



2024 - 2025
COLLEGE CATALOG

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2024-2025 Course Catalog

General Information

A Message from the President



I was appointed President of Coastal Alabama Community College on February 1, 2024. While I had an idea of what to expect, I really wasn't sure what I was walking into. I can tell you, I have been amazed by the machine that is Coastal Alabama Community College. I know the area is full of alumni, friends, and family who have been active parts of our story. Our greatest pride is seeing the people of southwest Alabama and beyond being impacted and impacting those around them by their experiences at Coastal Alabama Community College.

I challenge you to keep up with us whether you are a current student or are new to the area, as it's going to be a pacesetting year for Coastal Alabama. We have already made some critical moves that will impact every single area of the College, and we are just getting started.

Let me assure you, the mission of Coastal Alabama is bold – to invest in the success of ALL students. We have the people and the vision to see this mission successfully carried out. My ultimate goal is to provide needed support and direction to those who work at the College and to provide resources to those who are impacted by the College.

A lofty endeavor we are focusing on is the development of the Coastal Alabama Community College Foundation. This foundation will support the mission of the College and will be a lifeline to fill gaps of needs for our students. I encourage you to join us on this journey. The impact will be great.

Above all else, thank you for helping us tell our story. We have more to tell, and we are excited about the future for Coastal Alabama Community College.

Dr. Aaron Milner

President

Locations

Academy at the Fairhope Airport

8600 C County Road 32
Fairhope, AL 36532

Alabama Aviation Center at Brookley Field

1975 Avenue C
Mobile, AL 36615

Atmore Campus

6574 AL Hwy 21
Atmore, AL 36502

Bay Minette Campus

1900 Highway 31 South
Bay Minette, AL 36507

Brewton Campus

220 Alco Drive
Brewton, AL 36426

Coastal Online

Fairhope Campus

440 Fairhope Avenue
Fairhope, AL 36532

Foley Career and Technical Facility

19812 Underwood Rd
Foley, AL 36535

Gilbertown Campus

251 College Street P.O. Box 2000
Gilbertown, AL 36908

Gulf Shores Campus

3301 Gulf Shores Parkway
Gulf Shores, AL 36542

Monroeville Campus

2800 South Alabama Avenue
Monroeville, AL 36460

Thomasville Campus

30755 Highway 43 South
Thomasville, AL 36784

01.02 Mission, Vision, Values, Strategic Directives, and Accreditation

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to establish its Mission, Vision, Values, and Strategic Directions that support the overall mission of the Alabama Community College System (ACCS).

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).

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

ALL Students: For the purpose of this policy, ALL Students refers to any student enrolled at Coastal Alabama Community College in credit courses and/or non-credit courses regardless of the location or modality (in person, online, dual enrollment, non-traditional, first-generation, etc.).

Details:

1. **Mission Statement:** Coastal Alabama Community College invests in the success of ALL students, provides excellence in teaching and learning, and advances community development. The College reviews its mission statement in compliance with Alabama Community College System (ACCS) Board Policy 901.01 every two (2) years.
2. **Vision Statement:** To facilitate connections for ALL to thrive.
3. **Values:**
 - Engagement
 - Empowerment
 - Equity
4. **Strategic Directives:** Strategic directives are located in the College's Strategic Plan at <https://www.coastalalabama.edu/about/strategic-plan/>.
5. **Accreditation:**
 - a. **Culinary:**
American Culinary Federation Educational Institute, 180 Center Place Way, St. Augustine, FL, 32095, 800-624-9458
 - b. **Dental:**
American Dental Association (ADA); Commission on Dental Accreditation (CODA) – Dental Assisting Programs
211 E. Chicago Avenue, Chicago, IL, 60611-2678, 800-232-1608
 - c. **EMS/Paramedic:**
Commission On Accreditation of Allied Health Education Programs (CAAHEP) – Upon the Recommendation of the Committee on

Accreditation for the EMS Professions (CoAEMSP)

9355 113th St. N, #7709, Seminole, FL 33775, 727-210-2350

8301 Lakeview Parkway, Suite #111-312, Rowlett, TX 75088, 214-703-8445

d. **Medical Assisting:**

Commission On Accreditation of Allied Health Education Programs (CAAHEP) – Upon the Recommendation of the Medical Assisting Education Review Board (MAERB)

9355 113th St. N, #7709, Seminole, FL 33775, 727-210-2350

2020 N. California Ave., #213 Suite 7, Chicago, IL 60647, 312-392-0155

e. **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):**

5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, 773-714-8880

f. **Nursing:**

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE Suite 1400, Atlanta, GA 30326, 404-975-5000

g. **Respiratory Therapy:** Commission on Accreditation for Respiratory Care (CoARC)

264 Precision Blvd., Telford, TN 37690, 817-283-2835

h. **Society for Simulation in Healthcare (SSH):**

P.O. Box 856114, Minneapolis, MN 55483, 866-730-6127

i. **Surgical Technology:**

Commission On Accreditation of Allied Health Education Programs (CAAHEP) – Upon the Recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

9355 113th St. N, #7709, Seminole, FL 33775, 727-210-2350

19751 E. Main St., Suite #339, Parker, CO 80138, 303-694-9262

j. **Veterinary Technology:**

American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA)

1931 North Meacham Road, Suite 100, Schaumburg, IL, 60173-4360, 800-248-2862

k. **Approval:**

Alabama Board of Nursing

RSA Plaza, Suite 250

770 Washington Avenue

Montgomery, AL 36104

334-293-5200

<https://www.abn.alabama.gov>

Alabama Department of Public Health Office of Emergency Medical Services

208 Legends Court

Prattville, Alabama 36066

334-290-3088

<https://www.alabamapublichealth.gov/ems/>

l. **Member:**

Alabama Community College System

Alabama Community College Association

American Association of Community Colleges

American Council on Education

Council for Advancement and Support of Education

Council for Higher Education Accreditation

Southern Association of Colleges with Associate Degrees

m. **Licensure:**

Commission For Independent Education, Department of Education

325 West Gaines St, Suite 1414, Tallahassee, FL, 32399-6400, 800-224-6684

Procedure(s):

Strategic Planning Cycle Procedures

1. The Office of Institutional Effectiveness and Planning is responsible for leading the planning cycle. Coastal Alabama Community College identifies major steps for institutional effectiveness planning.
2. Strategic Planning Review of Mission and Goals
3. Formulation of Unit Plans
4. Complete Budget Processes
5. Implementation of Unit Plans
6. Data Collection and Assessment
7. Use of Data and Evaluation Results for Improvement

Accreditation Inquiries Procedures

1. **Inquiries:** Normal inquiries about Coastal Alabama Community College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Coastal Alabama Community College and not the Commission's office.

Additional Provisions/Information

Refer to Institutional Effectiveness Plan.

Accreditation

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](#).

Coastal Alabama Community College has no branch campuses.

Student Success Measures

List of Educational Programs

Approved Off-Campus Instructional Sites

Additional Accreditations:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

404-975-5000

<https://www.acenursing.org>

American Dental Association (ADA);

Commission On Dental Accreditation (CODA) Dental Assisting Programs

211 E Chicago Avenue

Chicago, IL, 60611-2678

800-232-1608

<https://coda.ada.org>

America Culinary Federation Educational Institute

180 Center Place Way

St. Augustine, FL, 32095

800-624-9458

American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA)

1931 North Meacham Road, Suite 100
Schaumburg, IL 60173-4360
800-248-2862

<https://www.avma.org/education/center-for-veterinary-accreditation/accreditation-veterinary-technicians>

Commission on Accreditation for Respiratory Care (CoARC); Provisional

264 Precision Boulevard
Telford, TN 37690
817-283-2835

<https://coarc.com>

Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB)

CAAHEP
9355 113th St N, #7709
Seminole, FL 33775
727-210-2350

<https://www.caahep.org/>

MAERB

2339 North California Avenue, #47138 Chicago, IL 60647
312-392-0155

<https://www.maerb.org>

Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation for the EMS Professions (CoAEMSP)

CAAHEP
9355 113th Street North, #7709
Seminole, FL 33775
727-210-2350

<https://www.caahep.org/>

CoAEMSP

8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445

<https://coaemsp.org/>

Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

CAAHEP
9355 113th Street North, #7709
Seminole, FL 33775
727-210-2350

<https://www.caahep.org/>

ARC/STSA

19751 East Mainstreet, Suite #339
Parker, CO 80138
303-694-9262

<https://arcstsa.org/>

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); Serious Applicant Status

5600 North River Road, Suite 720

Rosemont, IL 60018-5119

773-714-8880

<https://www.naacls.org/about.aspx>

Society for Simulation in Healthcare (SSIH)

P.O. Box 856114

Minneapolis, MN 55485

866-730-6127

<https://www.ssih.org>

Approval:

Alabama Board of Nursing

RSA Plaza, Suite 250

770 Washington Avenue

Montgomery, AL 36104

334-293-5200

<https://www.abn.alabama.gov>

Alabama Department of Public Health Office of Emergency Medical Services

208 Legends Court

Prattville, Alabama 36066

334-290-3088

<https://www.alabamapublichealth.gov/ems/>

Member:

- ALABAMA COMMUNITY COLLEGE SYSTEM
- ALABAMA COMMUNITY COLLEGE ASSOCIATION
- AMERICAN ASSOCIATION OF COMMUNITY COLLEGES
- AMERICAN COUNCIL ON EDUCATION
- COUNCIL FOR ADVANCEMENT AND SUPPORT OF EDUCATION

Licensure:

COMMISSION FOR INDEPENDENT EDUCATION, DEPARTMENT OF EDUCATION

325 West Gaines St, Suite 1414

Tallahassee, FL, 32399-6400

800-224-6684

[General Disclosures for Program Licensure](#) - 34 CFR 668.43 (a)(5)(v)

Catalog Disclaimer

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

02.17 Nondiscrimination

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state discrimination laws as well as the Alabama Community College System (ACCS) [Board Policy 601.02](#).

“No student will be discriminated against on the basis of any impermissible criterion or characteristic including, but not limited to, race, color, national origin, religion, marital status, disability, gender, age or any other protected class as defined by federal and state law.”

Further, no employee or applicant for employment or promotion, will be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Harassment: Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or other protected class. Harassment as to employees becomes unlawful where (1) enduring the offensive conduct becomes a condition of continued employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment as to students becomes unlawful where it interferes with the access or participation in the educational process and programs at the College. Harassment, whether verbal, physical or visual, that is based on any of the above characteristics, is a form of discrimination. This includes harassing conduct affecting tangible educational benefits, interfering unreasonably with an individual's academic performance, or creating what a reasonable person would perceive is an intimidating, hostile or offensive environment.

Examples of harassment may include, but are not limited to:

- making a grading decision because of the person's protected status;
- jokes or epithets about another person's protected status;
- teasing or practical jokes directed at a person based on their protected status;
- the display or circulation of written materials or pictures that degrade a person or group based upon a protected characteristic; and
- verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

Hostile Environment: A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent or pervasive so as to interfere with, limit or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. Merely offensive speech of a generic nature and not on the basis of a protected status does not rise to the level of unlawful harassment. Harassment can include verbal or non-verbal behavior that demeans or stereotypes individuals in a harmful way. While the College is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this Policy are neither legally protected expression nor the proper exercise of academic freedom.

Details:

1. **Violation of this Policy:** Any student, employee, guest, or visitor who acts to deny, deprive or limit the educational, employment, and/or social access, benefits and/or opportunities of any student or employee on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College's policy on nondiscrimination.
2. **Disability Discrimination:** The College is committed to full compliance with the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Refer to the Americans with Disabilities Act (ADA) Policy for additional information.
3. **Sexual Harassment:** Refer to the [Sex Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\)](#) Policy for additional information.

4. **Reporting Discrimination:** The College encourages any individual who believes that he or she has been subjected to discrimination or harassment based on their race, color, national origin, religion, marital status, disability, sex, age, or any other protected class to report the discrimination or harassment to the appropriate College official and submit a written complaint. Refer to the Reporting Discrimination Incidents procedures below.
5. **Confidentiality:** All reports will be handled with discretion, care and sensitivity and the College will make every effort to respect requests for confidentiality, but the College's ability to investigate and take appropriate action may be limited if individuals do not provide identifying information or request confidentiality. In addition, there may be circumstances when the College determines that it must investigate a particular matter to help protect the learning and working environment at the College despite a request for confidentiality.
6. **Retaliation:** It is a violation of College Policy to retaliate in any way against a person or persons because they have opposed any practices forbidden under these policies or have filed a report, assisted, or participated in any manner in an investigation or proceeding under these policies. This includes action taken against a bystander who intervened to stop or attempt to stop a bias related incident. Retaliation may take many forms, and may include intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. The College will take immediate and responsive action upon receiving any report of retaliation and may pursue disciplinary action as appropriate.
7. **Records Maintenance:** The College will maintain documentation and records regarding alleged reported incidents and their resolution in a manner that protects the confidentiality of the parties involved, complies with the Family Educational Rights and Privacy Act (FERPA), and to the extent possible excludes personally identifiable information about victims of bias incidents. If a student, instructor, or staff member has been found responsible for a discrimination incident, this finding remains a part of that student's or employee's conduct record.

Procedure(s):

1. Reporting Discrimination Incidents:

- a. **Students or Members of the College Community Reporting Discrimination:** Students or other members of the college community who feel they have witnessed or been subjected to a discrimination incident are highly encouraged to report the incident as soon as possible.
- b. **Employee Duty to Report Information on Discrimination:** In order to enable the College to respond effectively and to address violations of its Policy all College employees must, within twenty-four (24) hours of receiving the information, report information they have about alleged or possible discrimination and harassment, including sex discrimination, sexual harassment, sexual misconduct, interpersonal violence or stalking, to the appropriate College official. Based on the alleged Policy violation, the College official reference in the table above will evaluate the information received and determine what further actions should be taken.

College officials receiving reports alleging acts of discrimination or harassment based will refer those reports to the appropriate individual listed in the table above. Any questions or comments concerning the Policy addressing discrimination or harassment on the basis of other categories listed above should be directed to the appropriate College official listed above.

When reporting the incident:

- Please provide a detailed account of the incident including date, time, and location.
- Do not remove or tamper with physical evidence. Contact the College Police Department to document and collect physical evidence.
- If the incident involves a verbal act, write down exactly what was said to the best of your recollection.
- Identify the accused if known or provide a detailed description of the individual(s) involved.
- List all witnesses including their names and contact information.
- Include other pertinent information that may assist the College in responding to the incident.
- If the incident was in the form of graffiti, vandalism, or public postings, office of the College Police Department will document it for evidence.
- If the incident was in the form of email, text, message, or communication through a social network site, do not delete the message. If at all possible, print the message so it may be used in the investigation.

- If the incident was in the form of a telephone call, then record the time and date of the call and keep a record of the telephone number if you have caller ID. It is recommended that a report be completed as soon as possible after the incident and that the reporting party keep a written record of the above details
 - c. **Reporting Disability Discrimination Complaints:** Refer to the Americans with Disabilities Act (ADA) Policy for additional information.
 - d. **Reporting Incidents of For reports or complaints alleging acts of Sexual Harassment, Sexual Misconduct, Sexual Assault, Interpersonal Violence and Stalking:** Refer to the [Sex Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\)](#) Policy for additional information.
2. **Investigation and Response:** Depending on the nature of the alleged Policy violation and whether the parties involved are instructors, staff, students, contractors, visitors, or guests, the individuals who will be responsible for addressing and resolving discrimination incidents may vary. In all cases, the Procedures include the basic elements outlined below for resolution of allegations of discrimination.
- Initial assessment by the appropriate College official.
 - Interim measures and remedies where appropriate.
 - Consideration of voluntary resolution, where appropriate.
 - Investigation and resolution if voluntary resolution is not appropriate.
 - Sanctioning by the appropriate College official.
 - Recourse to the appropriate appeal process.
 - Protection from retaliation.
3. **Disciplinary Actions or Sanctions:** Employee discipline and/or student sanctions may be recommended as appropriate. Student sanctions may be referred to the Dean of Student Services for determination and action. Employee discipline may be referred to the Human Resources Office for determination and action. Complaints against an employee may result in disciplinary action. Refer to the Employee Discipline Policy for additional information. Complaints against students may result in sanctions up to and including expulsion in accordance with the Coastal Alabama Community College. Refer to the Student Code of Conduct Policy. In the event of policy violations, a number of factors will be considered in determining appropriate discipline or remedial action, including the nature of the violation, the severity and pervasiveness of the conduct. Nothing in this procedure limits or delays the College’s right to take appropriate disciplinary actions, up to and including termination, when an employee’s behavior warrants the action.

Additional Provisions/Information

Refer to the Age Act Discrimination Policy.

Refer to the Americans with Disabilities Act (ADA) Policy.

Refer to the Equal Educational and Employment Opportunities Policy.

Refer to the Employee Discipline Policy.

Refer to the Family Educational Rights and Privacy (FERPA) – Buckley Amendment Policy.

Refer to the Harassment Policy.

Refer to the Rehabilitation Act Policy.

Refer to the [Sex Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\)](#) Policy

Refer to the Student Code of Conduct Policy.

Refer to the Students First Act Policy.

01.03 Development and Adoption of Policies and Procedures and Amending the Local Policies and Procedures and College Catalog

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to follow the Alabama Community College System (ACCS) policy on policy development. The Board of Trustees, upon recommendation of the Chancellor, will develop policies for the governance of the Alabama Community College System (ACCS). Refer to ACCS [Board Policy 101.01](#) and [Board Policy 210.01](#).

The Chancellor of ACCS has direct oversight and responsibility for the System.

In addition, the President of Coastal Alabama Community College will be responsible for developing local policies governing the institution. Coastal Alabama Community College reviews its Policies and Procedures, the College Catalog, and Handbooks on a scheduled basis. Information contained in these documents is subject to change. In addition, the College may update its documents off schedule, as needed.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **System Wide Policy Development:** Per ACCS [Board Policy 101.01](#) and [Board Policy 210.01](#), the Board of Trustees, upon recommendation of the Chancellor, will develop policies for the governance of the Alabama Community College System. The adoption of policy is the responsibility of the Board of Trustees. Any violations of such policies will be brought to the immediate attention of the Board of Trustees for its review and action.

The ACCS Board of Trustees serves the System's institutions by supporting its missions and goals. The Governor serves as chair of the Board and the remaining board members are appointed from eight districts, with one statewide member and an ex-officio liaison from the State Board of Education.

Learn more about the Alabama Community College System Board of Trustees at <https://www.accs.edu/about-accs/board-of-trustees/>.

2. **Local Policy Development:** Local policies must be in accord with established Board of Trustees policies, Chancellor's regulations or guidelines, federal and state statutes, and appropriate judicial directions.
 - a. Each division and/or department within the College is required to review the policies and procedures that directly impact its area. The employees of Coastal Alabama through official standing committees will assist in the development, review, and revision of policies for the College.
 - b. The proposal of policy revisions, additions, or deletions should be recommended to the Executive Cabinet from the appropriate division or standing committee as an official request. That request is then reviewed by the Executive Cabinet for comment and/or approval. The Executive Cabinet has the authority to approve, deny, or alter a proposed policy. However, the President has the final decision-making authority for any policy adoption at the College.
 - c. The College Catalog and Student Handbook are archived in the Registrar's Office.
3. **College Catalog Development:**
 - a. The Registrar maintains records on active and inactive programs, degrees offered and courses, appropriate approvals, a master course file and program review reports.
 - b. All credit courses offered at Coastal Alabama Community College must have a course syllabus on file in the applicable academic department. Course master templates are updated on a regular cycle.
 - c. The appropriate Instructional Officer ensures that the curriculum and course schedule meets college, state, and accreditation requirements.
 - d. Occasionally, program changes are not made by the publication deadline and will be included in an addendum to the catalog. Every effort is made to create a complete and accurate document since student degree requirements may be governed by the policies outlined in the catalog and addendum.

Procedure(s):

Amending Policies and Procedures Manual Procedures

1. Amendments are recommended by a member of the President's Executive Cabinet and submitted in writing to the Executive Director – Human Resources.
2. The request is placed on the President's Executive Cabinet agenda for review and discussion.

3. Approved Amendments are reviewed and approved by the President’s Executive Cabinet and distributed by Human Resources. The Human Resources Office is responsible for the appropriate distribution of Amendments via an electronic notification to all college employees (typically a Coastal News Announcement).
4. Human Resources Office records updates to the applicable document and enters the date and update in the in the Record of Change spreadsheet.
5. Human Resources Office requests that the Marketing and Communication Office (MARCO) save the updated policy on the College’s website by completing a web services request at <https://www.coastalalabama.edu/marco/>.
6. Amendments not approved are returned to the originating Administrator by Human Resources with the reason for rejection or a request for revision. Revisions must be resubmitted to Executive Cabinet for review and approval.

Amending the College Catalog (Non-Instructional Departments) Procedures

1. Department supervisors are notified that catalog changes and edits are due by the posted deadline.
2. Updates on policies and procedures are submitted to the Executive Cabinet for review and approval.
3. Changes are updated in the College Catalog and Student Handbook for the next academic year.

Amending the College Catalog (Instructional Departments) Procedures

1. Changes to curriculum and academic policies and procedures are presented at the Curriculum Committee meeting. This committee reviews and/or approves curriculum and academic policies and procedures.
2. Curriculum Committee, the changes are implemented in the next academic year College Catalog.
3. Amendments to the College Catalog are completed using the following schedule:

Item	Reviewed Date(s)	Submission to Registrar Date
Policies notated in the College Catalog	March	April 15
Academic Programs / Course Descriptions	March	April 15
College Directory	April 1	April 15

Additional Provisions/Information

Refer to all [Alabama Community College Systems \(ACCS\) Board Policies and Chancellor’s Procedures](#).



Academic Calendar

04.01.02 Academic Calendar

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to develop and publish the academic calendar based on dates and information outlined Alabama Community College System (ACCS) [Board Policy 608.02](#), [Chancellor’s Procedures 608.02](#), [Board Policy 723.01](#), and [Chancellor’s Procedures 723.01](#). The Academic Calendar is developed in accordance with Alabama Community College System (ACCS) and Southern Association of Colleges and Schools Commission on College’s (SACSCOC) guidelines.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 608.02](#)

[Chancellor's Procedures 608.02](#)

[Board Policy 723.01](#)

[Chancellor's Procedures 723.01](#)

[Board Policy 705.01](#)

[ACCS Chancellor's Procedures 705.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Final Exam: An examination or alternative assessment administered at the end of an academic term.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. The Academic Calendar is located at <https://catalog.coastalalabama.edu/important-dates>.
2. The prescribed Academic Calendar will include:

- a. 175 duty days for fall and spring semesters; 156 (78 for fall and 78 for spring) of which must be instructional days. Fifty-four (54) duty days or equivalent for the summer term; 50 of which must be instructional days.
- b. The calendar will include registration, final examination days, drop/add, and holidays.
- c. The fall semester will include two days for statewide professional development. A minimum of two local professional development days are required for the year.
- d. The fall semester must begin in August and end in December. Spring semesters must begin in January and end in May.
- e. Days that the institution is officially open are duty days for all full-time non-instructional personnel.
- f. Prescribed personnel holidays are located in the Paid Leaves and Time Off Policy.
- g. Normal work week for employees is located in the Employment Policy and Working Conditions Policy.
- h. The normal work week for instructors, librarians, and counselors is located in the Employment Policy and Working Conditions Policy.

Procedure(s):

1. Student and Academic Affairs Committee chair(s) develops a proposed annual calendar with standard dates from the details above.
2. Committee meets to review and make recommendations for proposed calendar.
3. Committee chair(s) submits final draft to Executive Cabinet for approval.
4. The calendar is published collegewide.

Additional Provisions/Information

Refer to [Board Policy 608.02](#)

Refer to [Chancellor’s Procedures 608.02](#)

Refer to [Board Policy 723.01](#)

Refer to [Chancellor’s Procedures 723.01](#)

Refer to the Paid Leaves and Time Off Policy.

Refer to the Employment Policy.

Refer to the Working Conditions Policy.

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

Academic Calendar 2024-2025

August 2024

Dates	Events
August 12	Faculty Duty Day Faculty PD – Atmore Campus 9:00 AM – 3:30 PM
August 13	Faculty Duty Day
August 14	Registration – All Campuses Non-payment Purge Faculty Duty Day
August 15	Registration – All Campuses Faculty Duty Day
August 16	Non-payment Purge Faculty Duty Day

Dates	Events
August 19	Fall Semester Begins for Full Term, Mini Term 1, Term A, Term D Drop/Add
August 20	Drop/Add
August 21	Drop/Add
August 22	Drop/Add
August 23	Full Term and Mini Term 1 Purge at 7:30 a.m. (non-paid students)
August 26	Syllabus Quiz Due at 8:00 a.m. (Full Term, Mini Term 1, Term D) Attendance Verification Opens at 8:00 a.m. (Full Term, Mini Term 1, Term A, Term D)
August 28	Attendance Verification Closes at 11:00 a.m. (Full Term, Mini Term 1, Term A, Term D) Reinstatement Requests Open

September 2024

Dates	Events
September 2	College Closed – Labor Day Holiday
September 3	Reinstatement Requests Close at 5:00 p.m. (Full Term, Mini Term 1, Term D)
September 7	Financial Aid 60% Date for Term A Classes
September 9	Night Term Classes Begin Drop/Add (Night Term)
September 10	Drop/Add (Night Term)
September 11	Night Term Purge at 7:30 am (non-paid students)
September 13	Midterm for Mini Term 1 Classes Syllabus Quiz Due at 8:00 a.m. (Night Term) Attendance Verification Opens at 8:00 a.m. (Night Term)
September 16	Attendance Verification Closes at 11:00 a.m. (Night Term) Reinstatement Requests Open (Night Term) Mini Term 1 Midterm Grade Reporting Opens at 8:00 a.m.
September 18	Last Day to Withdraw with a “W” from Term A Classes Reinstatement Requests Close at 5:00 p.m. (Night Term)
September 19	Term A Final Exams

Dates	Events
	Financial Aid 60% Date for Mini Term 1 Classes Financial Aid Freeze Date for Pell & Loans
September 20	Term A Final Exams Mini Term 1 Midterm Grade Reporting Closes at 11:00 a.m.
September 23	Term A Grades Due 11:00 a.m. Term B Classes Begin Drop/Add Term B
September 24	Drop/Add Term B
September 25	Attendance Verification for Term B

October 2024

Dates	Events
October 7	Last Day to Withdraw with a "W" from Mini Term 1 Classes
October 8	Final Exams (Mini Term 1)
October 9	Final Exams (Mini Term 1)
October 10	Mini Term 1 Grades Due at 11:00 a.m.
October 11	Midterm for Full Term, Night Term, and Term D Classes
October 12	Financial Aid 60% Date for Term B Classes
October 14	Mini Term 2 Classes Begin Drop/Add (Mini Term 2) Full Term, Night Term, and Term D Midterm Grade Reporting Opens at 8:00 a.m.
October 15	Drop/Add (Mini Term 2)
October 16	Mini Term 2 Purge at 7:30 a.m. (non-paid students)
October 17	Syllabus Quiz Due at 8:00 a.m. (Mini Term 2) Attendance Verification Opens at 8:00 a.m. (Mini Term 2)
October 18	Attendance Verification Closes at 11:00 a.m. (Mini Term 2) Reinstatement Requests Open (Mini Term 2) Full Term, Night Term, and Term D Midterm Grade Reporting Closes at 11:00 a.m.
October 20	Financial Aid 60% Date for Night Term Classes
October 22	Last Day to Withdraw with a "W" from Term B Classes Reinstatement Requests Close at 5:00 p.m. (Mini Term 2) Financial Aid 60% Date for Full Term Classes
October 23	Term B Final Exams
October 24	Term B Final Exams

Academic Calendar

Dates	Events
October 28	Term B Grades Due at 11:00 a.m. Term C Classes Begin Drop/Add Term C
October 29	Drop/Add Term C
October 30	Attendance Verification for Term C

November 2024

Dates	Events
November 7	Midterm for Mini Term 2 Classes
November 8	Mini Term 2 Midterm Grade Reporting Opens at 8:00 a.m.
November 11	College Closed – Veterans Day Holiday
November 13	Last Day to Withdraw with a “W” from Night Term Classes
November 14	Final Exams (Night Term) Financial Aid 60% Date for Mini Term 2 Classes
November 15	Mini Term 2 Midterm Grade Reporting Closes at 11:00 a.m. Financial Aid 60% Date for Term C Classes
November 18	Final Exams (Night Term)
November 19	Final Exams (Night Term)
November 20	Night Term Grades Due at 11:00 a.m.
November 25	Thanksgiving Holiday for Students Faculty Duty Day College-Wide PD Bay Minette Campus 9:00 AM – 3:30 PM
November 26	Thanksgiving Holiday for Students Faculty Duty Day College-Wide PD Bay Minette Campus 9:00 AM – 3:30 PM
November 27	Thanksgiving Holiday for Students Faculty Duty Day Last Day to Withdraw with a “W” from Term D Classes
November 28	College Closed – Thanksgiving Holiday
November 29	College Closed – Thanksgiving Holiday

December 2024

Dates	Events
December 2	Term D Final Exams
December 3	Term D Final Exams
December 4	Term D Final Exams Last Day to Withdraw with a "W" from Term C Classes
December 5	Term D Final Exams Term C Final Exams
December 6	Term D Final Exams Term C Final Exams Last Day to Withdraw with a "W" from Full Term Classes
December 9	Final Exams Full Term Classes Last Day to Withdraw with a "W" from Mini Term 2 Classes Term C and Term D Grades Due at 11:00 a.m.
December 10	Final Exams Full Term and Mini Term 2 Classes
December 11	Final Exams Full Term and Mini Term 2 Classes
December 12	Final Exams Full Term Classes Mini Term 2 Grades Due at 11:00 a.m.
December 13	Final Exams Full Term Classes
December 16	Full Term Grades Due at 11:00 am Faculty Duty Day
December 17	Faculty Duty Day
December 18	Non-Instructional Non-Faculty Duty Day
December 19	Non-Instructional Non-Faculty Duty Day
December 20	Non-Instructional Non-Faculty Duty Day
December 23	Non-Instructional Non-Faculty Duty Day
December 24-31	College Closed – Christmas Holidays

January 2025

Dates	Events
January 1	College Closed – New Year's Day Holiday
January 2	Faculty Duty Day
January 3	Faculty Duty Day

Academic Calendar

Dates	Events
January 6	Spring Semester Begins for Full Term, Mini Term 1, Term A, Term D Drop/Add
January 7	Drop/Add
January 8	Drop/Add
January 9	Drop/Add
January 10	Full Term and Mini Term 1 Purge at 7:30 a.m. (non-paid students)
January 13	Syllabus Quiz Due at 8:00 a.m. (Full Term, Mini Term 1, Term D) Attendance Verification Opens at 8:00 a.m. (Full Term, Mini Term 1, Term A, Term D)
January 15	Attendance Verification Closes at 11:00 a.m. (Full Term, Mini Term 1, Term A, Term D) Reinstatement Requests Open
January 17	Reinstatement Requests Close at 12:00 p.m. (Full Term, Mini Term 1, Term D)
January 20	College Closed – Dr. Martin Luther King, Jr. Holiday
January 21	Night Term Classes Begin Drop/Add (Night Term)
January 22	Drop/Add (Night Term)
January 24	Syllabus Quiz Due at 8:00 a.m. (Night Term) Attendance Verification Opens at 8:00 a.m. (Night Term)
January 25	Financial Aid 60% Date for Term A Classes
January 27	Attendance Verification Closes at 11:00 a.m. (Night Term) Reinstatement Requests Open (Night Term)
January 30	Reinstatement Requests Close at 5:00 p.m. (Night Term)
January 31	Midterm for Mini Term 1 Classes Financial Aid Freeze Date for Pell & Loans

February 2025

Dates	Events
February 3	Mini Term 1 Midterm Grade Reporting Opens at 8:00 a.m.
February 5	Last Day to Withdraw with a "W" from Term A Classes
February 6	Term A Final Exams
February 7	Term A Final Exams

Dates	Events
	Mini Term 1 Midterm Grade Reporting Closes at 11:00 a.m. Financial Aid 60% Date for Mini Term 1 Classes
February 10	Term A Grades Due at 11:00 a.m. Term B Classes Begin Drop/Add Term B
February 11	Drop/Add Term B
February 12	Attendance Verification for Term B
February 24	Midterm for Night Term Classes
February 25	Night Term Midterm Grade Reporting Opens at 8:00 a.m.
February 26	Last Day to Withdraw with a "W" from Mini Term 1 Classes
February 27	Final Exams (Mini Term 1)
February 28	Final Exams (Mini Term 1) Midterm for Full Term and Term D Classes

March 2025

Dates	Events
March 1	Financial Aid 60% Date for Term B Classes
March 3	Mardi Gras Holiday No Classes Faculty Duty Day Mini Term 1 Grades Due at 11:00 a.m. Night Term Midterm Grade Reporting Closes at 11:00 am Full Term and Term D Midterm Grade Reporting Opens at 8:00 am
March 4	Mardi Gras Holiday No Classes Faculty Duty Day
March 5	Mini Term 2 Classes Begin Drop/Add (Mini Term 2) Financial Aid 60% Date for Night Term Classes
March 6	Drop/Add (Mini Term 2)
March 7	Mini Term 2 Purge at 7:30 a.m. (non-paid students) Full Term and Term D Midterm Grade Reporting Closes at 11:00 a.m.
March 10	Syllabus Quiz Due at 8:00 am (Mini Term 2) Attendance Verification Opens at 8:00 a.m. (Mini Term 2)

Dates	Events
March 11	Attendance Verification Closes at 11:00 a.m. (Mini Term 2) Reinstatement Requests Open (Mini Term 2)
March 12	Last Day to Withdraw with a "W" from Term B Classes
March 13	Term B Final Exams Reinstatement Requests Close 5:00 p.m. (Mini Term 2)
March 14	Term B Final Exams Financial Aid 60% Date for Full Term Classes
March 17	Term C Classes Begin Drop/Add Term C
March 18	Drop/Add Term C
March 19	Attendance Verification for Term C
March 24-28	Spring Break (Faculty & Students)

April 2025

Dates	Events
April 3	Financial Aid 60% Date for Term C Classes
April 6	Financial Aid 60% Date for Mini Term 2 Classes
April 7	Last Day to Withdraw with a "W" from Night Term Classes
April 8	Final Exams (Night Term) Midterm for Mini Term 2 Classes
April 9	Final Exams (Night Term) Mini Term 2 Midterm Grade Reporting Opens at 8:00 a.m.
April 10	Final Exams (Night Term)
April 11	Night Term Grades Due at 11:00 a.m.
April 15	Mini Term 2 Midterm Grade Reporting Closes at 11:00 a.m.
April 17	Last Day to Withdraw with a "W" from Term D Classes
April 18	College Closed – Good Friday Holiday
April 21	Term D Final Exams
April 22	Term D Final Exams Last Day to Withdraw with a "W" for Term C Classes
April 23	Term D Final Exams Term C Final Exams
April 24	Term D Final Exams Term C Final Exams

Dates	Events
April 25	Term D Final Exams Term C Grades Due at 11:00 a.m.
April 28	Term D Grades Due at 11:00 a.m.
April 29	Last Day to Withdraw with a "W" from Full Term Classes
April 30	Final Exams Full Term Classes

May 2025

Dates	Events
May 1	Final Exams Full Term Classes
May 2	Final Exams Full Term Classes Last Day to Withdraw with a "W" from Mini Term 2 Classes
May 5	Final Exams Full Term and Mini Term 2 Classes
May 6	Final Exams Full Term and Mini Term 2 Classes
May 7	Full Term and Mini Term 2 Grades Due at 11:00 a.m. Faculty Duty Day
May 8	Graduation – Monroeville & Brewton Campuses Faculty Duty Day
May 9	Graduation – Bay Minette Campus Faculty Duty Day
May 12	Faculty Duty Day
May 13	Faculty Duty Day
May 19	Faculty Duty Day
May 20	Registration – All Campuses Faculty Duty Day
May 21	Summer Semester Begins for Full Term and Mini Term 1 Drop/Add
May 22	Drop/Add
May 23	Full Term and Mini Term 1 Purge at 7:30 a.m. (non-paid students)
May 26	College Closed – Memorial Day Holiday
May 27	Syllabus Quiz Due at 8:00 a.m. (Full Term and Mini Term 1) Attendance Verification Opens at 8:00 a.m. (Full Term and Mini Term 1)
May 28	Attendance Verification Closes at 11:00 a.m. (Full Term and Mini Term 1) Reinstatement Requests Open

June 2025

Dates	Events
June 2	Reinstatement Requests Close at 5:00 p.m. (Full Term and Mini Term 1)
June 3	Financial Aid Freeze Date for Pell & Loans
June 9	Midterm for Mini Term 1 Classes
June 10	Mini Term 1 Midterm Grade Reporting Opens at 8:00 a.m.
June 12	Mini Term 1 Midterm Grade Reporting Closes at 11:00 a.m. Financial Aid 60% Date for Mini Term 1 Classes
June 19	College Closed – Juneteenth Holiday
June 24	Last Day to Withdraw with a "W" from Mini Term 1 Classes
June 25	Final Exams (Mini Term 1)
June 26	Final Exams (Mini Term 1) Midterm for Full Term Classes
June 27	Mini Term 1 Grades Due at 11:00 a.m. Mini Term 2 Classes Begin Drop/Add (Mini Term 2) Full Term Midterm Grade Reporting Opens at 8:00 a.m.
June 30	Drop/Add (Mini Term 2)

July 2025

Dates	Events
July 2	Syllabus Quiz Due at 8:00 a.m. (Mini Term 2) Attendance Verification Opens at 8:00 a.m. (Mini Term 2)
July 3	Full Term Midterm Grade Reporting Closes at 11:00 a.m. Attendance Verification Closes at 11:00 a.m. (Mini Term 2) Reinstatement Requests Open (Mini Term 2) Financial Aid 60% Date for Full Term Classes
July 4	College Closed – Independence Day Holiday
July 7	Reinstatement Requests Close at 5:00 p.m. (Mini Term 2)
July 16	Midterm for Mini Term 2 Classes
July 17	Mini Term 2 Midterm Grade Reporting Opens at 8:00 a.m.
July 21	Mini Term 2 Midterm Grade Reporting Closes at 11:00 a.m.

Dates	Events
July 22	Financial Aid 60% Date for Mini Term 2 Classes
July 29	Last Day to Withdraw with a "W" from Full Term Classes
July 30	Final Exams Full Term Classes Last Day to Withdraw with a "W" from Mini Term 2 Classes
July 31	Final Exams Full Term and Mini Term 2 Classes

August 2025

Dates	Events
August 1	Final Exams Full Term and Mini Term 2 Classes
August 4	Full Term and Mini Term 2 Grades Due at 11:00 a.m. Faculty Duty Day

Admissions

05.01 Admissions

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

In keeping with the philosophy that the capabilities of everyone should be developed, Coastal Alabama Community College operates under an "open door" admissions policy. Colleges are authorized to admit any individual who has satisfied the Alabama Community College System (ACCS) admission requirements as prescribed in [Board Policy 801.01](#) and [Chancellor's Procedures 801.01](#). Individual programs or courses may have additional, specific prerequisites or admission requirements.

Scope:

This policy applies to all current and prospective Coastal Alabama Community College students.

Definitions:

There are no definitions applicable to this policy.

Details:

- Unsolicited Contacts:** Coastal Alabama Community College refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, or engage in same-day recruitment and registration for the purpose of securing service member enrollment.
- Student Right to Know:** In compliance with the Federal Student Right-to-Know Act, statistical information on completion/persistence rates is available in the Admissions Office.

3. **Admissions:** All students must complete an admission application, provide a transcript (if applicable), and provide other appropriate documentation as required by specific programs to complete their admission file.
- a. **Admission Exception:** For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.
4. **Admission Classifications and Required Admission Documentation:**
- a. **First Time:** A student who has no prior postsecondary experience after graduating high school or completing a GED.
 - Admission Application.
 - Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
 - Official transcript(s) –all college(s) attended (if applicable).
 - b. **Transfer:** A student who previously attended another college or university.
 - Admission Application
 - Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
 - Official transcript(s) – all college(s) attended.
**Acceptance of transfer credits is based upon local institutional policy.*
 - c. **Dual Enrollment / Dual Credit:** A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward high school AND college.
 - Admission Application.
 - High school transcript.
 - Written approval from school administrator.
**Unofficial transcripts may be submitted in accordance with local institutional policy.*
 - d. **Accelerated:** A secondary education student who is earning college credit while still in high school. Accelerated credit may not substitute for high school requirements.
 - Admission application.
 - High school transcript.
 - Written approval from school administrator.
**Unofficial transcripts may be submitted in accordance with local institutional policy.*
 - e. **Transient:** A student enrolled at another college or university who is taking classes at an ACCS institution for the express purpose of transferring credit to the home college or university.
 - Transient admission application.
 - Appropriate transient documentation from home institution.
 - f. **Re-Admit/Returning:** A student who has not enrolled in courses at the institution within the last academic year as determined by local institutional calendars.
 - Admission Application.
 - Official final high school transcript with proof of graduation or GED® (if applicable). Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
 - Official transcript(s) – all college(s) attended (if applicable).
 - g. **Special/Non-Degree Seeking:** A student who wishes to enroll but does not wish to pursue a degree or certificate.
 - Admission Application.
 - Official final high school transcript with proof of graduation or GED® (if applicable). Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
 - Official transcript(s) – all college(s) attended (if applicable).
 - Audit form submitted to the Registrar office prior to the end of the drop/add period of enrolled semester.
 - h. **International (Approved for Bay Minette, Fairhope, and Gulf Shores Campus):** A student who is a citizen of another country.
 - Refer to ACCS [Board Policy 801.04](#) and [Chancellor's Procedures 801.04](#) Admission International Student.
 - i. **Non-High School Graduate and Non-GED Students:**
 - Required assessment score (in accordance with current assessment procedures).
 - Written consent from the appropriate secondary administrator (if under the age of 17).

