundamentals of anatomy and physiology of mammals, avians, and reptiles. Topics include the skeletal system, muscular system, respiratory system, digestive system, circulatory system, urinary system, the eye, the ear, female reproductive system, pregnancy, parturition, lactation, male reproductive system, neurology, and the endocrine system; and online laboratory dissection. Upon course completion, the student should be able to identify major tissues and organs, understand the physiology of organs and organ systems, and understand the physiological basis for the development of clinical laboratory testing.

Credits: 5
Lab Hours: 2
Lecture Hours: 4
0
Prerequisites:
Acceptance into program, appropriate grades

VET 120: Vet Tech Clinics II

This online course provides students with required clinical tasks to be completed in an approved clinical site in the areas of surgery, and clinical medicine of various animal species. Required tasks will include surgical and nursing care, and clinical medicine of various animal species. Upon course completion, those skills learned from the previous semester should be reinforced and the student should have learned some new technical procedures.

Credits: 3
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
VET 110
VET 112
VET 114
Co-Requisites:
None

VET 122: Vet Tech Emergencies & First Aid
This online course is designed to teach the basic principles in emergency treatment of various animal species and incorporates actual management in a clinical environment. Topics include emergency information, equipment and drugs, initial examination, evaluation and treatment, shock, cardiac arrest, respiratory emergencies, fluid therapy, blood collection and transfusion, emergency treatment of specific conditions, poisonings. Upon course completion, the student should be able to administer first aid to animals needing immediate attention.
Credits: 5
Lab Hours: 0
Lecture Hours: 4
3
Prerequisites:
VET 126
VET 230
VET 232
VET 234
As required by program

VET 124: Clinical Procedures & Pathology
This online course introduces students to common laboratory techniques and diagnostic methods. Students will begin developing laboratory skills with an emphasis in the areas of urology and hematology. Topics of study include the basic laboratory, hematology, bone marrow and blood cytology, urinalysis, clinical chemistry, function tests of the liver, kidney, pancreas, and thyroid, diagnostic cytology, and post mortem examinations; required clinical tasks will be completed in an approved clinical site. The study of medical vocabulary is continued. Upon course completion, the student should be able to understand the physiological basis used for diagnostic testing and to perform the laboratory procedures outlined in the course material.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
VET 110
VET 112
VET 114
Co-Requisites:
None

VET 126: Animal Diseases & Immunology
This online course is designed to acquaint the student with the importance and transmissibility of common animal diseases and with immunological principles involved in prophylaxis, treatment and recovery. Emphasis is placed on those aspects of the immune response that affect immunization and diagnosis and to familiarize the student with the common infectious diseases and immunization schedules of domestic animals. Upon course completion, the student should be able to communicate with clients regarding preventable diseases and zoonotic implications and should also be able to assist with formulation of immunization schedules for various species of animals.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
VET 120
VET 124
VET 236
VET 242
As required by program

VET 230: Vet Tech Clinics III
This online course provides students with required clinical tasks to be completed in an approved clinical site in the areas of surgery, dentistry, and clinical medicine in various animal species. Topics include surgical and nursing care, dentistry, and clinical medicine in various animal species. Upon course completion, those skills learned from the previous semester should be reinforced and the student should have learned new technical procedures.
Credits: 3
Lab Hours: 0
Lecture Hours: 0
9
Prerequisites:
VET 120
VET 124
VET 236
VET 242
As required by program

VET 232: Anesthesia and Diagnostic Imaging
This online course introduces the student to principles of anesthesia, diagnostic imaging, and safety in various animal species. Topics include an introduction to anesthesia, patient evaluation and preparation, pre-anesthetic considerations, local anesthesia, assessing the depth of general anesthesia, injectable anesthetic drugs, inhalation anesthesia, introduction to radiography, the radiograph machine, darkroom, radiographic films, general principles of positioning, radiographic protocol, safety measures, technique charts, quality control, introduction to ultrasonography, patient preparation, and equipment controls; required clinical tasks will be completed in an approved clinical site. Upon course completion, the student should be able to properly anesthetize and monitor animals under anesthesia, develop a technique chart, and apply the care and knowledge necessary to produce good quality radiographs and safety measures.
Credits: 4
Lab Hours: 0
Lecture Hours: 3
3
Prerequisites:
VET 120
VET 124
VET 236
VET 242
As required by program

VET 234: Animal Pharmacology & Toxicology
This online course is designed to give the student exposure to veterinary drugs and teach the importance of exact calculations, proper administration, and the danger and recognition of reactions and over dosage in various animal species. Topics include introduction and principles of pharmacology; antimicrobials; disinfectants; drugs affecting the nervous, respiratory, cardiovascular, and gastrointestinal systems; anti-inflammatories; antiparasitics; euthanasia solutions; and pharmacy and inventory control. Upon course completion, the student should be able to properly calculate drug dosages; fill, label, and dispense medications; recognize the various classifications of drugs; and have knowledge regarding the dangers and toxicosis of various medications.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
VET 120
VET 124
VET 236
VET 242
As required by program