- Students may be admitted to non-degree and career pathways programs as defined under the Workforce Innovation and Opportunity Act (WIOA) and by the federal Pell Grant Ability-to-Benefit (ATB) criteria.
5. **Admission Status:** There are two types of admission status.
 - a. **Conditional Status:** Students who have applied but have not submitted required documentation will be admitted as conditional status (excluding transient and international students). Failure to provide all required documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.
 - b. **Unconditional Status:** Students who have applied for admission and submitted all required documentation will be admitted unconditionally.
 6. **Program Admission:** Admission to Coastal Alabama Community College does not ensure admission to any individual program or course.
 7. **Transfer of Credit:** Courses completed at other regionally accredited postsecondary institutions with a passing grade (D or higher, without being on probation or suspension) will be accepted for transfer as potentially creditable toward graduation requirements. Transfer students admitted on academic probation will have only course grades of “C” or better accepted for transfer.
 - a. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.
 - b. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and prior learning assessment.
 - c. Transfer credits are considered for degree completion requirements but are not used in the calculation of your Coastal Alabama Community College GPA.
 - d. Courses completed at non-regionally accredited institutions may be accepted for transfer based on review. Additional information can be obtained from the Registrar's Office.
 - e. For those students whose transfer credits fall within 1 credit hour short of the Coastal Alabama course equivalency due to conversion from quarter hours to credit hours, they may provide a copy of the course syllabi to petition for course transfer. If the courses are accepted, the student may still need to complete an additional course or courses to satisfy the hourly requirements for the different sections of the Common Core Curriculum.

Procedures(s):

Admission of Audit Only Students Procedures

1. Audit Only applicants must complete all steps, just as new or first-time transfer students, including the completion of an application for admission. Applicants must also have all transcripts from high school and college(s) sent to the Admissions Office. Applicants must obtain an Audit Request Form from the Coastal Alabama website Student Records and Transcript page on the Coastal Alabama Community College website at <https://www.coastalalabama.edu/admissions-aid/student-records/registrar-forms/>. Complete the electronic form with the course(s) to be audited, and submit it to the Registrar's Office prior to the end of drop/add each semester.
2. The Audit Request Form, which becomes part of the applicant's permanent file, must be completed by the end of the registration period, and may not be changed thereafter.
3. Students enrolled in audit courses are expected to attend classes regularly. They must adhere to all College rules and regulations regarding the withdrawal from course(s) or the College. The cost for auditing a course is the same as the cost for taking a course for credit.
4. All other applicants who wish to audit courses, including degree-seeking students, must obtain an Audit Request Form from the Registrar's Office. This form must be completed for the course(s) to be audited. The completed Audit Request Form must be submitted to the Registrar's Office by the end of the registration period. As official College documents, the Audit Request Forms are placed in students' respective permanent files.

<https://www.coastalalabama.edu/admissions-aid/audit-request-form/>

5. Students enrolled in either classification of audit courses are expected to attend classes regularly. If it becomes necessary for them to withdraw from college, they should follow the same withdrawal procedure as regular students.

Admission of Eligible Service Members Procedures

1. Coastal Alabama Community College recommends that eligible service members receive approval from an Educational Services Officer (ESO) or counselor within the Military Service prior to enrolling at Coastal Alabama Community College.
2. The Service Member's Opportunity College (SOC) network is designed to permit military service students and their dependents to pursue college-level programs without penalty for unusual situations and transfer over which they have no control. Since Coastal Alabama Community

College is an affiliate member of the SOC, a military service member through a contract with the College may complete at least 25% of the degree in residence with Coastal Alabama. The student may then complete the remaining course work required to meet degree requirements at another accredited college or university and transfer this credit back to Coastal Alabama.

Admission to Courses Creditable Toward an Associate Degree Procedures

1. To be eligible for admission to courses creditable toward an Associate Degree, first-time college students must meet one of the following criteria:
 - a. Applicants who hold a diploma (evidenced by an official transcript) issued by a regionally and/or state accredited high school are eligible for admission.
 - b. Applicants who have attended a nonaccredited high school may be admitted upon presentation of a diploma (evidenced by an official transcript) indicating successful completion of courses of study on the secondary level.
 - c. Applicants who cannot comply with either of the above conditions may be admitted upon presentation of a Certificate of High School Equivalency (GED Certificate) evidenced by an official copy of scores from testing site. Applicant must hold the GED Certificate prior to the term of enrollment.

Students who meet one of these criteria will be classified as “Degree-Eligible” students. The College may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

Admission of International Students Procedures (Approved for Bay Minette, Fairhope, and Gulf Shores campuses)

1. International student applications are not eligible for conditional admission status. International students must meet all qualifications and provide all documents listed on the application packet, including proof of English proficiency such as the required Test of English as a Foreign Language (TOEFL) score before they can be issued an I-20 form. Prior to being issued an I-20 Form, International Students must contact the Office of Admissions. Coastal Alabama Community College is authorized under federal law to enroll nonimmigrant students.
2. **Application Deadline:** All international applications must be submitted six months prior to the beginning of the semester for which the applicant hopes to gain admittance. Applications that are not turned in six months prior to the beginning of the term may not be considered for admittance.
3. **Notification:** Applicants are notified of decisions regarding admission to the College as soon as possible after all required documents are received by the Admissions Office. The I-20 Form and a letter of acceptance for admission will be mailed to each applicant who meets the requirements.

Admission of Transfer Students Procedures

1. **General Transfer Admission Requirements:** Student applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Coastal Alabama may also require of transfer students those documents required of first-time college students. Transfer students who meet requirements for admission to courses creditable toward an associate degree will be classified as “Degree-Eligible” students. Transfer students who do not meet these requirements will be classified as “Non-Degree-Eligible” students.
2. **Unconditional Admission of Transfer Students:** For Unconditional Admission, transfer students must have submitted to the College an application for admission and official transcripts from all regionally accredited post-secondary institutions attended and any other documents required for first-time college students.

Applicants who have completed the Bachelor’s Degree will be required to submit only the transcript from the institution granting the Bachelor’s Degree.

3. **Conditional Admission of Transfer Students:** Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted Conditional Admission. No transfer students will be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester. If all required admissions records have not been received by the College prior to issuance of first-semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.
4. **Initial Academic Status of Transfer Students:** Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.

Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.

Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as transfer students only after following the appeal process established at the institution for “native” students who have been academically suspended. If transfer students are admitted upon appeal, they will enter the institution on Academic Probation. Their transcript will read ADMITTED UPON APPEAL—ACADEMIC PROBATION. Refer to the Appeal to Admissions/Academic Standards Committee Form at <https://www.coastalalabama.edu/admissions-aid/admission-resources/>.

Admission of Transient Students Procedures

1. Students who are currently attending another accredited college or university and who are in good standing may be admitted to Coastal Alabama Community College as transient students. Transient students in good standing must provide written authorization from the postsecondary institution in which they are currently enrolled stating that courses selected at Coastal Alabama have been approved for transferable credit. The transient form must be submitted at the same time the student applies for admission.
2. Transient Applicants must complete the online Application for Admission and Applicants must request that an official “Letter of Transiency,” properly signed by the Dean or Registrar at the postsecondary institution in which they are currently enrolled.

Readmission Procedures

1. **Requirements to Readmission:** Former students who have not attended Coastal Alabama for one or more semesters (excluding summer semester) are required to apply for readmission, including military service members. Applicants who have been admitted previously, but who did not enroll, will be required to apply for readmission. Students who are seeking readmission must complete an Application for Admission on our website. Students seeking readmission must request that any postsecondary institution attended since leaving Coastal Alabama Community College submit official transcripts.
2. **Admission Appeals:** Applicants who have been suspended from another institution for academic reasons will not be considered for admission except upon appeal to the Admissions/Academic Standards Committee at <https://www.coastalalabama.edu/admissions-aid/admission-resources/>. All written requests must be received in the above referenced office by the first day of class of the term applicants are seeking to enroll to be considered for admission to the College for said term.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

06.08 Paying for College

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to collect college receivables in compliance with federal and state law and Alabama Community College System (ACCS) policy related to tuition and fees and Cost of Attendance (COA).

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

Cost of Attendance (COA): The COA is an estimate/average dollar amount which includes estimates of standard expenses such as tuition, fees, books, supplies, housing and food, and personal expenses, such as clothing, transportation, etc. Students must have unmet need to qualify for Title IV aid. $COA \text{ (cost of attendance)} - \text{Student Aid Index (SAI)} - \text{Other Aid} = \text{Unmet Need}$.

Resident Student: A Resident Student will be charged the in-state tuition rate established by the Alabama Community College System Board of Trustees. A Resident Student is an applicant for admission who is a citizen of the United States or a resident alien in the State of Alabama for at least

12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama. In the case of minor dependents seeking admission, the parent(s) or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

Minor: For the purpose of this policy, a minor is an individual who because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition will change accordingly.

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

Details:

1. **Tuition:** Tuition for the current academic year are available at <https://www.coastalalabama.edu/admissions-aid/financial-aidold/tuition/>. Students from the following counties may be eligible for in-state tuition: Santa Rosa (FL), Escambia (FL), Walton (FL), Okaloosa (FL), Clarke (MS), Wayne (MS) and Lauderdale (MS).
2. **Eligibility for Alabama Resident Tuition Rate:** It is the policy of Coastal Alabama Community College to classify applicants for admission in one of three categories for the purpose of assessing tuition.
 - Resident Student
 - Minor
 - Supporting Person
 - a. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
 - b. An individual claiming to be a resident will certify by a signed statement each of the following:
 - A specific address or location within the State of Alabama as his/her residence.
 - An intention to remain at this address indefinitely.
 - Possession of more substantial connections with the State of Alabama than with any other state.
 - c. Though certification of an address and an intent to remain in the state indefinitely will be prerequisites to establishing status as a resident, ultimate determination of that status will be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation will include the consideration of all of the following connections:
 1. Consideration of the location of high school graduation.
 2. Payment of Alabama state income taxes as a resident.
 3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
 4. Full-time employment in the state.
 5. Residence in the state of a spouse, parents, or children.
 6. Previous periods of residency in the state continuing for one year or more.
 7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education
 8. Possession of state or local licenses to do business or practice a profession in the state.
 9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
 10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
 11. Membership in religious, professional, business, civic, or social organizations in the state.
 12. Maintenance in the state of checking and saving accounts, safe deposit boxes, or investment accounts.
 13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
 - d. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for

example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

3. **Fees:** Fees are required each semester and are subject to change without notice. Fees are available at <https://www.coastalalabama.edu/admissions-aid/financial-aidold/tuition/>. In addition to paying the appropriate tuition fee, students may also be required to purchase certain necessary tools and supplies for some courses or programs. Fees are required each semester and are subject to change without notice.

NOTICE: Students who owe the College any type of fee, such as a tuition and/or fees or a parking/traffic violation fine or a library fine, etc., will be prohibited from enrolling in subsequent semesters at the College, unless that balance is the result of federal funding returns. The College will not release official College credits, transcripts, or diplomas until all delinquent balances are paid in full.

4. **Due Dates:** Tuition is due prior to the first day of class.

5. **Methods of Payment:** Coastal Alabama Community College accepts cash, checks (U.S. banks only), money orders and credit cards (Discover, Visa, American Express and MasterCard). If at any point a check is returned against a student's account, a service charge will be applied to the student's account. In the event of delinquent student payments, no college credits, transcripts, or diplomas will be issued or released. A student with a delinquent account will not be enrolled in subsequent semesters, and all accounts will be turned over to a collection agency. The student will be responsible for all associated collection fees.

6. **Federal Student Aid:** Refer to the Financial Aid Policy.

All returning students for the Fall Semester must reapply for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA for the upcoming academic school year should be completed and submitted early to avoid delays in being awarded financial aid.

Students who have not been awarded Financial Aid MUST be prepared to pay for tuition, fees, and books at the time of registration.

7. **Tuition Deferment Plan:** Coastal Alabama Community College has a tuition deferment plan for those needing tuition payment assistance. Through this plan, students pay a processing fee and at least one-half of total term charges no later than the first day of each term. The remaining balance will be paid no later than midpoint of the term.

In the event of delinquent student payments, no official grades, college credits, transcripts, or diplomas will be issued or released. A student with a delinquent account will not be enrolled in subsequent terms until all delinquent balances are paid in full. To fill out an application for this program, students should visit the Fiscal Services Office. There is a deferment fee to enroll in this plan.

8. **Third Party Payments:** There are several third-party agencies responsible for the payment of tuition and fees for students attending the Alabama Community College System. Because payments are not usually received by the end of the registration period, payment of tuition and fees may be deferred from third party agencies (private, federal, and state). However, federal and state agency payments may be extended after the registration period in accordance with each individual program's procedures.

Students sponsored by third-party private agencies will be responsible for payment of tuition and fees immediately if the private third-party agency has not paid by the end of the registration period or by the extension. If payment is not rendered immediately, the student will be administratively withdrawn.

9. **Cost of Attendance:**

- a. A student's estimated cost of attendance (COA) is used to establish financial need and sets a limit to the amount of financial aid a student may receive.
- b. Cost of Attendance is NOT a bill and is provided for planning purposes only. Additional cost information and estimates are available via the [Net Price Calculator](#).
- c. Cost of Attendance includes both direct (billable) and indirect (estimated) costs for two semesters, generally fall and spring. Direct costs may include tuition, fees, housing, food, books, and supplies which are billed by the College. Indirect costs include off campus living expenses, transportation, loan fees, and other personal/miscellaneous expenses. All these costs associated with COA vary by student and that is why the COA is an estimate of costs, not an actual cost. COA figures are estimates and are subject to change. COA is originally estimated based on full-time enrollment and will adjust according to actual enrollment status.

d. Student expense budgets are constructed for each of the following populations:

- In-State – Living with Parents
- In-State – Living On Campus
- In-State – Living Off Campus (not with parent)
- Out-of-State – Living with Parents
- Out-of-State – Living On Campus
- Out-of-State – Living Off Campus (not with parent)

All COA budgets are considered good-faith estimates of the projected educational expenses that the majority of students may incur while attending Coastal Alabama. Individual students may experience varying costs because of special educational expense needs. Adjustments to a student's budget will be based on special educational expenses and must be documented by the student. All documentation will be evaluated by the Director of Financial Aid on a case-by-case basis. Examples of items that may need to be increased are dependent care expenses, cost of a personal computer, tool costs, other excessive costs not included in the COA calculation.

Estimated costs of attendance are based on full-time enrollment of 15 hours each semester for two semesters. Budgets are automatically adjusted in the College system based on actual enrolled hours. Financial aid offers will be adjusted accordingly. The COA budgets are estimates and subject to change.

Procedures(s):

1. Pay your bill at https://secure.touchnet.net/C20421_tsa/web/login.jsp.

Additional Provisions / Information:

Refer to the Financial Aid Policy.

05.02 Advising, Testing, and Registration

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure students receive appropriate academic advising and registration to assist with completion of academic goals.

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Academic Advising:** Each student, upon admission to the College, is assigned an academic advisor who will assist the student in scheduling academic courses that successfully lead to a degree or certificate. Coastal Alabama Community College considers academic advising a core principle that will help a student succeed in class and in college.

All advisors hold regular office hours and may meet with students at other pre-arranged times. Specific campus locations and office hours are listed on the Coastal Alabama Community College website at <https://www.coastalalabama.edu/student-services/advising/>. These staff members can help students obtain their educational goals through a collaborative effort. They assist students in choosing majors and planning which pathways will help meet their goals.

2. **Placement Testing:** All entering students who enroll in Associate Degree or certificate programs will be assessed through ACT or SAT scores, high school grades/GPA, ACCUPLACER and be placed at the appropriate academic level. All placement test results are considered a part of the student's permanent academic record. Entering students are requested to have the results of all tests they have taken, including the ACT or SAT, forwarded to the College.
 - a. **Placement Advising:** Students who place into developmental courses should enroll in those courses within the first two semesters, preferably the first semester of enrollment, to ensure they are adequately prepared for college-level courses. Coastal Alabama Community College is required to provide an evaluation report of assessment test results to students. Appropriate advising and a plan of study for each student who placed in a developmental course is required.
3. **Registration:** Registration dates for each semester are published in advance and can be found on the College's website and on the College's calendar. Information regarding registration is sent to new students at the time they are accepted. Students should meet with an academic advisor prior to registration.

No credit will be awarded to any student who (1) is not properly registered for a class; (2) has not paid all tuition and/or fees; or (3) has not resolved all registration discrepancies during the term in which the discrepancies occurred or before the first day of class of the next term.

Procedures(s):

Scheduling an Advising Appointment Procedures

1. Students may schedule an appointment with an Advisor at Coastal Alabama Community College website at <https://www.coastalalabama.edu/student-services/advising/>.

Scheduling a Placement Testing Appointment Procedures

1. Students may schedule an appointment for testing at <https://www.coastalalabama.edu/admissions-aid/placement-testing/>.

Additional Provisions / Information:

There are no additional provisions / information applicable to this policy.

Degrees & Certificates

Definitions

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. All colleges are authorized to award certificates.

General Education Short-Term Certificate (STC)

An undergraduate award signifying completion of a prescribed course of study of 28 semester hours. This award is designed to assist students in developing an academic foundation to earn credit toward the associate of arts or associate of science degree. For the General Education Short-Term Certification Proposed Curriculum Pathway, click [here](#).

Career Technical Short-Term Certificate (STC)

An undergraduate award signifying the successful completion of a prescribed course of study (9-29 semester credit 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. All colleges are authorized to award short-term certificates.

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.



Early College Programs

05.04 Early College Programs

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/01/2023

Policy/Purpose:

It is the policy of Coastal Alabama Community College to provide qualifying high school students opportunities to earn college credit while still attending high school. Under the guidelines of the Alabama Community College System (ACCS) [Board Policy 801.02](#), [Chancellor's Procedures 801.02](#), [Board Policy 801.03](#), and [Chancellor's Procedures 801.03](#) and through cooperative partnerships, the following programs currently allow high school students early admission to college:

- Accelerated Program
- Dual Enrollment Program

Scope:

This policy applies to all high school students taking courses at Coastal Alabama Community College and prospective high school students.

Definitions:

Accelerated Program: The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. Unlike the Dual Enrollment program, college credit earned under this classification may not substitute for high school credit.

Dual Enrollment Program: The Dual Enrollment program allows high school students the opportunity to earn college credit while still in high school. Unlike the Accelerated program, college credit earned under this classification may substitute for high school credit.

Details:

1. **Accelerated Program:** The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. Students interested in taking college courses through the Accelerated Program must meet the criteria referenced in ACCS [Board Policy 801.02](#) and [Chancellor's Procedures 801.02](#).
2. **Dual Enrollment Program:** Coastal Alabama Community College provides instructional opportunities to eligible high school students through Dual Enrollment. This allows eligible students to enroll in college classes to receive high school and college credit. Students must meet the criteria referenced in ACCS [Board Policy 801.03](#) and [Chancellor's Procedures 801.03](#)
3. **Important Information:**
 - a. Students may not begin dual enrollment courses until upon completion of the 9th grade.
 - b. Students may take both Career/Technical and Academic dual enrollment courses concurrently.
 - c. Participating schools/districts may impose additional requirements and/or restrictions based on their own policies.
 - d. The terms and conditions of Dual Enrollment are subject to change without notice according to changes in secondary and postsecondary standards.

Procedures(s):

1. Detailed information on Accelerated High School/Dual Enrollment, including admission procedures and forms, can be found on the Coastal Alabama Community College website at <https://www.coastalalabama.edu/academics/early-college-programs/>.

Additional Provisions / Information:

There are no additional provisions / information applicable to this policy.



Fiscal Services

Tuition and Fees

Alabama In-State Tuition Costs

Credit Hours	Alabama In-State Tuition	Bond Reserve Fee	Technology Fee	Facility Renewal Fee	Special Building Fee	ACCS Enhancement Fee	Alabama Resident Total Tuition/Fees
1	129	1	9	9	10	10	168

Non-Alabama Resident Tuition Costs

Credit Hours	Non-Alabama Resident Tuition	Bond Reserve Fee	Technology Fee	Facility Renewal Fee	Special Building Fee	ACCS Enhancement Fee	Non-Alabama Resident Total Tuition/Fees
1	258	1	9	9	10	10	297

Please Note: Additional program specific fees may apply. For students entering into programs and pathways participating in the Coastal Books+ program, an additional fee of \$24 per credit hour will be assessed.

These fees are required each semester and are subject to change without notice.

[Learn more about Coastal Books+](#)

In-State Tuition - Florida & Mississippi

Students from the following counties may be eligible for in-state tuition: Santa Rosa (FL), Escambia (FL), Walton (FL), Okaloosa (FL), Clarke (MS), Lauderdale (MS) and Wayne (MS).

Tuition Due Dates

Spring Tuition

- Spring Tuition is due January 2, 2024 by 2:00 PM.
- Payment Plan: 50% + \$40 fee, is due January 2, 2024 by 2:00 PM.

How to Pay Tuition

Coastal Alabama Community College accepts e-check and debit and/or credit cards (Discover, Visa, American Express and MasterCard). If at any point a check is returned against a student's account, all classes and dorms will be cancelled, and the check will be treated as a nonpayment for services. A service charge will also be applied to the student's account. In the event of delinquent student payments, no college credits, transcripts, or diplomas shall be issued or released. A student with a delinquent account shall not be enrolled in subsequent semesters, and all accounts will be turned over to a collection agency. The student will be responsible for all associated collection fees.

[Tuition Payment Portal](#)

Please Note: Students will log into the Tuition Payment Portal using the "Students and Staff" button. Parents, guardians, and any other authorized users log into the Tuition Payment Portal using the "Authorized User" button. Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to businessoffice@coastalalabama.edu.

Tuition Payment Plan

Coastal Alabama Community College has a tuition payment plan for those needing assistance. Through these plans the student pays at least one-half of the total term charges plus a \$40 enrollment fee no later than the tuition payment deadline for the current semester registration. The payment plan can be setup through the students OneACCS portal under the Student Account Center.

Failure to meet the terms of this agreement may entitle Coastal Alabama Community College to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in

any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance is paid in full (including all attorney fees, legal expenses, and other collection costs). A Collection Fee up to 30% will be added to the balance due after 90 days by the collection company. Coastal Alabama Community College currently utilizes the services of Conserve and Williams & Fudge for collection of delinquent debt.

Cost of Attendance (COA) - An average figure used to determine financial aid eligibility.

Cost of attendance is not a bill and not an award offer. COA is provided for planning purposes only and is a good faith estimate of the total costs to attend college. COA includes direct costs (billed by the College) such as tuition and indirect costs (not billed by the College), such as transportation, housing, food, personal and miscellaneous costs. COA figures are estimates and are subject to change.

Cost of Attendance (COA) minus the Expected Family Contribution (EFC) from the FAFSA equals the unmet or financial need for need-based (Pell grant) financial aid programs.

Please visit the [Net Price Calculator](#) for additional Cost of Attendance information.

Estimated Cost of Attendance Budgets - - for estimation purposes only and subject to change.

Estimated Costs In/Out-of-State	In-State Dependent with Parents	In-State Dependent Off Campus	In-State Dependent On Campus
Enrollment - 2 semesters	Full time	Full time	Full time
15 credit hours each semester	30 credits	30 credits	30 credits
Tuition and Fees	166/293	4920	4920
Food and Housing/ Living Expenses		8025	10850
Books and Supplies	25 per credit hour plus supplies and computer purchase	2750	2750
Transportation		4200	4200
Personal/ Miscellaneous		3150	3150
		\$23,096	\$25,921

Estimated Costs In/Out-of-State	Out-of-State Independent with Parents	Out-of-State Independent Off Campus	Out-of-State Independent On Campus
Enrollment - 2 semesters	Full time	Full time	Full time
15 credit hours each semester	30 credits	30 credits	30 credits
Tuition and Fees	166/293	8670	8670
Food and Housing/ Living Expenses		8025	10850
Books and Supplies	25 per credit hour plus supplies and computer purchase	2750	2750
Transportation		5250	5250
Personal/ Miscellaneous		3150	3150
		\$27,965	\$30,790

06.08 Paying for College

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to collect college receivables in compliance with federal and state law and Alabama Community College System (ACCS) policy related to tuition and fees and Cost of Attendance (COA).

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

Cost of Attendance (COA): The COA is an estimate/average dollar amount which includes estimates of standard expenses such as tuition, fees, books, supplies, housing and food, and personal expenses, such as clothing, transportation, etc. Students must have unmet need to qualify for Title IV aid. $COA \text{ (cost of attendance)} - \text{Student Aid Index (SAI)} - \text{Other Aid} = \text{Unmet Need}$.

Resident Student: A Resident Student will be charged the in-state tuition rate established by the Alabama Community College System Board of Trustees. A Resident Student is an applicant for admission who is a citizen of the United States or a resident alien in the State of Alabama for at least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama. In the case of minor dependents seeking admission, the parent(s) or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

Minor: For the purpose of this policy, a minor is an individual who because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition will change accordingly.

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

Details:

1. **Tuition:** Tuition for the current academic year are available at <https://www.coastalalabama.edu/admissions-aid/financial-aidold/tuition/>. Students from the following counties may be eligible for in-state tuition: Santa Rosa (FL), Escambia (FL), Walton (FL), Okaloosa (FL), Clarke (MS), Wayne (MS) and Lauderdale (MS).
2. **Eligibility for Alabama Resident Tuition Rate:** It is the policy of Coastal Alabama Community College to classify applicants for admission in one of three categories for the purpose of assessing tuition.
 - Resident Student
 - Minor
 - Supporting Person
 - a. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
 - b. An individual claiming to be a resident will certify by a signed statement each of the following:
 - A specific address or location within the State of Alabama as his/her residence.
 - An intention to remain at this address indefinitely.
 - Possession of more substantial connections with the State of Alabama than with any other state.
 - c. Though certification of an address and an intent to remain in the state indefinitely will be prerequisites to establishing status as a resident, ultimate determination of that status will be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation will include the consideration of all of the following connections:
 1. Consideration of the location of high school graduation.
 2. Payment of Alabama state income taxes as a resident.
 3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.

4. Full-time employment in the state.
 5. Residence in the state of a spouse, parents, or children.
 6. Previous periods of residency in the state continuing for one year or more.
 7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education
 8. Possession of state or local licenses to do business or practice a profession in the state.
 9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
 10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
 11. Membership in religious, professional, business, civic, or social organizations in the state.
 12. Maintenance in the state of checking and saving accounts, safe deposit boxes, or investment accounts.
 13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
- d. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

3. **Fees:** Fees are required each semester and are subject to change without notice. Fees are available at <https://www.coastalalabama.edu/admissions-aid/financial-aidold/tuition/>. In addition to paying the appropriate tuition fee, students may also be required to purchase certain necessary tools and supplies for some courses or programs. Fees are required each semester and are subject to change without notice.

NOTICE: Students who owe the College any type of fee, such as a tuition and/or fees or a parking/traffic violation fine or a library fine, etc., will be prohibited from enrolling in subsequent semesters at the College, unless that balance is the result of federal funding returns. The College will not release official College credits, transcripts, or diplomas until all delinquent balances are paid in full.

4. **Due Dates:** Tuition is due prior to the first day of class.
5. **Methods of Payment:** Coastal Alabama Community College accepts cash, checks (U.S. banks only), money orders and credit cards (Discover, Visa, American Express and MasterCard). If at any point a check is returned against a student's account, a service charge will be applied to the student's account. In the event of delinquent student payments, no college credits, transcripts, or diplomas will be issued or released. A student with a delinquent account will not be enrolled in subsequent semesters, and all accounts will be turned over to a collection agency. The student will be responsible for all associated collection fees.
6. **Federal Student Aid:** Refer to the Financial Aid Policy.

All returning students for the Fall Semester must reapply for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA for the upcoming academic school year should be completed and submitted early to avoid delays in being awarded financial aid.

Students who have not been awarded Financial Aid **MUST** be prepared to pay for tuition, fees, and books at the time of registration.

7. **Tuition Deferment Plan:** Coastal Alabama Community College has a tuition deferment plan for those needing tuition payment assistance. Through this plan, students pay a processing fee and at least one-half of total term charges no later than the first day of each term. The remaining balance will be paid no later than midpoint of the term.

In the event of delinquent student payments, no official grades, college credits, transcripts, or diplomas will be issued or released. A student with a delinquent account will not be enrolled in subsequent terms until all delinquent balances are paid in full. To fill out an application for this program, students should visit the Fiscal Services Office. There is a deferment fee to enroll in this plan.

8. **Third Party Payments:** There are several third-party agencies responsible for the payment of tuition and fees for students attending the Alabama Community College System. Because payments are not usually received by the end of the registration period, payment of tuition and fees may be deferred from third party agencies (private, federal, and state). However, federal and state agency payments may be extended after the registration period in accordance with each individual program's procedures.

Students sponsored by third-party private agencies will be responsible for payment of tuition and fees immediately if the private third-party agency has not paid by the end of the registration period or by the extension. If payment is not rendered immediately, the student will be administratively withdrawn.

9. **Cost of Attendance:**

- a. A student's estimated cost of attendance (COA) is used to establish financial need and sets a limit to the amount of financial aid a student may receive.
- b. Cost of Attendance is NOT a bill and is provided for planning purposes only. Additional cost information and estimates are available via the [Net Price Calculator](#).
- c. Cost of Attendance includes both direct (billable) and indirect (estimated) costs for two semesters, generally fall and spring. Direct costs may include tuition, fees, housing, food, books, and supplies which are billed by the College. Indirect costs include off campus living expenses, transportation, loan fees, and other personal/miscellaneous expenses. All these costs associated with COA vary by student and that is why the COA is an estimate of costs, not an actual cost. COA figures are estimates and are subject to change. COA is originally estimated based on full-time enrollment and will adjust according to actual enrollment status.
- d. Student expense budgets are constructed for each of the following populations:
 - In-State – Living with Parents
 - In-State – Living On Campus
 - In-State – Living Off Campus (not with parent)
 - Out-of-State – Living with Parents
 - Out-of-State – Living On Campus
 - Out-of-State – Living Off Campus (not with parent)

All COA budgets are considered good-faith estimates of the projected educational expenses that the majority of students may incur while attending Coastal Alabama. Individual students may experience varying costs because of special educational expense needs. Adjustments to a student's budget will be based on special educational expenses and must be documented by the student. All documentation will be evaluated by the Director of Financial Aid on a case-by-case basis. Examples of items that may need to be increased are dependent care expenses, cost of a personal computer, tool costs, other excessive costs not included in the COA calculation.

Estimated costs of attendance are based on full-time enrollment of 15 hours each semester for two semesters. Budgets are automatically adjusted in the College system based on actual enrolled hours. Financial aid offers will be adjusted accordingly. The COA budgets are estimates and subject to change.

Procedures(s):

1. Pay your bill at https://secure.touchnet.net/C20421_tsa/web/login.jsp.

Additional Provisions / Information:

Refer to the Financial Aid Policy.

06.10 Refunds

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

Coastal Alabama Community College complies with all federal regulations relative to refund of tuition and other institutional charges for Title IV recipients. Students who do not attend beyond 60% of the semester will be subject to Return to Title IV.

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

Refund: Amount of money owed to student. Eligibility for refunds is noted below.

Details:

1. **Refunds for Complete Withdrawal:** A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges. A student who officially or unofficially withdraws completely on or after the first day of class, but prior to the end of the third week of class will be refunded according to the withdrawal date as follows:
 - Complete withdrawal during first week: **70%** of fees refunded
 - Complete withdrawal during second week: **45%** of fees refunded
 - Complete withdrawal during third week: **20%** of fees refunded
 - Complete withdrawal after close of third week: No fees refunded
 - a. **Books and Supplies:** A student who withdraws will need to see the current book vendor for book and supply refund policy as Coastal Alabama Community College outsources bookstore operations.
2. **Refunds for Withdrawing from Class:** Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who withdraws from a class after the official drop/add period. If the student owes the College additional tuition and fees as a result of adding classes, the student must pay the additional amount to the Fiscal Services Office before attending class. Amounts that may be due students by the College as a result of dropping classes will be refunded as applicable after the second week of the term as long as the student account balance is zero. No refunds of any type will be issued if the student has an account balance greater than zero.

In some cases, students may be given a refund if they drop a class that meets on an irregular basis, for example, if a student drops a class that meets only one day during the semester. For more information, contact the Fiscal Services Office at 251-580-2217. For calculating refunds, a week is defined as seven (7) calendar days. The first official day of classes is indicated on the College calendar as the day that classes begin. This day may not be the first day on which all classes begin. **All refunds are issued by check or direct deposit.**

Coastal Alabama Community College uses [Touchnet Bill + Payment](#) to process refunds due to students. Current Students can maintain **their account through their OneACCS student portal, where** a student can **view** their account and manage their refunds, view latest eBill Statement, student account details, etc. Once signed in, students have the option to sign up for their refund to be delivered via direct deposit. For further questions regarding refunds please call 251-580-2217.

Subject to Change

3. **Refunds for Cancellations:** Students who decide not to attend school after early registering for a semester must **officially cancel** their registration to avoid receiving “F’s” for that semester.

If students who paid fees or made financial arrangements before the opening of the semester officially cancel their registration prior to the beginning of the semester, all fees will be refunded.

If students do not cancel their early registration prior to the beginning of the semester, they must officially withdraw from school. If they never attend any classes, all fees will be refunded.
4. **Refunds for Alabama National Guard and Reservists Called to Active Duty:** Students who are active members of the Alabama National Guard or reservists or who are active-duty military who are called to active duty in the time of national crisis will receive a full tuition refund at the time of withdrawal, if such student is unable to complete the semester/term due to active-duty orders or assignment to another location.
5. **Refunds for Students Receiving Financial Aid:** Students receiving assistance from one or more student financial aid (SFA) programs (other than work-study) during a semester when they are due a refund under the Coastal Alabama refund policy must return part of the refund to the financial aid program(s) involved. **Please see the procedures below.**

Procedures(s):

1. **Refund Payment:** A withdrawal occurs when a student officially withdraws, drops or, takes an approved leave of absence, is expelled, or otherwise fails to complete the program on or after the first day. Withdrawal dates are:
 - a. **Official Withdrawal:** The date the student notifies of withdrawal or the date of withdrawal specified by the student;
 - b. Drop Out: The last recorded date of class attendance;
 - c. Internet Course: The date of the last assignment submitted by the student.
2. **Determination of Withdrawal Date:** The withdrawal date must be determined within 30 days after the end of the earlier of:
 - a. The period of enrollment for which the student has been charged;
 - b. The academic year; or,
 - c. The educational program.
3. **Title IV Recipients:** Title IV recipients who withdraw from the College or stop attending class(es) before completing 60% of the semester will be subject to a Return to Title IV calculation and may owe a balance to the College.
4. **Last Date of Attendance:** For Title IV purposes, a grade of "F" will be assigned to any student who does not satisfactorily complete the requirements of a course or who voluntarily discontinues class attendance and does not follow the official withdrawal procedure and will be subject to a Return to Title IV calculation.

Additional Provisions / Information:

For additional information, please visit <https://www.coastalalabama.edu/about/business-office/refund-policy-and-dates>.



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 generally 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.

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 2024/2025 academic year opened December 30, 2023, and will close for submission on June 30, 2025.

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.

Semester Credit Hours Attempted	Qualitative Cumulative GPA	Quantitative 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 ($30 \times 1.5 = 45$)
- Students enrolled in a 60 credit hour degree program may receive federal financial aid for 90 credit hours ($60 \times 1.5 = 90$).

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 hours can be used to calculate his Title IV eligibility. The student's 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 electronic 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 Appeal Committee and students will be notified via the student portal of the appeal decision. 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 misrepresented information or altered documentation to fraudulently obtain federal financial aid funds, the office will report its suspicions, and may 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. Students submitting fraudulent appeal documentation will be turned over to the Dean of Student's office and the appeal will be denied.

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 have 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 student 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 information to 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 SAI (student aid index). 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 intensity. 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.

Enrollment Intensity	% of Pell Paid
12 or more	100%
11	92%
10	83%
9	75%
8	67%
7	58%
6	50%
5	42%
4	33%
3	25%
2	17%
1	8%

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

Ombudsman 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, meeting satisfactory academic progress and have a FAFSA on file.

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 1-888-442-4551.

Students using VA Benefits are required to submit a [Request for Certification of Enrollment](#) to the VA School Certifying Official each semester 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

Federal VA Programs;

- Chapter 30 – Montgomery GI Bill®
- Chapter 31 – Veteran Readiness and Employment (formerly Vocational Rehabilitation)
- Chapter 33 – Post 9/11 GI 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
- More information (1-888-442-4551) or at www.gibill.va.gov

State VA Programs;

- State VA – Alabama GI Dependent Scholarship for dependents and spouses
- Alabama National Guard Educational Assistance Program (ANGEAP) for Veterans

Description of Federal VA Programs and how to apply

Chapters 30, and 1606

- This program **does not** pay tuition, fees, or books, the VA pays a monthly stipend based on your eligibility and enrollment status. This program offers up to 36 months of education benefits. These benefits may be used for degree and/or certificate programs. Remedial, deficiency, and refresher courses may be approved under certain conditions. Muskogee Regional VA Education Office determines eligibility and disburses monthly stipend via check or direct deposit, whichever the student chooses.

Veterans are required to submit their Official Military Transcript through the Joint Services Transcript (JST) website for Army, National Guard, Coast Guard, Marine Corps, and Navy. Air Force can request their Official Military Transcript through the Parchment website. Veterans also need to request Official transcripts from any prior colleges attended through the Parchment website. These will be electronically sent to the Registrar's Office at Coastal Alabama Community College.

New Applicants Chapters 30, and 1606

- Go to the [VA website](#) to apply. The process can take 2-4 weeks 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 Certificate of Eligibility from the Department of Veterans Affairs along with a completed [Request for Certification of Enrollment form](#).

Established Applicants Chapters 30, and 1606

- Veterans are required to request an updated Certificate of Eligibility form the Department of Veterans Affairs to submit to Coastal Veterans Affairs Office along with a completed [Request for Certification of Enrollment](#).

Chapter 35

- Survivors and Dependents Educational Assistance Program provides education and training opportunities to eligible dependents of certain veterans. This program does not pay tuition, fees, or books. The VA pays a monthly stipend based on your eligibility and enrollment status. This program offers up to 45 months of education benefits. These benefits may be used for degree and/or certificate programs. Remedial, deficiency, and refresher courses may be approved under certain conditions. Muskogee Regional VA Education Office determines eligibility and disburses monthly stipend via check or direct deposit, whichever the student chooses.

Students are required to request Official transcripts from any prior colleges attended through the Parchment website. These will be electronically sent to the Registrar's Office at Coastal Alabama Community College.

New Applicants Chapter 35

- Go to the [VA website](#) to apply. The process can take 2-4 weeks 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 Certificate of Eligibility from the Department of Veterans Affairs along with a completed [Request for Certification of Enrollment form](#).

Established Applicants Chapter 35

- Dependents are required to request an updated Certificate of Eligibility from the Department of Veterans Affairs to submit to Coastal Veterans Affairs Office along with a completed [Request for Certification of Enrollment](#).

Chapter 31

- This program pays for tuition and books and pays the Veteran 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. Veteran must also complete and submit the [Request for Certification of Enrollment form](#).

To learn more about the VR&E program, review the [VR&E Process page](#), and the tabs and links on this page. Click on the "How to Apply" tab to apply for VR&E services. Local service office; 1009 N 12th Ave. Pensacola, FL or 850.432.0740.

Veterans are required to submit their Official Military Transcript through the Joint Services Transcript (JST) website for Army, National Guard, Coast Guard, Marine Corps, and Navy. Air Force can request their Official Military Transcript through the Parchment website. Veterans also need to request Official transcripts from any prior colleges attended through the Parchment website. These will be electronically sent to the Registrar's Office at Coastal Alabama Community College.

Chapter 33/Post 911®

- This program is for veterans, spouses, and children. It pays tuition (based on a percentage rating), provides a book stipend, 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 whichever the student chooses. 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. For students in distant courses only the VA pays half of the national average for the monthly housing allowance. 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 even 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.). Muskogee Regional VA Education Office determines eligibility.

Veterans are required to submit their Official Military Transcript through the Joint Services Transcript (JST) website for Army and National Guard, Coast Guard, Marine Corps, and Navy. Air Force can request their Official Military Transcript through the Parchment website. Veterans/dependents need to request Official transcripts from any prior colleges attended through the Parchment website. These will be electronically sent to the Registrar's Office at Coastal Alabama Community College.

New Veterans / Dependents for Post-9/11 GI Bill®

- 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. **(For Dependents only).**
- Go to the [VA website](#) to apply. The process can take 2-4 weeks 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 Certificate of Eligibility from the Department of Veterans Affairs along with a completed [Request for Certification of Enrollment form](#).

Established Veterans / Dependents for Post-9/11

- Veterans/Dependents are required to request an updated Certificate of Eligibility form the Department of Veterans Affairs to submit to Coastal Veterans Affairs Office along with a completed [Request for Certification of Enrollment](#).

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 only**, no fees, books or housing allowance. Once your Tuition Assistance has been approved you are required to submit a copy of your TA form to the Veterans Office at Coastal Alabama Community College to ensure your tuition is paid, fees not covered by TA can be paid for by cash or alternative methods of financial aid.

Veterans are required to submit their Official Military Transcript through the Joint Services Transcript (JST) website for Army and National Guard, Coast Guard, Marine Corps, and Navy. Air Force can request their Official Military Transcript through the Parchment website. Veterans also need to request Official transcripts from any prior colleges attended through the Parchment website. These will be electronically sent to the Registrar's Office at Coastal Alabama Community College.

Apply through your below service branch;

- 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](#)

Description of State VA Programs and how to apply

Alabama State GI Dependent Scholarship (State VA) - 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 two years with a service connected disability of 40-90% and five years for a 100% service connected disability, then he/she may qualify. State VA pays tuition, \$10 instructional fees, and required books. State VA does not cover \$29 per credit hour of fees, nor do they cover remedial courses or the required book(s) for remedial courses.

- Alabama GI Dependents Scholarship Program (State VA) is payer of last resort.
- FAFSA completion is required and must complete a Family Educational Rights and Privacy Act (FERPA) release form.
- All scholarships and grants must be applied first before use of the Alabama GI Dependents Scholarship Program (State VA) can be determined.
- Student must comply with the Standards of Satisfactory Progress (SAP) as defined by their education institution.
- Remaining balances can be paid for by cash or alternative methods of financial aid.

Students are required to request Official transcripts from any prior colleges attended through the Parchment website. These will be electronically sent to the Registrar's Office at Coastal Alabama Community College.

- Apply at adva.caseapp.tylerfedapp.com
- Apply at the Veteran Service Office within the county where you reside.
- Go to the [Alabama Department of Veterans Affairs](#). 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) is for active Guard Service members

- Used for tuition, and instructional fees.
- FAFSA completion required.
- ANGEAP is payer of last resort, they will cover any remaining tuition balance that Financial Aid, scholarships, or VA education benefits did not cover, if the amount exceeds \$100.
- ANGEAP pays after the semester is completed.
- Must attend a public postsecondary educational institution in Alabama.
- Awards are limited based on legislative appropriation.
- Applications are available at Alabama National Guard units.

Veterans are required to submit their Official Military Transcript through the Joint Services Transcript (JST) website for Army and National Guard. Air Force can request their Official Military Transcript through the Parchment website. Veterans also need to request Official transcripts from any prior colleges attended through the Parchment website. These will be electronically sent to the Registrar's Office at Coastal Alabama Community College.

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.

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.

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.

06.08 Paying for College

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to collect college receivables in compliance with federal and state law and Alabama Community College System (ACCS) policy related to tuition and fees and Cost of Attendance (COA).

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

Cost of Attendance (COA): The COA is an estimate/average dollar amount which includes estimates of standard expenses such as tuition, fees, books, supplies, housing and food, and personal expenses, such as clothing, transportation, etc. Students must have unmet need to qualify for Title IV aid. COA (cost of attendance) – Student Aid Index (SAI) - Other Aid = Unmet Need.

Resident Student: A Resident Student will be charged the in-state tuition rate established by the Alabama Community College System Board of Trustees. A Resident Student is an applicant for admission who is a citizen of the United States or a resident alien in the State of Alabama for at least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama. In the case of minor dependents seeking admission, the parent(s) or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

Minor: For the purpose of this policy, a minor is an individual who because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition will change accordingly.

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

Details:

1. **Tuition:** Tuition for the current academic year are available at <https://www.coastalalabama.edu/admissions-aid/financial-aidold/tuition/>. Students from the following counties may be eligible for in-state tuition: Santa Rosa (FL), Escambia (FL), Walton (FL), Okaloosa (FL), Clarke (MS), Wayne (MS) and Lauderdale (MS).
2. **Eligibility for Alabama Resident Tuition Rate:** It is the policy of Coastal Alabama Community College to classify applicants for admission in one of three categories for the purpose of assessing tuition.
 - Resident Student
 - Minor
 - Supporting Person
 - a. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
 - b. An individual claiming to be a resident will certify by a signed statement each of the following:
 - A specific address or location within the State of Alabama as his/her residence.
 - An intention to remain at this address indefinitely.
 - Possession of more substantial connections with the State of Alabama than with any other state.
 - c. Though certification of an address and an intent to remain in the state indefinitely will be prerequisites to establishing status as a resident, ultimate determination of that status will be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation will include the consideration of all of the following connections:
 1. Consideration of the location of high school graduation.
 2. Payment of Alabama state income taxes as a resident.
 3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
 4. Full-time employment in the state.
 5. Residence in the state of a spouse, parents, or children.
 6. Previous periods of residency in the state continuing for one year or more.
 7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education
 8. Possession of state or local licenses to do business or practice a profession in the state.
 9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
 10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
 11. Membership in religious, professional, business, civic, or social organizations in the state.
 12. Maintenance in the state of checking and saving accounts, safe deposit boxes, or investment accounts.
 13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
 - d. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.
3. **Fees:** Fees are required each semester and are subject to change without notice. Fees are available at <https://www.coastalalabama.edu/admissions-aid/financial-aidold/tuition/>. In addition to paying the appropriate tuition fee, students may also be required to purchase certain necessary tools and supplies for some courses or programs. Fees are required each semester and are subject to change without notice.

NOTICE: Students who owe the College any type of fee, such as a tuition and/or fees or a parking/traffic violation fine or a library fine, etc., will be prohibited from enrolling in subsequent semesters at the College, unless that balance is the result of federal funding returns. The College will not release official College credits, transcripts, or diplomas until all delinquent balances are paid in full.

4. **Due Dates:** Tuition is due prior to the first day of class.
5. **Methods of Payment:** Coastal Alabama Community College accepts cash, checks (U.S. banks only), money orders and credit cards (Discover, Visa, American Express and MasterCard). If at any point a check is returned against a student's account, a service charge will be applied to the

student's account. In the event of delinquent student payments, no college credits, transcripts, or diplomas will be issued or released. A student with a delinquent account will not be enrolled in subsequent semesters, and all accounts will be turned over to a collection agency. The student will be responsible for all associated collection fees.

6. **Federal Student Aid:** Refer to the Financial Aid Policy.

All returning students for the Fall Semester must reapply for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA for the upcoming academic school year should be completed and submitted early to avoid delays in being awarded financial aid.

Students who have not been awarded Financial Aid **MUST** be prepared to pay for tuition, fees, and books at the time of registration.

7. **Tuition Deferment Plan:** Coastal Alabama Community College has a tuition deferment plan for those needing tuition payment assistance. Through this plan, students pay a processing fee and at least one-half of total term charges no later than the first day of each term. The remaining balance will be paid no later than midpoint of the term.

In the event of delinquent student payments, no official grades, college credits, transcripts, or diplomas will be issued or released. A student with a delinquent account will not be enrolled in subsequent terms until all delinquent balances are paid in full. To fill out an application for this program, students should visit the Fiscal Services Office. There is a deferment fee to enroll in this plan.

8. **Third Party Payments:** There are several third-party agencies responsible for the payment of tuition and fees for students attending the Alabama Community College System. Because payments are not usually received by the end of the registration period, payment of tuition and fees may be deferred from third party agencies (private, federal, and state). However, federal and state agency payments may be extended after the registration period in accordance with each individual program's procedures.

Students sponsored by third-party private agencies will be responsible for payment of tuition and fees immediately if the private third-party agency has not paid by the end of the registration period or by the extension. If payment is not rendered immediately, the student will be administratively withdrawn.

9. **Cost of Attendance:**

- a. A student's estimated cost of attendance (COA) is used to establish financial need and sets a limit to the amount of financial aid a student may receive.
- b. Cost of Attendance is NOT a bill and is provided for planning purposes only. Additional cost information and estimates are available via the [Net Price Calculator](#).
- c. Cost of Attendance includes both direct (billable) and indirect (estimated) costs for two semesters, generally fall and spring. Direct costs may include tuition, fees, housing, food, books, and supplies which are billed by the College. Indirect costs include off campus living expenses, transportation, loan fees, and other personal/miscellaneous expenses. All these costs associated with COA vary by student and that is why the COA is an estimate of costs, not an actual cost. COA figures are estimates and are subject to change. COA is originally estimated based on full-time enrollment and will adjust according to actual enrollment status.
- d. Student expense budgets are constructed for each of the following populations:
 - In-State – Living with Parents
 - In-State – Living On Campus
 - In-State – Living Off Campus (not with parent)
 - Out-of-State – Living with Parents
 - Out-of-State – Living On Campus
 - Out-of-State – Living Off Campus (not with parent)

All COA budgets are considered good-faith estimates of the projected educational expenses that the majority of students may incur while attending Coastal Alabama. Individual students may experience varying costs because of special educational expense needs. Adjustments to a student's budget will be based on special educational expenses and must be documented by the student.

All documentation will be evaluated by the Director of Financial Aid on a case-by-case basis. Examples of items that may need to be increased are dependent care expenses, cost of a personal computer, tool costs, other excessive costs not included in the COA calculation.

Estimated costs of attendance are based on full-time enrollment of 15 hours each semester for two semesters. Budgets are automatically adjusted in the College system based on actual enrolled hours. Financial aid offers will be adjusted accordingly. The COA budgets are estimates and subject to change.

Procedures(s):

1. Pay your bill at https://secure.touchnet.net/C20421_tsa/web/login.jsp.

Additional Provisions / Information:

Refer to the Financial Aid Policy.

Instructional Affairs

04.01.01 Academic Bankruptcy

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to allow students at certain intervals of their academic career or training to declare bankruptcy.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [ACCS Board of Trustees Policy 713.03 - Grading System-Academic Bankruptcy](#)
- [Chancellor's Procedures - Grading System-Academic Bankruptcy](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Bankruptcy: The removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA).

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Cumulative Grade Point Average (GPA): The grade point average based on all hours attempted at the institution based on a 4-point scale.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Prerequisite: A course or other requirement a student must have successfully completed prior to enrolling in a specific course or program.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. Academic bankruptcy is initiated by the student by completing the [Academic Bankruptcy Request Form](#).
2. Upon receipt of the completed form, the College will inform the student that an award of academic bankruptcy may impact their financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the College since the most recent semester for which academic bankruptcy is requested. A grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
8. When a student receives a declaration of academic bankruptcy, a permanent notation of "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected.
9. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

Procedure(s):

1. Students must request academic bankruptcy using the online form located on the Registrar page of the College website at <https://www.coastalalabama.edu/admissions-aid/student-records/registrar-forms>.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.03 Academic Freedom

Original Approval: 06/03/2024

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to comply with Alabama Community College System (ACCS) [Board Policy 719.01](#) as it relates to academic freedom.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Freedom: The freedom of an instructor or student to discuss or investigate topics in the academic discipline or course without fear of interference or penalty.

Details:

1. **Academic Freedom:** Coastal Alabama Community College allows faculty and students the freedom to cultivate a spirit of inquiry and scholarly criticism when discussing the academic discipline or course related subjects. However, the principle of academic freedom will not prevent the College from ensuring that instruction is delivered in accordance with its mission and goals. Any instructor or student who believes that their academic freedom has been violated has the right to file a complaint following the College's appropriate complaint policy.

Procedure(s):

There are no procedures applicable to this policy.

Additional Provisions/Information

Refer to the Employee Complaints and Grievances Policy.

Refer to the Student – Formal Complaints Policy.

04.01.04 Academic Honors

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to recognize students who demonstrate academic excellence based on dates and information outlined in the Alabama Community College System (ACCS) [Board Policy 716.01](#) and [Chancellor's Procedures 716.01](#).

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 716.01](#)

[Chancellor's Procedures 716.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

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

Course Load: The number of credit hours in which the student is enrolled.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. Coastal Alabama Community College hosts Honors and Awards Ceremonies annually.
2. Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements. A Dean's List will be compiled at the end of each semester. Requirements for the Dean's List will be (1) a semester grade point average of 3.50 or higher but

below 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

3. Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements. A President's List will be compiled at the end of each semester. Requirements for the President's List will be (1) a semester grade point average of 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.
4. Superior academic achievement by graduating students will be designated on transcripts by the following:
 - Graduating with Honors (cum laude) 3.50-3.69 GPA.
 - Graduating with High Honors (magna cum laude) 3.70-3.89 GPA.
 - Graduating with Highest Honors (summa cum laude) 3.90-4.00 GPA.

Procedure(s):

There are no procedures related to this policy.

Additional Provisions/Information

There are no additional provisions to this policy.

04.01.05 Attending Class

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

It is the policy of Coastal Alabama Community College that students follow class attendance requirements as indicated in the course syllabi.

The following ACCS policies are referenced in this policy:

- [ACCS Board of Trustees Policy 809.01 - Attendance](#)
- [Chancellor's Procedures for Policy 809.01 - Attendance](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Attendance: The action or state of going regularly to or being present at a place or event.

Attendance Verification: The process of verifying a student's initial attendance in a course.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is

any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid: These courses are delivered approximately fifty percent (50%) asynchronously online and approximately fifty percent (50%) face-to-face on campus.

Online: These courses are delivered one hundred percent (100%) asynchronously online using the College's learning management system.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course.
2. Participation in a college-sponsored activity may be regarded as an excused absence. Students are responsible for informing their instructor of an absence due to a college-sponsored activity.
3. All students are responsible for preparing all assignments for the next class and for completing work missed.
4. Excused absences are subject to verification and may include but may not be limited to the following: active military duty, jury duty, and/or other absences as approved by the Dean of Student Services. Other excused absences may be approved by the appropriate Instructional Officer.

NOTE: *Nursing and Allied Health clinical and skills lab attendance is defined by accreditation standards and state board policies. Refer to individual course syllabi or Program Handbook.*

Procedure(s):

1. Attendance must be verified for each student in each class at the beginning of each term through the completion of each course's syllabus quiz. Students whose attendance is not verified through the syllabus quiz will be reported as non-attending and purged from the course roll. They may request that the instructor approve their reinstatement.
2. Students who are conditionally reinstated are required to complete the syllabus quiz. Students who do not complete the syllabus quiz after reinstatement will be removed from the course.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.06 Classification of Students

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College that students are classified into categories.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Classification of Students: Students are generally classified into two categories. Exceptions to these categories are identified in the Classification of Students section below.

- *Freshman:* A student who has earned fewer than 30 semester hours of credit.
- *Sophomore:* A student who has earned 30 or more semester hours of credit.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. Students are generally classified as freshmen or sophomores. Additional classifications may include:
 - a. **High School Dual Enrollment, Accelerated, or Home School Student:** A student enrolled in college credit courses who is still attending high school.
 - b. **Unclassified:** Students enrolled in credit courses who:
 - Are enrolled in adult basic education, developmental education, adult secondary education, or other non-credit courses.
 - Already have an associate degree or higher, but who are taking courses at the same level or lower.
 - c. **Full-time Student:** A student enrolled in 12 or more credit hours during a spring, fall, or summer semester.
 - d. **Part-time Student:** A student enrolled for less than 12 credit hours during a spring, fall, or summer semester.

Procedure(s):

1. Credit hours are calculated to determine appropriate classification of students.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.07 Course Forgiveness

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to allow for course forgiveness under specific circumstances.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [ACCS Board of Trustees Policy 713.02 - Grading System Repetition of Courses and Course Forgiveness Policy](#)
- [Chancellor's Procedures for Board of Trustees Policy 713.02](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Course Forgiveness: Course forgiveness is implemented when a student repeats a course and the higher/highest grade awarded (excluding the grades of W and WP) replaces all previous grades for that course in the computation of the cumulative grade point average. The official transcript will list the course and grade each time it is attempted.

Cumulative Grade Point Average (GPA): The grade point average based on all hours attempted at the institution based on a 4-point scale.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Withdrawal: The grade (W) earned when a student officially withdraws from a course or from the institution within the time designated by the institution.

Details:

1. The grade point average during the term in which the course was first attempted will not be affected.
2. When a student completes a course more than once, the highest grade will be counted in the GPA and all other grades excluded from the GPA. Official transcripts will list each course in which a student was enrolled.
3. A student may repeat a course more than once, but that course may be counted only once toward fulfillment of credit hours for graduation.

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

Procedure(s):

1. A student must request, by submission of the appropriate form, that the Registrar implement the "Course Forgiveness" policy after a course has been repeated. Refer to the Course Forgiveness Request Form at <https://www.coastalalabama.edu/admissions-aid/student-records/registrar-forms>.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.08 Credit by Other Means

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to grant college credit by other approved means.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [ACCS Board of Trustees Policy 706.01 Credit Awarded Through Non-Traditional Means General](#)
- [Chancellor's Procedures for BOT Policy 706.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Correspondence Education: Correspondence education is a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.

Credit by Non-Traditional Means: Credit awarded for prior learning from which the skills that comprise courses – terminal objectives – are mastered to an acceptable degree of proficiency.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process..

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Video Conferencing: These courses are delivered synchronously through the College's learning management system to extend classroom lectures and course activities to students remotely in real time.

Withdrawal: The grade (W) earned when a student officially withdraws from a course or from the institution within the time designated by the institution.

Details:

1. **Credit by Non-Traditional Means:** In addition to earning credit hours for work that is acceptable toward a degree by traditional means, per Alabama Community College System (ACCS) [Board Policy–Credit Awarded through Non-traditional Means](#), general college credit may be awarded through non-traditional means. Specifically, credit awarded through non-traditional means for academic transfer courses may be awarded by examination, nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Alabama Community College System. Also, credit awarded through non-traditional means for non-academic transfer courses, such as occupational and technical courses and programs of study, may be awarded through portfolio review by faculty members, program coordinators, through statewide articulation agreement for career and technical students, or other statewide programs identified by the Alabama Community College System. However, not more than 25 percent of total credit required for any program may be awarded through non-traditional means. Also, credit awarded through non-traditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at the institution granting the degree as referenced in ACCS [Board Policy 715.01 Graduation Requirements: Degrees and Certificates Policy](#) and [Chancellor's Procedure 715.01](#).
2. **Credit by Career Readiness Certification:** Students enrolled in an occupational program of study at Coastal Alabama Community College may receive credit for WKO107, Workplace Skills Preparation, or WKO 106, Workplace Skills if the student holds and submits to the College a valid ACT WorkKeys® National Career Readiness Certificate at the Silver, Gold, or Platinum level of proficiency. The credit will be awarded at the request of the student after registration in an occupational program of study at the College. All documentation to qualify must be presented in writing to the Dean of Career Technology and approved by the Registrar's Office at Coastal Alabama Community College. More information about WorkKeys® at Coastal Alabama Community College can be found under Workforce Development on the College website.
3. **Credit from Advanced Placement Exams:** The College will grant college credit to students who score 3, 4, or 5 on one or more of the Advanced Placement (AP) Program Examinations of the College Entrance Examination Board, not to exceed 15 hours credit. To be eligible, the student must take the examination prior to enrollment in college and must be enrolled at the College when credit is awarded. The maximum amount of AP credit hours that can be applied to a student's degree plan is 15 hours.

Coastal Alabama Community College will award credit using The American Council on Education (ACE) and the College Board recommendations as outlined on the College Board website ([click here for link](#)).

The student should be aware that acceptance of AP credit by Coastal Alabama does not assure that another postsecondary institution will award advanced credit for the course. Advanced Placement scores must be received from the College Board after the student applies for admission but prior to the beginning of the term in which the student wishes the credit to be applied. It is the student's responsibility to request forwarding of an official score report by the College Board to the College.

4. **Credit for Subject Examinations:** Credit for Subject Examinations will be granted provided the student has not previously been enrolled in the course for which credit is to be earned. CLEP/DANTES credit will not be granted for college level courses previously failed, for courses in which credit for higher level courses has already been earned, or for both the Subject Examination and its course equivalent.

Credit through CLEP/DANTES examinations will not be recorded on the student's permanent record until the student has earned a minimum of 12 semester hours at the College. Notation will be made on the student's permanent record indicating the course for which credit was awarded with the statement "Credit by Examination" followed by the number of semester hours granted.

The policy of granting credit through CLEP/DANTES examinations may differ from policies at other colleges and the student is cautioned to check with other colleges to obtain additional information.

The College will award credit through selected CLEP examinations provided the student earns a minimum score or above as specified in the subject areas listed below as examples: CLEP Subject Matter Exams Minimum Score Credit Equivalent Courses

For a complete listing of CLEP examinations, minimum scores, and credit awarded, contact the Registrar's Office at registrar@coastalalabama.edu.

Subject	Minimum Score	Credit	Equivalent Courses
Composition & Literature Exams			
American Literature	50	3	ENG251
College Composition	60	6	ENG101 & ENG102
College Composition Modular	50	3	ENG101

Subject	Minimum Score	Credit	Equivalent Courses
English Literature	50	6	ENG261
Humanities	50	3	HUM101
World Languages Exams			
Spanish Language: Level 1	50	4	SPA101
Spanish Language: Level 2	60	8	SPA101 & SPA102
Spanish with Writing: Level 1	50	4	SPA201
Spanish with Writing: Level 2	60	8	SPA201 & SPA202
History & Social Sciences Exams			
American Government	50	3	POL211
History of the United States I	50	3	HIS201
History of the United States II	50	3	HIS202
Human Growth & Development	50	3	PSY210
Introductory Psychology	50	3	PSY200
Introductory Sociology	50	3	SOC200
Principles of Macroeconomics	50	3	ECO231
Principles of Microeconomics	50	3	ECO232
Western Civilization I: Ancient Near East to 1648	50	3	HIS101
Western Civilization II: 1648 to Present	50	3	HIS102
Science & Mathematics Exams			
Biology	50	4	BIO103
Calculus	50	4	MTH125
College Algebra	50	3	MTH100
College Mathematics	50	3	MTH116
Precalculus	50	3	MTH112
Business Exams			
Financial Accounting	50	3	BUS241
Information Systems	50	3	CIS130
Introductory Business Law	50	3	BUS263
Principles of Management	50	3	BUS275
Principles of Marketing	50	3	BUS285

5. **Credit Through Selected DANTES Examinations:** The College will award credit through selected DANTES examinations provided the student earns a minimum score or above as specified in the subject areas listed below as examples:

DANTES Subject Matter Exams	Minimum Score	Credit	Equivalent Courses
Business			
Introduction to Business	48	3	BUS100
Introduction to Management	54	3	BUS275
Principles of Financial Accounting	50	3	BUS241
Business Law I	53	3	BUS263
Basic Marketing	50	3	BUS285
Principles of Economics II	54	3	ECO232
Mathematics and Science			

DANTES Subject Matter Exams	Minimum Score	Credit	Equivalent Courses
College Algebra	50	3	MTH112
College Trigonometry	54	3	MTH113
Calculus I Linear Algebra	50	4	MTH125
Calculus I Linear Algebra	52	3	MTH110
College Physics II	55	4	PHY214
General Chemistry	57	4	CHM104
College Chemistry I	55	4	CHM111
College Chemistry II	53	4	CHM112
Social Science & Public Service Technologies			
History of Western Civilization to 1500	53	3	HIS101
History of Western Civilization since 1500	50	3	HIS102
General Anthropology	38	3	HIS201
Intro to Law Enforcement	58	3	HIS202
Criminology	56		CRJ208

6. **Credit for Military Training Educational Experiences:** The College will consider on an individual basis, military experiences as a substitute for approved courses in the student's training and educational curriculum. It will be the responsibility of the student to apply for credits by completing the Request for Military Credit Form and by providing certified copies of the Military Service Form to the Registrar's Office. Credits extended by the College will be applicable toward the individual's graduation requirements, and once the credit is extended the student will be restricted from taking the course for which the substitution was made. Guidelines to be utilized in extending credit are as follows:
- Joint Services Transcript:** Coastal Alabama Community College requires that all service members submit a Joint Services Transcript (JST) to the Registrar's Office for articulation.
 - United States Armed Forces Institute (USAFI):** Credit may be given for study or correspondence study applicable to the student's curriculum which was taken through the United States Armed Forces Institute (USAFI) provided the course is approved by the American Council on Education. The student must submit official evidence of satisfactory completion of the work to the Registrar's Office.
 - Military Service Schools:** Training courses completed in the armed forces which are applicable to the student's curriculum and approved by the American Council on Education may be accepted for credit upon submission of official documentation to the Registrar's Office that such courses were satisfactorily completed.
 - Defense Activity for Non-Traditional Educational Services Support (DANTES):** The College will consider credit earned for college-level courses reported through the Defense Activity for Non-Traditional Educational Services Support (DANTES). Credit allowed will be based upon the recommendations of the American Council on Education.
 - Physical Education Credit:** Any student who has served at least 181 days of active-duty military service may receive two (2) semester hours of physical education credit. The student must apply to the Registrar's Office for the credit and supply the appropriate documentation to receive the credits.
7. **Credit for Reverse Transfer:** Reverse Transfer is for students who transfer from Coastal Alabama to another college or university prior to completing an Associate degree.
- Student:**
 - Agree to participate and release a student's records to Coastal Alabama from their current University/College
 - Meet eligibility requirements:
 - Minimum of 15 hours earned at Coastal Alabama toward the degree
 - Meet degree requirements for Associate in Arts or an Associate in Science Degree
 - Earn a total of 60 credits required for an associate degree. This is total combined hours (Coastal Alabama + University/College)
 - The University/College will:**
 - Send records to the Registrar's Office at Coastal Alabama.
 - Coastal Alabama Community College will:**
 - Evaluate credits from the university/college and inform the student if they have earned an associate degree.

8. **Credit for International Baccalaureate (IB):** Students who have successfully completed International Baccalaureate credit are encouraged to send their IB transcript to Coastal Alabama Community College. Students must arrange to have the scores of the IB exams sent from the International Baccalaureate Organization to Coastal. There is no fee for posting this credit on a student's transcript. Below is a list of currently accepted IB tests and scores required for credit.

IB Exam	CACC Course Equivalent	Score Required for Credit	Credits Awarded
Biology SL, HL	BIO103	4	4
Business & Management SL, HL	BUS275	4	3
Chemistry SL, HL	CHM111	5	4
Economics SL, HL	ECO231	5	3
French ab initio	FRN101	5	4
Geography	GEO100	4	3
History SL, HL	HIS201	4	3
Language A: Language & Literature SL, HL	ENG101	4	3
Language A: Literature SL, HL	ENG271	4	3
Mathematics HL	MTH125	5	4
Mathematics SL	MTH112	5	3
Music SL, HL	MUS101	4	3
Philosophy SL, HL	PHL106	4	3
Physics SL, HL	PHY120	5	4
Psychology SL, HL	PSY200	4	3
Spanish B SL	SPA101	5	4
Theatre Arts SL, HL	THR126	4	3
Visual Arts	ART100	4	3
World Religions SL	REL100	4	3

9. **Credit for Directed Study:** A student may petition an instructor to enroll in a course on a directed study basis.
- Instructors should refer students requesting a directed study course to the appropriate Division Chair or Instructional Director.
 - Any directed study course must be approved in advance by the appropriate Division Chair, Instructional Director, and/or Instructional Officer.
 - Directed study courses will be approved only under emergency conditions or in instances when a course is not offered on a regular basis but is needed for a student to graduate.
 - A lesson plan must be submitted in advance to the Division Chair, Instructional Director, and/or Instructional Officer.
 - For a directed study course to be approved by the Division Chair, Instructional Director, and/or the appropriate Instructional Officer, the course should contain the same lecture time, course content, and testing procedures that are included in a regularly scheduled class.
 - Once the request has been approved, the student will be allowed to register for the course and complete the course work on a directed study basis.
 - The student is responsible for all course work as required.
 - All College tuition and fee costs; registration, withdrawal, drop/add, and other College deadlines; and the instructional rules and regulations apply to a class taken on a directed study basis.
 - This privilege may be afforded the student under the condition that they have been unable to schedule the required course in any other manner.
 - Approval is also subject to the instructor's work load.
10. **Credit for Prior Learning Assessment:** Refer to ACCS [Chancellor's Procedures 706.01](#).

Procedure(s):

Students who earn credit by non-traditional means are responsible for submitting appropriate documentation for approval.

Approved credit will be applied by the Registrar onto the student's transcript.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.09 Credit Hour Definition

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 705.01](#)

[ACCS Chancellor's Procedures 705.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating on line may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. **Credit Hour Award:** Coastal Alabama Community College determines that one semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction during a semester that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes). The College's credit hour definition also aligns with the federal government regulation 34 CFR 600.2 which stipulates that a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit.
2. **ACCS Policies and Course Directory:** Coastal Alabama Community College follows the ACCS Board of Trustees Policies which are published on the ACCS Course Directory. This Course Directory is used by all institutions in the ACCS to determine the amount and level of credit hours awarded for all coursework whether taught in a traditional or online format. These state mandated policies dictate the credit hours utilized for all courses including courses with theory, lab, and clinical components and co-op and internship courses. To ensure standardization across all locations and delivery methods, the College uses standardized instructional resources and ensures state mandates and policies through the use of standardized College syllabi which follow the common course directory, state mandated syllabi, and approved plans of instruction.

Procedure(s):

There are no procedures related to this policy.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.03 Distance Education

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to comply with Alabama Community College System (ACCS), National Council of State Authorization and Reciprocity Agreement (NC-SARA), U.S. Department of Education (USDOE), and Southern Association of Colleges and Schools Commission on Colleges (SACCO) as it relates to distance education.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Methods of Delivery: The methods of delivery for these learning formats are defined below:

- a. *Online*: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process
- b. *Hybrid Online*: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.
- c. *HyFlex*: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating on line may be required using the college's approved verification process.
- d. *Correspondence Education*: Correspondence education is a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.

Details:

1. Distance Education Policy Statements:

- a. **Identification of Students:** Coastal Alabama Community College does not charge any additional fees for the costs that may be directly incurred with the verification of student identity for students enrolled in distance education courses. However, students enrolled in distance education courses will be required to present a valid photo ID (Coastal Alabama ID, state issued ID or driver's license, passport, or military ID) and have access to a computer with a microphone, webcam capabilities, and Internet access verified during the first week of a course. This may result in direct costs to the student not imposed by the College.
- b. **Password Protection:** All courses with electronic content are password protected and each student enrolled in the course is given a username and password to the learning management system.
- c. **Student Privacy:** Annually, Coastal Alabama Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

In order to protect the privacy of students enrolled in distance and correspondence education courses or programs, the instructor will not publicly post any grades or personal information for any student.

Grades must be posted securely, visible only by each individual student, in his/her password-protected student grade book.

To further protect the privacy of students, all instructors must contact students using the secure communication system in the learning management system or through the College provided email accounts for both students and instructors. Students can view their entire communication history in their learning management system inbox. As with any other password protected email account, other individuals cannot access or view the message history.

- d. **Reporting Enrollment:** Coastal Alabama Community College reports accurate headcount enrollment on its annual Institutional Profile to SACSCOC. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, instructors and staff, finances, institutional prices, and student financial aid. These data are made available to students and parents through the College's website and to researchers and others through the Integrated Postsecondary Education Data System (IPEDS) Data Center.
- e. **Intellectual Property Rights:** All materials developed by Coastal Alabama Community College instructors are the property of Coastal Alabama Community College and are subject to revision by individual instructors teaching the courses.
- f. **Copyright:** Instructors teaching distance education courses are expected refer to and follow the College's Copyright, Trademark, and Patent Ownership Policy.
- g. **Accreditation:** Distance and correspondence education courses and programs at Coastal Alabama Community College comply with the SACSCOC Principles of Accreditation.

2. Distance and Correspondence Program Review Activities:

a. Accountability for the Delivery and Quality of Programs:

1. **Course Delivery:** Accountability for the delivery of courses is centralized through the authority of the Distance Education Department.

I. The Distance Education Department requires instructors to complete a 6-week training course for an internal distance education certification and a series of tasks each semester to maintain accountability for course delivery.

II. Supporting documentation housed by the Instructional Services Department includes:

- Getting Started Guide
- LMS Basics for minimum course requirements
- Instructional Procedures and Course Review Checklist

III. The Distance Education Department verifies minimum requirements for each course as:

- Home Page
- Syllabus
- Syllabus Quiz
- Gradebook
- Frequent Grading
- Navigational Links
- Grading Scheme
- Course Availability
- Weekly Activities
- Frequent Feedback
- Due Dates

2. Course Quality:

I. Accountability for the quality of courses is decentralized.

II. The Academic Transfer, Career Technology, and Nursing and Allied Health departments are responsible for their respective course content and quality.

III. Instructors serve as subject matter experts and lead instructors on curriculum teams. The curriculum teams consist of subject matter experts (full-time or part-time instructors), a lead instructor, and instructional design support.

b. Program Delivery and Quality:

1. Accountability for delivery and quality of programs are centralized through the Program Review Committee.

2. Supporting documentation for program reviews are housed by the Office of Institutional Effectiveness, Research, and Planning and consists of the following:

- The Program Review Process
- The Program Review Template

c. **Scope of the Program:** Coastal Alabama Community College's scope of distance education programs is delivered through the learning management system delivery platform. The learning activities conducted through the learning management system are accessed and performed at remote locations at which the students are geographically located.

d. The Extent of Course Work/Programs:

- Distance education courses go through an initial course review process (as outlined in the Curriculum and Instruction section of this policy) conducted by the Distance Education Sub-Committee.
- Upon the course review, the sub-committee verifies which programs the course is part of to determine the percentage of delivery through distance education delivery modes.

e. **Access to Information Regarding the Programs:** Access to information provided by the institution regarding program review activities can be found through the College's internal accreditation and compliance management software. This information is housed under the supervision of the Office of Institutional Effectiveness, Research, and Planning.

3. Distance Education Mission, Structure, and Institutional Effectiveness:

a. **Distance Education Mission Statement:** Coastal Alabama Community College provides access to quality, affordable life-long learning opportunities through a variety of instructional strategies, educational programs and diverse learning environments, which are strategically developed to promote economic growth and enhance quality of life for the citizens of the region. Through the implementation of distance learning programs, students can enroll in classes with the flexibility and opportunity to complete degree programs in a manner that best fits their needs.

b. **Organizational Structure:** Administrative responsibility for all educational programs, including the offering of distance education courses and programs, is reflected in the organizational structure of the institution. All distance education courses and programs are developed

and approved by the same instructor and instructional design curriculum teams that develop and approve traditional courses and programs for the institution. The Center for Teaching and Learning (CTL) is aligned within the organizational chart under the oversight of the Dean of Academic Instruction and works at a departmental level with all areas of instruction and student services to develop and approve courses, programs, and services for distance education delivery methods.

- c. **Institutional Effectiveness:** The College maintains overall effectiveness and quality in distance education through a variety of processes.
1. **Standard Course Syllabi:** The College uses standard course syllabi for both its traditional and distance education classes. While additional instructions and/or directions may be necessary for distance education classes, the course syllabus, grading structure, textbook, and student learning outcomes remain the same regardless of the method of delivery.
 2. **Professional Development:** Professional development is required for all instructors teaching a distance education course. Professional development workshops cover both pedagogy and skills in the use of technology.
 3. **Student Evaluations:** Feedback from students using the College's standard course/instructor evaluation form is also used to maintain overall effectiveness and quality. These forms are distributed electronically to the students and provide useful feedback for the improvement of distance education courses.
 4. **Peer Review and Approval:** The College requires a peer review and approval process for all proposed distance education courses before they are offered to the students. The process is detailed in the Instructors Oversight section of this Distance Education Policy. Prior to the commencement of the peer review process, the Division Chair must review the course curriculum. After the Division Chair reviews the proposed course, said course must then pass a committee peer review process that includes approval of the course structure and instructional media to be used in the course. Finally, following the ultimate approval based on the distance education rubric score, the course is offered in a distance learning mode of delivery.

Given the aforementioned methods of evaluation, the College ensures the overall effectiveness and quality of courses taught via the distance learning process.

4. Distance Education Curriculum and Instruction:

- a. **Instructor Oversight:** At Coastal Alabama Community College, distance education has been integrated into many different programs as additional modes of instructional delivery to assist in accomplishing the College's current goals, objectives, and planning and evaluation processes. An integral part of the planning and approval process for distance education at Coastal Alabama is the Distance Education Sub-Committee. This sub-committee is composed of instructors from a variety of academic and technical divisions and staff members from a variety of academic and student support departments throughout the College. The charge of the committee is to review distance education policies and procedures as well as distance education courses. Courses are reviewed based on a criteria rubric prior to the courses being offered in a distance education format.

Proposed distance education courses are approved in accordance with the steps listed below:

1. **Distance Education Course Request Form:** An internal request for a course to be offered in a distance education format must be submitted to the requestor's Division Chairperson. The agreement for request must be approved by applicable Division Chairs. The requesting Division Chairperson submits the official Distance Education Course Request Form to the CTL.
2. **Master Template Creation:** The proposed course is checked for distance education program of study percentage to determine the impact of each course on a program of study's overall distance education percentage. A master template is created in the LMS for the curriculum team (relevant full-time and part-time instructors and instructional design staff). Based on program of study percentage, the course request could be referred for approval to the Office of Institutional Effectiveness, Research, and Planning. The curriculum team begins building a course template based on the criteria specified in the rubric and course creation checklist.
3. **Course Review Process:**
 - I. Review and approval of the completely developed electronic course must be completed by the Distance Education Sub-Committee using the applicable rubric and scoring process.
 - II. The curriculum team and applicable Division Chairs will receive a copy of the committee's feedback and approval, recommendations prior to approval, or denial. The curriculum team is responsible for making any necessary changes or corrections to the master template.
 - III. Documentation of course approvals are submitted to the Curriculum Committee for notification.
- b. **Proctoring:** A proctored assessment is defined as an examination, assignment, or other verbal assessment of work that is taken in the presence of the instructor, an approved proctor, or via video recording. Proctoring procedures help provide accurate student identity verification. Pursuant to 34 CFR 602.17 (g) and (h):

(g) Requires institutions to have processes in place through which the institution establishes that a student who registers in any course offered via distance education or correspondence is the same student who academically engages in the course or program; and

(h) Makes clear in writing that institutions must use processes that protect student privacy and notify students of any projected additional student charges associated with the verification of student identity at the time of registration or enrollment.

The institution will demonstrate that the student who registers in a distance education course is the same student who participates in and completes the course and receives the credit by verifying the identity of the student who participates in the course during the first week of the course and through proctored assessments.

- c. **Regular and Substantive Interaction:** Pursuant to 34 CFR §600.2 in the definition of distance education, substantive interaction is engaging students in teaching, learning, and assessment relative to the course content. Substantive activities include but are not limited to the following:
- Providing direct instruction.
 - Assessing or providing feedback on a student's coursework.
 - Providing information or responding to questions about the content of a course.
 - Facilitating a group discussion regarding the content of a course.

Regular interaction between students and instructors and among students occurs prior to the student's completion of the course. Regular interactions with and among students occur on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course. Instructors monitor student academic engagement and success promptly and proactively.

- d. **Accessibility:** Section 508 of Rehabilitation Act Amendments of 1998 states in part, "Electronic information and data must be equally accessible to individuals with and without disabilities." In building online course materials, it is important to bear in mind that as a public college receiving federal funding, Coastal Alabama is required to meet Section 508 standards for web-based information. Conforming to these standards requires that materials that could potentially pose problems for students with disabilities need to be altered to accommodate full access. Instructors are responsible for ensuring that their courses are in compliance with this federal law.
- e. **Instructional Technology:** Coastal Alabama Community College uses a learning management system, coordinated by the CTL, under the direction of the Alabama Community College System (ACCS). This system and other technologies utilized by the College provides flexibility to deliver instructional content and assessment for distance education courses.

All instructors teaching distance education courses are required to provide a course overview that includes course navigation and other technical information as required for the course. Instructors are required to provide contact information to students. Additionally, instructors have access to an electronic messaging system between the students and instructors. In the event that students cannot access their courses, they may contact the Technology Services Help Desk.

All Coastal Alabama Community College distance education courses must use the learning management system to record grades for all assignments in a timely manner for students to access.

- f. **Program Length and Courses of Study:** All programs, regardless of method of delivery, adhere to equivalent program length and courses of study as defined by the Alabama Community College System (ACCS).
- g. **Credit Awarded:** For all courses offered through distance or correspondence education, Coastal Alabama Community College employs sound and acceptable practices for determining the amount and level of credit awarded and justifies the use of a unit other than semester credit hours by explaining its equivalency as outlined in the College Catalog.
- h. **Consortia Arrangements and Contractual Agreements:** When entering into consortia arrangements or contractual agreements for the delivery of courses/programs or services offered by distance or correspondence education, Coastal Alabama Community College ensures the effectiveness and quality of the courses/programs offered by all of the participants by using standard student learning outcomes, program review processes, and instructor evaluations.
- i. **Instructors:** Coastal Alabama Community College has adequate instructor resources to ensure the quality and integrity of its academic programs. Division Chairs work within their respective divisions to provide a workload rotation of various methods of delivery. Distance education courses and traditional courses have the same semester credit hours and are counted equally when determining instructors' workloads.

Coastal Alabama Community College evaluates instructors teaching distance education courses and traditional courses based on the same evaluation procedures and criteria.

Instructors who teach distance education programs and courses receive appropriate ongoing training on the learning management system, affiliated technologies, and instructional and pedagogical strategies.

- j. **Policy on Equivalence:** Courses taught in a distance education format are equivalent to the courses taught in the traditional format, in accordance with SACSCOC requirements. All curriculum developed by the instructors and instructional design curriculum teams is planned based on a map that aligns with the course learning objectives and is designed to meet credit hour and/or contact hour requirements for the course delivery.

5. **Distance Education Student Services and Resources:**

- a. **Instructional Support Services:** In order to promote the student learning experience and enhance student development, students are assigned advisors. Students are able to receive the individualized attention needed to launch their academic careers and remain on track to reach their respective goals.

Advisors may meet with students during business hours or at other pre-arranged times. All advisors may be contacted by telephone, e-mail, or through online communication. To further bolster the College's academic advising program, students are welcomed and encouraged to visit the Advising Department. Specific campus locations and office hours are listed on the Coastal Alabama Community College website. These staff members can help students obtain their educational goals through a collaborative effort. They assist students in choosing majors and planning programs of study to meet their goals. Finally, through the use of the College website, social media sites, and other technologies, advisors communicate with all students regarding academic advising and other student services as needed..