VET 236: Vet Microbiology & Parasitology
This online course is designed to provide students with practical knowledge of common pathogens in variouss animal species. Students will learn how to select and collect samples and data for laboratory processing or submission to another laboratory. Topics include identification of causative agents of diseases; classification and nomenclature of bacteria; morphology and physiology of bacteria; bacteria and disease; laboratory procedures in bacteriology; gram positive and gram negative bacteria; spiral and curved bacteria; actinomycetes organisms; fungi; virology; review of common small animal, exocticanimal and avian parasites, equine and food animal parasitology. Upon course completion, the student should be able to properly collect and handle bacteriological specimens, identify organisms by gram staining, and have a basic knowledge of large animal parasite life cycles, as well as methods of identification of the commonly encountered parasites.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
VET 110
VET 112
VET 114
Co-Requisites:
None

VET 240: Vet Tech Clinics IV
This online course provides students with required clinical tasks to be completed in an approved clinical site in the areas of surgical and nursing care, anesthesia, and clinical pathology. Topics include surgical and medical care, laboratory procedures in various animal species. Upon course completion, the student should be proficient in those skills reinforced from previous semesters.
Credits: 3
Lab Hours: 0
Lecture Hours: 0
9
Prerequisites:
VET 126
VET 230
VET 232
VET 234
As required by program

VET 242: Animal Nutrition and Laboratory Animals
This online course is designed to acquaint the student with the basic concepts of animal nutrition of various animal species and laboratory animal maintenance, husbandry, and handling. Topics include canine dietetics, feline dietetics, nutritional management of small animal disease, feeding the neonate, nutritional management of the convalescent animal, fundamentals of nutrition, principles of disease prevention, housing and equipment, job opportunities, biology of common lab animals, basic principles of research and necessity for use of lab animals, techniques, and zoonosis; required clinical tasks will be completed in an approved clinical site. Upon course completion, the student should be able to formulate a nutritional plan for the healthy and sick animal. The student should be able to handle, care for, and collect diagnostic samples and have basic knowledge of the diseases of the commonly used laboratory animals.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
VET 110
VET 112
VET 114
Co-Requisites:
None

VET 244: Seminar in Veterinary Technology
This elective course is designed to review critical topics covered during the two years of the veterinary technology curriculum along with review questions and tests associated with these topics. Topics include anatomy and physiology, anesthesiology, animal care, dentistry, emergency & first aid, hospital management, laboratory animals, laboratory procedures, medical calculations, medical nursing, medical terminology, pharmacology, radiology, and surgical nursing. Upon course completion, the student should be prepared for the Veterinary Technician National Exam.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
VET 126
VET 230
VET 232
VET 234
As required by program

VET 250: Vet Tech Preceptorship
The veterinary technology preceptorship consists of one academic semester of work experience in an approved clinical site. A student evaluation report from the clinical supervisor will be necessary for the course completion and also for meeting requirements for graduation. The clinical practice will include clinical instruction in all areas of a veterinary practice as deemed necessary by the clinical supervisor. Upon course completion, the student should be able to apply all procedures learned in the veterinarian technology program to the practice environment.
Credits: 3
Lab Hours: 0
Lecture Hours: 0
15
Prerequisites:
VET 126
VET 230
VET 232
VET 234
As required by program

Welding

WDT 108: Shielded Metal Arc Fillet/OFC
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

WDT 109: Shielded Metal Arc Fillet/PAC/CAC
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

WDT 110: Industrial Blueprint Reading
This course provides students with the understanding and fundamentals of industrial blueprint reading.Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols.Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

WDT 115: GTAW Carbon Pipe
This course is designed to provide the student with the practices and procedures of welding carbonpipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

WDT 116: GTAW Stainless Pipe
This course is designed to provide the student with the practices and procedures of welding stainlesss teel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

WDT 119: Gas Metal Arc/Flux Cored Arc Welding
This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

WDT 122: Shielded Metal Arc Fillet/OFC Lab
This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

WDT 123: Shielded Metal Arc Fillet/PAC/CAC Lab
This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code. And be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

WDT 125: Shielded Metal Arc Groove Welding Lab
This course provides instruction and demonstrations in the shielded metal arc welding process oncarbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

WDT 131: Carbon Steel Fabrication Methods
This course allows the student to plan, execute and present results of fabrication processes using carbon steel material. Emphasis is placed on enhancing skill attainment in the carbon steel fabrication field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and the instructor.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

WDT 155: GTAW Carbon 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
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
WDT 115
Co-Requisites:
None

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
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
WDT 116
Co-Requisites:
None

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

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
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

WDT 228: Gas Tungsten Arc Welding
This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

WDT 257: SMAW Carbon Pipe Lab
This course is designed to provide the student with the skills in welding carbon steel pipe withshielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able toperform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions inaccordance with the applicable codes.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
WDT 217
Co-Requisites:
None

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
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

Work Keys

WKO 106: Workplace Skills
This course is an overview of issues relevant to the general workforce. The course is designed to enhance students' communication, lifelong learning, interpersonal, and decision-making skills in preparation for employment.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

WKO 107: Workplace Skills Preparation
This course utilizes computer based instructional modules which are designed to access and developskills necessary for workplace success. The instructional modules in the course include applied mathematics, appliedtechnology, reading for information, and locating information. Upon completion of this course, students will be assessedto determine if their knowledge of the subject areas has improved.
Credits: 1
Lab Hours: 2
Lecture Hours: 0
0
Prerequisites:
None.

WKO 110: NCCER Core
This course is designed to provide students with knowledge and skills related to multi-crafttechnicians in a variety of fields. Information in this course is based on the National Center for ConstructionEducation and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0
Prerequisites:
None

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