- b. **Library and Learning Resources:** The Coastal Alabama Community College Library Services division provides an array of services to meet the educational needs of all students at the College. The Coastal Alabama Community College Libraries provide extensive online collections to meet the information needs of distance education students. All students have access to specialized databases provided by the College to meet the specific needs of each discipline and to the Alabama Virtual Library (a service provided by Alabama to all citizens and students in Alabama). Students have 24/7 access to the online library collections via a Library Services course within Canvas, the learning management system, which provides links to all databases as well as library instruction guides.

Libraries and learning resources centers (LRCs) provide appropriate study facilities, access to trained staff capable of assisting with research, and serve as campus centers for continued learning and engagement. The Libraries and LRCs provide access to books from across the College's library system, as well as magazines, periodicals, and reference resources to meet the course needs of any subject taught at the College. Distance education students may request that books and other physical materials be emailed or mailed to their nearest Coastal Alabama library or LRC, or to their homes, so that all collections are available to all students. Desktop and laptop computers are accessible in each physical location, as well as Wi-Fi, copiers, and meeting areas. All locations have a limited number of laptops available for semester-long checkout to further support distance education students. All locations provide flexible hours of operation to meet the needs of each campus.

- c. **Student Services:** Students at Coastal Alabama Community College receive a variety of services designed specifically for eligible students, including individualized tutoring, individual and group advising sessions, academic advising, financial aid assistance, educational and cultural field trip services, and specialized services needed by the individual student, through the Student Support Services Program, as found in the [College Catalog](#) and Student Handbook.

Services through the Americans with Disabilities Act (ADA) of 1990 are provided through the Student Development Office. These services are also in compliance with Section 504 of the Rehabilitation Act of 1973. The College's ADA Program is designed to ensure that students with disabilities have the programmatic and architectural access needed for successful integration into college life. Students with disabilities are provided with the "Criteria for Disability Documentation," which was adopted by the Alabama Community College System and implemented by all institutions within the System. Also, students are provided with the steps for filing an ADA grievance, which is contained in the Americans with Disabilities Act (ADA) Policy. Records of accommodations, documentations, and requests for accommodations made by students with disabilities are maintained confidentially in the Student Development Office.

Coastal Alabama Community College recognizes that in order to efficiently and effectively carry out its mission, and to maintain a climate that is conducive to its effective and efficient operation, its students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly addressed by the appropriate personnel. Refer to the Student - Formal Complaints Policy, which defines the procedures for resolving such complaints and grievances which have been adopted by Coastal Alabama Community College.

The College's pathway list can be found on the College's website in the College Catalog. The degree plans and pathways detailed in the College Catalog reflect the degree requirements and specific admission requirements, such as those required in the Allied Health programs, for each program of study the College offers. Students are able to quickly see what courses are needed to complete a specific program or pathway. Student services, including student organizations, student assistance programs, and opportunities to enhance students' college experiences, are featured on the College's website and in the [College Catalog](#) and Student Handbook.

In accordance with ACCS [Board Policy 801.01](#), it is the intent of the [Board] that any individual who has satisfied the admission requirements be admitted to an ACCS institution. The Board acknowledges that individual programs or courses may have additional, specific prerequisites or admission requirements as specified by program of study in the [College Catalog](#) and Student Handbook.

- d. **Technical Security and Support:** The security of personal information is protected in the conduct of assessments and evaluations and in the dissemination of results through the password protected learning management system coordinated by the CTL, under the license of the Alabama Community College System (ACCS). Refer to the Technology Services and Network Access Policy for procedures regarding User Access/Password Assignment and Confidentiality are documented in the.
- e. **Facilities and Finances:** For all courses, including distance learning courses, all students have access to the College's learning management system. LMS support is coordinated by the CTL, under the direction of the Alabama Community College System (ACCS) who licenses 24/7 support access to the learning management system for employees and students to receive assistance with learning management technical support issues. In the event that a student does not have adequate Internet access from their home and lives within the College's service area, the College is equipped to provide access to course curriculum from any of the College's locations.

The College provides adequate funding for instructors, staff, services, and technological infrastructure to support the methodology of Distance Education through annual budget reviews and strategic planning for Distance Education. The budget is scalable as student enrollment and needs for services increase.

Procedures(s):

1. Procedures within this policy are referenced in the Details sections above.

Additional Provisions / Information:

There are no additional provisions / information applicable to this policy.

04.01.10 Final Examinations

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College that students are provided optimal learning experiences while earning a terminal degree and/or transferable credit through final exams.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 723.01](#)

[Chancellor's Procedures 723.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Final Exam: An examination or alternative assessment administered at the end of an academic term.

Grade Appeal: Recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned to a course.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. A final examination or alternative assessment is required for each course at the close of the term.
2. Alternative assessments include, but are not limited to, final projects, papers, essays, discussions, presentations, etc.
3. Final exams are administered during the regularly scheduled final exam session based on the schedule issued each term by the Instructional Officers.
4. Deviations from the published final exam schedule for an entire course section must be approved by the appropriate Instructional Director. Deviations from the published final exam schedule for an individual student must be approved by the Division Chair.
5. Final examinations must be comprehensive in nature and should count for no less than 20 percent or more than 30 percent of the final average.
6. **No student exemptions are permitted.**

Procedure(s):

Final Grade Appeal Procedures

1. The student should first contact the instructor to request verification of the grade and how it was determined.
2. If resolved satisfactorily, the matter will be considered closed. If the grade is changed by the instructor, the appropriate procedure for changing grades will be adhered to.

3. If the student does not receive satisfaction from the instructor, the student should appeal to the Division Chair. The Division Chair will confer with the student and the instructor, independently or jointly, in an attempt to reach closure.
4. If closure is not reached by using the informal approach, the student may file a formal grade appeal by completing the [Student Complaint Form](#) by the midterm of the semester/term following the date the grade is issued. The form must state the name of the course, the reasons for the request, the dates involved, the name of the instructor who assigned the grade, and previous attempts at resolving the situation.
5. The appropriate Instructional Officer will forward copies of the Student Complaint Form, along with the instructor's and Division Chair's grade appeal response form and any supporting documentation from the student and the instructor to the Instructional Directors for a hearing. Instructional Directors will sit as the investigatory body. After the written appeal is received, the Instructional Directors will deliberate and make a determination on the request within a reasonable period of time but generally no later than 60 calendar days. The decision will be recorded in the hearing minutes.
6. Findings will be submitted to the appropriate Instructional Officer within five (5) business days.
7. If the complaint was not been resolved, all Instructional Officers review the findings and serve as the College's final decision making body. After all information is received, the Instructional Officers will deliberate and make a determination on the request within five (5) business days.
8. If the decision is to alter the grade, the appropriate Instructional Officer will notify the instructor and the student, in writing, of the decision within five (5) business days. If the decision is to deny the grade appeal, the appropriate Instructional Officer will notify the student in writing of the Committee's decision within five (5) business days.
9. Students may appeal to the Alabama Community College System (ACCS).

Additional Provisions/Information

Refer to [Board Policy 608.02](#)

Refer to [Chancellor's Procedures 608.02](#)

Refer to [Board Policy 723.01](#)

Refer to [Chancellor's Procedures 723.01](#)

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01 Instructional Affairs – General Operations

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 608.02](#)

[Chancellor's Procedures 608.02](#)

[Board Policy 723.01](#)

[Chancellor's Procedures 723.01](#)

[Board Policy 705.01](#)

[ACCS Chancellor's Procedures 705.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Attendance: The action or state of going regularly to or being present at a place or event.

Attendance Verification: The process of verifying a student's initial attendance in a course.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating on line may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: Traditional courses are delivered in-person at an approved instructional location on specified days and times. Students are expected to attend all scheduled meetings in person.

Details:

1. General Operations – Instructional Affairs:

a. **Academic Committees:** The instructional program is assisted by the work of several academic committees including:

1. Standing College Committees:

- Student and Academic Affairs.
- Curriculum.

2. Standing College Sub-Committees:

- Distance Education.
 - General Education Competencies.
 - Scholarship.
 - Student Appeals.

3. **Advisory Committees:** Career and technical education programs will have an advisory committee and conduct a minimum of one meeting per year.

2. **Assessment of Student Learning:** The College has a plan for assessment of learning at the classroom level, program level, and for achievement of college general education competencies.

3. Class Enrollment:

a. **Traditional Courses:** Class enrollment is determined by the appropriate Instructional Officer. Some exceptions may apply, depending on the academic program.

- b. **Online Courses:** Class enrollment is determined by the appropriate Instructional Officer. Some exceptions may apply, depending on the academic program. Specifically, online courses will be limited to 30 (except for English and Speech courses which will be capped at 20 and the Orientation to College course which will be capped at 30).
 - c. **Hybrid Classroom:** Class enrollment is determined by the appropriate Instructional Officer. Some exceptions may apply, depending on the academic program.
 - d. **Hybrid Online:** Class enrollment is determined by the appropriate Instructional Officer. Some exceptions may apply, depending on the academic program. Specifically, Hybrid Online courses will be limited to 30 (except for English and Speech courses which will be capped at 20 and the Orientation to College course which will be capped at 30).
 - e. **HyFlex:** Class enrollment is determined by the appropriate Instructional Officer. Some exceptions may apply, depending on the academic program. Specifically, HyFlex courses will be limited to 30 (except for English and Speech courses which will be capped at 20 and the Orientation to College course which will be capped at 30).
4. **Class Records and Permanent Records:** Each faculty is required to keep a performance record for each student in their classes. At the conclusion of a course, the faculty completes a final grade roster, and these grades are transferred to the student's permanent record. Faculty will maintain grade records for one year following course completion.
 5. **Course Schedules:** An instructional administrator develops a schedule of courses for each term to meet the needs of students and the College and in accordance with the Academic Calendar.
 6. **Instructional Data:** Instructional data is reported to the Alabama Community College System (ACCS) and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and other accrediting and regulatory agencies, as required.
 7. **Program Reviews:** Program reviews are conducted by the Program Review Committee over a three-year cycle.
 8. **Student Progress:** Student progress is monitored and a review of progress is conducted for students completing programs, certificates, and degrees.
 9. **Instructor Evaluation:** Coastal Alabama Community College has adequate instructor resources to ensure the quality and integrity of its academic programs. Coastal Alabama Community College evaluates faculty teaching distance education courses, dual enrollment courses, and traditional courses based on the same evaluation procedures and criteria. Faculty who teach distance education programs and dual enrollment courses receive appropriate ongoing training on the learning management system, affiliated technologies, and instructional and pedagogical strategies.
 10. **Instructor Qualifications:** Instructors (both full time and adjunct) are required to ensure the following items:
 - a. Instructors assigned to a course must meet the qualifications described in the job description.
 - b. Instructors assigned to a distance education course must complete training before developing and offering such a course.
 - c. Instructors must provide a syllabus to the learning management system (LMS) and save on the current college LMS for student access.
 - d. Instructor contact information must be provided on the current college LMS for student access.
 - e. An electronic copy of the instructor's grade book must be made available to the appropriate Instructional Officer (this includes the grade book available in the current college LMS).
 - f. Attendance verification, Midterm reports, and final course grades must be completed by the due date.
 - g. Instructors are required to respond to college provided email and the LMS messaging system. **NOTE:** *All other responsibilities/requirements are provided in the appropriate job description.*
 11. **Instructional Resources Selection:** Faculty (or faculty committees) submit instructional resource selection (including textbooks) choices to the appropriate Instructional Director.
 12. **Training for Faculty:** The College will provide an onboarding program, which will include an evaluation component.
 13. **Technical Support for Instruction:** Instructional and technical support for faculty will be coordinated by the College, under the direction of the Alabama Community College System (ACCS).
 14. **Intellectual Property Rights:** All materials developed by Coastal Alabama Community College instructors are the property of Coastal Alabama Community College and are subject to revision by individual instructors teaching the courses.
 15. **Program Length and Courses of Study:** All programs, regardless of method of delivery, adhere to equivalent program length and courses of study as defined by the Alabama Community College System.
 16. **Reporting Enrollment:** Coastal Alabama Community College reports accurate headcount enrollment on its annual Institutional Profile to SACSCOC. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. These data are available to students and parents on the College's website www.coastalalabama.edu and to researchers and others through the Integrated Postsecondary Education Data System ([IPEDS Data Center](#)).
 17. **Statement on Copyright:** Refer to the Copyright, Trademark, and Patent Ownership Policy.

Procedure(s):

There are no procedures for this policy.

Additional Provisions/Information

Refer to [Board Policy 608.02](#)

Refer to [Chancellor's Procedures 608.02](#)

Refer to [Board Policy 723.01](#)

Refer to [Chancellor's Procedures 723.01](#)

Refer to the Paid Leaves and Time Off Policy.

Refer to the Employment Policy.

Refer to the Working Conditions Policy.

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.11 Grade and Readmission Appeals

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to establish formal procedures for grade and readmission appeals. Refer to the Student Handbook for academic grievances.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [ACCS Board of Trustees Policy 714.01 Standards of Academic Progress Policy](#)
- [Chancellor's Procedures for Policy 714.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Probation: (1) The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted. (2) The status of a student who was on Academic Probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted by whose GPA for the term was 2.0 or above.

Appeal of Suspension: The process by which the College will allow a student suspended for one term or one year (whether a "native" student or a transfer student) to request readmission without having to serve the suspension.

Cumulative Grade Point Average (GPA): The grade point average based on all hours attempted at the institution based on a 4-point scale.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is

any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Grade Appeal: Recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned to a course.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Withdrawal: The grade (W) earned when a student officially withdraws from a course or from the institution within the time designated by the institution.

Details:

1. Academic Appeals (Final Grade):

- a. A student grade appeal may be expected to occur on an occasional basis. The philosophy of the College is that such appeals be handled informally, if possible between the student and instructor.
- b. If it is not possible to resolve the matter informally, the student must submit a [Student Complaint Form](#) by the midterm of the semester/term following the date the grade is issued. Grade appeals may only be filed if the student has completed the course, and the term has ended. **Students who withdraw from a course are not eligible for the grade appeal process.**
- c. All academic concerns relative to a final grade, except plagiarism, are subject to the Grade Appeal Procedures below. Also, all issues related to plagiarism must be resolved before a grade appeal request can be addressed.

2. **Readmission Appeals:** If a student declares no contest to the facts leading to suspension under Standards of Academic Progress, but simply wishes to request consideration for readmission, the student may submit an appeal for readmission.

Procedure(s):

Final Grade Appeal Procedures

1. The student should first contact the instructor to request verification of the grade and how it was determined.
2. If resolved satisfactorily, the matter will be considered closed. If the grade is changed by the instructor, the appropriate procedure for changing grades will be adhered to.

3. If the student does not receive satisfaction from the instructor, the student should appeal to the Division Chair. The Division Chair will confer with the student and the instructor, independently or jointly, in an attempt to reach closure.
4. If closure is not reached by using the informal approach, the student may file a formal grade appeal by completing the [Student Complaint Form](#) by the midterm of the semester/term following the date the grade is issued. The form must state the name of the course, the reasons for the request, the dates involved, the name of the instructor who assigned the grade, and previous attempts at resolving the situation
5. The appropriate Instructional Officer will forward copies of the Student Complaint Form, along with the instructor's and Division Chair's grade appeal response form and any supporting documentation from the student and the instructor to the Instructional Directors for a hearing. Instructional Directors will sit as the investigatory body. After the written appeal is received, the Instructional Directors will deliberate and make a determination on the request within a reasonable period of time but generally no later than 60 calendar days. The decision will be recorded in the hearing minutes.
6. Findings will be submitted to the appropriate Instructional Officer within five (5) business days.
7. If the complaint was not resolved, all Instructional Officers review the findings and serve as the College's final decision making body. After all the information is received, the Instructional Officers will deliberate and make a determination on the request within five (5) business days.
8. If the decision is to alter the grade, the appropriate Instructional Officer will notify the instructor and the student, in writing, of the decision within five (5) business days. If the decision is to deny the grade appeal, the appropriate Instructional Officer will notify the student in writing of the Committee's decision within five (5) business days.
9. Students may appeal to the Alabama Community College System (ACCS).

Readmission Appeal Procedure

1. A student may submit an appeal for readmission using the Appeal to Student and Academic Affairs Committee Form located at <https://www.coastalalabama.edu/admissions-aid/appeal-to-student-and-academic-affairs-committee/>.
2. During the meeting of the Student and Academic Affairs Committee, which will not be considered a "due process" hearing but rather a petition for readmission, the student will be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission.
3. The decisions of the Student and Academic Affairs Committee, together with the materials presented by the student, will be placed in the College's official records.
4. A copy of the written decision will be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.12 Grading System and Quality Points

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to utilize a standard schedule of letter grades, definitions, and grade point equivalents as its official marking system. To evaluate the scholastic standing of students, quality points are assigned.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [Alabama Community College System Board of Trustees Policy 713.01 - Grading System - General](#)
- [Chancellor's Procedures for Policy 713.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Final Exam: An examination or alternative assessment administered at the end of an academic term.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Quality Points: Determined by multiplying letter grade credit point value by the credit hours of a course.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Withdrawal: The grade (W) earned when a student officially withdraws from a course or from the institution within the time designated by the institution.

Details:

1. Letter grades are assigned for all courses, with the exception of nursing courses, select allied health, and aviation for which students have registered as follows:

Letter Grade	Definition	Point Per Credit Hour
A	Excellent 90-100	4.00
B	Good 80-89	3.00

Letter Grade	Definition	Point Per Credit Hour
C	Average 70-79	2.00
D	Poor 60-69	1.00
F	Failure below 60	0.00

2. Nursing and select Allied Health course grades are assigned as follows (see course syllabi):

Letter Grade	Definition	Point Per Credit Hour
A	Excellent 90-100	4.00
B	Good 80-89	3.00
C	Average 75-79	2.00
D	Poor 60-74	1.00
F	Failure below 60	0.00

3. Aviation grades are assigned as follows:

Letter Grade	Definition	Point Per Credit Hour
A	Excellent 90-100	4.00
B	Good 80-89	3.00
C	Average 70-79	2.00
D	Poor 60-69	1.00
F	Failure below 60	0.00

4. Other grades may be assigned as follows:

W - Withdrawal

I - Incomplete

P - Non-Credit

AU - Audit

5. Grades of A, B, and C are considered satisfactory. Students should be aware that many colleges and universities will not accept grades of "D" for transfer, and these courses may be repeated before attempting transfer. Some programs require a grade C or higher to transfer.
6. A grade of "W" will be assigned to students who officially withdraw from the College or a particular course according to College policy. A grade of incomplete "I" will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken. The instructor will develop an Incomplete Grade Contract that outlines all remaining course requirements to be completed. The student and instructor will sign the contract, which is submitted to Instructional Services. Contact instructionalservices@coastalalabama.edu for additional information.
7. A grade of "I" must be cleared by the first day of final exams of the following semester. If the grade of "I" is not cleared, a grade of "F" will be assigned. It is the student's responsibility to follow up with the College to ensure the grade of "I" has been appropriately changed.
8. Students may access their grade report and a variety of other student information at their OneACCS Portal. Official transcripts must be requested through the Credentials Transfer Ordering Services using the link on the [Student's Records and Transcripts page](#) of the College website.
9. No credit will be awarded for courses in which the student is not registered and for which all tuition and fees are not paid. All discrepancies in student schedules and registration must be resolved during the term in which they occur or before the first day of class for the next term.
10. A student's scholastic standing or grade point average (GPA) is obtained by dividing the total number of quality points by the total number of semester hours for which the grades of A, B, C, D, or F are assigned. Any course for which the student has previously registered may be repeated. When a course is repeated, only the last grade awarded is included in calculating the GPA for graduation. Refer to the Course Forgiveness Policy.

NOTE: All nursing and aviation courses along with selected allied health courses must be passed with a "C" or higher. See course syllabi for specific grade requirements.

Procedure(s):

There are no procedures related to this policy.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

05.11 Graduation

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure that students fulfill the general requirements to become eligible for an Associate's Degree or Certificate.

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Graduation Ceremony:** To ensure compliance with graduation requirements, students should apply for graduation with the Registrar's Office by the posted deadline. The student will receive a graduation check sheet verifying the courses needed to complete graduation requirements and should register for listed classes the last term.
2. **Graduation Requirements:** Students will be awarded an Associate in Arts, Associate in Science, Associate in Applied Science degrees, and Certificates upon satisfactory completion of the requirements as certified by the Instructional Officers and instructors of Coastal Alabama Community College.
 - a. **Eligibility to Receive a Degree or Certificate:**
 - In accordance with Alabama Community College System Board of Trustees Policy 715.01, students must earn at least 25% of credit hours required for the degree or certificate to be awarded by Coastal Alabama Community College.
 - Students must have a 2.0 cumulative grade point average over all coursework attempted at the college. A course may be counted only once towards graduation.
 - A student is not required to pay graduation fees or participate in commencement ceremonies in order to be designated as a graduate on the transcript.
 - The chief academic officer will approve the formal award when the student meets all requirements for graduation.
 - Transcripts will not be provided to a student nor forwarded to any other institution or organization until after the student has fulfilled all financial obligations to the college.
 - Students must submit the online Graduation Application by the designated deadline. [Click here for GRADUATION APPLICATION.](#)
3. **Honors and Awards:** Coastal Alabama Community College recognizes Honors and Awards recipients.
 - a. **Dean's List:** Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements. A Dean's List will be compiled at the end of each semester. Requirements for the Dean's List will be (1) a semester grade point average of 3.50 or higher but below 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.
 - b. **President's List:** Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements. A President's List will be compiled at the end of each semester. Requirements for the President's List will be (1) a semester

grade point average of 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

- c. **Graduation Honors for Degrees:** Superior academic achievement by graduating students will be designated on transcripts by the following:
 - Graduating with Honors (cum laude) 3.50-3.69 GPA.
 - Graduating with High Honors (magna cum laude) 3.70-3.89 GPA.
 - Graduating with Highest Honors (summa cum laude) 3.90-4.00 GPA.
 - d. **Graduation Honors for Certificates:** Superior academic achievement by students earning certificates will be designated on transcripts as follows:
 - Graduating with Distinction 3.50-4.00 GPA.
4. **Dual Degree:** A student who has already earned a transfer degree and who desires to earn another transfer degree must complete a minimum of an additional 12 semester hours of credit in appropriate courses, the General Education requirements specified for the degree, and the specific program requirements. Allowable transfer dual degrees are as follows:
- a. A student who has earned an AA degree will be eligible to earn an AS degree with the completion of the minimum requirements as noted above.
 - b. A student who has earned an AS degree will be eligible to earn an AA degree with the completion of the minimum requirements as noted above.
 - c. Students may earn two or more AAS degrees so long as they complete the specified requirements listed in the curriculum for each field of study and complete the additional semester hours of credit required for the second degree.
 - d. Students seeking to earn an AAS and an AA or AS degree must (1) complete the specified curriculum requirements for the AAS degree, (2) complete the General Education requirements for the AA or AS degrees, (3) maintain a 2.0 G.P.A., and (4) complete at least 12 additional semester hours of credit at Coastal Alabama Community College as required by the second degree.

Procedures(s):

1. Students must submit the online Graduation Application by the designated deadline. Click here for [GRADUATION APPLICATION](#).

Additional Provisions / Information:

There are no additional provisions / information applicable to this policy.

04.01.13 Maximum and Minimum Course Loads

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to establish maximum and minimum course loads for students.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [Alabama Community College System Board of Trustees Policy 713.04 - Grading System - Student Course Overload Policy](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Probation: (1) The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted. (2) The status of a student who was on Academic Probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted by whose GPA for the term was 2.0 or above.

Course Load: The number of credit hours in which the student is enrolled.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. **Maximum Course Load (First Semester Freshman):** The maximum course load for an entering first semester freshman is 19 semester hours, except by special permission.
2. **Maximum Course Load (Student with Average of 3.00 or above):** The maximum load is 24 semester hours for a student who has an average of 3.00 or above during the preceding semester. However, students wishing to take more than 19 semester hours must have written permission from the appropriate Instructional Officer or Designee.
3. **Maximum Course Load (Student on Academic Probation):** The maximum course load for a student on academic probation is 16 semester hours for the term, except by special permission.
4. **Minimum Course Load:** The minimum load for a regular full-time student is 12 semester hours.

Procedure(s):**Enrolling Over Course Load Maximum Procedures**

1. Students seeking to enroll in credit hours more than the above referenced hours must contact Instructional Services at instructionalservices@coastalalabama.edu.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

05.02 Advising, Testing, and Registration

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure students receive appropriate academic advising and registration to assist with completion of academic goals.

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Academic Advising:** Each student, upon admission to the College, is assigned an academic advisor who will assist the student in scheduling academic courses that successfully lead to a degree or certificate. Coastal Alabama Community College considers academic advising a core principle that will help a student succeed in class and in college.

All advisors hold regular office hours and may meet with students at other pre-arranged times. Specific campus locations and office hours are listed on the Coastal Alabama Community College website at <https://www.coastalalabama.edu/student-services/advising/>. These staff members can help students obtain their educational goals through a collaborative effort. They assist students in choosing majors and planning which pathways will help meet their goals.
2. **Placement Testing:** All entering students who enroll in Associate Degree or certificate programs will be assessed through ACT or SAT scores, high school grades/GPA, ACCUPLACER and be placed at the appropriate academic level. All placement test results are considered a part of the student's permanent academic record. Entering students are requested to have the results of all tests they have taken, including the ACT or SAT, forwarded to the College.
 - a. **Placement Advising:** Students who place into developmental courses should enroll in those courses within the first two semesters, preferably the first semester of enrollment, to ensure they are adequately prepared for college-level courses. Coastal Alabama Community College is required to provide an evaluation report of assessment test results to students. Appropriate advising and a plan of study for each student who placed in a developmental course is required.
3. **Registration:** Registration dates for each semester are published in advance and can be found on the College's website and on the College's calendar. Information regarding registration is sent to new students at the time they are accepted. Students should meet with an academic advisor prior to registration.

No credit will be awarded to any student who (1) is not properly registered for a class; (2) has not paid all tuition and/or fees; or (3) has not resolved all registration discrepancies during the term in which the discrepancies occurred or before the first day of class of the next term.

Procedures(s):**Scheduling an Advising Appointment Procedures**

1. Students may schedule an appointment with an Advisor at Coastal Alabama Community College website at <https://www.coastalalabama.edu/student-services/advising/>.

Scheduling a Placement Testing Appointment Procedures

1. Students may schedule an appointment for testing at <https://www.coastalalabama.edu/admissions-aid/placement-testing/>.

Additional Provisions / Information:

There are no additional provisions / information applicable to this policy.

04.01.14 Prerequisites

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College that certain college courses have prerequisite courses (identified in the [Course Descriptions](#) section of the College Catalog) that must be taken and passed successfully before a student may take the subsequent course unless permission to omit the prerequisites is obtained from the Division Chair and the appropriate Instructional Officer.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by

instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Override: Permission to bypass certain enrollment restrictions that would otherwise prevent the student from registering for the course.

Prerequisite: A course or other requirement a student must have successfully completed prior to enrolling in a specific course or program.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. An override of a prerequisite will be considered only after collaboration with the student's advisor.

Procedure(s):

Overriding Prerequisite Procedures

1. Students must send prerequisite override requests via email to instructionalservices@coastalalabama.edu.
2. The request will be reviewed by the appropriate Instructional Officer, and the student will be notified of the determination via email. Some exceptions may apply.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.02 Program and Catalog Changes

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College that provisions of the College Catalog and Programs, specifically related to academic programs, may be changed annually through a review and approval procedure.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

College Catalog: A document that lists the courses taught at a school by discipline complete with a brief description of each course.

Curriculum: For the purpose of this policy, curriculum is a set of courses constituting an area of specialization impacting the College Catalog, which may include any or all of the following:

- Course descriptions,
- Degree plans,
- Rotation guide of courses.

Details:

1. Instructional College Catalog changes may be updated annually; therefore, it is important that instructors within an academic discipline in an instructional department within the College reviews the contents that directly impact program curriculum changes and submit the changes for review and approval, through College Standing Committees.
NOTE: Some updates are required through regulatory or accreditation agencies that may require immediate implementation.
2. Non-Instructional College Catalog changes may be updated annually; therefore, it is important that each department within the College reviews the contents that directly impact its area and submit the changes for review and approval, through College Standing Committees. Program changes may be updated annually with the review and approval of Financial Aid and the SACSCOC Liaison.
NOTE: Some updates are required through regulatory or accreditation agencies that may require immediate implementation.
3. The College Catalog is archived in the Registrar's Office.

Procedures(s):

NOTE: Curriculum and programmatic revisions are made annually, as needed.

Non-Instructional Departments Programmatic Change Procedures

1. Department supervisors are notified by the College Registrar that catalog changes and edits are due by a designated due date.
2. Updates on policies and procedures are submitted to the Executive Cabinet for review and approval.
3. Changes are updated in the College Catalog for the next academic year.

Instructional Departments Curriculum and Programmatic Changes Procedures

1. Changes to curriculum and programs are presented at the Curriculum and/or Student and Academic Affairs Committee meeting. These committees review and/or approve curriculum and/or program changes.
2. Upon approval through the Curriculum and/or Student and Academic Affairs Committee, the changes will be implemented in next academic year's College Catalog.

Additional Provisions / Information:

There are no additional provisions / information applicable to this policy.

04.04 Research on Human Subjects

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

Coastal Alabama Community College actively protects the welfare and rights of subjects in research conducted under the auspices of the College. Further, the College supports the ethical guidelines for conduct of research of the federal government and of respective disciplines represented in the College through the implementation of a collegial review procedure for all research associated with the College. The review is conducted by members of the Institutional Review Board (IRB), appointed by the President.

Scope:

This policy applies to all Coastal Alabama Community College employees and all individuals participating in research.

Definitions:

Institutional Review Board (IRB): Members of the IRB include: Chief Academic Officer, Dean – Student Services, Dean – External Funding & Institutional Effectiveness, and Director – Institutional Effectiveness, Research, & Planning.

Details:

1. Functions of the IRB:
 - a. Certifying that ethical principles are adhered to.

- b. Recommending that modifications be made to uncertified research.
 - c. Ensuring confidentiality. All review proceedings between researchers and members of the IRB are confidential.
 - d. Ensuring review is based on the American Psychological Association (APA) Ethical Guidelines for Research with Human Subjects.
2. Research is conducted at the expense of the employee or student unless otherwise authorized by the College President.
 3. Participants in research must be provided with purpose of the research, risks and benefits, and role of participation
 4. Participants must give their consent to participate in writing and being free to withdraw from the research at any time.
 5. Participants in research will not be identified when findings are presented or published.
 6. The researcher must follow all Coastal Alabama Community College Policies and Procedures.
 7. The researcher agrees to inform Coastal Alabama Community College when the research is complete and provide the College a copy of the results of the study.
 8. It is the employee's or student's responsibility to comply with the Copyright Act and all other legislation governing the reproduction of copyrighted materials. Should an employee wish to use copyright materials, a copy of the authorization from the author or owner of the materials must accompany the [Research of Human Subjects Request for Research Form](#).
 9. Coastal Alabama Community College reserves the right to terminate any and all external research at the discretion of the President.

Procedures(s):

1. Complete the [Research of Human Subjects Request for Research Form](#).
2. Return the completed [Research of Human Subjects Request for Research Form](#) to the Director – Institutional Effectiveness, Research, & Planning no less than one semester prior to the proposed beginning date of the research.
3. The Director – Institutional Effectiveness, Research, & Planning reviews the form and advances the request to the IRB.
4. The application is reviewed by the IRB. A majority vote of the IRB is required for approval (an IRB member may solicit input from an instructor in the specific field of research, if that appears justified). IRB reviews and comments are returned directly to the individual making the request. The Director – Institutional Effectiveness, Research, & Planning sends a letter to the applicant notifying them of the approval or disapproval of the request. Review is expected to be completed within five (5) business days.
5. The researcher provides the Director – Institutional Effectiveness, Research, & Planning a copy of the results of the study.

Additional Provisions / Information:

There are no Additional Provisions / Information for this policy.

04.01.15 Standards of Academic Progress

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to develop and maintain standards of academic progress for all students, unless otherwise noted.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [Alabama Community College System Board of Trustees Policy 714.01 Standards of Academic Progress Policy](#)
- [Chancellor's Procedures for BOT Policy 714.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Probation: (1) The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted. (2) The status of a student who was on Academic Probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted by whose GPA for the term was 2.0 or above.

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

Cumulative Grade Point Average (GPA): The grade point average based on all hours attempted at the institution based on a 4-point scale.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid: These courses are delivered approximately fifty percent (50%) asynchronously online and approximately fifty percent (50%) face-to-face on campus.

Online: These courses are delivered one hundred percent (100%) asynchronously online using the College's learning management system.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

One Semester Academic Suspension: The status of a student who was on Academic Probation the previous term, but who, since probation, has not achieved clear academic status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted and whose GPA for the term was below 2.0.

One Year Academic Suspension: The status of a student who was on Academic Probation the previous term and who has been previously suspended without having achieved Clear Academic Status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted and whose GPA for that term was below 2.0.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. Application of Standards of Progress:

- a. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.
- b. When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on ACADEMIC PROBATION.
- c. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution, but the Semester GPA is 2.0 or above, the student remains on Academic Probation. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the Semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.
- d. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving one semester suspension, the transcript will read SUSPENDED ONE SEMESTER/READMITTED UPON APPEAL. The student who is readmitted upon appeal reenters the institution on Academic Probation. The student who serves a one semester suspension reenters the institution on Academic Probation.
- e. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear Academic Status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose Semester GPA is 2.0 or above will remain on Academic Probation UNTIL THE STUDENT ACHIEVES THE REQUIRED GPA FOR TOTAL NUMBER OF HOURS ATTEMPTED. A student who is on Academic Probation after being suspended for one semester (whether the student served the suspension or was readmitted upon appeal) without having since achieved Clear Academic Status and whose Cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose Semester GPA is below 2.0 will be suspended for one calendar year. The transcript will read SUSPENDED—ONE YEAR.
- f. The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read SUSPENDED ONE YEAR/READMITTED UPON APPEAL. The student who is readmitted upon appeal reenters the institution on Academic Probation. The student who serves the calendar year suspension reenters the institution on Academic Probation. All applicable academic designations except Clear will appear on the student's transcript.

2. **GPA Requirements for Academic Progress:** A student must maintain the following cumulative grade point average (GPA) dependent upon the number of hours attempted at the College in order to have clear academic status.

Hours Attempted	Minimum GPA
12-21	1.50
22-32	1.75
33 or more	2.00

3. **Intervention for Student Success:** When a student is placed on Academic Probation, One Semester Academic Suspension, or One Calendar Year Academic Suspension, interventions may be instituted.
4. **Exception to Standards of Academic Progress:** Programs within the institution which are subject to external licensure, certification, and or/ accreditation or that are fewer than four semesters in length may have higher standards of academic progress than the institutional standards of progress. Transfer students admitted on academic probation must transition to these standards of academic progress.
5. **Transfer Students:** A transfer student who is admitted on Clear Academic Status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA Calculation.

A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester hours at Coastal Alabama Community College. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at Coastal Alabama Community College, and the cumulative GPA at the College is below 1.5, the student is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER.

If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 or more semester credit hours at Coastal Alabama Community College, and the cumulative GPA at the College is 1.5 or above, the student's status is clear.

NOTE: Select programs may have specific progression policies and reinstatement processes.

Procedures(s):

1. A student may submit an appeal for readmission using the Appeal to Student and Academic Affairs Committee Form located at <https://www.coastalalabama.edu/admissions-aid/appeal-to-student-and-academic-affairs-committee/>.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.05 Substantive Changes

Original Approval: 02/19/2024

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

In compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Coastal Alabama Community College reports all changes to the Commission on Colleges in accordance with the guidelines provided in Substantive Change for SACSCOC Accredited Institutions: <https://sacscoc.org/accrediting-standards/substantive-changes/>

Scope:

This policy applies to any responsible college employees who can initiate, review, or approve changes that are considered substantive according to the current version of the SACSCOC Substantive Change Policy and Procedures. In academic instruction, this includes full-time instructors, division chairs, academic program directors, academic deans, and the Executive Cabinet. Other college employees in Dual Enrollment, Fiscal Services, Financial Aid, Student Services, or compliance may be asked to review or approve a Substantive Change initiative. These individuals are responsible for timely notification of Substantive Changes to the SACSCOC Liaison, who is responsible for notifying or seeking approval from SACSCOC as appropriate for the Substantive Change.

Definitions:

Responsible Party: Each individual, position, or entity designated as within the scope of this policy is required to be familiar with and comply with this policy.

Substantive Change: According to SACSCOC, "substantive change is a significant modification or expansion in the nature and scope of an accredited institution." Substantive changes can be academic in nature or reflect broader institutional changes.

SACSCOC Liaison: The Dean of External Funding and Institutional Effectiveness.

Details:

1. Institutional Obligations:

- a. Member institutions are required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.
- b. Member institutions are required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

2. Examples of Substantive Changes: Include but are not limited to:

- Substantially changing the established mission or objectives of an institution or its programs.

- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credentials).
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non–time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.
- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. §668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs.
- Substantially increasing or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.

3. **Review of Policy:** The Substantive Changes Policy will undergo periodic review by Executive Cabinet.
4. **Periodic Orientation:** The SACSCOC Liaison will provide periodic orientation on substantive change requirements to responsible parties.
5. **Enforcement:** Consequences of noncompliance are articulated in the SACSCOC Substantive Change Policy and Procedures at <https://sacscoc.org/accrediting-standards/substantive-changes/> and may be subject to the College's Employee Discipline Policy.
6. **Changes to College Catalog:** Refer to the Development and Adoption of Policies and Amending the Local Policies and Procedures and College Catalog Policy.

Procedures(s):

1. The SACSCOC Liaison emails academic and administrative employees to remind and inform leadership of this policy, copying the President, the Executive Cabinet, the Chair of the Student and Academic Affairs Committee, and the Chair of the Curriculum Committee using the schedule below:

Email Reminder Date	Changes Due Date	Implementation Date
April 1	May 1	Fall term
October 1	November 1	Spring term*

**changes to the College Catalog are not recommended for spring term implementation.*

2. Responsible Party completes and submits a Substantive Change Form to the SACSCOC Liaison.
3. When necessary, the SACSCOC Liaison consults with Executive Cabinet as to whether a proposed institutional change constitutes a “significant departure.”

4. If a substantive change is required according to SACSCOC guidelines, the SACSCOC Liaison determines whether 1) notification is to be made or 2) whether a prospectus needs to be prepared seeking prior approval.
5. If notification is needed, the SACSCOC Liaison composes a letter for the President's signature and compiles any additional evidence for submission if necessary.
6. When seeking prior approval and when necessary, the SACSCOC Liaison coordinates composition, editing, budget preparation, signature gathering, and submission through the SACSCOC institutional portal.
7. The SACSCOC Liaison consults with marketing and other departments (if applicable) about program advertising guidelines prior to official approval of prospectus.
8. The SACSCOC Liaison communicates official SACSCOC responses to the President, the Executive Cabinet, and others as necessary.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

04.01.16 Withdrawals

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College that students may withdraw from class or the College any time prior to the start of final exams during any semester or term.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Attendance: The action or state of going regularly to or being present at a place or event.

Attendance Verification: The process of verifying a student's initial attendance in a course.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Final Exam: An examination or alternative assessment administered at the end of an academic term.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Withdrawal: The grade (W) earned when a student officially withdraws from a course or from the institution within the time designated by the institution.

Details:

1. Standard Withdrawals:

- a. Students who complete the withdrawal process prior to the deadline will be assigned a grade of "W".
- b. It is the student's responsibility to be aware of the withdrawal deadline for each term as reflected on the [Academic Calendar](#).
- c. A grade of "F" will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.
- d. Credit hours will not be averaged into the grade point average and therefore, a grade of W does not impact a student's GPA.
- e. It is recommended that students meet with an advisor and financial aid prior to withdrawing from classes. While a withdrawal does not affect a student's GPA it may affect the eligibility for future financial aid.

Procedures(s):

1. To withdraw from **an individual class**, students must login to their OneACCS account and withdraw.
2. To withdraw from **all** classes, students must complete the online withdrawal form located on the Students Records and Transcripts page of the College website at <https://www.coastalalabama.edu/admissions-aid/student-records/registrar-forms/>.

Community Education

Workforce Development

Adult Education

Additional Resources

Alabama Transfers

Alabama Transfers, formerly known as STARS, is a valuable resource for students in the state of Alabama who are seeking a smooth and efficient transition from a community college to a four-year institution. This program offers a comprehensive guide that outlines the transfer pathways, including course equivalencies and requirements, between Alabama's two-year colleges and its public universities. It is designed to ensure that students can seamlessly transfer their earned credits, reducing the risk of duplication and loss of academic progress. Alabama Transfers not only simplifies the transfer process but also helps students make well-informed decisions about their academic journey. By fostering collaboration between community colleges and universities in Alabama, this program plays a vital role in enhancing accessibility, affordability, and the overall educational experience for students pursuing higher education within the state.

(Formerly known as STARS from its founding in 1994 through November 2022.)

Degrees

Advanced Manufacturing Technology

Advanced Manufacturing - Mechatronics (AAS-ADM)

Degree Type

A.A.S.

Degree Plan

Advanced Manufacturing - Mechatronics AAS-ADM

Pending ACHE Approval

Program Locations: Baldwin Preparatory Academy (Dual Enrollment)

Career-Technical Division

Length: Four Semesters

The Mechatronics 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 mechatronics.

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.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
ADM 101	Precision Measurement	3
ADM 111	Manufacturing Safety Practices	3
IET 114	Basic Electricity	3
ILT 108	Introduction to Instruments and Process Control	3
	WKO 107 or ORI 101	1
	Sub-Total Credits	16.00

Semester Two

Item #	Title	Credits
IET 131	Fluid Power Systems	3
INT 117	Principles of Industrial Mechanics	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
MTH 116	Mathematical Applications	3
WKO 110	NCCER Core	3

Sub-Total Credits	15.00
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Semester Three

Item #	Title	Credits
ELT 231	Introduction to Programmable Controllers	3
IET 122	Rotating Machinery and Controls	3
ILT 114	Instrumentation Operation and Calibration	3
ILT 139	Introduction to Robotic Programming	3
	History, Social Science, or Behavioral Science Elective	3
	Sub-Total Credits	15.00

Complete Graduation Application

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

Item #	Title	Credits
CIS 146	Computer Applications	3
ELT 212	Motor Controls II	3
ELT 232	Advanced Programmable Controllers	3
WKO 106	Workplace Skills	3
	Humanities and Fine Arts Elective (T)	3
	Sub-Total Credits	15.00

Total Credits	61
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Industrial Maintenance/Millwright Technology (AAS-IE1)

Degree Type

A.A.S.

Degree Plan

Industrial Maintenance/Millwright 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.

Semester One

Item #	Title	Credits
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Degrees

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00

	Total Credits	61
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Industrial Production Technology (AAS-IPT)

Degree Type

A.A.S.

Degree Plan

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.

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	19.00

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

Degrees

WKO 106	Workplace Skills	3
Sub-Total Credits		15.00

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
Sub-Total Credits		15.00
Total Credits		65

Machine Technology (AAS-IE4)

Degree Type

A.A.S.

Degree Plan

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.

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
Sub-Total Credits		16.00

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
Sub-Total Credits		18.00

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
Sub-Total Credits		15.00

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
Sub-Total Credits		12.00

Total Credits		61
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Program Webpage

<http://www.CoastalAlabama.edu/machine>

Advanced Manufacturing - Mechatronics (STC-ADM)**Degree Type**

Short-Term Certificate

Degree Plan

[Advanced Manufacturing - Mechatronics STC-ADM](#)

Pending ACHE Approval**Program Locations: Baldwin Preparatory Academy (Dual Enrollment)****Career-Technical Division**

Length: Two Semesters

The Mechatronics 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 mechatronics 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.

* Short-term certificate not eligible for federal aid.

Semester One

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 111	Manufacturing Safety Practices	3
IET 114	Basic Electricity	3
ILT 108	Introduction to Instruments and Process Control	3
Sub-Total Credits		12.00

Semester Two

Item #	Title	Credits
IET 131	Fluid Power Systems	3
INT 117	Principles of Industrial Mechanics	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
WKO 110	NCCER Core	3
Sub-Total Credits		12.00

	Total Credits	24
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Basic Industrial Maintenance Technology (STC-IND)**Degree Type**

Short-Term Certificate

Degree Plan

Basic Industrial Maintenance Technology STC-IND

Program Locations: The Academy at Fairhope Airport, Gilbertown, and Thomasville Campuses**Advanced Manufacturing Technology Division**

Length: One Semester

Degrees

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.

Semester One

Item #	Title	Credits
IET 114	Basic Electricity	3
IET 131	Fluid Power Systems	3
INT 117	Principles of Industrial Mechanics	3
INT 161	Blueprint Reading for Industrial Technicians	3
WKO 110	NCCER Core	3
	Basic Industrial Maintenance Elective	3
	Sub-Total Credits	18.00
	Total Credits	18

Building Maintenance (STC-BUM)

Degree Type

Short-Term Certificate

Degree Plan

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.

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

Degrees

WKO 110	NCCER Core	3
Sub-Total Credits		15.00

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
Sub-Total Credits		12.00

Total Credits	27
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Industrial Engineering Technology (STC-IET)

Degree Type

Short-Term Certificate

Degree Plan

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.

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
Sub-Total Credits		15.00

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
Sub-Total Credits	12.00
Total Credits	27

Industrial Maintenance/Millwright Technology (STC-IE6)

Degree Type

Short-Term Certificate

Degree Plan

Industrial Maintenance/Millwright STC IE6

Program Location: Gilberttown 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.

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
Sub-Total Credits		15.00

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
Sub-Total Credits		12.00
Total Credits		27

Industrial Production Technology (STC-IPT)

Degree Type

Short-Term Certificate

Degree Plan

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.

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
Sub-Total Credits		15.00

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
Sub-Total Credits		12.00

Total Credits		27
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Machine Tool Technology (STC-MT1)

Degree Type

Short-Term Certificate

Degree Plan

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.

Semester One

Item #	Title	Credits
MTT 100	Machining Technology I	6
MTT 129	Lathe Operations	6
MTT 139	Basic Computer Numerical Control	3
Sub-Total Credits		15.00

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
Sub-Total Credits		12.00

Total Credits		27
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Program Webpage

<http://www.CoastalAlabama.edu/machine>

Marine Industry Technology (STC-MIT)**Degree Type**

Short-Term Certificate

Degree Plan

[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.

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
Sub-Total Credits		15.00

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
Sub-Total Credits		12.00

Total Credits		27
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Pipefitting (STC-PFT)

Degree Type

Short-Term Certificate

Degree Plan

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.

Semester One

Item #	Title	Credits
PFT 101	Introduction to Pipefitting	3
PFT 103	Introduction to the 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
Sub-Total Credits		15.00

Semester Two

Item #	Title	Credits
PFT 107	Threaded Pipe and Socket Weld Pipe Fabrication	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
Sub-Total Credits		12.00

Total Credits		27
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Applied Technology

3 D Animation and Virtual Production (AAS-AVP)

Degree Type

A.A.S.

Degree Plan

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.

Semester One

Item #	Title	Credits
ART 175	Digital Photography	3
CAP 101	CGI Software Basics	3

Degrees

CAP 103	Computer Graphics History	3
CAP 104	Introduction to Game Design I	3
ENG 101	English Composition I	3
Sub-Total Credits		15.00

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
Sub-Total Credits		17.00

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
Sub-Total Credits		16.00

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
Sub-Total Credits		15.00-16

Total Credits	63-64
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Accounting Specialist (AAS-ACC)

Degree Type

A.A.S.

Degree Plan

Accounting Specialist

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.

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00
	Total Credits	61

Administrative Legal Office Specialist (AAS-ALS)

Degree Type

A.A.S.

Degree Plan

Administrative Legal Office Specialist

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.

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00-16

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
	Sub-Total Credits	15.00

	Total Credits	61-62
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Administrative Medical Office Specialist (AAS-AMO)**Degree Type**

A.A.S.

Degree Plan

Administrative Medical Office Specialist

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.

Semester One

Item #	Title	Credits
CIS 149	Digital Literacy	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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00-16

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
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Degrees

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
	Sub-Total Credits	15.00
	Total Credits	61-62

Administrative Office Specialist (AAS-AOS)

Degree Type

A.A.S.

Degree Plan

Administrative Office Specialist

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.

Semester One

Item #	Title	Credits
BUS 188	Personal Development	3
CIS 149	Digital Literacy	3
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
	BUS 215 or OAD 133	3
	WKO 107 or ORI 101	1
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00-16

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
	Sub-Total Credits	15.00

	Total Credits	61-62
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Business Management and Entrepreneurship (AAS-SBE)

Degree Type

A.A.S.

Degree Plan

[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.

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00
	Total Credits	61

Computer Information Specialist (AAS-CSP)

Degree Type

A.A.S.

Degree Plan

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.

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
ENG 101	English Composition I	3
	WKO 107 or ORI 101	1
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00

Semester Three

Item #	Title	Credits
CIS 130	Intro to Information Systems	3
CIS 191	Intro to Computer Programming Concepts	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 282	Computer Forensics	3
	Humanities and Fine Arts Elective (T)	3
	Sub-Total Credits	18.00

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 294	Special Topics	3
	MTH 116 or MTH 100	3
	History, Social Science, or Behavioral Science Elective	3
	Sub-Total Credits	12.00
	Total Credits	61

Program Webpage

<http://www.coastalalabama.edu/swift>

Cybersecurity (AAS-CBS)

Degree Type

A.A.S.

Degree Plan

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.

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00

Engineering Graphics and Design Technology (AAS-DDT)

Degree Type

A.A.S.

Degree Plan

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.

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 Technical Drawing	3
DDT 127	Intermediate Computer Aided Drafting and Design	3
	WKO 107 or ORI 101	1
	Sub-Total Credits	16.00

Semester Two

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

Item #	Title	Credits
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
	Engineering Graphics and Design Elective (AAS)	3-4

Sub-Total Credits	18.00
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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
	Sub-Total Credits	15.00

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
ENG 101	English Composition I	3
	Engineering Graphics and Design Elective (AAS)	3-4
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	Sub-Total Credits	12.00-13

	Total Credits	61-62
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Graphic Design (AAS-GRD)

Degree Type

A.A.S.

Degree Plan

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.

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00-16

Paralegal (AAS-PRL)

Degree Type

A.A.S.

Degree Plan

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.

Semester One

Item #	Title	Credits
BUS 215	Business Communication	3
ENG 101	English Composition I	3
PRL 101	Introduction to Paralegal Study	3
PRL 160	Criminal Law and Procedure	3
	MTH 100 or MTH 116	3
	WKO 107 or ORI 101	1
	Sub-Total Credits	16.00

Semester Two

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 102	English Composition II	3
PRL 150	Commercial Law	3
PRL 262	Civil Law and Procedure	3
	Humanities and Fine Arts Elective (T)	3
	Sub-Total Credits	15.00

Semester Three

Item #	Title	Credits
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Degrees

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
Sub-Total Credits		15.00

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
Sub-Total Credits		15.00

Total Credits	61
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Salon and Spa Management - Cosmetology (AAS-SAL)

Degree Type

A.A.S.

Degree Plan

[Salon and Spa Management 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.

Semester One

Item #	Title	Credits
COS 111	Introduction to Cosmetology	3

Degrees

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
Sub-Total Credits		18.00

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
Sub-Total Credits		18.00

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
Sub-Total Credits		13.00

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
Sub-Total Credits		12.00

Total Credits		61
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Program Webpage

<http://www.CoastalAlabama.edu/cosmetology>

Cosmetology (CER-COS)

Degree Type

Certificate

Degree Plan

Cosmetology

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.

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
Sub-Total Credits		18.00

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
Sub-Total Credits		18.00

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
	Sub-Total Credits	12.00
	Total Credits	48

Program Webpage

<http://www.CoastalAlabama.edu/cosmetology>

3 D Animation and Virtual Production (STC-AVP)**Degree Type**

Short-Term Certificate

Degree Plan

3 D Animation and Virtual Production AAS 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.

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
	Sub-Total Credits	12.00

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

Sub-Total Credits	16.00
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Total Credits	28
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Accounting Clerk (STC-ACC)

Degree Type

Short-Term Certificate

Degree Plan

Accounting Clerk

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.

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
Sub-Total Credits		12.00

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
Sub-Total Credits		12.00

Total Credits	24
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Administrative Legal Office Specialist (STC-ALS)

Degree Type

Short-Term Certificate

Degree Plan

Administrative Legal Office Specialist

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.

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
	Sub-Total Credits	12.00

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
	Sub-Total Credits	12.00

	Total Credits	24
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Administrative Medical Office Specialist (STC-AMO)**Degree Type**

Short-Term Certificate

Degree Plan

Administrative Medical Office Specialist

Program Locations: Bay Minette, Brewton, Thomasville Campuses and Online**Applied Technology Division**

Length: Two Semesters

Degrees

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.

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
	Sub-Total Credits	12.00

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
	Sub-Total Credits	12.00

	Total Credits	24
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Administrative Office Specialist (STC-AOS)

Degree Type

Short-Term Certificate

Degree Plan

Administrative Office Specialist

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.

Semester One

Item #	Title	Credits
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Degrees

OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
OAD 138	Records/Information Management	3
	BUS 215 or OAD 133	3
	Sub-Total Credits	12.00

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
	Sub-Total Credits	12.00

Total Credits	24
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Business Management and Entrepreneurship (STC-SBE)

Degree Type

Short-Term Certificate

Degree Plan

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.

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
	Sub-Total Credits	12.00

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
	Sub-Total Credits	12.00
	Total Credits	24

Child Development (STC-CHD)**Degree Type**

Short-Term Certificate

Degree Plan

Child Development

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.

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
	Sub-Total Credits	9.00
	Total Credits	9

Computer Information Specialist (STC-CSP)**Degree Type**

Short-Term Certificate

Degree Plan

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.

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
	Sub-Total Credits	13.00

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
	Sub-Total Credits	15.00

	Total Credits	28
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Computer Software Specialist (STC-CT1)

Degree Type

Short-Term Certificate

Degree Plan

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.

Semester One

Item #	Title	Credits
CIS 146	Computer Applications	3
	BUS 215 or OAD 133	3
	Sub-Total Credits	6.00

Semester Two

Item #	Title	Credits
CIS 113	Spreadsheet Software Applications	3
CIS 115	Presentations Graphics Software Applications	3
	Sub-Total Credits	6.00

Semester Three

Item #	Title	Credits
CIS 117	Database Management Software Applications	3
	Sub-Total Credits	3.00

Semester Four

Item #	Title	Credits
CIS 185	Computer Ethics	3
	Sub-Total Credits	3.00

	Total Credits	18
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Cosmetology Instructor Training (STC-CIT)

Degree Type

Short-Term Certificate

Degree Plan

Cosmetology Instructor Training

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.

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
Sub-Total Credits		9.00

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
Sub-Total Credits		9.00

Total Credits		18
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Program Webpage

<http://www.CoastalAlabama.edu/cosmetology>

Cybersecurity (STC-CBS)

Degree Type

Short-Term Certificate

Degree Plan

[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.

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
Sub-Total Credits		15.00

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
Sub-Total Credits		13.00

	Total Credits	28
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Engineering Graphics and Design Technology: Advanced Design (STC-DD3)

Degree Type

Short-Term Certificate

Degree Plan

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.

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
Sub-Total Credits		13.00

Total Credits		13
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Engineering Graphics and Design Technology: Basic Design (STC-DD2)

Degree Type

Short-Term Certificate

Degree Plan

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.

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
Sub-Total Credits		12.00

Total Credits		12
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Engineering Graphics and Design Technology: Basic Drafting - CAD Technician (STC-DD1)

Degree Type

Short-Term Certificate

Degree Plan

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.

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 Technical Drawing	3
	Sub-Total Credits	12.00
	Total Credits	12

Graphic Design (STC-GRD)

Degree Type

Short-Term Certificate

Degree Plan

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.

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
Sub-Total Credits		12.00

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
Sub-Total Credits		12.00

Total Credits		24
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Help Desk Technician (STC-CT2)

Degree Type

Short-Term Certificate

Degree Plan

[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.

Semester One

Item #	Title	Credits
CIS 130	Intro to Information Systems	3
CIS 182	Help Desk Applications	3

Degrees

CIS 268	Software Support	3
CIS 269	Hardware Support	3
	CIS 199 or CIS 294	3
	Sub-Total Credits	15.00
	Total Credits	15

Paralegal - Advanced Substantive Law (STC-PR2)

Degree Type

Short-Term Certificate

Degree Plan

Paralegal-Advanced Substantive Law

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.

Semester One

Item #	Title	Credits
PRL 210	Real Property Law	3
PRL 240	Wills, Trusts, and Estates	3
	Sub-Total Credits	6.00

Semester Two

Item #	Title	Credits
PRL 230	Domestic Law	3
	Sub-Total Credits	3.00
	Total Credits	9

Paralegal - Basic Substantive Law (STC-PR1)

Degree Type

Short-Term Certificate

Degree Plan

Paralegal-Basic Substantive Law - STC PR1

Program Location: Bay Minette Campus**Applied Technology Division**

Length: One Semester

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.

Semester One

Item #	Title	Credits
BUS 263	The Legal and Social Environment of Business	3
PRL 101	Introduction to Paralegal Study	3
PRL 160	Criminal Law and Procedure	3
	Sub-Total Credits	9.00
	Total Credits	9

Paralegal - Legal Analysis (STC-PR3)**Degree Type**

Short-Term Certificate

Degree Plan

Paralegal-Legal Analysis

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.

Semester One

Item #	Title	Credits
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Degrees

PRL 102	Basic Research and Writing	3
PRL 150	Commercial Law	3
Sub-Total Credits		6.00

Semester Two

Item #	Title	Credits
PRL 103	Advanced Legal Research and Writing	3
Sub-Total Credits		3.00

Total Credits	9
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Aviation Technology

Airframe Technology (AAS-AMT)

Degree Type

A.A.S.

Degree Plan

Airframe Technology

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.

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
Sub-Total Credits		18.00

Semester Two

Item #	Title	Credits
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Degrees

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
	Sub-Total Credits	18.00

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	13.00-14

	Total Credits	65-66
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Program Webpage

<http://www.CoastalAlabama.edu/aviation>

Powerplant Technology (AAS-PPT)

Degree Type

A.A.S.

Degree Plan

PowerPlant Technology

Program Location: Alabama Aviation Center at Brookley Field

Aviation Technology Division

Length: Four Semesters

Degrees

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.

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
Sub-Total Credits		18.00

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
Sub-Total Credits		18.00

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
Sub-Total Credits		16.00

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
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Degrees

AMP 224	Turbine Engine Inspection and Overhaul	5
	Computer Science, Math, or Natural Science Elective	3-4
	Sub-Total Credits	8.00-9
	Total Credits	60-61

Program Webpage

<http://www.CoastalAlabama.edu/aviation>

Airframe Technology (CER-AMT)

Degree Type

Certificate

Degree Plan

Airframe Technology

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.

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
	Sub-Total Credits	18.00

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
	Sub-Total Credits	18.00

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
Sub-Total Credits		15.00

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
Sub-Total Credits		5.00

Total Credits		56
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Program Webpage

<http://www.coastalalabama.edu/aviation>

Powerplant Technology (CER-PPT)

Degree Type

Certificate

Degree Plan

PowerPlant Technology

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.

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

Degrees

AMT 105	Materials and Processes	5
ENG 101	English Composition I	3
Sub-Total Credits		18.00

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
Sub-Total Credits		18.00

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
Sub-Total Credits		15.00

Total Credits	51
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Program Webpage

<http://www.coastalalabama.edu/aviation/>

Aviation Manufacturing Technician (STC-AMM)

Degree Type

Short-Term Certificate

Degree Plan

Aviation Manufacturing Technician STC-AMM

Program Location: Alabama Aviation Center at Brookley Field and Baldwin Preparatory Academy (Dual Enrollment)

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.

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
Sub-Total Credits		18.00
Total Credits		18

Electrical Technology

Electrical and Instrumentation Technology (AAS-EIT)

Degree Type

A.A.S.

Degree Plan

Electrical and Instrumentation 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.

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
Sub-Total Credits		16.00

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
Sub-Total Credits		15.00

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
Sub-Total Credits		15.00

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
Sub-Total Credits		15.00
Total Credits		61

Heating and Air Conditioning (AAS-HVC)**Degree Type**

A.A.S.

Degree Plan

Heating and Air Conditioning AAS-HVC

Program Locations: Atmore Campus and Baldwin Preparatory Academy (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.

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00

Semester Three

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
IET 114	Basic Electricity	3
INT 117	Principles of Industrial Mechanics	3
	HVAC Elective	3
	Sub-Total Credits	15.00

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
	HVAC Elective	3
	HVAC Elective	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	Sub-Total Credits	15.00
	Total Credits	61

Building Construction Technology (STC-BTC)**Degree Type**

Short-Term Certificate

Degree Plan

Building Construction Technology STC-BTC

Program Location: Dual Enrollment Only - Baldwin Preparatory Academy 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.

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
	Sub-Total Credits	12.00

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
Sub-Total Credits		12.00
Total Credits		24

Construction Electrical Technology (STC-CET)

Degree Type

Short-Term Certificate

Degree Plan

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.

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
Sub-Total Credits		15.00

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
Sub-Total Credits		12.00

Total Credits		27
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Electrical Technology (STC-ELT)

Degree Type

Short-Term Certificate

Degree Plan

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.

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
Sub-Total Credits		15.00

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
Sub-Total Credits		12.00

Total Credits		27
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HVAC Advanced Technology (STC-HVA)

Degree Type

Short-Term Certificate

Degree Plan

HVAC Advanced Technology STC HVA

Program Locations: Atmore Campus and Baldwin Preparatory Academy (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.

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
	Sub-Total Credits	12.00
	Total Credits	12

HVAC Basic Technology (STC-HVB)**Degree Type**

Short-Term Certificate

Degree Plan

HVAC Basic Technology STC-HVB

Program Locations: Atmore Campus and Baldwin Preparatory Academy (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.

Semester One

Item #	Title	Credits
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Degrees

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
	Sub-Total Credits	15.00
	Total Credits	15

Heating and Air Conditioning (STC-HVC)

Degree Type

Short-Term Certificate

Degree Plan

Heating and Air Conditioning STC-HVC

Program Locations: Atmore Campus and the Baldwin Preparatory Academy (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.

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
	Sub-Total Credits	15.00

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

	Sub-Total Credits	12.00
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	Total Credits	27
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Engineering Pathways

General Studies - Aerospace Engineering Pathway

Degree Type

A.S.

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.

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
	History Sequence (Part I)	3
	Sub-Total Credits	15.00

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
	Sub-Total Credits	13.00

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 II)	3
	Sub-Total Credits	10.00

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
	Sub-Total Credits	13.00

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
	Sub-Total Credits	13.00

	Total Credits	64
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Alabama Transfers

<https://alabamatransfers.com>

Program Webpage

<http://www.CoastalAlabama.edu/engineering>

General Studies - Chemical Engineering Pathway

Degree Type

A.S.

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.

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
Sub-Total Credits		12.00

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
Sub-Total Credits		14.00

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
Sub-Total Credits		10.00

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
Sub-Total Credits	14.00

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
Sub-Total Credits		14.00

Total Credits	64
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Alabama Transfers

<https://alabamatransfers.com>

Program Webpage

<http://www.CoastalAlabama.edu/engineering>

General Studies - Civil Engineering Pathway

Degree Type

A.S.

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.

Semester One (Fall)

Item #	Title	Credits
CHM 111	College Chemistry I	4
EGR 101	Engineering Foundations	3
ENG 101	English Composition I	3

Degrees

MTH 125	Calculus I	4
Sub-Total Credits		14.00

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
Sub-Total Credits		14.00

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
Sub-Total Credits		11.00

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
Sub-Total Credits		13.00

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
Sub-Total Credits		12.00

Total Credits		64
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Alabama Transfers<https://alabamatransfers.com>**Program Webpage**<http://www.CoastalAlabama.edu/engineering>

General Studies - Computer Engineering Pathway

Degree Type

A.S.

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.

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
Sub-Total Credits		12.00

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Course	3
	History Sequence (Part I)	3
	Social Science Course	3
Sub-Total Credits		16.00

Summer Semester

Please check with the EGR advisor to determine if MTH 270 will be accepted by the transfer institution.

Item #	Title	Credits
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Degrees

MTH 227	Calculus III	4
MTH 270	Probability and Statistics Concepts	3
	Literature Course	3
	Sub-Total Credits	10.00

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
	Sub-Total Credits	13.00

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
	Sub-Total Credits	13.00

	Total Credits	64
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Alabama Transfers

<https://alabamatransfers.com>

Program Webpage

<http://www.CoastalAlabama.edu/engineering>

General Studies - Electrical Engineering Pathway

Degree Type

A.S.

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.

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
Sub-Total Credits		12.00

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Course	3
	History Sequence (Part I)	3
	Social Science Course	3
Sub-Total Credits		16.00

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
Sub-Total Credits		10.00

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
Sub-Total Credits		13.00

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
	Sub-Total Credits	13.00
	Total Credits	64

Alabama Transfers

<https://alabamatransfers.com>

Program Webpage

<http://www.CoastalAlabama.edu/engineering>

General Studies - General Engineering Pathway

Degree Type

A.S.

Degree Plan

Engineering - General 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.

Semester One (Fall)

Item #	Title	Credits
ENG 101	English Composition I	3
CHM 111	College Chemistry I	4

Degrees

MTH 125	Calculus I	4
ORI 101	Orientation to College	1
	History Sequence (Part I)	3
	Sub-Total Credits	15.00

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
	Sub-Total Credits	17.00

Summer Semester

Item #	Title	Credits
MTH 227	Calculus III	4
	Engineering Elective	3
	Sub-Total Credits	7.00

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
	Sub-Total Credits	13.00

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
	Sub-Total Credits	12.00

Alabama Transfers<https://alabamatransfers.com>**Program Webpage**<http://www.CoastalAlabama.edu/engineering>

General Studies - Mechanical Engineering Pathway

Degree Type

A.S.

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.

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
Sub-Total Credits		15.00

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
Sub-Total Credits		13.00

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 II)	3
	Sub-Total Credits	10.00

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
	Sub-Total Credits	13.00

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
	Sub-Total Credits	13.00

	Total Credits	64
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Alabama Transfers

<https://alabamatransfers.com>

Program Webpage

<http://www.CoastalAlabama.edu/engineering>

General Studies

General Studies - Agricultural Business and Economics Pathway

Degree Type

A.S.

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.

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	16.00

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
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Degrees

BUS 242	Principles of Accounting II	3
BUS 272	Business Statistics II	3
SOC 200	Introduction to Sociology	3
	Literature Course	3
	Sub-Total Credits	12.00

	Total Credits	60
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Alabama Transfers

<https://alabamatransfers.com>

General Studies - Biology Pathway

Degree Type

A.S.

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.

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
	Sub-Total Credits	17.00

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
	Sub-Total Credits	17.00

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
	Sub-Total Credits	16.00-17

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
	Sub-Total Credits	12.00-13

	Total Credits	62-64
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Alabama Transfers

<https://alabamatransfers.com>

General Studies - Biomedical Sciences Pathway

Degree Type

A.S.

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.

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	14.00

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
	Sub-Total Credits	16.00-17

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
	Sub-Total Credits	15.00-16
	Total Credits	60-62

Alabama Transfers

<https://alabamatransfers.com>

General Studies - Business Administration Pathway

Degree Type

A.S.

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.

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00-16

	Total Credits	63-64
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Alabama Transfers

<https://alabamatransfers.com>

General Studies - Computer Science Pathway

Degree Type

A.S.

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.

Semester One

Item #	Title	Credits
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Degrees

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	14.00

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
	Sub-Total Credits	16.00

Total Credits	62
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Alabama Transfers

<https://alabamatransfers.com>

General Studies - Early Childhood/Elementary Education Pathway (University of West Alabama)

Degree Type

A.S.

Program Location: All locations except for Brookley Field

Length: Four Semesters

This pathway is designed for students who plan to transfer to the University of West Alabama and major in early childhood education. Students have the opportunity to enter into an apprenticeship 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.

Semester One

Item #	Title	Credits
CHD 100	Introduction of Early Care and Education of Children	3
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	MTH 110 or MTH 112	3
	Natural Science Course	4
	Social Science Course	3
	Sub-Total Credits	17.00

Semester Two

Item #	Title	Credits
CHD 204	Methods and Materials for Teaching Children	3
ENG 102	English Composition II	3
	Fine Arts Course	3
	Natural Science Course	4
	SPH 106 or SPH 107	3
	Sub-Total Credits	16.00

Semester Three

Students who have completed CHD100, CHD204, and CHD206 are eligible to apply for a Child Development Short-Term Certificate.

Item #	Title	Credits
CHD 202	Children's Creative Experiences	3
CHD 206	Children's Health and Safety	3
	History Sequence (Part I)	3

	Literature Sequence (Part I)	3
	Social Science Course	3
	Sub-Total Credits	15.00

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
CHD 203	Children's Literature and Language Development	3
CHD 213	Child Development Trends Seminar	3
CHD 214	Families and Communities in Early Care and Education Programs	3
	History Sequence (Part II)	3
	Literature Sequence (Part II)	3
	Sub-Total Credits	15.00
	Total Credits	63

Alabama Transfers

<https://alabamatransfers.com>

General Studies - Education Pathway (Early Childhood & Elementary)

Degree Type

A.S.

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.

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
	Sub-Total Credits	17.00

Semester Two

* Students may also take a Fine Arts elective in place of SPH 106 or 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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	16.00

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
Sub-Total Credits	15.00
Total Credits	63

Alabama Transfers

<https://alabamatransfers.com>

General Studies - Environmental Science Pathway

Degree Type

A.S.

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.

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
	Sub-Total Credits	17.00

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

Sub-Total Credits	16.00
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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
	Sub-Total Credits	17.00

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
	Sub-Total Credits	13.00-14

Total Credits	63-64
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Alabama Transfers

<https://alabamatransfers.com>

General Studies - Forestry Pathway

Degree Type

A.S.

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.

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
	Sub-Total Credits	14.00-15

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	16.00

	Total Credits	62-63
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Alabama Transfers<https://alabamatransfers.com>

General Studies - General Pathway

Degree Type

A.S.

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.

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
	Sub-Total Credits	17.00

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	12.00

	Total Credits	60
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Alabama Transfers

<https://alabamatransfers.com>

General Studies - Health, Physical Education, and Recreation Pathway

Degree Type

A.S.

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.

Semester One

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3

Degrees

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
	Sub-Total Credits	17.00

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	14.00

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
	Sub-Total Credits	14.00
	Total Credits	61

Alabama Transfers

<https://alabamatransfers.com>

General Studies - Health Sciences Pathway

Degree Type

A.S.

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.

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 Principles of Biology I may be waived for students who have successfully completed a college science course, high school honors course, or health certificate program which covers the same concepts presented in BIO 103. 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
	Sub-Total Credits	17.00

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

	Sub-Total Credits	16.00
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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
	Sub-Total Credits	17.00

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
	Sub-Total Credits	13.00

	Total Credits	63
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Alabama Transfers

<https://alabamatransfers.com>

General Studies - Mathematics Pathway

Degree Type

A.S.

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.

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
	Sub-Total Credits	13.00

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
	Sub-Total Credits	13.00

Summer Semester

Item #	Title	Credits
MTH 126	Calculus II	4
	Sub-Total Credits	4.00

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
	Sub-Total Credits	17.00

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
Sub-Total Credits	16.00
Total Credits	63

Alabama Transfers

<https://alabamatransfers.com>

Program Webpage

<http://www.CoastalAlabama.edu/engineering>

General Studies - Online Pathway

Degree Type

A.S.

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.

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
	Sub-Total Credits	17.00

Semester Two

Item #	Title	Credits
CIS 146	Computer Applications	3

Degrees

ENG 102	English Composition II	3
	SPH 106 or SPH 107	3
	History, Social, and Behavioral Sciences Course	3
	Natural Sciences Course	4
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	12.00

	Total Credits	60
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Alabama Transfers

<https://alabamatransfers.com>

Degree Classification

Transfer Guide

General Studies - Sports Management Pathway (United States Sports Academy)

Degree Type

A.S.

Program Location: All locations except for Brookley Field

Length: Four Semesters

This pathway is designed for students who plan to transfer to the United States Sports Academy and major in Sports Management.

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 their advisor to ensure that they take the appropriate courses for their major at the four-year transfer institution.

Semester One

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
HIS 101	Western Civilization I	3
MTH 112	Precalculus Algebra	3
ORI 101	Orientation to College	1
PHL 206	Ethics and Society	3
Sub-Total Credits		17.00

Semester Two

Item #	Title	Credits
ART 100	Art Appreciation	3
ENG 102	English Composition II	3
PED 205	Introduction to Sports Management	3
PHS 111	Physical Science	4
SPH 107	Fundamentals of Public Speaking	3
Sub-Total Credits		16.00

Semester Three

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 251	American Literature I	3
GEO 100	World Regional Geography	3
MTH 265	Elementary Statistics	3
PED 206	Current Issues in Sports Management	3
Sub-Total Credits		15.00

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 241	Principles of Accounting I	3
ECO 231	Principles of Macroeconomics	3
ENG 252	American Literature II	3
PED 224	Principles of Nutrition	3

Degrees

SOC 200	Introduction to Sociology	3
Sub-Total Credits		15.00
Total Credits		63

General Studies - Surveying and Geomatics Pathway

Degree Type

A.S.

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.

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
Sub-Total Credits		13.00

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
Sub-Total Credits		16.00

Semester Three

Item #	Title	Credits
MTH 237	Linear Algebra	3
	General Elective Course (3-4 SH)	3
	History, Social, and Behavioral Sciences Course	3
	Literature Course	3
	Physics Sequence (Part I)	4
	Sub-Total Credits	16.00

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
	Sub-Total Credits	16.00

	Total Credits	61
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Alabama Transfers

<https://alabamatransfers.com>

Hospitality Management

Culinary Arts (AAS-CUA)

Degree Type

A.A.S.

Degree Plan

Culinary Arts

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.

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00-16

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
	Sub-Total Credits	16.00
	Total Credits	62-63

Program Webpage

<http://www.CoastalAlabama.edu/hospitalityandculinary>

Hospitality and Event Management (AAS-HEM)

Degree Type

A.A.S.

Degree Plan

Hospitality and Event Management AAS-HEM

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.

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
	Sub-Total Credits	16.00-17

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	15.00

Program Webpage<http://www.CoastalAlabama.edu/hospitalityandculinary>

Pastry Baking (AAS-PAS)

Degree Type

A.A.S.

Degree Plan

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.

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
	Sub-Total Credits	16.00

Semester Two

Item #	Title	Credits
CUA 125	Food Preparation	5

Degrees

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
	Sub-Total Credits	17.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	16.00-17

	Total Credits	64-65
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Program Webpage

<http://www.CoastalAlabama.edu/hospitalityandculinary>

Culinary Arts (CER-CUA)

Degree Type

Certificate

Degree Plan

Culinary Arts

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.

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
	Sub-Total Credits	14.00

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
	Sub-Total Credits	12.00

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
	Sub-Total Credits	12.00-13

	Total Credits	38-39
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Program Webpage

<http://www.CoastalAlabama.edu/hospitalityandculinary>

Pastry Baking (CER-PAS)

Degree Type

Certificate

Degree Plan

Pastry Baking

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.

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
	Sub-Total Credits	12.00

Semester Two

Item #	Title	Credits
CUA 125	Food Preparation	5
ENG 101	English Composition I	3
PAS 173	Pastries I	3
	PAS Elective	3
	Sub-Total Credits	14.00

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
	Sub-Total Credits	12.00-13

	Total Credits	38-39
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Program Webpage

<http://www.CoastalAlabama.edu/hospitalityandculinary>

Baker (STC-CU1)**Degree Type**

Short-Term Certificate

Degree Plan

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.

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
	Sub-Total Credits	15.00
	Total Credits	15

Program Webpage
<http://www.CoastalAlabama.edu/hospitalityandculinary>
Beverage Specialist (STC-CU2)**Degree Type**

Short-Term Certificate

Degree Plan

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.

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
	Sub-Total Credits	12.00
	Total Credits	12

Program Webpage

<http://www.CoastalAlabama.edu/hospitalityandculinary>

Culinary Line Cook (STC-CU3)**Degree Type**

Short-Term Certificate

Degree Plan

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.

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
	Sub-Total Credits	15.00
	Total Credits	15

Program Webpage

<http://www.CoastalAlabama.edu/hospitalityandculinary>

Event Planning Assistant (STC-EVP)

Degree Type

Short-Term Certificate

Degree Plan

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.

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
	Sub-Total Credits	15.00
	Total Credits	15

Program Webpage

<http://www.CoastalAlabama.edu/hospitalityandculinary>

Hospitality Specialist (STC-HM1)

Degree Type

Short-Term Certificate

Degree Plan

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.

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
	Sub-Total Credits	15.00
	Total Credits	15

Program Webpage

<http://www.CoastalAlabama.edu/hospitalityandculinary>

Hospitality Supervisor (STC-HM2)

Degree Type

Short-Term Certificate

Degree Plan

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.

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
	Sub-Total Credits	12.00
	Total Credits	12

Program Webpage<http://www.CoastalAlabama.edu/hospitalityandculinary>

Prep Cook (STC-CU4)

Degree Type

Short-Term Certificate

Degree Plan

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.

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
Sub-Total Credits		14.00
Total Credits		14

Program Webpage<http://www.CoastalAlabama.edu/hospitalityandculinary>

Liberal Arts

Liberal Arts - Art Pathway

Degree Type

A.A.

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.

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	16.00

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
Sub-Total Credits	12.00

Total Credits	60
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Alabama Transfers

<https://alabamatransfers.com>

Liberal Arts - Criminal Justice Pathway

Degree Type

A.A.

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.

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
	Sub-Total Credits	16.00

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

Sub-Total Credits	16.00
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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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	12.00

Total Credits	60
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Alabama Transfers

<https://alabamatransfers.com>

Liberal Arts - English Pathway

Degree Type

A.A.

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.

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
	Sub-Total Credits	17.00

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	14.00

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
	Sub-Total Credits	16.00

Alabama Transfers

<https://alabamatransfers.com>

Liberal Arts - General Pathway

Degree Type

A.A.

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.

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
	Sub-Total Credits	17.00

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
	Sub-Total Credits	16.00

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
Sub-Total Credits	15.00

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
	Sub-Total Credits	12.00
	Total Credits	60

Alabama Transfers

<https://alabamatransfers.com>

Liberal Arts - Music Pathway

Degree Type

A.A.

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.

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
	Sub-Total Credits	15.00

Semester Two

Item #	Title	Credits
ENG 102	English Composition II	3
MUL 102	Class Piano II	1
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
	Sub-Total Credits	17.00

Semester Three

Item #	Title	Credits
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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	16.00

	Total Credits	64
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Alabama Transfers

<https://alabamatransfers.com>

Liberal Arts - Online Pathway

Degree Type

A.A.

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.

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
	Sub-Total Credits	17.00

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	12.00

	Total Credits	60
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Alabama Transfers

<https://alabamatransfers.com>

Degree Classification

Transfer Guide

Liberal Arts - Social Science Pathway**Degree Type**

A.A.

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.

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
	Sub-Total Credits	13.00

Semester Two

Item #	Title	Credits
ENG 102	English Composition II	3
	BIO 101 or BIO 103	4
	MTH 112 or more advanced	3
	History, Social, and Behavioral Sciences Course	3
	History, Social, and Behavioral Sciences Course	3
	Sub-Total Credits	16.00

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
	PHS 111 or PHS 112	4
	Sub-Total Credits	16.00

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
Sub-Total Credits	15.00
Total Credits	60

Alabama Transfers

<https://alabamatransfers.com>

Nursing and Allied Health

Dental Assisting (with Certificate Option) (AAS-DAT)

Degree Type

A.A.S.

Program Location: Bay Minette Campus**Nursing and Allied Health Division**

Length: Five Semesters (A.A.S. Degree); Three Semesters (Certificate)

PROGRAM OVERVIEW:

The Dental Assisting Program prepares individuals to provide patient care, take dental radiographs (x-ray photographs), prepare patients and equipment for dental procedures, and discharge office administrative functions under the supervision of dentists and dental hygienists. The program includes instruction in medical record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, basic radiography, pre- and post-operative patient care and instruction, chairside assisting, taking tooth and mouth impressions, and supervised practice.

Students are required to take the Dental Assisting National Board Infection Control Exam, the Radiation Health and Safety Exam, and General Chairside Exam.

ADMISSIONS REQUIREMENTS:

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Eligibility for ENG 101, if not already completed.
3. Submit official transcripts from all colleges/schools attended, including high school, to the registrar or admissions office by the application deadline, July 15.
4. Submit a completed Dental Assisting Program application by stated deadline.
5. Meet essential eligibility criteria.
6. Submit required form for observation of a dental assistant completing duties at a dental office (see Coastal Alabama Dental Assisting Resources page).

SELECTION CRITERIA:

While not all core academic courses listed below are required prior to acceptance, it is strongly suggested they are completed prior to program admission to improve student success. Completion of the courses and the above criteria does not guarantee admission into the program. There is a class size limit of 24 students. If needed, prospective students are selected for program admission using a points system in which applicants are rank-ordered using the metrics below:

1. 3 points for an A, 2 points for a B, and 1 point for a C in MTH 116 or higher, ENG 101, and BIO 103.

2. 1 point for a C or higher in CIS 146, PSY 200, SPH 106 or 107, SOC 200, and a humanities/fine arts elective.

ADDITIONAL INFORMATION:

Upon provisional acceptance into the Dental Assisting Program, students are required to provide the following: Drug screen, background check, physical exam documenting the ability to meet essential functions/eligibility criteria, record of immunizations, proof of medical insurance, and American Heart Association BLS CPR certification for the healthcare provider. Accepted students will receive a link to the online compliance platform, CastleBranch, to upload these items.

Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

Dental Assisting testing/lab fees may be assessed for select courses.

Note: Students desiring to obtain BLS CPR certification at Coastal may choose to enroll in the optional EMS 100 course. American Heart Association BLS CPR may be obtained through an alternate training agency, if preferred.

PROGRESSION AND GRADUATION:

All Dental Assisting courses must be passed with a minimum of “C” in order to progress in the program. A certificate or AAS in Dental Assisting will be awarded to students who successfully complete all required core academic and core Dental Assisting courses with a grade of “C” or higher. Students are responsible for meeting all progression and graduation requirements.

A certificate is awarded upon successful 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 include the following: 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.

ACCREDITATION INFORMATION:

Coastal Alabama Community College’s Dental Assisting Program is accredited by the Commission on Dental Accreditation (CODA) and has been granted accreditation status of “approval without reporting requirements.” The Commission is a specialized accrediting body recognized by the United States Department of Education.

Commission on Dental Accreditation

<https://coda.ada.org/>

211 East Chicago Avenue

Chicago, IL 60611

800-232-1608

Semester One

MTH 100, 110, 112, 113, or a higher-level math may be substituted for MTH 116. The courses listed for this semester are required for the Dental Assisting Associate Degree and Dental Assisting Certificate.

Item #	Title	Credits
ORI 101	Orientation to College	1
ENG 101	English Composition I	3
PSY 200	General Psychology	3
	MTH 116 or more advanced	3
	SPH 106 or SPH 107	3
	Sub-Total Credits	13.00

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
	Sub-Total Credits	13.00

Semester Three (Fall)

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	Dental Anatomy and Physiology	3
DAT 104	Basic Sciences for Dental Assisting	2
	Sub-Total Credits	13.00

Semester Four (Spring)

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
	Sub-Total Credits	13.00

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
DAT 121	Dental Office Procedures	3
DAT 122	Clinical Practice II	4
DAT 126	Dental Assisting Seminar	3
	Sub-Total Credits	10.00

Nursing and Allied Health Website

<http://www.CoastalAlabama.edu/nursing>

Program Webpage

<http://www.coastalalabama.edu/dentalassisting>

Medical Assistant Technology (AAS-MAT) with Certificate Option

Degree Type

A.A.S.

Program Location: Bay Minette**Nursing and Allied Health Division**

Length: Four semesters (A.A.S. Degree); Two semesters (Phlebotomy Short-Term Certificate)

PROGRAM OVERVIEW:

The Medical Assistant Technology Program prepares individuals, under the supervision of physicians, 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. The program 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.

The program prepares Medical Assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This is a hybrid program.

ADMISSIONS REQUIREMENTS:

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit original transcripts from all colleges/schools attended (including high school) to the registrar or admissions office by the application deadline.
3. Submit a completed Medical Assistant Technology Application by the 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.

SELECTION CRITERIA:

While the core academic courses listed below are not required prior to acceptance, it is strongly suggested they are completed prior to program admission to improve student success. Completion of the courses and the above criteria does not guarantee admission into the program. There is a class size limit of 24 students.

Prospective students are selected for program admission using a points system in which applicants are rank-ordered using the metrics below:

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 academic course that have been completed prior to the application deadline: ENG 101, MTH 116 (or higher-level math), 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.

ADDITIONAL INFORMATION:

Upon provisional acceptance into the core Medical Assisting courses, students are required to provide the following: Drug screen, background check, physical exam documenting the ability to meet essential functions/eligibility criteria, record of immunizations, proof of medical insurance, and American Heart Association BLS CPR certification for the healthcare provider. Accepted students will receive a link to the online compliance platform, CastleBranch, to upload these items.

Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

Medical Assisting testing/lab fees may be assessed for select courses.

The Medical Assisting program is a hybrid program. Students should be familiar with **technical requirements** for Coastal Alabama distance education.

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. American Heart Association BLS CPR may be obtained through an alternate training agency, if preferred.

PROGRESSION AND GRADUATION:

All Medical Assisting courses must be passed with a minimum of "C" in order to progress in the program. Upon successful completion of MAT 125, 215, and 239, the student will receive a Phlebotomy Short-Term Certificate and be eligible to apply to take a Phlebotomy Certification Exam. An AAS in Medical Assisting will be awarded to students who successfully complete all required core academic and core Medical Assistant courses with a grade of "C" or higher. Students are responsible for meeting all progression and graduation 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.

ACCREDITATION INFORMATION:

The Coastal Alabama Community College Medical Assistant Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (www.maerb.org).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th St N, #7709
Seminole, FL 33775
727-210-2350

Medical Assisting Education Review Board (MAERB)
2339 North California Avenue #47138
Chicago, IL 60647
312-392-0155

Semester One (Spring)

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

Item #	Title	Credits
ORI 101	Orientation to College	1
	MTH 116 or more advanced	3
	MAT 101 or OAD 211	3
MAT 125	Laboratory Procedures I for the Medical Assistant	3

Degrees

MAT 128	Medical Law and Ethics for the Medical Assistant	3
MAT 215	Laboratory Procedures II for the Medical Assistant	3
Sub-Total Credits		16.00

Semester Two (Summer)

BIO 201 and BIO 202 may substitute MAT 102 and MAT 103. A sequence is required.

Item #	Title	Credits
MAT 102	Medical Assisting Theory I	3
MAT 103	Medical Assisting Theory II	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
Sub-Total Credits		18.00

Semester Three (Fall)

Item #	Title	Credits
	ENG 101 or ENG 102	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
Sub-Total Credits		18.00

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
SPH 107	Fundamentals of Public Speaking	3
	PSY 200 or PSY 210	3
	Humanities and Fine Arts Elective (I)	3
Sub-Total Credits		13.00
Total Credits		65

Nursing and Allied Health Website

<http://www.CoastalAlabama.edu/nursing>

Program Webpage

<https://www.coastalalabama.edu/healthcare/medical-assistant-technology-aas-mat>

Medical Laboratory Technology (AAS-MLT)

Degree Type

A.A.S.

Campus Location: Atmore

Nursing and Allied Health Division

Length: Five Semesters (A.A.S. Degree); One Semester Core Academic Courses + Four Semesters Core Medical Laboratory Technology Courses

PROGRAM OVERVIEW:

The Medical Laboratory Technology Program 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.

ADMISSIONS REQUIREMENTS:

Admission into the core Medical Laboratory Technology portion of the program is for Spring Semester of each year. Students must submit a separate Medical Laboratory Technology online application by November 15, for consideration for Spring Semester enrollment. To be eligible, applicants must:

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit transcripts from all colleges/schools attended (including high school) to the registrar or admissions by program application deadline.
3. Submit a completed Medical Laboratory Technology Program application by stated deadline.
4. Have completed, or be in the process of completing, and hold a minimum GPA of 2.5 on a 4.0 scale in 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) or Human Growth and Development (PSY 210). 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.

SELECTION CRITERIA:

While not all core academic courses listed below are required prior to acceptance, it is strongly suggested they are completed prior to program admission to improve student success. Completion of the courses and the above criteria does not guarantee admission into the program. There is a class size limit of 24 students. Prospective students are selected for program admission using a points system in which applicants are rank-ordered using the metrics below:

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 or PSY 210.
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.

ADDITIONAL INFORMATION:

Upon provisional acceptance into the core Medical Laboratory Technology portion of the program, students are required to provide the following: Drug screen, background check, physical exam documenting the ability to meet essential functions/eligibility criteria, record of immunizations, and proof of medical insurance. Accepted students will receive a link to the online compliance platform, CastleBranch, to upload these items.

Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

Medical Laboratory Technology testing/lab fees may be assessed for select courses.

PROGRESSION AND GRADUATION:

All Medical Laboratory Technology courses must be passed with a minimum of “C” in order to progress in the program. An AAS in Medical Laboratory Technology will be awarded to students who successfully complete all core academic and core Medical Laboratory Technology courses with a grade of “C” or higher. Students are responsible for meeting all progression and graduation 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.

ACCREDITATION INFORMATION:

Coastal Alabama Community College has achieved serious applicant accreditation status 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.

National Accreditation Association of Clinical Laboratory Sciences (NAACLS)

<https://naacls.org/about.aspx>

5600 N. River Rd, Suite 720

Rosemont, IL 60018-5119

773-714-8880

Semester One

It is strongly suggested that students complete all core academic courses required for the Medical Laboratory Technology program prior to starting the core Medical Laboratory Technology courses. Orientation to College, ORI 101, is required for those without prior college coursework as specified in the College Catalog. A higher-level math will substitute for Math 116 (MTH 100, MTH 110, MTH 112, etc.).

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 or PSY 210	3
	Sub-Total Credits	14.00

Semester Two (Spring)

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
MLT 111	Urinalysis and Body Fluid	4
MLT 131	Laboratory Techniques	4
MLT 181	Clinical Immunology	2
	Sub-Total Credits	14.00

Semester Three (Summer)

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4

Degrees

MLT 141	MLT Microbiology I	5
MLT 151	MLT Clinical Chemistry	5
Sub-Total Credits		14.00

Semester Four (Fall)

Item #	Title	Credits
MLT 121	Hematology	5
MLT 142	MLT Microbiology II	3
MLT 191	MLT Immunohematology	5
Sub-Total Credits		13.00

Complete Graduation Application

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

Semester Five (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
Sub-Total Credits		13.00

Total Credits	68
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Nursing and Allied Health Website

<http://www.CoastalAlabama.edu/nursing>

Program Webpage

<https://www.coastalalabama.edu/healthcare/medical-laboratory-technology-aas-mlt>

Nursing Mobility (LPN and Paramedic to ADN) (AAS-MOB)

Degree Type

A.A.S.

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

PROGRAM OVERVIEW:

The Nursing Mobility (LPN and Paramedic to ADN) Program generally prepares individuals in the knowledge, techniques and procedures for promoting health, providing care for sick, disabled, infirmed, or other individuals or groups. The program includes instruction in the administration of medication and treatments, assisting a physician/provider during treatments and examinations, referring patients to physicians and other health care specialists, and planning education for health maintenance.

The program is designed to prepare Licensed Paramedics and Licensed Practical Nurses to practice as a competent Registered Nurse (RN) after passing the licensure exam.

ADMISSIONS REQUIREMENTS:

1. Unconditional admittance to the College and active student in good standing (minimum 2.0 GPA).
2. Submit original transcripts from all colleges/schools attended and high school transcript to the Registrar or Admissions Office by application deadline.
3. Submit a completed Mobility Nursing Program Application by the 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, SPH 106 or 107, and PSY 210 with a grade of C or higher prior to application deadline.
8. 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.

SELECTION 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, Mathematical Applications, is not a higher-level Math course).
5. Three points are awarded for completion of all eight general education courses required in the nursing program with a C or higher.

*All applicable courses must be completed by the application deadline in order to be awarded points towards admission.

ADDITIONAL INFORMATION:

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. Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

A nursing testing fee will be assessed each semester. A nursing lab fee will be assessed for select courses.

Note: Students desiring to obtain BLS CPR certification at Coastal may choose to enroll in the optional EMS 100 course. American Heart Association BLS CPR may be obtained through an alternate training agency, if preferred.

PROGRESSION AND GRADUATION:

LPN students who successfully completed the Alabama Community College System concept-based PN curriculum within one previous year from the start of the Mobility program may be exempt from NUR 209. Exempt students begin with NUR 211.

It is highly recommended that students complete general education courses required for the Nursing Program prior to program admission. All nursing courses must be completed with a minimum of 75 (C) in order to progress in the program. An AAS in Nursing will be awarded to students who successfully complete all core academic and nursing courses with a grade of C or higher. Students are responsible for meeting all progression and graduation requirements.

Upon successful completion of all Area I-V credit hours, students are awarded 15 non-traditional credit hours. Credit awarded through non-traditional means shall not be included in the 25 percent of total credit hours that must be completed at Coastal Alabama Community College.

This program prepares Licensed Paramedics and Licensed Practical Nurse to practice as a competent Registered Nurse (RN) after successful completion of the licensure exam. Licensure by 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.

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.

APPRENTICESHIP INFORMATION:

The following is information regarding application to a Nursing Apprenticeship:

1. Must be an active, current student of Coastal Alabama Community College's Nursing Program.
2. Submit a Coastal Alabama Community College Nursing Apprenticeship application during appropriate application periods. At this time, students currently enrolled in NUR 112 and NUR 209 are eligible for an apprenticeship opportunity.
3. Student applications for an apprenticeship opportunity are given to participating healthcare facilities.
4. Participating healthcare facilities select and hire apprentices, based on the number of open positions they have available. Current employees may be selected for the apprenticeship. All apprentices sign an apprenticeship agreement.
5. Student apprentices must commit to working for on the job learning at the healthcare facility for the entirety of the Nursing Program. Included in working days are clinical days students are performing for nursing program clinical requirements.
6. Student apprentices must apply to the Alabama Board of Nursing for an apprentice permit.
7. Student apprentices may not be paid for on-campus classes, labs, or simulation. Student apprentices are paid for clinical hours, not to include simulation.
8. Student apprentices will work one on one with a registered nurse from the healthcare facility. Students will be held accountable to the same clinical requirements as non-apprentice students in the program.

For more information, please contact the Nursing Clinical/Apprenticeship Coordinator: 251-580-4920.

Equal Employment Opportunity Pledge: The sponsor (Coastal Alabama Community College) will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.

The sponsor (Coastal Alabama Community College) will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

Right to Equal Opportunity: It is against the law for a sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 years or older), genetic information, or disability. The sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship.

If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with:

Director, Division of Standards and Quality
Attn: Apprenticeship EEO Complaints
US Department of Labor, Office of Apprenticeship
200 Constitution Avenue NW
Washington, D.C. 20210
202-693-2614
apprenticeshipEEOcomplaints@dol.gov

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency. If those offices have jurisdiction over the sponsor/employer, their contact information is listed below:

Alabama Office of Apprenticeship
One Technology Court
Montgomery, Alabama 36116
334-280-4414
info@alapprentice.org

[Coastal Alabama Community College EEOC/Nondiscrimination Policy](#)

ACCREDITATION INFORMATION:

The Associate Degree Nursing program with Practical Nurse option at Coastal Alabama Community College at the Bay Minette Campus located in Bay Minette, AL; Brewton Campus located in Brewton, AL; Fairhope Campus located in Fairhope, AL; Monroeville Campus located in Monroeville, AL; and Thomasville Campus located in Thomasville, AL is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

The Practical Nursing program at Coastal Alabama Community College at the Atmore Campus located in Atmore, AL, and Thomasville Campus located in Thomasville, AL is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program and the Practical Nursing program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program on the ACEN website.

The Associate Degree Nursing and Practical Nursing programs of Coastal Alabama are approved by the Alabama Board of Nursing (ABN).

Alabama Board of Nursing
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
PO Box 856114
Minneapolis, MN 55485
866-730-6127
<https://www.ssih.org>

Prerequisites

Item #	Title	Credits
ENG 101	English Composition I	3
	MTH 100 or more advanced	3
BIO 201	Human Anatomy and Physiology I	4

Degrees

BIO 202	Human Anatomy and Physiology II	4
PSY 210	Human Growth and Development	3
	SPH 106 or SPH 107	3
	Sub-Total Credits	20.00

Semester One

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

After successful completion of NUR 209, the student will be awarded 15 hours of non-traditional credit (NUR 999).

Item #	Title	Credits
NUR 209	Concepts for Healthcare Transition Students	10
NUR 999	Mobility Credit	15
	Sub-Total Credits	25.00

Semester Two

BIO 220 is required if not already completed with a C or higher.

Item #	Title	Credits
BIO 220	General Microbiology	4
NUR 211	Advanced Nursing Concepts	7
	Sub-Total Credits	11.00

Complete Graduation Application

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

Semester Three

A Humanities and Fine Arts elective is required if not already completed with a C or higher.

Item #	Title	Credits
NUR 221	Advanced Evidence Based Clinical Reasoning	7
	Humanities and Fine Arts Elective (I)	3
	Sub-Total Credits	10.00

	Total Credits	66
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Nursing and Allied Health Website

<http://www.CoastalAlabama.edu/nursing>

Nursing RN (with Practical Nurse Option) (AAS-NUR)

Degree Type

A.A.S.

Program Locations: Bay Minette, Brewton, Fairhope, Monroeville, and Thomasville Campuses
Nursing and Allied Health Division

Length: Five Semesters

PROGRAM OVERVIEW:

The Associate Degree Nursing Program generally prepares individuals in the knowledge, techniques and procedures for promoting health, providing care for sick, disabled, infirmed, or other individuals or groups. The program includes instruction in the administration of medication and treatments, assisting a physician/provider during treatments and examinations, referring patients to physicians and other health care specialists, and planning education for health maintenance.

The program is designed to prepare the student to practice as a competent Registered Nurse (RN) after passing the licensure exam.

ADMISSIONS REQUIREMENTS:

1. Unconditional admittance to the College and active student in good standing (minimum 2.0 GPA).
2. Submit original transcripts from all colleges/schools attended and high school transcript to the Registrar or Admissions Office by application deadline.
3. Submit a completed Nursing Program Application by the 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 the 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.

SELECTION CRITERIA:

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.

*All applicable courses must be completed by the application deadline in order to be awarded points towards admission.

ADDITIONAL INFORMATION:

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. Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

A nursing testing fee will be assessed each semester. A nursing lab fee will be assessed for select courses.

Note: Students desiring to obtain BLS CPR certification at Coastal may choose to enroll in the optional EMS 100 course. American Heart Association BLS CPR may be obtained through an alternate training agency, if preferred.

PROGRESSION AND GRADUATION:

It is highly recommended that students complete general education courses required for the Nursing Program prior to program admission. All nursing courses must be completed with a minimum of 75 (C) in order to progress in the program. An AAS in Nursing will be awarded to students who successfully complete all core academic and nursing courses with a grade of C or higher. Students are responsible for meeting all progression and graduation requirements.

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 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.

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.

APPRENTICESHIP INFORMATION:

The following is information regarding application to a Nursing Apprenticeship:

1. Must be an active, current student of Coastal Alabama Community College's Nursing Program.
2. Submit a Coastal Alabama Community College Nursing Apprenticeship application during appropriate application periods. At this time, students currently enrolled in NUR 112 and NUR 209 are eligible for an apprenticeship opportunity.
3. Student applications for an apprenticeship opportunity are given to participating healthcare facilities.
4. Participating healthcare facilities select and hire apprentices, based on the number of open positions they have available. Current employees may be selected for the apprenticeship. All apprentices sign an apprenticeship agreement.
5. Student apprentices must commit to working for on the job learning at the healthcare facility for the entirety of the Nursing Program. Included in working days are clinical days students are performing for nursing program clinical requirements.
6. Student apprentices must apply to the Alabama Board of Nursing for an apprentice permit.
7. Student apprentices may not be paid for on-campus classes, labs, or simulation. Student apprentices are paid for clinical hours, not to include simulation.
8. Student apprentices will work one on one with a registered nurse from the healthcare facility. Students will be held accountable to the same clinical requirements as non-apprentice students in the program.

For more information, please contact the Nursing Clinical/Apprenticeship Coordinator: 251-580-4920.

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Attn: Apprenticeship EEO Complaints
US Department of Labor, Office of Apprenticeship
200 Constitution Avenue NW

Washington, D.C. 20210

202-693-2614

apprenticeshipEEOcomplaints@dol.gov

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Alabama Office of Apprenticeship

One Technology Court

Montgomery, Alabama 36116

334-280-4414

info@alapprentice.org

[Coastal Alabama Community College EEOC/Nondiscrimination Policy](#)

ACCREDITATION INFORMATION:

The Associate Degree Nursing program with Practical Nurse option at Coastal Alabama Community College at the Bay Minette Campus located in Bay Minette, AL; Brewton Campus located in Brewton, AL; Fairhope Campus located in Fairhope, AL; Monroeville Campus located in Monroeville, AL; and Thomasville Campus located in Thomasville, AL is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

The Practical Nursing program at Coastal Alabama Community College at the Atmore Campus located in Atmore, AL, and Thomasville Campus located in Thomasville, AL is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

404-975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program and the Practical Nursing program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program on the ACEN website.

The Associate Degree Nursing and Practical Nursing programs of Coastal Alabama are approved by the Alabama Board of Nursing (ABN).

Alabama Board of Nursing

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

PO Box 856114

Minneapolis, MN 55485

866-730-6127

<https://www.ssih.org>

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
BIO 201	Human Anatomy and Physiology I	4
NUR 112	Fundamental Concepts of Nursing	7
	MTH 100 or more advanced	3
Sub-Total Credits		14.00

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
Sub-Total Credits		18.00

Complete Graduation Application

Complete Graduation Application for Practical Nursing (PN) Certificate.

Semester Three

SPH 106 or 107 is required if not already completed with a C or higher.

A PN Certificate will be awarded to students successfully completing the third semester of the program.

Item #	Title	Credits
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
	SPH 106 or SPH 107	3
Sub-Total Credits		13.00

Semester Four

BIO 220 is required if not already completed with a C or higher.

Item #	Title	Credits
BIO 220	General Microbiology	4
NUR 211	Advanced Nursing Concepts	7
Sub-Total Credits		11.00

Complete Graduation Application

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

Semester Five

A Humanities and Fine Arts elective is required if not already completed with a C or higher.

Item #	Title	Credits
NUR 221	Advanced Evidence Based Clinical Reasoning	7
	Humanities and Fine Arts Elective (I)	3
	Sub-Total Credits	10.00
	Total Credits	66

Nursing and Allied Health Website

<http://www.CoastalAlabama.edu/nursing>

Program Webpage

<http://www.coastalalabama.edu/nursing>

Paramedic (AAS-EMP)

Degree Type

A.A.S.

Program Locations: Brookley Field and Fairhope Campus

Nursing and Allied Health Division

Length: Five Semesters

PROGRAM OVERVIEW:

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.

ADMISSIONS REQUIREMENTS:

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit transcripts from all colleges/schools attended (including high school) to the registrar or admissions prior to the start of the paramedic courses.
3. Submission of current NREMT-Basic EMT certification or Alabama EMT license to the Director of EMS and proof of successful completion of advanced EMT coursework prior to starting paramedic courses (EMS 240, EMS 241, EMS 244, EMS 257).
4. Minimum 2.0 GPA in all previous EMS coursework.
5. Eligible to take ENG 101 and MTH 100. A grade of C or higher is required for completion of the degree.
6. Meet the Essential Eligibility Criteria.

ADDITIONAL INFORMATION:

Upon provisional acceptance into the core Emergency Medical Services courses, students are required to provide the following: Drug screen, background check, physical exam documenting the ability to meet essential eligibility criteria, record of immunizations, proof of medical insurance, and American Heart Association BLS CPR certification for the healthcare provider.

Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

Paramedic testing/lab fees may be assessed for select courses.

Note: Students desiring to obtain BLS CPR certification at Coastal may enroll in EMS 100 during the first semester of the Emergency Medical Technician program. American Heart Association BLS CPR may be obtained through an alternate training agency, if preferred.

PROGRESSION AND GRADUATION:

All EMS/Paramedic courses must be passed with a minimum of "C" (75%) or higher in order to progress in the program. An Emergency Medical Services Paramedic AAS degree will be awarded to students who successfully complete all required core academic and core paramedic courses with a grade of "C" or higher. Students are responsible for meeting all progression and graduation requirements.

Upon successful completion of the program, students are eligible to take the National Registry Examination as administered by the National Registrar of Emergency Medical Technicians.

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 INFORMATION:

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

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 Emergency Vehicle Operator Course - Ambulance training. Principles of Biology (BIO 103) is a pre-requisite for Anatomy & Physiology I (BIO 201). In certain instances, BIO 103 may be waived at the discretion of the Biology Division Chairperson. Mathematical Applications, MTH 116, does not meet the minimum requirement for Math. The paramedic program is offered in various semesters. 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.

Item #	Title	Credits
ENG 101	English Composition I	3
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1

Degrees

	PSY 200 or PSY 210	3
	Sub-Total Credits	16.00

Semester Two

Proof of successful completion of advanced EMT coursework is required. If not completed, EMS 155 and EMS 156 must be taken.

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 more advanced	3
	Sub-Total Credits	16.00

Semester Three

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 244	Paramedic Clinical I	1
EMS 257	Paramedic Applied Pharmacology	2
	Sub-Total Credits	12.00

Semester Four

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
PHL 206	Ethics and Society	3
	Sub-Total Credits	14.00

Complete Graduation Application

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

Semester Five

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
	SPH 106 or SPH 107	3
	Sub-Total Credits	13.00
	Total Credits	71

Nursing and Allied Health Website

<http://www.CoastalAlabama.edu/nursing>

Program Webpage

<http://www.coastalalabama.edu/ems>

Respiratory Therapy (AAS-RPT)

Degree Type

A.A.S.

Program Location: Bay Minette Campus

Nursing and Allied Health Division

Length: Five Semesters (One Semester Core Academic courses + Four Semesters Core Respiratory Therapy courses)

PROGRAM OVERVIEW:

The Respiratory 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, (RRT's).

ADMISSIONS REQUIREMENTS:

Admission into the core Respiratory Therapy portion of the program is for Spring Semester of each year. Students must submit a separate Respiratory Therapy online application by November 15, for consideration for Spring Semester enrollment. To be eligible, applicants must:

1. Have unconditional admittance to the College and be in good standing (minimum 2.0 cumulative GPA).
2. Submit original transcripts from all colleges/schools attended (including high school) to the registrar or admissions office by program application deadline.
3. Submit a completed Respiratory Therapy Program application by the appropriate deadline.
4. Hold a minimum GPA of 2.5 for the completed core academic courses in the program.
5. Have completed, or be in the process of completing, the following core academic courses with a grade of C or higher by the application deadline: English Composition I (ENG101), Intermediate College Algebra (MTH100) or more advanced, Anatomy & Physiology I (BIO 201), General Psychology (PSY200) or Human Growth and Development (PSY210), and a Humanities elective (PHL 206 Ethics and Society preferred).
6. Submit a minimum composite score of 18 on the ACT.
7. Meet Essential Eligibility Criteria.

SELECTION CRITERIA:

While not all core academic courses listed below are required prior to acceptance, it is strongly suggested they are completed prior to program admission to improve student success. Completion of the courses and the above criteria does not guarantee admission into the program. There is a class size limit of 24 students. Prospective students are selected for program admission using a points system in which applicants are rank-ordered using the metrics below:

1. Score on ACT (minimum composite score of 18 required).
2. Three points are awarded for an A, two for a B, and one point for a C in each of the following courses: ENG 101, MTH 100, BIO 201, and BIO 202 (if completed).
3. One point each is awarded for completion of 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 six core academic courses required in the respiratory program with a grade of C or higher.

*All applicable courses must be completed by the application deadline in order to be awarded points.

ADDITIONAL INFORMATION:

Upon provisional acceptance into the core Respiratory Therapy portion of the program, students are required to provide the following: Drug screen, background check, physical exam documenting the ability to meet essential functions/eligibility criteria, record of immunizations, proof of medical insurance, and American Heart Association BLS CPR certification for the healthcare provider. Accepted students will receive a link to the online compliance platform, CastleBranch, to upload these items.

Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

Respiratory Therapy testing/lab fees may be assessed for select courses.

Note: Students desiring to obtain BLS CPR certification at Coastal may choose to enroll in the optional EMS 100 course. American Heart Association BLS CPR may be obtained through an alternate training agency, if preferred.

PROGRESSION AND GRADUATION:

All Respiratory Therapy courses must be passed with a minimum of "C" in order to progress in the program. An AAS in Respiratory Therapy will be awarded to students who successfully complete all core academic and core Respiratory Therapy program courses with a grade of "C" or higher. Students are responsible for meeting all progression and graduation 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.

ACCREDITATION INFORMATION:

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

www.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/>

Semester One

It is strongly suggested that students complete all core academic courses required for the Respiratory Therapy program prior to starting the core Respiratory Therapy courses. Principles of Biology (BIO 103) is a prerequisite for Anatomy & Physiology I (BIO 201) and Microbiology (BIO 220). In certain instances, BIO 103 may be waived at the discretion of the Biology Division Chairperson. Mathematical Applications, MTH 116, does not meet the minimum requirement for Math.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
ENG 101	English Composition I	3
	Humanities and Fine Arts Elective (I)	3
	MTH 100 or more advanced	3
	PSY 200 or PSY 210	3
	Sub-Total Credits	16.00

Semester Two (Spring)

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
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
	Sub-Total Credits	17.00

Semester Three (Summer)

Item #	Title	Credits
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
	Sub-Total Credits	11.00

Semester Four (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
Sub-Total Credits		13.00

Complete Graduation Application

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

Semester Five (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
Sub-Total Credits		11.00

Total Credits		68
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Nursing and Allied Health Website

<http://www.CoastalAlabama.edu/nursing>

Surgical Technology (AAS-SUR)**Degree Type**

A.A.S.

Program Location: Bay Minette Campus**Nursing and Allied Health Division**

Length: Four Semesters (One Semester Core Academic Courses + Three Semesters Core Surgical Technology Courses)

PROGRAM OVERVIEW:

The Surgical Technology Program prepares individuals, under the supervision of physicians and surgical nurses, to maintain, monitor, and enforce the sterile field and adherence to aseptic technique by preoperative, surgical team, and postoperative personnel. Includes instruction in instrument and equipment sterilization and handling; surgical supplies management; wound exposure and closure; surgical computer and robot operation and monitoring; maintenance of hemostasis; and patient and team scrubbing.

The program is designed to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

ADMISSIONS REQUIREMENTS:

Admission into the core Surgical Technology portion of the program is for Fall semester of each year. Students must submit a Surgical Technology online application, which is due by July 15, for consideration for Fall Semester enrollment. To be eligible, applicants must:

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit original transcripts from all colleges/schools attended (including high school) to the registrar or admissions office by the application deadline.
3. Submit a completed Surgical Technology application by the stated deadline.
4. Have completed, or be in the process of completing, the following core academic courses with a grade of C or higher by the application deadline: ENG 101, MTH 100, and BIO 201.
5. Meet essential eligibility criteria.

SELECTION CRITERIA:

While not all core academic courses listed below are required prior to acceptance, it is strongly suggested they are completed prior to program admission to improve student success. Completion of the courses and the above criteria does not guarantee admission into the program. There is a class size limit of 24 students. Prospective students are selected for program admission using a points system in which applicants are rank-ordered using the metrics below:

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 requirement.
3. 10 points for GPA of 3.1-4.0; 5 points for a GPA of 2.1-3.0; 0 points for GPA 2.0 or less (not eligible for program admission).
4. 1 point 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, or Certified Phlebotomist. Proof (Copy of the certificate of completion) must be included with the application in order to receive the extra point.

ADDITIONAL INFORMATION:

Upon provisional acceptance into the core Surgical Technology portion of the program, students are required to provide the following: Drug screen, background check, physical exam documenting the ability to meet essential functions/ eligibility criteria, record of immunizations, proof of medical insurance, and American Heart Association BLS CPR certification for the healthcare provider. Accepted students will receive a link to the online compliance platform, CastleBranch, to upload these items.

Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

Surgical Technology testing/lab fees may be assessed for select courses.

Note: Students desiring to obtain BLS CPR certification at Coastal may choose to enroll in the optional EMS 100 course. American Heart Association BLS CPR may be obtained through an alternate training agency, if preferred.

PROGRESSION AND GRADUATION:

All surgical technology courses must be passed with a minimum of "C" in order to progress in the program. An AAS in Surgical technology will be awarded to students who successfully complete all core academic and core surgical technology courses with a grade of "C" or higher. Students are responsible for meeting all progression and graduation 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.

APPRENTICESHIP INFORMATION:

The following is information regarding application to a Surgical Technology Apprenticeship:

1. Applicants must be an active, current student at Coastal Alabama Community College.
2. Submit a Coastal Alabama Community College Surgical Technology Program application by the appropriate application deadline.
3. Students accepted into the Coastal Alabama Community College Surgical Technology Program are provided the opportunity to submit an apprenticeship application. Apprenticeship applications are provided at an information session after acceptance into the Surgical Technology Program.

4. A list of student applicants who meet the minimum qualifications for apprenticeship is given to participating healthcare facilities.
5. From that list, participating healthcare facilities select and hire apprentices based on the number of open positions they have available. Surgical Technology students who are current employees of a participating healthcare facility may be selected for the apprenticeship at that facility. All apprentices sign an apprenticeship agreement.
6. Student apprentices must commit to working for on-the-job learning at the healthcare facility for the entirety of the Surgical Technology Program. Included in working days are clinical days students are performing for Surgical Technology Program clinical requirements.
7. Student apprentices are not paid for on-campus classes, labs, or simulation. Student apprentices are paid for clinical hours, not to include simulation.
8. Student apprentices will work one-on-one with a Surgical Technologist from the healthcare facility. Students will be held accountable to the same clinical requirements as non-apprentice students in the Surgical Technology Program.

For more information, please contact the Nursing and Allied Health Academic Advisor: 251-580-2257.

Equal Employment Opportunity Pledge: The sponsor (Coastal Alabama Community College) will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.

The sponsor (Coastal Alabama Community College) will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

Right to Equal Opportunity: It is against the law for a sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 years or older), genetic information, or disability. The sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship.

If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with:

Director, Division of Standards and Quality
Attn: Apprenticeship EEO Complaints
US Department of Labor, Office of Apprenticeship
200 Constitution Avenue NW
Washington, D.C. 20210
202-693-2614
apprenticeshipEEOcomplaints@dol.gov

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency. If those offices have jurisdiction over the sponsor/employer, their contact information is listed below:

Alabama Office of Apprenticeship
One Technology Court
Montgomery, Alabama 36116
334-280-4414
info@alapprentice.org

[Coastal Alabama Community College EEOC/Nondiscrimination Policy](#)

ACCREDITATION INFORMATION:

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

Semester One

It is strongly suggested that students complete all core academic courses required for the Surgical Technology Program prior to starting the core Surgical Technology courses. Orientation to College, ORI 101, is 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 (BIO 201), and Microbiology (BIO 220). In certain instances, BIO 103 may be waived at the discretion of the Biology Division Chairperson. Mathematical Applications, MTH 116, does not meet the minimum requirement for Math.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	MAT 101 or OAD 211	3
	MTH 100 or more advanced	3
	Sub-Total Credits	14.00

Semester Two (Fall)

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

Item #	Title	Credits
SUR 101	Introduction to Surgical Technology	3
SUR 102	Applied Surgical Techniques	4
SUR 103	Surgical Procedures	5
	BIO 202 or BIO 220	4
	Sub-Total Credits	16.00

Semester Three (Spring)

Item #	Title	Credits
SUR 104	Surgical Practicum I	4
SUR 108	Pharmacology for the Surgical Technologist	2
SUR 211	Special Topics in Surgical Technology	3
	BIO 202 or BIO 220 (if not previously taken)	4
	PSY 200 or PSY 210	3
	Sub-Total Credits	16.00

Complete Graduation Application

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

Semester Four (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
	SPH 106 or SPH 107	3
	Humanities and Fine Arts Elective (I)	3
	Sub-Total Credits	14.00
	Total Credits	60

Nursing and Allied Health Website

<http://www.CoastalAlabama.edu/nursing>

Program Webpage

<http://www.coastalalabama.edu/surgtech>

Veterinary Technology (AAS-VET)

Degree Type

A.A.S.

Program Location: Bay Minette Campus (Hybrid)

Nursing and Allied Health Division

Length: Five Semesters

PROGRAM OVERVIEW:

The Veterinary Technology program prepares individuals for a career in veterinary medicine, under the supervision and direction of licensed veterinarians and/or licensed veterinary technicians. It includes didactic and hands-on practical instruction in essential skills for the veterinary technology/veterinary nursing profession as set forth by the American Veterinary Medical Association, the American Association of Veterinary State Boards, regulated by the Alabama Practice Act and/or other regulatory bodies. The program encompasses points of instruction including but not limited to pharmacy and pharmacology; animal care and nursing; surgical nursing; dentistry; laboratory procedures; diagnostic imaging; anesthesia; pain management and analgesia; communication and veterinary professional support services; office and hospital procedures; client relations and communication; state standards and regulations and covers various animal species.

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 as hybrid-online; 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.

ADMISSIONS REQUIREMENTS:

Admission into the core Veterinary Technology portion of the program is for Fall or Spring Semester of each year. Students must submit a separate Veterinary Technology online application for consideration. For Fall Semester: application is due August 1. For Spring Semester: application is due November 15. To be eligible, applicants must:

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit original transcripts from all colleges/schools attended (including high school) to the registrar or admissions office by the application deadline.
3. Submit a completed Veterinary Technology application by the stated deadline.
4. For Fall Semester entry into VET 112: students must be eligible for ENG 101 and MTH 100. A grade of "C" or higher in ENG 101, MTH 100 or higher, BIO 103, and VET 112 is required for program progression.
5. For Spring Semester entry: students must have completed, or be in the process of completing, the following core academic courses with a grade of C or higher by the application deadline: ENG 101, MTH 100, and BIO 103.
6. Must be 18 years of age by the beginning of the fall semester in the program.
7. Meet the essential eligibility criteria or technical standards required for Veterinary Technology.

SELECTION CRITERIA:

While not all core academic courses listed below are required prior to acceptance, it is strongly suggested they are completed prior to program admission to improve student success. Completion of the courses and the above criteria does not guarantee admission into the program. There is a class size limit of 24 students. Prospective students are selected for program admission using a points system in which applicants are rank-ordered using the metrics below:

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 (not eligible for admission).
3. Five points for an advanced Math, or five points for completion of all required core academic courses with a C or higher prior to admission semester (ENG 101, BIO 103, MTH 100 or more advanced, SPH 107, Humanities Elective, Social Science Elective) or five points for completion of BIO 201 and BIO 202 with a C or higher.
4. Five points for veterinary experience.

ADDITIONAL INFORMATION:

Upon acceptance into the core Veterinary Technology portion of the program, students are required to provide the following: Drug screen, background check, physical exam documenting the ability to meet essential functions/eligibility criteria, record of immunizations, and proof of medical insurance. Accepted students will receive a link to the online compliance platform, CastleBranch, to upload these items.

Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

Veterinary Technology testing/lab fees may be assessed for select courses.

The Veterinary Technology program is a hybrid online program. Students should be familiar with the **technical requirements** for Coastal Alabama distance education.

PROGRESSION AND GRADUATION:

All Veterinary Technology courses must be passed with a minimum of "C" in order to progress in the program. An AAS in Veterinary Technology will be awarded to students who successfully complete all core academic and core Veterinary Technology courses with a grade of "C" or higher. Students are responsible for meeting all progression and graduation requirements. After completion of the program, graduates will be eligible to apply with the American Association of Veterinary State Boards (AAVSB) to sit for the Veterinary Technology National Exam (VTNE). Application requirements/eligibility may vary based on state licensing agency.

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 INFORMATION:

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 60173-4360

800-248-2862

<https://www.avma.org/education/center-for-veterinary-accreditation/accreditation-veterinary-technicians>

Semester One (Fall)

There are two pathways of entry for the Veterinary Technology program. Students with limited or no veterinary experience are encouraged to submit an early application (due August 1st) and, if accepted, register for VET 112 in the Fall Semester along with core academic courses. Students with previous veterinary experience may choose to apply for Spring Semester entry and take VET 112 during the second semester with other core Veterinary Technology courses.

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
VET 112	Introduction to Veterinary Technology	5
	Sub-Total Credits	13.00-15.00

Semester Two (Spring)

Item #	Title	Credits
VET 110	Veterinary Tech Clinics I	2
	VET 112 (if not previously completed)	5
VET 114	Clinical Anatomy and Physiology of Animals	5
	SPH 106 or SPH 107 (if not previously completed)	3
	Social Science/History Elective (3 SH)	3
	Sub-Total Credits	13.00-15.00

Semester Three (Summer)

Item #	Title	Credits
VET 120	Veterinary Tech Clinics II	3
VET 124	Clinical Procedures and Pathology	4
VET 236	Veterinary Parasitology and Microbiology	3
VET 247	Laboratory and Exotic Animals	3
	Sub-Total Credits	13.00

Semester Four (Fall)

Item #	Title	Credits
VET 126	Animal Diseases and Immunology	3

Degrees

VET 230	Veterinary Tech Clinics III	3
VET 234	Animal Pharmacology and Toxicology	3
VET 275	Veterinary Anesthesia and Analgesia	2
VET 280	Veterinary Diagnostic Imaging	2
	Humanities and Fine Arts Elective (I)	3
	Sub-Total Credits	16.00

Complete Graduation Application

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

Semester Five (Spring)

Item #	Title	Credits
VET 122	Veterinary Technology Emergencies and First Aid	5
VET 240	Veterinary Tech Clinics IV	3
VET 244	Review in Veterinary Technology	3
VET 250	Veterinary Tech Preceptorship	3
	Sub-Total Credits	14.00

	Total Credits	71
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Nursing and Allied Health Website

<http://www.CoastalAlabama.edu/nursing>

Program Webpage

<http://www.CoastalAlabama.edu/vettech>

Paramedic (CER-EMP)

Degree Type

Certificate

Program Locations: Brookley Field and Fairhope Campus

Nursing and Allied Health Division

Length: Five Semesters

PROGRAM OVERVIEW:

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.

ADMISSIONS REQUIREMENTS:

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit transcripts from all colleges/schools attended (including high school) to the registrar or admissions prior to the start of the paramedic courses.
3. Submission of current NREMT-Basic EMT certification or Alabama EMT license to the Director of EMS and proof of successful completion of advanced EMT coursework prior to starting paramedic courses (EMS 240, EMS 241, EMS 244, EMS 257).
4. Minimum 2.0 GPA in all previous EMS coursework.
5. Eligible to take ENG 101 and MTH 100. A grade of C or higher is required for completion of the degree.
6. Meet the Essential Eligibility Criteria.

ADDITIONAL INFORMATION:

Upon provisional acceptance into the core Emergency Medical Services courses, students are required to provide the following: Drug screen, background check, physical exam documenting the ability to meet essential eligibility criteria, record of immunizations, proof of medical insurance, and American Heart Association BLS CPR certification for the healthcare provider.

Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

Paramedic testing/lab fees may be assessed for select courses.

Note: Students desiring to obtain BLS CPR certification at Coastal may enroll in EMS 100 during the first semester of the Emergency Medical Technician program. American Heart Association BLS CPR may be obtained through an alternate training agency, if preferred.

PROGRESSION AND GRADUATION:

All EMS/Paramedic courses must be passed with a minimum of "C" (75%) or higher in order to progress in the program. An Emergency Medical Services Paramedic Certificate will be awarded to students who successfully complete all required core academic and core paramedic courses with a grade of "C" or higher. Students are responsible for meeting all progression and graduation requirements.

Upon successful completion of the program, students are eligible to take the National Registry Examination as administered by the National Registrar of Emergency Medical Technicians.

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 INFORMATION:

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

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 Emergency Vehicle Operator Course - Ambulance training. Principles of Biology (BIO 103) is a pre-requisite for Anatomy & Physiology I (BIO 201). In certain instances, BIO 103 may be waived at the discretion of the Biology Division Chairperson. Mathematical Applications, MTH 116, does not meet the minimum requirement for Math. The paramedic program is offered in various semesters. 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.

Item #	Title	Credits
ENG 101	English Composition I	3
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
Sub-Total Credits		13.00

Semester Two

Proof of successful completion of advanced EMT coursework is required. If not completed, EMS 155 and EMS 156 must be taken.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
MTH 100	Intermediate College Algebra	3
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
Sub-Total Credits		16.00

Semester Three

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
Sub-Total Credits		8.00

Semester Four

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
Sub-Total Credits		11.00

Complete Graduation Application

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

Semester Five

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
	Sub-Total Credits	10.00
	Total Credits	58

Nursing and Allied Health Website

<http://www.CoastalAlabama.edu/nursing>

Program Webpage

<http://www.coastalalabama.edu/ems>

Practical Nursing (CER-LPN)

Degree Type

Certificate

Program Location: Atmore and Thomasville Campuses**Nursing and Allied Health Division**

Length: Three Semesters

PROGRAM OVERVIEW:

The Practical Nursing Program prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. This program includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment.

The program is designed to prepare students to practice as a competent Licensed Practical Nurse (LPN) after passing the licensure exam.

ADMISSIONS REQUIREMENTS:

1. Unconditional admission to the College and active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit original transcripts from all colleges/schools attended and high school transcript to the Registrar or Admissions Office by application deadline.
3. Submit a completed Nursing Program Application by the 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.

SELECTION CRITERIA:

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.

ADDITIONAL INFORMATION:

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. Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

A nursing testing fee will be assessed each semester. A nursing lab fee will be assessed for select courses.

Note: Students desiring to obtain BLS CPR certification at Coastal may choose to enroll in the optional EMS 100 course. American Heart Association BLS CPR may be obtained through an alternate training agency, if preferred.

PROGRESSION AND GRADUATION:

It is highly recommended that students complete general education courses required for the Nursing Program prior to program admission. All nursing courses must be completed with a minimum of 75 (C) in order to progress in the program. A PN Certificate will be awarded to students who successfully complete all required core academic and nursing courses with a grade of C or higher. Students are responsible for meeting all progression and graduation requirements.

Upon successful completion of the program, students 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.

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.

APPRENTICESHIP INFORMATION:

The following is information regarding application to a Nursing Apprenticeship:

1. Must be an active, current student of Coastal Alabama Community College's Nursing Program.
2. Submit a Coastal Alabama Community College Nursing Apprenticeship application during appropriate application periods. At this time, students currently enrolled in NUR 112 and NUR 209 are eligible for an apprenticeship opportunity.
3. Student applications for an apprenticeship opportunity are given to participating healthcare facilities.
4. Participating healthcare facilities select and hire apprentices, based on the number of open positions they have available. Current employees may be selected for the apprenticeship. All apprentices sign an apprenticeship agreement.
5. Student apprentices must commit to working for on the job learning at the healthcare facility for the entirety of the Nursing Program. Included in working days are clinical days students are performing for nursing program clinical requirements.
6. Student apprentices must apply to the Alabama Board of Nursing for an apprentice permit.
7. Student apprentices may not be paid for on-campus classes, labs, or simulation. Student apprentices are paid for clinical hours, not to include simulation.
8. Student apprentices will work one on one with a registered nurse from the healthcare facility. Students will be held accountable to the same clinical requirements as non-apprentice students in the program.

For more information, please contact the Nursing Clinical/Apprenticeship Coordinator: 251-580-4920.

Equal Employment Opportunity Pledge: The sponsor (Coastal Alabama Community College) will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.

The sponsor (Coastal Alabama Community College) will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

Right to Equal Opportunity: It is against the law for a sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 years or older), genetic information, or disability. The sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship.

If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with:

Director, Division of Standards and Quality
Attn: Apprenticeship EEO Complaints
US Department of Labor, Office of Apprenticeship
200 Constitution Avenue NW
Washington, D.C. 20210
202-693-2614
apprenticeshipEEOcomplaints@dol.gov

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency. If those offices have jurisdiction over the sponsor/employer, their contact information is listed below:

Alabama Office of Apprenticeship
One Technology Court
Montgomery, Alabama 36116
334-280-4414
info@alapprentice.org

[Coastal Alabama Community College EEOC/Nondiscrimination Policy](#)

ACCREDITATION INFORMATION:

The Associate Degree Nursing program with Practical Nurse option at Coastal Alabama Community College at the Bay Minette Campus located in Bay Minette, AL; Brewton Campus located in Brewton, AL; Fairhope Campus located in Fairhope, AL; Monroeville Campus located in Monroeville, AL; and Thomasville Campus located in Thomasville, AL is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

The Practical Nursing program at Coastal Alabama Community College at the Atmore Campus located in Atmore, AL, and Thomasville Campus located in Thomasville, AL is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program and the Practical Nursing program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program on the ACEN website.

The Associate Degree Nursing and Practical Nursing programs of Coastal Alabama are approved by the Alabama Board of Nursing (ABN).

Alabama Board of Nursing
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

PO Box 856114

Minneapolis, MN 55485

866-730-6127

<https://www.ssih.org>

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
BIO 201	Human Anatomy and Physiology I	4
NUR 112	Fundamental Concepts of Nursing	7
	MTH 116 or more advanced	3
	Sub-Total Credits	14.00

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
	Sub-Total Credits	18.00

Complete Graduation Application

Complete the graduation application for the Practical Nursing (PN) Certificate.

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

Sub-Total Credits

13.00

Total Credits

45

Nursing and Allied Health Website<http://www.CoastalAlabama.edu/nursing>**Program Webpage**<http://www.coastalalabama.edu/nursing>

Advanced Emergency Medical Technician (STC-EMA)

Degree Type

Short-Term Certificate

Program Locations: Atmore, Bay Minette, Brewton, Brookley Field, Fairhope, and Monroeville Campuses**Nursing and Allied Health Division**

Length: One Semester

PROGRAM OVERVIEW:

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:

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit transcripts from all colleges/schools attended (including high school) to the registrar or admissions.
3. Declare an AEMT training certificate major.
4. Meet Essential Eligibility Criteria.
5. Hold a National Registry Basic EMT Certification or must obtain National Certification prior to completing the STC-EMA curriculum. Documents must be presented to the Admissions office/Registrar to receive credit. Failure to obtain Basic EMT Certification may result in dismissal from the program.

ADDITIONAL INFORMATION:

Upon provisional acceptance into the core Emergency Medical Technician courses, students are required to provide the following: Drug screen, background check, physical exam documenting the ability to meet essential eligibility criteria, record of immunizations, proof of medical insurance, and American Heart Association BLS CPR certification for the healthcare provider. Accepted students will receive a link to the online compliance platform, CastleBranch, to upload these items.

Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

Advanced Emergency Medical Technician testing/lab fees may be assessed for select courses.

Note: Students desiring to obtain BLS CPR certification at Coastal may enroll in EMS 100 during the first semester of the Emergency Medical Technician program. American Heart Association BLS CPR may be obtained through an alternate training agency, if preferred.

PROGRESSION AND GRADUATION:

An Advanced Emergency Medical Technician short-term certificate will be awarded to students who successfully complete all required courses with a grade of "C" (75) or higher. Graduates are eligible to apply for the National Registry examination. Students are responsible for meeting all progression and graduation 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.

* Short-term certificate not eligible for federal aid.

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 Emergency Vehicle Operator Course - Ambulance training. If not licensed, EMS 118 and EMS 119 must be successfully completed (See catalog for STC-EMT).

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
Sub-Total Credits		9.00
Total Credits		9

Nursing and Allied Health Website

<http://www.CoastalAlabama.edu/nursing>

Program Webpage

<http://www.coastalalabama.edu/ems>

Emergency Medical Technician (STC-EMT)

Degree Type

Short-Term Certificate

Program Locations: Atmore, Bay Minette, Brewton, Brookley Field, Fairhope, and Monroeville Campuses

Nursing and Allied Health Division

Length: One Semester

PROGRAM OVERVIEW:

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.

ADMISSIONS REQUIREMENTS:

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit transcripts from all colleges/schools attended (including high school) to the registrar or admissions.
3. Declare an EMT training certificate major.
4. Meet Essential Eligibility Criteria.

ADDITIONAL INFORMATION:

Upon provisional acceptance into the core Emergency Medical Technician courses, students are required to provide the following: Drug screen, background check, physical exam documenting the ability to meet essential eligibility criteria, record of immunizations, proof of medical insurance, and American Heart Association BLS CPR certification for the healthcare provider. Accepted students will receive a link to the online compliance platform, CastleBranch, to upload these items.

Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

Emergency Medical Technician testing/lab fees may be assessed for select courses.

The Emergency Medical Technician courses may be offered in a hybrid format. Students should be familiar with **technical requirements** for Coastal Alabama distance education.

Note: Students desiring to obtain BLS CPR certification at Coastal may enroll in EMS 100 during the first semester of the Emergency Medical Technician program. American Heart Association BLS CPR may be obtained through an alternate training agency, if preferred.

PROGRESSION AND GRADUATION:

An Emergency Medical Technician short-term certificate will be awarded to students who successfully complete all required courses with a grade of “C” (75) or higher. Graduates are eligible to apply for the National Registry examination. Students are responsible for meeting all progression and graduation 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.

*Short-term certificate not eligible for federal aid.

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 Emergency Vehicle Operator Course - Ambulance training.

Item #	Title	Credits
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
Sub-Total Credits		10.00
Total Credits		10

Nursing and Allied Health Website

<http://www.CoastalAlabama.edu/nursing>

Program Webpage

<http://www.coastalalabama.edu/ems>

Welding and Career Technology

Welding Technology (AAS-WDT)

Degree Type

A.A.S.

Degree Plan

[Welding Technology](#)

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.

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
	Sub-Total Credits	16.00

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
	Sub-Total Credits	18.00

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	12.00
	Total Credits	61

Masonry (CER-MSR)**Degree Type**

Certificate

Degree Plan

Masonry - CER

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

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
	Sub-Total Credits	16.00

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

Degrees

MAS 162	Brick Masonry Lab	3
MAS 171	Residential/Commercial Masonry	3
MAS 183	Special Topics in Masonry III	3
Sub-Total Credits		18.00

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
Sub-Total Credits		18.00

Total Credits	52
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Automotive Technology (STC-ASE)

Degree Type

Short-Term Certificate

Degree Plan

Automotive Technology STC-ASE

Program Locations: Baldwin Preparatory Academy (Dual Enrollment)

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.

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

Degrees

ASE 239	Engine Performance	3
Sub-Total Credits		12.00

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
Sub-Total Credits		12.00

Total Credits	24
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Basic Automotive Technology (STC-AUT)

Degree Type

Short-Term Certificate

Degree Plan

Basic Automotive Technology STC-AUT

**Program Location: Dual Enrollment Only - Baldwin Preparatory Academy 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.

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
Sub-Total Credits		12.00

	Total Credits	12
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Masonry (STC-MS1)

Degree Type

Short-Term Certificate

Degree Plan

Basic Masonry Technology - 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.

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
Sub-Total Credits		12.00

	Total Credits	12
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Masonry (STC-MSR)

Degree Type

Short-Term Certificate

Degree Plan

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

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
Sub-Total Credits		12.00

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
Sub-Total Credits		15.00

Total Credits		27
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Welding - Basic Plate Welding (STC-WD6)

Degree Type

Short-Term Certificate

Degree Plan[Basic Plate Welding - WD6](#)**Program Locations: The Academy at Fairhope Airport, Baldwin Preparatory Academy (Dual Enrollment), Atmore, Monroeville, 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.

Semester One

Item #	Title	Credits
WDT 108	Shielded Metal Arc Fillet/OFC	3

Degrees

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	12.00

Total Credits **27**

Welding - Basic Plate Welding - GMAW/FCAW/SMAW (STC-WD2)

Degree Type

Short-Term Certificate

Degree Plan

Basic Plate Welding - GMAW/FCAW/SMAW - WD2

Program Locations: The Academy at Fairhope Airport, Baldwin Preparatory Academy (Dual Enrollment), Atmore, Monroeville, 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.

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

Degrees

WDT 125	Shielded Metal Arc Groove Welding Lab	3
Sub-Total Credits		12.00
Total Credits		12

Welding - Basic Plate Welding - SMAW Fillet Welds (STC-WD1)

Degree Type

Short-Term Certificate

Degree Plan

Basic Plate Welding - SMAW Fillet Welds - WD1

Program Locations: The Academy at Fairhope Airport, Baldwin Preparatory Academy (Dual Enrollment), Atmore, Monroeville, 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.

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
Sub-Total Credits		15.00
Total Credits		15

Welding - Pipe Welding (STC-WD7)

Degree Type

Short-Term Certificate

Degree Plan

Pipe Welding

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.

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
	Sub-Total Credits	15.00

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
	Sub-Total Credits	12.00

	Total Credits	27
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Welding - Pipe Welding - SMAW Carbon Pipe (STC-WD3)**Degree Type**

Short-Term Certificate

Degree Plan

Pipe Welding - SMAW Carbon Pipe - 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.

Semester One

Item #	Title	Credits
WDT 217	SMAW Carbon Pipe	3
WDT 257	SMAW Carbon Pipe Lab	3
	WDT 110 or WDT 228	3
	Sub-Total Credits	9.00
	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

Lecture Hours 2

Lab Hours 2

Transfer Code

Code C

Prerequisites

None

Corequisites

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

Lecture Hours 1

Lab Hours 2

Transfer Code

Code C

Prerequisite Courses

BUS 241

Corequisites

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

Lecture Hours 2

Lab Hours 2

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 2

Lab Hours 2

Core Course

Prerequisites

None

Corequisites

None

ADM 111: Manufacturing Safety Practices

This course is an introduction to general issues, concepts, procedures, hazards, and safety standards found in an industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempt to eliminate industrial accidents. This course will offer credentialing for NCCER Core and OSHA 10 hour.

Credits 3**Lecture Hours** 2**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

None

ADM 112: Orientation to Additive Manufacturing

Introduction to the basics of Additive Manufacturing (AM), including personal protective equipment (PPE), safety practices, general lab procedures and the proper use of equipment to perform basic manufacturing processes such as drilling, cutting and finishing on commonly used materials, such as polymers, metals and composites. The course focuses on AM fundamentals, history, and terminology, but will also include introduction to materials, software, feedstock, and secondary AM processes. The advantages and disadvantages of various AM technologies will be discussed. The course includes the printing a 3D object.

Credits 1**Lecture Hours** 1**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0

Core Course

Prerequisites

None

Corequisites

None

ADM 161: Specialized Software Techniques

In this class students will learn techniques to design for 3D printing using a 3D modeling program. Students will also be able to manipulate STL files after receiving instruction on a software program such as "Materialize."

Credits 3**Lecture Hours** 2**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

None

ADM 162: Additive Manufacturing Processes - Polymers

This course focuses on basic principles and methodology of different types of polymers and processes created with the Additive Manufacturing (AM) process. Comparison of selecting the best type of polymer for production will be discussed. Students receive proper instruction on safety operations, set-up and routine maintenance and production on the AM systems. Students learn the various types of polymer AM systems; ie. Fused Deposition Manufacturing (FDM), PolyJet, and SLA. Students also learn the software used for each AM system. Upon completion, students will be able to describe the different types of polymers available for the AM process including, but not limited to ABS, PC, PC-ABS, ULT, PPSF, and Nylon and explain what the benefits are of basic AM. They should be able to demonstrate the how to take a “part” from start to finish on the AM system and be able to select the best process for the type of product being produced.

Credits 3**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 3****Lab Hours 0****Prerequisites**

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisite Courses[ACR 148](#)**Corequisites**

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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 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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisite Courses**AMT 101****Corequisites**

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 0

Core Course

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisite Courses

AMT 102

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisite Courses

AMT 102

Corequisites

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**Lecture Hours** 0**Lab Hours** 0

Core Course

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

None

ART 113: Drawing I

This course provides the opportunity to develop perceptual and technical skills through direct observation in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and technique.

Credits 3**Lecture Hours** 0**Lab Hours** 6**Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 6**Transfer Code**

Code B

Core Course

Prerequisite Courses**ART 113****Corequisites**

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**Lecture Hours** 0**Lab Hours** 6**Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 6**Transfer Code**

Code B

Core Course

Prerequisite Courses

ART 121

Corequisites

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**Lecture Hours** 0**Lab Hours** 6**Transfer Code**

Code B

Core Course

Prerequisites

ART 113 or ART 121

Corequisites

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**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 6**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 6**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 6**Transfer Code**

Code B

Core Course

Prerequisites

As required by program

Corequisites

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**Lecture Hours** 0**Lab Hours** 6**Transfer Code**

Code C

Core Course

Prerequisite Courses[ART 233](#)**Corequisites**

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**Lecture Hours** 0**Lab Hours** 6**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 6**Transfer Code**

Code C

Core Course

Prerequisite Courses

ART 253

Corequisites

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**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Core Course

Prerequisite Courses

ART 175

Corequisites

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**Lecture Hours** 0**Lab Hours** 6**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 2**Manipulative Hours** 0**Transfer Code**

Code A

Core Course

Automotive

ASE 101: Fundamentals of Automotive Technology

This course provides basic instruction in Fundamentals of Automotive Technology.

Credits 3**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 1

Lab Hours 4

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 1

Lab Hours 4

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 1

Lab Hours 4

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 1

Lab Hours 4

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 1

Lab Hours 4

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 1

Lab Hours 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

None

Automotive Mechanics

AUM 101: Fundamentals of Automotive Technology

This course provides basic instruction in the fundamentals of automotive technology.

Credits 3**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 4****Manipulative Hours 0**

Core Course

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**Lecture Hours 1****Lab Hours 4****Manipulative Hours 0**

Core Course

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**Lecture Hours 1****Lab Hours 4****Manipulative Hours 0**

Core Course

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**Lecture Hours 1****Lab Hours 4****Manipulative Hours 0**

Core Course

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 4****Manipulative Hours 0**

Core Course

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**Lecture Hours** 1**Lab Hours** 4**Manipulative Hours** 0

Core Course

Prerequisites

None.

AUM 239: Engine Performance

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.

Credits 3**Lecture Hours** 1**Lab Hours** 4**Manipulative Hours** 0

Core Course

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**Lecture Hours** 1**Lab Hours** 4**Manipulative Hours** 0

Core Course

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**Lecture Hours** 1**Lab Hours** 4**Manipulative Hours** 0

Core Course

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**Lecture Hours** 3**Lab Hours** 2**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

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 per week is required.

Credits 4**Lecture Hours** 3**Lab Hours** 2**Transfer Code**

Code A

Core Course

Prerequisite Courses**BIO 101****Corequisites**

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**Lecture Hours** 3**Lab Hours** 2**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 2**Transfer Code**

Code A

Core Course

Prerequisite Courses

BIO 103

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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, 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**Lecture Hours** 3**Lab Hours** 2**Transfer Code**

Code B

Prerequisite Courses

BIO 103

Corequisites

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**Lecture Hours** 3**Lab Hours** 2**Transfer Code**

Code B

Core Course

Prerequisite Courses

BIO 201

Corequisites

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**Lecture Hours** 2**Lab Hours** 4**Transfer Code**

Code B

Prerequisites

BIO 103 or BIO 201

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Prerequisites**

As determined by college

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisite Courses**BUS 241****Corequisites**

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses**BUS 242****Corequisites**

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisite Courses**BUS 271****Corequisites**

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

Must have completed six (6) credit hours and have a cumulative 2.0 GPA

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

Permission of the instructor

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

Permission of the instructor

Corequisites

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

Lecture Hours 3

Lab Hours 0

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Core Course

Prerequisites

None

Corequisite Courses

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

Lecture Hours 0

Lab Hours 6

Core Course

Prerequisites

None

Corequisite Courses

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

Lecture Hours 0

Lab Hours 6

Core Course

Prerequisites

None

Corequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0

Core Course

Corequisites

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**Lecture Hours** 1**Lab Hours** 4**Manipulative Hours** 0

Core Course

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**Lecture Hours** 0**Lab Hours** 6**Manipulative Hours** 0

Core Course

Corequisite Courses

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**Lecture Hours** 3**Lab Hours** 2**Transfer Code**

Code A

Core Course

Prerequisites

MTH 098 or equivalent placement score

Prerequisite Courses

MTH 098

Corequisites

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**Lecture Hours** 3**Lab Hours** 2**Transfer Code**

Code A

Core Course

Prerequisites

Grade of C or better in CHM 104 or CHM 111

Corequisites

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**Lecture Hours 3****Lab Hours 2****Transfer Code**

Code A

Core Course

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**Lecture Hours 3****Lab Hours 2****Transfer Code**

Code A

Core Course

Prerequisites

Grade of C or higher in both CHM 111 and MTH 112

Prerequisite Courses

CHM 111

MTH 112

Corequisites

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 for aliphatic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

Credits 4**Lecture Hours 3****Lab Hours 2****Manipulative Hours 0****Transfer Code**

Code B

Core Course

Prerequisite Courses

CHM 112

CHM 222: Organic Chemistry II

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

Credits 4**Lecture Hours 3****Lab Hours 2****Manipulative Hours 0****Transfer Code**

Code B

Core Course

Prerequisite Courses

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4**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**Lecture Hours** 1**Lab Hours** 2**Manipulative Hours** 3

Core Course

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 placed 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**Lecture Hours** 0**Lab Hours** 6**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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 placed 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**Lecture Hours** 0**Lab Hours** 6**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 1**Lab Hours** 4

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

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**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Core Course

Prerequisite Courses

CAP 101

Corequisites

None

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**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Core Course

Prerequisite Courses

CAP 101

Corequisites

None

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**Lecture Hours** 2**Lab Hours** 6**Transfer Code**

Code C

Core Course

Prerequisite Courses

CAP 101

Corequisites

None

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**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Core Course

Prerequisite Courses

CAP 101

Corequisites

None

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**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Prerequisite Courses

CAP 105

Corequisites

None

CAP 201: Simulation and Particles Effects

This course introduces students to the study of various physicals phenomenon and their simulated counterpart in the CGI world. Topics include particles systems workflow, forces, modifiers, typical effects and technological limitations. Upon completion the student should be able to reproduce and render a broad range of simulated physical phenomenon to enhance any visual effects sequence.

Credits 3**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 2**Lab Hours** 6**Transfer Code**

Code C

Core Course

Prerequisite Courses

CAP 122

CAP 123

Corequisites

None

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**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Core Course

Prerequisite Courses

CAP 102

Corequisites

None

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**Lecture Hours** 1**Lab Hours** 2**Manipulative Hours** 0

Core Course

Prerequisite Courses

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**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Prerequisites

None

Corequisites

None

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**Lecture Hours** 1**Lab Hours** 10**Transfer Code**

Code C

Core Course

Prerequisite Courses

CAP 202

Corequisites

None

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**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 2**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 2**Lab Hours** 2**Transfer Code**

Code C

Prerequisite Courses

CAP 205

Corequisites

None

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**Lecture Hours** 2**Lab Hours** 2**Transfer Code**

Code C

Prerequisite Courses

CAP 225

Corequisites

None

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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 Specialist Designation.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0

Core Course

Prerequisites

None

Corequisites

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**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

CPT 271 or CIS 271

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

CPT 268: Software Support

This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses[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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses[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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses[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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses[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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**

Code C

Core Course

Prerequisite Courses[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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**

Code C

Core Course

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, and Ethernet. 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**

Code C

Core Course

Prerequisite Courses[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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Core Course

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code B

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

None

CIS 147: Advanced Computer 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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

CIS 146 or permission of instructor

Corequisites

None

CIS 149: Digital Literacy

This course is designed for individuals with little to no prior experience with digital technologies. By the end of the course, students will have a solid understanding of the key concepts and skills related to digital literacy, as well as the confidence to use digital technologies effectively and ethically in their personal and professional lives. Students will learn about the various types of cybersecurity threats, such as malware, phishing, and social engineering attacks and how to avoid digital attacks. The course will help prepare students for the IC³ certification.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

CIS 157: Introduction to App Development with Swift

This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS system.

Credits 3**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Prerequisites

None

Corequisites

None

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

None

CIS 185: Computer Ethics

This course will survey the various issues surrounding computer ethics.

Credits 3

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code B

Core Course

Prerequisites

As required by program.

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

Lecture Hours 0

Lab Hours 2

Manipulative Hours 0

Transfer Code

Code C

Core Course

Corequisite Courses

[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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisite Courses

[CIS 196](#)

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code B

Core Course

CIS 213: Advanced Basic Programming

This course is a continuation of CIS 212, Visual BASIC Programming.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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.

Credits 3**Lecture Hours** 3**Lab Hours** 0

Core Course

CIS 220: App Development with Swift I

This is the first of two courses designed to teach specific skills related to app development using Swift language.

Credits 3**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Prerequisite Courses

CIS 157

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

CIS 227: APP Development with Swift II

This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps.

Credits 3**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Prerequisite Courses

CIS 220

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

College Algebra, a previous computer science course or equivalent.

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.

Lecture Hours 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

CIS 130 or equivalent

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**

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

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 be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

CIS 251

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code B

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

CIS 268: Software Support

This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This course is a suitable substitute for CIS 239, Networking Software.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisite Courses[CIS 270](#)**Corequisites**

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisite Courses[CIS 271](#)**Corequisites**

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisite Courses[CIS 272](#)**Corequisites**

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 2**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

CIS 294: 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 knowledge of the course topic through completion of assignments and appropriate tests.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

None

CIS 299: Directed Studies in Computer Science

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

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

Lecture Hours 3

Lab Hours 0

Core Course

Prerequisites

None

Corequisite Courses

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

Lecture Hours 0

Lab Hours 9

Core Course

Prerequisites

None

Corequisite Courses

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

Lecture Hours 3

Lab Hours 0

Core Course

Prerequisites

None

Corequisite Courses

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

Lecture Hours 0

Lab Hours 9

Core Course

Prerequisites

None

Corequisite Courses

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

Lecture Hours 3

Lab Hours 0

Core Course

Prerequisites

None

Corequisite Courses

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**Lecture Hours** 0**Lab Hours** 9

Core Course

Prerequisites

None

Corequisite Courses

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**Lecture Hours** 3**Lab Hours** 0

Core Course

Prerequisites

None

Corequisite Courses

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**Lecture Hours** 0**Lab Hours** 9

Core Course

Prerequisites

None

Corequisite Courses

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**Lecture Hours** 3**Lab Hours** 0

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 9

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 9

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 9

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 9

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 9

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0

Core Course

CIT 212: Teacher Mentorship

This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.

Credits 3**Lecture Hours** 0**Lab Hours** 9**Manipulative Hours** 0

Core Course

CIT 213: Cosmetology Instructor Co-op

The course provides students with additional opportunities to observe instructors and develop teaching materials and skills.

Credits 3**Lecture Hours** 0**Lab Hours** 9**Manipulative Hours** 0

Core Course

CIT 221: Lesson Plan Implementation

This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four step teaching method.

Credits 3**Lecture Hours** 0**Lab Hours** 9**Manipulative Hours** 0

Core Course

CIT 222: Audio Visual Materials and Methods

This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, students should be able to prepare teaching aids and determine their most effective use.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 3

Core Course

CIT 223: Audio Visual Materials and Methods Applications

This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan.

Credits 3**Lecture Hours** 0**Lab Hours** 9**Manipulative Hours** 0

Core Course

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

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code B

Core Course

CRJ 110: Introduction to Law Enforcement

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

Credits 3

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code B

Core Course

CRJ 150: Introduction to Corrections

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

Credits 3

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code B

Core Course

CRJ 160: Introduction to Security

This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered.

Credits 3

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code B

Core Course

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

Lecture Hours 3

Lab Hours 0

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0

Core Course

Prerequisites

None

Corequisite Courses

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**Lecture Hours** 3**Lab Hours** 0

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 6

Core Course

Prerequisite Courses

CUA 125

Corequisites

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 HACCP 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**Lecture Hours** 3**Lab Hours** 0

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 6

Core Course

Prerequisites

None

Corequisite Courses

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**Lecture Hours** 1**Lab Hours** 6**Prerequisites**

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 6

Core Course

Prerequisites

None

Corequisite Courses

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**Lecture Hours** 0**Lab Hours** 6**Prerequisites**

None

Corequisites

None

CUA 182: 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 3**Lecture Hours** 0**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisite Courses

CUA 116

Corequisites

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**Lecture Hours 1****Lab Hours 0****Manipulative Hours 6**

Core Course

Prerequisite Courses

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**Lecture Hours 1****Lab Hours 0****Manipulative Hours 6**

Core Course

Prerequisite Courses

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

Core Course

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**Lecture Hours 1****Lab Hours 0****Manipulative Hours 6**

Core Course

Prerequisite Courses

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**Lecture Hours 1****Lab Hours 0****Manipulative Hours 6**

Core Course

Prerequisite Courses

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**Lecture Hours 0****Lab Hours 0****Manipulative Hours 9**

Core Course

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**Lecture Hours** 0**Lab Hours** 2**Prerequisites**

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4**Manipulative Hours** 0

Core Course

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**Lecture Hours** 1**Lab Hours** 0**Manipulative Hours** 0

Core Course

Prerequisite Courses

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 Alabama Dental Practice Act and OSHA Standards. Upon completion, students should be able to discuss basic aspects of dentistry.

Credit Hours: 2

Lecture: 2

Lab: 0

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisites

Admission to DAT program.

Corequisites

None

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisites

Admission to DAT program.

Corequisites

None

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 to pre-clinical or laboratory competence.

Credit Hours: 3

Lecture: 2

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisites

Admission to DAT program.

Corequisites

None

DAT 103: Dental Anatomy and Physiology

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.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisites

Admission to DAT program.

Corequisites

None

DAT 104: Basic Sciences for Dental Assisting

This course is designed to study basic microbiology, pathology, pharmacology. Additional topics include but are not limited to medical emergencies, special populations, and individuals suffering from drug and/or substance addiction. 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.

Credit Hours: 2

Lecture: 2

Lab: 0

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisites

Admission to DAT program.

Corequisites

None

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.

Credit Hours: 5

Lecture: 1

Lab: 0

Clinical/Practicum: 4 (3 contact hours:1 credit hour)

Credits 5

Core Course

Prerequisite Courses

DAT 100

DAT 101

DAT 102

DAT 103

DAT 104

Corequisites

None

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (3 contact hours:1credit hour)

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

DAT 100

DAT 101

DAT 102

DAT 103

DAT 104

Corequisites

None

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.

Credit Hours: 2

Lecture: 2

Lab: 0

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisite Courses

DAT 100

DAT 101

DAT 102

DAT 103

DAT 104

Corequisites

None

DAT 116: Pre-Clinical Procedures II

This course focuses on chairside assisting with dental specialty procedures. Emphasis is placed on techniques and procedures of the dental specialties including Orthodontics, Pediatric Dentistry, Oral and maxillofacial surgery, Endodontics, Periodontics, and Prosthodontics. Upon Completion, students should be able to discuss and identify instrumentation and demonstrate skills applicable to dental specialties.

Credit Hours: 3

Lecture: 2

Lab: 1 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

DAT 100

DAT 101

DAT 102

DAT 103

DAT 104

Corequisites

None

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.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

DAT 111

DAT 112

DAT 113

DAT 116

Corequisites

None

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.

Credit Hours: 4

Lecture: 0

Lab: 0

Clinical/Practicum: 4 (3 contact hours:1 credit hour)

Credits 4

Core Course

Prerequisite Courses

DAT 111

DAT 112

DAT 113

DAT 116

Corequisites

None

DAT 126: Dental Assisting Seminar

This course is designed to discuss the student's clinical experiences, resumé writing, and the 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.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

DAT 111

DAT 112

DAT 113

DAT 116

Corequisites

None

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

Lecture Hours 1

Lab Hours 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 3****Lab Hours 0**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

None

DDT 124: Basic Technical Drawing

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.

Credits 3**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4**Prerequisites**

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

None

DDT 215: Geometric Dimensioning & Tolerancing

This course is designed to teach fundamental concepts of size description by geometric methods including appropriate engineering controls. Emphasis is placed on the drawing and application of common geometric dimensioning and tolerancing symbols to engineering drawings as designated by the latest ANSI/ASME Standards. Upon completion, students should be able to use geometric dimensioning and tolerancing symbols in applying size information and manufacturing controls to working drawings.

Credits 3**Lecture Hours 1****Lab Hours 4****Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 4****Lab Hours 0****Prerequisites**

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4**Prerequisites**

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

None

DDT 237: Current Topics in CAD

This course allows the student to plan, execute, and present results of individual projects relating to the Current topics in CAD. Emphasis is placed on attainment of skills related to changes in current CAD technology. The student will be able to demonstrate and apply competencies identified by the instructor.

Credits 3**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 4**Prerequisites**

None

Corequisites

None

DDT 244: Advanced 3D Modeling

In this course, students will receive instruction on advanced 3D modeling concepts such as surfacing, advanced sheet metal creation and editing, assemblies utilizing sub-assemblies, advanced assembly features and top down design, and 3D sketching and weldments. Students will continue to enhance their skills using 3D software to produce 3D models using advanced techniques and create detailed industry ready 2D working drawings. Students will also use industry standard dimensioning and advanced tolerancing practices per ANSI standards as applicable to 3D design and working drawings. Students will explore current industry topics and work on team building exercises in an effort to prepare the students for the workforce.

Credits 3**Lecture Hours** 1**Lab Hours** 4**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4**Prerequisites**

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 2

Lab Hours 2

Manipulative Hours 0

Core Course

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

Lecture Hours 2

Lab Hours 2

Manipulative Hours 0

Core Course

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

Lecture Hours 2

Lab Hours 2

Manipulative Hours 0

Core Course

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

Lecture Hours 2

Lab Hours 2

Prerequisite Courses

ELT 131

Corequisites

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

Lecture Hours 2

Lab Hours 2

Prerequisites

None

Corequisites

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

Lecture Hours 2

Lab Hours 2

Manipulative Hours 0

Core Course

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

Core Course

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

Core Course

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**Lecture Hours 2****Lab Hours 2****Manipulative Hours 0**

Core Course

ELT 241: National Electric Code

This course introduces the students to the National Electric code 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**Lecture Hours 3****Lab Hours 0****Manipulative Hours 0**

Core Course

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**Lecture Hours 2****Lab Hours 2****Prerequisites**

None

Corequisites

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**Lecture Hours 0****Lab Hours 6****Prerequisites**

None

Corequisites

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**Lecture Hours 0****Lab Hours 6****Prerequisites**

None

Corequisites

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.

Credit Hours: 1

Lecture: 1

Lab: 0

Clinical/Practicum: 0

Credits 1

Prerequisites

None

Corequisites

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.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3

Prerequisites

None

Corequisites

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.

Credit Hours: 1

Lecture: 1

Lab: 0

Clinical/Practicum: 0

Credits 1

Prerequisites

None

Corequisites

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.

Credit Hours: 9

Lecture: 6

Lab: 3 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 9

Core Course

Prerequisites

None

Corequisite Courses

[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.

Credit Hours: 1

Lecture: 0

Lab: 0

Clinical/Practicum: 1 (3 contact hours:1 credit hour)

Credits 1

Core Course

Prerequisites

None

Corequisite Courses

[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 AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

Credit Hours: 7

Lecture: 4

Lab: 3 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 7

Core Course

Prerequisites

EMT License or EMS 118 and EMS 119

Corequisite Courses

[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

Credit Hours: 2

Lecture: 0

Lab: 0

Clinical/Practicum: 2 (3 contact hours:1 credit hour)

Credits 2

Core Course

Prerequisites

EMT License or EMS 118 and EMS 119

Corequisite Courses

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.

Credit Hours: 2

Lecture: 1

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 2

Prerequisite Courses

EMS 155

EMS 156

Corequisites

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

EMS 155

EMS 156

Corequisites

None

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.

Credit Hours: 1

Lecture: 0

Lab: 0

Clinical/Practicum: 1 (3 contact hours:1 credit hour)

Credits 1

Core Course

Prerequisite Courses

EMS 155

EMS 156

Corequisites

None

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.

Credit Hours: 3

Lecture: 2

Lab:1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

EMS 240

EMS 241

EMS 244

EMS 257

Corequisites

None

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

EMS 240

EMS 241

EMS 244

EMS 257

Corequisites

None

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.

Credit Hours: 2

Lecture: 1

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisite Courses

EMS 240

EMS 241

EMS 244

EMS 257

Corequisites

None

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, 246, and 247 and knowledge and proficiency from previous clinical experiences. This course helps prepare students for the National Registry Paramedic Exam. The student will have the opportunity to use the basic and advanced skills of the Paramedic in the clinical setting under the direct supervision of licensed healthcare professionals.

Credit Hours: 3

Lecture: 0

Lab:0

Clinical/Practicum: 3 (3 contact hours:1 credit hour)

Credits 3

Core Course

Prerequisite Courses

EMS 240

EMS 241

EMS 244

EMS 257

Corequisites

None

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.

Credit Hours: 2

Lecture: 1

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisite Courses

EMS 245

EMS 246

EMS 247

EMS 248

Corequisites

None

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.

Credit Hours: 2

Lecture: 1

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisite Courses

EMS 245

EMS 246

EMS 247

EMS 248

Corequisites

None

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.

Credit Hours: 5

Lecture: 0

Lab: 0

Clinical/Practicum: 5 (3 contact hours:1 credit hour)

Credits 5

Core Course

Prerequisite Courses

EMS 245

EMS 246

EMS 247

EMS 248

Corequisites

None

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.

Credit Hours: 1

Lecture: 0

Lab: 0

Clinical/Practicum: 1 (3 contact hours:1 credit hour)

Credits 1

Core Course

Prerequisite Courses

EMS 245

EMS 246

EMS 247

EMS 248

Corequisites

None

EMS 257: Paramedic Applied Pharmacology

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.

Credit Hours: 2

Lecture: 1

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisite Courses

EMS 155

EMS 156

Corequisites

None

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

Lecture Hours 2

Lab Hours 2

Transfer Code

Code C

Core Course

Prerequisites

None

Corequisites

None

EGR 125: Modern Graphics for Engineers

This course provides an introduction to manual and computer-assisted techniques of graphic communication employed by professional engineers. Topics include: lettering; instrumental and computer-aided drafting; technical sketching; orthographic projection; pictorial, sectional, and auxiliary views; and dimensioning.

Credits 3

Lecture Hours 1

Lab Hours 4

Transfer Code

Code C

Core Course

Prerequisites

MTH 113 or MTH 115

Corequisites

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

Lecture Hours 2

Lab Hours 2

Transfer Code

Code C

Core Course

Prerequisite Courses

MTH 125

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisites

Grade of "C" or Higher in

Prerequisite Courses

PHY 213

MTH 126

Corequisite Courses

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

Lecture Hours 1

Lab Hours 0

Core Course

Prerequisites

None

Corequisite Courses

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

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Core Course

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code A

Core Course

Prerequisites

ENR 098 with a minimum grade of C or appropriate English placement score

Corequisites

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

Lecture Hours 3

Transfer Code

Code A

Prerequisites

ENR 098 with a minimum grade of C or appropriate English placement score

Corequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

ENG 101 with a minimum grade of C or the equivalent

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

ENG 102 or equivalent

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

ENG 102 or equivalent

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

ENG 102 or equivalent

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

ENG 102 or equivalent

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

ENG 102 or equivalent

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

ENG 102 or equivalent

Corequisites

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**Lecture Hours** 4**Lab Hours** 0**Prerequisites**

None

Corequisites

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**Lecture Hours** 4**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code A

Core Course

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**Lecture Hours** 4**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code A

Core Course

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

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code A

Core Course

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

Lecture Hours 0

Lab Hours 6

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code B

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code B

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code A

Core Course

Prerequisites

None

Corequisites

None

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code A

Core Course

Prerequisites

None

Corequisites

None

HIS 121: World History I

This course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.

Credits 3

Lecture Hours 3

Lab Hours 0

Transfer Code

Code A

Core Course

Prerequisites

None

Corequisites

None

HIS 122: World History II

The course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. It covers world history, both western and nonwestern, from the Early Modern Era through the Post-Modern Era.

Credits 3

Lecture Hours 3

Lab Hours 0

Transfer Code

Code A

Core Course

Prerequisites

None

Corequisites

None

HIS 201: United States History I

This course surveys United States history from the pre-Columbian period to the Civil War era.

Credits 3

Lecture Hours 3

Lab Hours 0

Transfer Code

Code A

Core Course

Prerequisites

None

Corequisites

None

HIS 202: United States History II

This course surveys United States history from the Civil War era to the Modern era.

Credits 3

Lecture Hours 3

Lab Hours 0

Transfer Code

Code A

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 0**Manipulative Hours** 9

Core Course

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**Lecture Hours** 1**Lab Hours** 0**Manipulative Hours** 6

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0

Core Course

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.

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0

Core Course

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**Lecture Hours 3****Lab Hours 0****Manipulative Hours 0**

Core Course

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

Core Course

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**Lecture Hours 3****Lab Hours 0****Manipulative Hours 0**

Core Course

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**Lecture Hours 3****Lab Hours 0****Manipulative Hours 0**

Core Course

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.

Core Course

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

Core Course

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**Lecture Hours 2****Lab Hours 0****Manipulative Hours 3**

Core Course

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**Lecture Hours** 2**Lab Hours** 0**Manipulative Hours** 4

Core Course

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**Manipulative Hours** 3

Core Course

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

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Prerequisites

None

Corequisites

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**Lecture Hours 3****Lab Hours 0****Transfer Code**

Code A

Prerequisites

As approved by PTK Advisor

Corequisites

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**Lecture Hours 1****Lab Hours 0****Transfer Code**

Code A

Core Course

Prerequisites

As approved by PTK Advisor

Corequisites

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**Lecture Hours 1****Lab Hours 0****Transfer Code**

Code A

Core Course

Prerequisites

As approved by PTK Advisor

Corequisites

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**Lecture Hours 1****Lab Hours 0****Transfer Code**

Code A

Core Course

Prerequisites

As approved by PTK Advisor

Corequisites

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

Lecture Hours 2

Lab Hours 2

Core Course

Prerequisites

None

Corequisites

None

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

Lecture Hours 3

Lab Hours 0

Prerequisites

None

Corequisites

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

Lecture Hours 2

Lab Hours 2

Core Course

Prerequisites

None

Corequisites

None

ILT 114: Instrumentation Operation and Calibration

The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.

Credits 3

Lecture Hours 2

Lab Hours 2

Core Course

Prerequisites

None

Corequisites

None

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

Lecture Hours 3

Lab Hours 0

Core Course

Prerequisites

None

Corequisites

None

ILT 139: Introduction to Robotic Programming

This course provides an introduction robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.

Credits 3

Lecture Hours 1

Lab Hours 4

Transfer Code

Code C

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 2**Lab Hours** 2

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 3**Lab Hours** 0

Core Course

Prerequisites

None

Corequisites

None

ILT 214: Control and Troubleshooting Flow, Level, Temperature, Pressure and Level Processes

The student is introduced to analog and digital process control systems. The student is also introduced to process control techniques commonly found in industrial processes used to maintain control of process variables. The student gains knowledge and experience in the design and selection of equipment used in troubleshooting of control loops on actual lab equipment.

Credits 3**Lecture Hours** 2**Lab Hours** 2

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 2**Lab Hours** 2

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 2**Lab Hours** 2

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 2**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

None

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

Lecture Hours 2

Lab Hours 1

Manipulative Hours 3

Core Course

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

Core Course

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

Lecture Hours 2

Lab Hours 2

Manipulative Hours 0

Core Course

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

Lecture Hours 2

Lab Hours 2

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 2

Lab Hours 2

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 2

Lab Hours 2

Manipulative Hours 0

Core Course

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

Core Course

INT 126: Preventive Maintenance

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

Credits 3**Lecture Hours 1****Lab Hours 4****Manipulative Hours 0**

Core Course

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**Lecture Hours 2****Lab Hours 2****Manipulative Hours 0**

Core Course

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**Lecture Hours 2****Lab Hours 2****Manipulative Hours 0**

Core Course

INT 134: Principles of Industrial Maintenance Welding and Metal Cutting Techniques

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

Credits 3**Lecture Hours 2****Lab Hours 2****Manipulative Hours 0**

Core Course

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**Lecture Hours 2****Lab Hours 2****Manipulative Hours 0**

Core Course

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**Lecture Hours 1****Lab Hours 4****Manipulative Hours 0**

Core Course

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**Lecture Hours 3****Lab Hours 0****Manipulative Hours 0**

Core Course

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**Lecture Hours 0****Lab Hours 4****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**Lecture Hours 1****Lab Hours 4****Manipulative Hours 0**

Core Course

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**Lecture Hours 2****Lab Hours 2****Manipulative Hours 0**

Core Course

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**Lecture Hours 2****Lab Hours 2****Manipulative Hours 0**

Core Course

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**Lecture Hours 0****Lab Hours 6****Manipulative Hours 0**

Core Course

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

Lecture Hours 1

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code C

Core Course

Prerequisites

Permission of Instructor.

IDS 115: Forum

In this course, credit is given in recognition of attendance at academic lectures, concerts, and other events. IDS 115 requires attendance at designated events, which are chosen from various lectures, cultural events and programs given at the college or in the community. IDS 115 may be repeated for credit.

Credits 1

Lecture Hours 1

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code C

Core Course

IDS 200: College Scholars Bowl Workshop

This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit.

Credits 1

Lecture Hours 1

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code C

Core Course

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

Lecture Hours 1

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code A

Core Course

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

Lecture Hours 1

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code C

Core Course

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

Lecture Hours 2

Lab Hours 8

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Core Course

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

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Core Course

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

Lecture Hours 2

Lab Hours 8

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 2

Lab Hours 2

Manipulative Hours 0

Core Course

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

Lecture Hours 0

Lab Hours 6

Manipulative Hours 0

Core Course

MTT 136: Milling Operations

This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual milling techniques (vertical and horizontal/universal) to produce machine tool projects. MTT 137/138 are suitable substitutes for this course. This course is aligned with NIMS certification standards.

Credits 6**Lecture Hours** 2**Lab Hours** 8**Prerequisites**

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 2**Manipulative Hours** 0

Core Course

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**Lecture Hours** 2**Lab Hours** 2

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4**Prerequisites**

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 2**Manipulative Hours** 0

Core Course

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**Lecture Hours** 0**Lab Hours** 6**Manipulative Hours** 0

Core Course

MTT 181: Special Topics in Machine Tool Technology

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

Credits 3**Lecture Hours** 1**Lab Hours** 4**Prerequisites**

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4**Prerequisites**

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 2

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 2

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code C

Core Course

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

Lecture Hours 4

Lab Hours 0

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Transfer Code**

Code C

Core Course

Prerequisites

Appropriate mathematics placement score

Corequisite Courses

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 introduced and graphed. This course does not apply toward the general core requirement for mathematics.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

Appropriate mathematics placement score

Corequisites

None

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Prerequisites

Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score

Corequisite Courses

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**Lecture Hours** 1**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

Appropriate mathematics placement score

Corequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

Appropriate mathematics placement score

Corequisites

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. MTH110C requires the MTH109 corequisite course.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Prerequisites

Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score

Corequisite Courses[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**Lecture Hours** 1**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

Appropriate mathematics placement score

Corequisite Courses[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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

Successful completion of MTH 100 or MTH 100C Intermediate College Algebra with a grade of C or higher or appropriate placement score

Corequisites

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. MTH112C requires the MTH111 corequisite course.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Prerequisites

Successful completion of MTH 100 or MTH 100C Intermediate College Algebra with a grade of C or higher or appropriate placement score

Corequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

Grade of C or higher in MTH 112 or MTH 112C Precalculus Algebra or appropriate placement scores

Corequisites

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**Lecture Hours** 4**Lab Hours** 0**Transfer Code**

Code A

Core Course

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.

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

ACT math score of 25 or higher, grade of C or higher in MTH 112, 113, or 115, or appropriate placement score.

Corequisites

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**Lecture Hours** 4**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

ACT math score of 25 or higher, grade of C or higher in MTH 113 or 115, or appropriate placement score.

Corequisites

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**Lecture Hours** 4**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

Grade of C or higher in MTH 125

Corequisites

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**Lecture Hours** 4**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

Grade of C or higher in MTH 126

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

Grade of C or higher in MTH 100 or MTH 100C Intermediate College Algebra or appropriate placement score

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

Grade of C or higher in MTH 100 or MTH 100C Intermediate College Algebra or appropriate placement score

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

Grade of C or higher in MTH 126

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

Grade of C or higher in MTH 126

Corequisite Courses**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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

Grade of C or higher in MTH 100 or MTH 100C Intermediate College Algebra or appropriate placement score

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code B

Core Course

Prerequisite Courses

MTH 125

Corequisite Courses

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.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3**Prerequisites**

None

Corequisites

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.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3**Prerequisites**

MAT 101 or OAD 211

Prerequisite Courses

MAT 125

MAT 128

MAT 215

Corequisites

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.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3**Prerequisites**

MAT 101 or OAD 211

Prerequisite Courses

MAT 125

MAT 128

MAT 215

Corequisites

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3**Prerequisites**

MAT 101 or OAD 211

Prerequisite Courses

MAT 125

MAT 128

MAT 215

Corequisites

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3**Prerequisites**

MAT 101 or OAD 211

Prerequisite Courses

MAT 125

MAT 128

MAT 215

Corequisites

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3**Prerequisites**

MAT 102 and MAT 103 or BIO 201 and BIO 202

Prerequisite Courses

MAT 111

MAT 120

MAT 211

MAT 239

Corequisites

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3**Prerequisites**

Acceptance to the Medical Assistant Technology program.

Corequisites

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.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3**Prerequisites**

Acceptance to the Medical Assistant Technology program.

Corequisites

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.

Credit Hours: 2

Lecture: 2

Lab: 0

Clinical/Practicum: 0

Credits 2**Prerequisites**

MAT 102 and MAT 103 or BIO 201 and 202

Prerequisite Courses

[MAT 111](#)

[MAT 120](#)

[MAT 211](#)

[MAT 239](#)

Corequisites

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3**Prerequisites**

MAT 101 or OAD 211

Prerequisite Courses

[MAT 125](#)

[MAT 128](#)

[MAT 215](#)

Corequisites

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3**Prerequisites**

Acceptance to the Medical Assistant Technology program.

Corequisites

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.

Credit Hours: 4

Lecture: 3

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 4**Prerequisites**

MAT 102 and MAT 103 or BIO 201 and BIO 202

Prerequisite Courses

MAT 111

MAT 120

MAT 211

MAT 239

Corequisites

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3**Prerequisites**

MAT 102 and MAT103 or BIO 201 and BIO 202

Prerequisite Courses

MAT 111

MAT 120

MAT 211

MAT 239

Corequisites

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.

Credit Hours: 1

Lecture: 1

Lab: 0

Clinical/Practicum: 0

Credits 1**Prerequisites**

MAT 102 and MAT 103 or BIO 201 and BIO 202

Prerequisite Courses

MAT 111

MAT 120

MAT 211

MAT 239

Corequisites

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.

Credit Hours: 2

Lecture: 0

Lab: 0

Clinical/Practicum: 2 (5 contact hours:1 credit hour)

Credits 2**Prerequisites**

MAT 102 and MAT 103 **or** BIO 201 and BIO 202

Prerequisite Courses

MAT 111

MAT 120

MAT 211

MAT 239

Corequisites

None

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.

Credit Hours: 3

Lecture: 0

Lab: 0

Clinical/Practicum: 3 (3 contact hours:1 credit hour)

Credits 3**Prerequisites**

MAT 101 or OAD 211

Prerequisite Courses

MAT 125

MAT 128

MAT 215

Corequisites

None

Medical Laboratory Technology

MLT 111: Urinalysis and Body Fluid

This course focuses on the safety and quality management practices in the urinalysis and body fluids department. The student is introduced to physiology and pathology of the urinary system. The student is also introduced to the theory and practical techniques in the examination of the urine specimen, other body fluids and the identification of cells and crystals including the physical, chemical, and microscopic examinations by using manual and automated techniques. Upon completion, students should be able to practice the safety and quality management and perform routine urinalysis and body fluids analysis and correlate laboratory results to renal disorders and other disease states according to the standard operating procedure manual.

Credit Hours: 4

Lecture: 3

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 4

Prerequisites

Admission to MLT program. ENG 101, MTH 116 or higher, BIO 103, ORI 101, PSY 200 or PSY 210.

Corequisites

None

MLT 121: Hematology

This course focuses on the safety and quality management practices in the hematology and hemostasis department. In this course the theory and practical techniques of hematology are covered. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, selected manual and automated analytical methods. Upon completion, students should be able to perform various hematological and hemostasis testing procedures including preparation and examination of hematologic slides and correlate the laboratory results to specific hematological and hemostasis disease and disorders.

Credit Hours: 5

Lecture: 3

Lab: 2 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 5

Prerequisite Courses

MLT 141

MLT 151

Corequisites

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.

Credit Hours: 4

Lecture: 3

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 4

Prerequisites

Admission to MLT program. ENG 101, MTH 116 or higher, BIO 103, ORI 101, PSY 200 or PSY 210.

Corequisites

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.

Credit Hours: 5

Lecture: 3

Lab: 2 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 5

Prerequisite Courses

MLT 111

MLT 131

MLT 181

Corequisites

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3

Prerequisite Courses

MLT 141

MLT 151

Corequisites

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.

Credit Hours: 5

Lecture: 3

Lab: 2 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 5

Prerequisite Courses

MLT 111

MLT 131

MLT 181

Corequisites

None

MLT 181: 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.

Credit Hours: 2

Lecture: 1

Lab: 1 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 2

Prerequisites

Admission to MLT program. ENG 101, MTH 116 or higher, BIO 103, ORI 101, PSY 200 or PSY 210.

Corequisites

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.

Credit Hours: 5

Lecture: 3

Lab: 2 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 5

Prerequisite Courses

MLT 141

MLT 151

Corequisites

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.

Credit Hours: 2

Lecture: 2

Lab: 0

Clinical/Practicum: 0

Credits 2

Prerequisite Courses

MLT 121

MLT 142

MLT 191

Corequisites

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.

Credit Hours: 2

Lecture: 0

Lab: 0

Clinical/Practicum: 2 (3 contact hours:1 credit hour)

Credits 2

Prerequisite Courses

MLT 121

MLT 142

MLT 191

Corequisites

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.

Credit Hours: 2

Lecture: 0

Lab: 0

Clinical/Practicum: 2 (3 contact hours:1 credit hour)

Credits 2

Prerequisite Courses

MLT 121

MLT 142

MLT 191

Corequisites

None

MLT 296: Medical Laboratory Practicum Immunoematology

This supervised practicum is within the medical laboratory setting and provides laboratory practice in immunoematology. 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.

Credit Hours: 2

Lecture: 0

Lab: 0

Clinical/Practicum: 2 (3 contact hours:1 credit hour)

Credits 2

Prerequisite Courses

MLT 121

MLT 142

MLT 191

Corequisites

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.

Credit Hours: 2

Lecture: 0

Lab: 0

Clinical/Practicum: 2 (3 contact hours:1 credit hour)

Credits 2

Prerequisite Courses

MLT 121

MLT 142

MLT 191

Corequisites

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

Lecture Hours 1

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisites

Permission of the instructor

Corequisites

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

Lecture Hours 1

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisites

Permission of the instructor

Corequisites

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**Lecture Hours** 1**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

Permission of the instructor

Corequisites

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**Lecture Hours** 1**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

Permission of the instructor

Corequisites

None

MUS 101: Music Appreciation

This is a survey course that requires no previous musical skills. The course covers a minimum of three stylistic periods of music, provides a multicultural perspective, and includes both vocal and instrumental genres. It includes the aesthetic/stylistic characteristics of historical periods and an aural perception of the elements of music.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

None

MUS 110: Basic Musicianship

This course is designed to provide rudimentary music knowledge and skills. Topics include a study of notation, rhythm, scales, keys, intervals, chords, and basic sight singing and/or ear training skills.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

None

MUS 111: Music Theory I

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental music materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisite Courses[MUS 110](#)**Corequisite Courses**[MUS 113](#)**MUS 112: Music Theory II**

This course continues the study of diatonic harmonic practices in the Common Practice Period and introduces simple music forms.

Credits 3**Lecture Hours** 3**Transfer Code**

Code B

Core Course

Prerequisite Courses[MUS 111](#)**Corequisite Courses**[MUS 114](#)

MUS 113: Music Theory Lab I

This course provides the practical application of basic music materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony.

Credits 1**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code B

Core Course

Prerequisite Courses[MUS 110](#)**Corequisite Courses**[MUS 111](#)**MUS 114: Music Theory Lab II**

This course continues the practical application of diatonic music materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony.

Credits 1**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code B

Core Course

Prerequisite Courses[MUS 113](#)**Corequisite Courses**[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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

Permission of the instructor

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 0**Lab Hours** 2**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 0**Lab Hours** 6**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 0**Lab Hours** 4**Manipulative Hours** 0**Transfer Code**

Code B

Core Course

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code B

Prerequisites

Permission of the instructor

Corequisites

None

MUL 182-183-282-283: Vocal Ensemble I, II, III, IV**Credits** 1**Lecture Hours** 0**Lab Hours** 2**Manipulative Hours** 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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code B

Prerequisites

Permission of the instructor

Corequisites

None

MUL 192-193-292-293: Instrumental Ensemble I, II, III, IV**Credits** 1**Lecture Hours** 0**Lab Hours** 2**Manipulative Hours** 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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code B

Prerequisites

Permission of the instructor

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 0**Lab Hours** 2**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code B

Core Course

Prerequisites

Permission of the instructor

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code B

Core Course

Prerequisites

Permission of the instructor

Corequisites

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**Lecture Hours 0****Lab Hours 2****Transfer Code**

Code B

Core Course

Prerequisites

Permission of the instructor

Corequisites

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**Lecture Hours 0****Lab Hours 2****Manipulative Hours 0****Transfer Code**

Code B

Core Course

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**Lecture Hours 0****Lab Hours 2****Manipulative Hours 0****Transfer Code**

Code B

Core Course

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**Lecture Hours 0****Lab Hours 2****Manipulative Hours 0****Transfer Code**

Code B

Core Course

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code B

Core Course

Prerequisites

Permission of the instructor

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code B

Core Course

Prerequisites

Permission of the instructor

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code B

Core Course

Prerequisites

Permission of the instructor

Corequisites

None

MUP 181-182-281-282: Private Percussion I, II, III, IV**Credits** 1**Lecture Hours** 0**Lab Hours** 2**Manipulative Hours** 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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 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.

Credit Hours: 7

Lecture: 4

Lab: 2 (3 contact hours:1 credit hour)

Clinical/Practicum: 1 (3 contact hours: 1 credit hour)

Credits 7

Core Course

Prerequisites

Admission to NUR program.

Corequisites

None

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.

Credit Hours: 8

Lecture: 4

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 3 (3 contact hours: 1 credit hour)

Credits 8

Core Course

Prerequisites

NUR 112, BIO 201, and math requirement.

Corequisites

None

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, psychosocial well-being, elimination & fluid/electrolyte balance, and medical emergencies.

Credit Hours: 8

Lecture: 5

Lab: 0

Clinical/Practicum: 3 (3 contact hours: 1 credit hour)

Credits 8

Core Course

Prerequisite Courses

[NUR 113](#)

[BIO 202](#)

[ENG 101](#)

[PSY 210](#)

Corequisites

None

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.

Credit Hours: 2

Lecture: 1

Lab: 0

Clinical/Practicum: 1 (3 contact hours: 1 credit hour)

Credits 2

Core Course

Prerequisite Courses

[NUR 113](#)

[BIO 202](#)

[ENG 101](#)

[PSY 210](#)

Corequisites

None

NUR 209: Concepts for Healthcare Transition Students

This course focuses on the 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.

*After successful completion of NUR 209, the student will be awarded 15 hours of non-traditional credit (NUR 999).

Credit Hours: 10

Lecture: 6

Lab: 1 (3 contact hours: 1 credit hour)

Clinical/Practicum: 3 (3 contact hours: 1 credit hour)

Credits 10

Core Course

Prerequisites

BIO 201, BIO 202, ENG 101, MTH 100 or more advanced, PSY 210, and SPH 106 or SPH 107

Corequisites

None

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.

Credit Hours: 7

Lecture: 4

Lab: 0

Clinical/Practicum: 3 (3 contact hours: 1 credit hour)

Credits 7

Core Course

Prerequisites

None

Corequisites

None

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. Course content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems which emphasizes preparation for NCLEX-RN.

Credit Hours: 7

Lecture: 3

Lab: 0

Clinical/Practicum: 4 (3 contact hours: 1 credit hour)

Credits 7

Core Course

Prerequisite Courses

BIO 220

NUR 211

Corequisites

None

NUR 999: Mobility Credit

Non-traditional credit awarded for mobility students only.

Credits 15

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

OAD 101

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**

Code C

Core Course

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**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses[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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses[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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses[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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code C

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 0

Lab Hours 3

Manipulative Hours 0

Transfer Code

Code C

Core Course

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

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code C

Core Course

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

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 0**Manipulative Hours** 0

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

ENG 101

PRL 101

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

PRL 101

PRL 150: Commercial Law

This course covers contracts, selected portions of the Uniform Commercial Code, and forms of business organization.

Credits 3**Lecture Hours** 3**Lab Hours** 3**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 0**Lab Hours** 0**Manipulative Hours** 15**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 2**Lab Hours** 6

Core Course

Prerequisites

None

Corequisite Courses

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisite Courses

CUA 116

Corequisites

None

PAS 132: Special 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 1**Lecture Hours** 0**Lab Hours** 2

Core Course

Prerequisite Courses

CUA 116

Corequisites

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**Lecture Hours** 0**Lab Hours** 2

Core Course

Prerequisite Courses

CUA 116

Corequisites

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**Lecture Hours** 1**Lab Hours** 6

Core Course

Prerequisite Courses

CUA 116

Corequisites

None

PAS 166: Cake Decorating and Design II

This cake decorating course emphasizes the preparation of roll fondant cakes and gum paste flowers. Students will be introduced to elaborate techniques of runouts, extension work, overpiping and different styles of producing gum paste flowers.

Credits 3**Lecture Hours** 2**Lab Hours** 0**Manipulative Hours** 2

Core Course

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**Lecture Hours 1****Lab Hours 0****Manipulative Hours 4**

Core Course

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 1****Lab Hours 0****Manipulative Hours 4**

Core Course

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**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

None

Corequisite Courses[CUA 116](#)**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**Lecture Hours 1****Lab Hours 0****Manipulative Hours 4**

Core Course

Prerequisite Courses[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**Lecture Hours 0****Lab Hours 2**

Core Course

Prerequisite Courses[PAS 175](#)[PAS 208](#)**Corequisites**

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**Lecture Hours** 2**Lab Hours** 2**Prerequisites**

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 0**Manipulative Hours** 6

Core Course

Prerequisite Courses

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**Lecture Hours** 2**Lab Hours** 0**Manipulative Hours** 6

Core Course

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**Lecture Hours** 2**Lab Hours** 0**Manipulative Hours** 6

Core Course

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**Lecture Hours** 2**Lab Hours** 0**Manipulative Hours** 6

Core Course

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**Lecture Hours** 0**Lab Hours** 0**Manipulative Hours** 9

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

PHL 206: Ethics and Society

This course involves the study of ethical issues, which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code A

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

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 individualized physical fitness program.

Credits 1**Lecture Hours** 0**Lab Hours** 0**Manipulative Hours** 2**Transfer Code**

Code C

Core Course

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

PED 106 or permission of instructor

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

PED 107 or permission of instructor

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

PED 118 or permission of instructor

Corequisites

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**Lecture Hours** 0**Lab Hours** 0**Manipulative Hours** 2**Transfer Code**

Code C

Core Course

PED 122: Bowling (intermediate)

This course covers more advanced bowling techniques. Emphasis is 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**Lecture Hours** 0**Lab Hours** 0**Manipulative Hours** 2**Transfer Code**

Code C

Core Course

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**Lecture Hours** 0**Lab Hours** 0**Manipulative Hours** 2**Transfer Code**

Code C

Core Course

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, troubleshoots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf.

Credits 1**Lecture Hours** 0**Lab Hours** 0**Manipulative Hours** 2**Transfer Code**

Code C

Core Course

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**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

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**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

PED 133: Tennis (beginning)

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

Credits 1**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

PED 134: Tennis (intermediate)

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

Credits 1**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

Prerequisites

PED 133 or instructor permission

PED 143: Aquatic Exercise

This course introduces rhythmic aerobic activities and aquatic exercises performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually paced exercise program.

Credits 1**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

PED 151: Judo (beginning)

This course introduces the basic discipline of judo. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of judo.

Credits 1**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

PED 152: Judo (intermediate)

This course introduces more detailed aspects of the discipline of judo. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of judo.

Credits 1**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

Prerequisite Courses

PED 151

PED 153: Karate (beginning)

This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students be able to perform line drill techniques and Kata for various ranks.

Credits 1**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

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 relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks.

Credits 1**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

Prerequisite Courses

PED 153

PED 155: Self Defense

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks, as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

Credits 1**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

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**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

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**Lecture Hours 0****Lab Hours 2****Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 0****Lab Hours 2****Transfer Code**

Code C

Core Course

Prerequisites

PED 171 or instructor permission

Corequisites

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**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

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**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

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**Lecture Hours 0****Lab Hours 2****Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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 able to participate in recreational baseball.

Credits 1**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

PED 182: Baseball (intermediate)

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

Credits 1**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

PED 186: Softball (beginning)

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 participate in recreational softball.

Credits 1**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

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**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

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**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

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**Lecture Hours 3****Lab Hours 0****Transfer Code**

Code B

Core Course

Prerequisites

None

Corequisites

None

PED 205: Introduction to Sports Management

This course is designed to introduce students to the dynamic profession of sports management. The course will cover theories, concepts, philosophies, and different sectors of sports management.

Credits 3**Lecture Hours 3****Lab Hours 0****Transfer Code**

Code C

Prerequisites

None

Corequisites

None

PED 206: Current Issues in Sports Management

This course will cover progressive issues and trends in sports management. Topics include social media and marketing of sports, NIL, and sports ethics.

Credits 3**Lecture Hours 3****Lab Hours 0****Transfer Code**

Code C

Prerequisite Courses

PED 205

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

PED 213

Corequisites

None

PED 216: Sports Officiating

This course surveys the basic rules and mechanics of officiating a 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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

PED 219

PED 224: Principles of Nutrition

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed. NOTE: This course is a suitable substitute for HEC 140.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code C

Prerequisites

None

Corequisites

None

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Core Course

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours 0****Lab Hours 0****Manipulative Hours 2****Transfer Code**

Code C

Core Course

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**Lecture Hours 0****Lab Hours 2****Transfer Code**

Code C

Core Course

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours 0****Lab Hours 2****Transfer Code**

Code C

Prerequisites

Instructor Permission

Corequisites

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**Lecture Hours 0****Lab Hours 2****Prerequisites**

Instructor permission

Corequisites

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**Lecture Hours 0****Lab Hours 2****Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours 0****Lab Hours 2****Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 0**Lab Hours** 2**Transfer Code**

Code C

Prerequisites

Instructor permission

Corequisites

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**Lecture Hours** 3**Lab Hours** 2**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

None

PHS 112: Physical Science II

This course provides an introduction to the basic principles of chemistry and physics. Laboratory is required.

Credits 4**Lecture Hours** 3**Lab Hours** 2**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 2

Transfer Code

Code A

Core Course

Prerequisites

MTH 098 or higher

Corequisites

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

Lecture Hours 3

Lab Hours 2

Manipulative Hours 0

Transfer Code

Code A

Core Course

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

Lecture Hours 3

Lab Hours 2

Manipulative Hours 0

Transfer Code

Code A

Core Course

Prerequisite Courses

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

Lecture Hours 3

Lab Hours 2

Manipulative Hours 0

Transfer Code

Code A

Core Course

Prerequisite Courses

MTH 125

Corequisites

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

Lecture Hours 3

Lab Hours 2

Manipulative Hours 0

Transfer Code

Code A

Core Course

Prerequisite Courses

PHY 213

Corequisites

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.

Credits 3

Lecture Hours 2

Lab Hours 2

Core Course

Prerequisites

None

Corequisites

None

PFT 103: Introduction to the Pipefitting Tools

This course is designed to give students ample lab time to work with pipefitting hand tools and pipefitting power tools, with an emphasis placed on safety with these tools.

Credits 3**Lecture Hours** 0**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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.

Credits 3**Lecture Hours** 2**Lab Hours** 2

Core Course

Prerequisites

None

Corequisites

None

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.

Credits 3**Lecture Hours** 0**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

None

PFT 107: Threaded Pipe and Socket Weld Pipe Fabrication

This course is designed to introduce students to ladder and scaffold safety. Students will also be introduced to materials used for threaded and socket weld piping systems. Students will also be instructed on how to determine cut lengths of pipe for threaded and socket weld pipe fittings.

Credits 3**Lecture Hours** 2**Lab Hours** 2

Core Course

Prerequisites

None

Corequisites

None

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**Lecture Hours** 0**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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. Students will also be instructed in the proper and safe way to set up oxyfuel cutting equipment.

Credits 3**Lecture Hours** 2**Lab Hours** 2

Core Course

Prerequisites

None

Corequisites

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. Students will also be instructed in the correct use of oxyfuel cutting equipment.

Credits 3**Lecture Hours** 0**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 2**Manipulative Hours** 0

Core Course

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 their properties; 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**Lecture Hours** 2**Lab Hours** 2**Manipulative Hours** 0

Core Course

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**Lecture Hours 2****Lab Hours 2****Manipulative Hours 0**

Core Course

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**Lecture Hours 2****Lab Hours 2****Manipulative Hours 0**

Core Course

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**Lecture Hours 2****Lab Hours 2****Manipulative Hours 0**

Core Course

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 room operations. 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**Lecture Hours 2****Lab Hours 2****Manipulative Hours 0**

Core Course

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 recycling process. 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 of each one, image analysis, deinking chemicals, and system design for specific paper grades.

Credits 3**Lecture Hours 3****Lab Hours 0****Manipulative Hours 0**

Core Course

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**Lecture Hours** 2**Lab Hours** 2**Manipulative Hours** 0

Core Course

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**Lecture Hours** 2**Lab Hours** 2

Core Course

Prerequisites

None

Corequisites

None

PCT 222: Unit Maintenance

This course is designed to provide instruction in maintenance procedures as applied to pulp/paper and chemical industries. The student will study and perform maintenance on piping systems, bearings, boilers, valves, pumps and heat exchangers. The student will also learn proper chemical handling procedures, lubricating techniques, and surface preparation practices and techniques.

Credits 3**Lecture Hours** 2**Lab Hours** 2**Manipulative Hours** 0

Core Course

Prerequisite Courses**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**Lecture Hours** 2**Lab Hours** 2**Manipulative Hours** 0

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisite Courses**PSY 200****Corequisites**

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code A

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code A

Core Course

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Transfer Code

Code A

Core Course

Prerequisites

None

Corequisites

None

Respiratory Therapy

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.

Credit Hours: 2

Lecture: 0

Lab: 0

Clinical/Practicum: 2 (5 contact hours:1 credit hour)

Credits 2

Core Course

Prerequisites

Admission to RPT Program, ENG 101, MTH 100 or more advanced, BIO 201, PSY 200 or PSY 210, and Humanities elective.

Corequisites

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.

Credit Hours: 2

Lecture: 2

Lab: 0

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisites

Admission to RPT program, ENG 101, MTH 100 or more advanced, BIO 201, PSY 200 or 210, and Humanities elective.

Corequisites

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.

Credit Hours: 4

Lecture: 2

Lab: 2 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 4

Core Course

Prerequisites

Admission to RPT program, ENG 101, MTH 100 or more advanced, BIO 201, PSY 200 or 210, and Humanities elective.

Corequisites

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.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisites

Admission to RPT program, ENG 101, MTH 100 or more advanced, BIO 201, PSY 200 or PSY 210, and Humanities elective.

Corequisites

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.

Credit Hours: 2

Lecture: 2

Lab: 0

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisites

Admission to RPT program, ENG 101, MTH 100 or more advanced, BIO 201, PSY 200 or PSY 210, and Humanities elective.

Corequisites

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.

Credit Hours: 2

Lecture: 0

Lab: 0

Clinical/Practicum: 2 (5 contact hours:1 credit hour)

Credits 2

Core Course

Prerequisite Courses

RPT 210

RPT 211

RPT 212

RPT 213

RPT 214

Corequisites

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

RPT 210

RPT 211

RPT 212

RPT 213

RPT 214

Corequisites

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.

Credit Hours: 4

Lecture: 2

Lab: 2 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 4

Core Course

Prerequisite Courses

RPT 210

RPT 211

RPT 212

RPT 213

RPT 214

Corequisites

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.

Credit Hours: 2

Lecture: 1

Lab: 1 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisite Courses

RPT 210

RPT 211

RPT 212

RPT 213

RPT 214

Corequisites

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.

Credit Hours: 2

Lecture: 0

Lab: 0

Clinical/Practicum: 2 (5 contact hours:1 credit hour)

Credits 2

Core Course

Prerequisite Courses

RPT 220

RPT 221

RPT 222

RPT 223

Corequisites

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.

Credit Hours: 2

Lecture: 2

Lab: 0

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisite Courses

RPT 220

RPT 221

RPT 222

RPT 223

Corequisites

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.

Credit Hours: 2

Lecture: 1

Lab: 1 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisite Courses

RPT 230

RPT 233

RPT 234

RPT 241

RPT 242

Corequisites

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.

Credit Hours: 4

Lecture: 2

Lab: 2 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 4

Core Course

Prerequisite Courses

RPT 220

RPT 221

RPT 222

RPT 223

Corequisites

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.

Credit Hours: 4

Lecture: 0

Lab: 0

Clinical/Practicum: 4 (3 contact hours:1 credit hour)

Credits 4

Core Course

Prerequisite Courses

RPT 230

RPT 233

RPT 234

RPT 241

RPT 242

Corequisites

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.

Credit Hours: 2

Lecture: 2

Lab: 0

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisite Courses

RPT 220

RPT 221

RPT 222

RPT 223

Corequisites

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.

Credit Hours: 3

Lecture: 2

Lab: 1 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

RPT 220

RPT 221

RPT 222

RPT 223

Corequisites

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.

Credit Hours: 2

Lecture: 0

Lab: 2 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisite Courses

RPT 230

RPT 233

RPT 234

RPT 241

RPT 242

Corequisites

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.

Credit Hours: 2

Lecture: 1

Lab: 1 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 2

Core Course

Prerequisite Courses

RPT 230

RPT 233

RPT 234

RPT 241

RPT 242

Corequisites

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.

Credit Hours: 1

Lecture: 1

Lab: 0

Clinical/Practicum: 0

Credits 1**Prerequisite Courses**

RPT 230

RPT 233

RPT 234

RPT 241

RPT 242

Corequisites

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

Lecture Hours 3

Lab Hours 0

Prerequisites

None

Corequisites

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

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code A

Core Course

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

Lecture Hours 3

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code A

Core Course

Prerequisite Courses

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

Lecture Hours 4

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code A

Core Course

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

Lecture Hours 4

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code A

Core Course

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

Code A

Prerequisites

SPA 102 or Equivalent.

Prerequisite Courses

SPA 102

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

Code A

Prerequisites

SPA 201 or Equivalent.

Prerequisite Courses

SPA 201

Speech

SPH 106: Fundamentals of Oral Communication

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, group, and public. The course surveys current communication theory and provides practical application for workforce readiness.

Credits 3

Lecture Hours 3

Lab Hours 0

Transfer Code

Code A

Prerequisites

None

Corequisites

None

SPH 107: Fundamentals of Public Speaking

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized.

Credits 3

Lecture Hours 3

Lab Hours 0

Transfer Code

Code A

Core Course

Prerequisites

None

Corequisites

None

Surgical Technology

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

Core Course

Prerequisites

Admission to SUR program and ENG 101, BIO 201, and MTH 100.

Corequisites

None

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.

Credit Hours: 4

Lecture: 2

Lab: 2 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 4

Prerequisites

Admission to SUR program and ENG 101, BIO 201, and MTH 100.

Corequisites

None

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.

Credit Hours: 5

Lecture: 3

Lab: 2 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 5

Prerequisites

Admission to SUR program and ENG 101, BIO 201, and MTH 100.

Corequisites

None

SUR 104: Surgical Practicum I

This course is the application of surgical principles in the perioperative setting. Emphasis is placed on the application of the surgical technology skills. Upon completion of the course, the student should be able to participate in the surgical technologist role.

Credit Hours: 4

Lecture: 0

Lab: 0

Clinical/Practicum: 4 (5 contact hours:1 credit hour)

Credits 4

Prerequisite Courses

[SUR 101](#)

[SUR 102](#)

[SUR 103](#)

Corequisites

None

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.

Credit Hours: 1

Lecture: 1

Lab: 0

Clinical/Practicum: 0

Credits 1

Prerequisite Courses

[SUR 104](#)

[SUR 108](#)

[SUR 211](#)

Corequisites

None

SUR 108: Pharmacology for the Surgical Technologist

A study of basic pharmacology as it 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.

Credit Hours: 2

Lecture: 2

Lab: 0

Clinical/Practicum: 0

Credits 2

Prerequisite Courses

[SUR 101](#)

[SUR 102](#)

[SUR 103](#)

Corequisites

None

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.

Credit Hours: 5

Lecture: 1

Lab: 0

Clinical/Practicum: 4 (3 contact hours:1credit hour)

Credits 5

Prerequisite Courses

[SUR 104](#)

[SUR 108](#)

[SUR 211](#)

Corequisites

None

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.

Credit Hours: 2

Lecture: 2

Lab: 0

Clinical/Practicum: 0

Credits 2

Prerequisite Courses

[SUR 104](#)

[SUR 108](#)

[SUR 211](#)

Corequisites

None

SUR 211: 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.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

[SUR 101](#)

[SUR 102](#)

[SUR 103](#)

Corequisites

None

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

Lecture Hours 2

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code B

Core Course

Prerequisites

None.

THR 114: Theater Workshop II

This course is a continuation of THR 113.

Credits 2

Lecture Hours 2

Lab Hours 0

Manipulative Hours 0

Transfer Code

Code B

Core Course

Prerequisite Courses

[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**Lecture Hours** 3**Lab Hours** 0**Transfer Code**

Code A

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code A

Core Course

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**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code B

Core Course

Prerequisites

None.

THR 132: Acting Techniques II

This course is a continuation of THR 131.

Credits 3**Lecture Hours** 3**Lab Hours** 0**Manipulative Hours** 0**Transfer Code**

Code C

Core Course

Prerequisite Courses

THR 131

Veterinary Technology**VET 110: Veterinary Tech Clinics I**

This course provides students with the required clinical skills to be completed in approved clinical sites. Topics may include but are not limited to medical care and basic clinical procedures in 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.

Credit Hours: 2

Lecture: 1

Lab: 0

Clinical/Practicum: 1 (3 contact hours:1 credit hour)

Credits 2

Core Course

Prerequisites

Admission to VET program.

Prerequisite Courses

BIO 103

ENG 101

MTH 100

Corequisites

None

VET 112: Introduction to Veterinary Technology

This course introduces students to the profession of veterinary technology/veterinary nursing. The course didactic material and required clinical skills are designed to introduce the student to veterinary hospital fundamentals. Topics may include but are not limited to professionalism, communication, general veterinary practice and procedures, The Alabama Veterinary Practice Act, ethics, jurisprudence medical terminology identification of animals; basic animal behavior; handling and restraint; care and nutrition. The course introduces students to the areas of small animal parasitology, diagnostic and surgical procedures, equine and farm animal nursing, sanitation and biosecurity, and client relations. Upon course completion, students should have a general understanding of the profession of veterinary technology/veterinary nursing and be able to demonstrate sound decision making, professionalism, and effectively assist veterinarians and licensed veterinary technicians with basic veterinary procedures in a clinical setting such as, collect samples, administer medications, perform fecal analysis, know different breeds of animals, and understand parasite life cycles, understand and adhere to OSHA regulations and safety procedures.

Credit Hours: 5

Lecture: 3

Lab: 0

Clinical/Practicum: 2 (3 contact hours:1 credit hour)

Credits 5

Core Course

Prerequisites

Admission to VET program.

Corequisites

None

VET 114: Clinical Anatomy and Physiology of Animals

This course is designed specifically for students in the two-year veterinary technology program and covers the fundamentals of anatomy and physiology of animals. Topics include all body systems and 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.

Credit Hours: 5

Lecture: 4

Lab: 1 (3 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits 5

Core Course

Prerequisites

Admission to VET program.

Prerequisite Courses

BIO 103

ENG 101

MTH 100

Corequisites

None

VET 120: Veterinary Tech Clinics II

This course provides students with the required clinical skills to be completed in an approved clinical site in the areas of surgery and clinical medicine of various animal species. Required skills may include but are not limited to surgical and nursing care, and clinical medicine. Upon course completion, those skills learned from the previous semester should be reinforced and the student should have learned some new technical procedures.

Credit Hours: 3

Lecture: 1

Lab: 0

Clinical/Practicum: 2 (3 contact hours:1 credit hour)

Credits 3

Core Course

Prerequisite Courses

VET 110

VET 112

VET 114

Corequisites

None

VET 122: Veterinary Technology Emergencies and First Aid

This course is designed to teach the basic principles in emergency treatment of various animal species and incorporates actual management in a clinical environment. Topics may include but are not limited to 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, and large animal emergencies. Upon course completion, the student should be able to demonstrate sound decision making, triage, and administer first aid to animals needing immediate attention.

Credit Hours: 5

Lecture: 4

Lab: 0

Clinical/Practicum: 1 (3 contact hours:1 credit hour)

Credits 5

Core Course

Prerequisite Courses

VET 230

VET 234

VET 275

VET 280

Corequisites

None

VET 124: Clinical Procedures and Pathology

This 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 may include but are not limited to the basic laboratory, hematology, bone marrow and blood cytology, urinalysis, clinical chemistry, function tests of the liver, kidney, pancreas, and thyroid, diagnostic cytology, and postmortem examinations. Required clinical skills will be completed in approved clinical sites. 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 perform the laboratory procedures outlined in the course material.

Credit Hours: 4

Lecture: 3

Lab: 0

Clinical/Practicum: 1 (3 contact hours:1 credit hour)

Credits 4

Core Course

Prerequisite Courses

VET 110

VET 112

VET 114

Corequisites

None

VET 126: Animal Diseases and Immunology

This 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. Topics of study may include but are not limited to: the aspects of the immune response that affect immunization and diagnosis; and familiarizing 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.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

VET 120

VET 124

VET 236

VET 247

Corequisites

None

VET 230: Veterinary Tech Clinics III

This course provides students with the required clinical skills to be completed in approved clinical sites. Topics may include but are not limited to the 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.

Credit Hours: 3

Lecture: 1

Lab: 0

Clinical/Practicum: 2 (3 contact hours:1 credit hour)

Credits 3

Core Course

Prerequisite Courses

VET 120

VET 124

VET 236

VET 247

Corequisites

None

VET 234: Animal Pharmacology and Toxicology

This course is designed to give the student exposure to veterinary drugs and teach the importance of dosage calculations, proper administration, and the recognition of intended and adverse events and reactions in various animal species. Topics may include but are not limited to the 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.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

VET 120

VET 124

VET 236

VET 247

Corequisites

None

VET 236: Veterinary Parasitology and Microbiology

This course is designed to provide students with practical knowledge of common pathogens in various animal species. Students will learn how to select and collect samples and data for laboratory processing or submission to another laboratory. Topics may include but are not limited to the 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 parasites of various animal species. Upon course completion, the student should be able to properly collect and handle bacteriological specimens, identify organisms by various staining procedures, and have a basic knowledge of parasite life cycles, as well as methods of identification of the commonly encountered parasites.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

VET 110

VET 112

VET 114

Corequisites

None

VET 240: Veterinary Tech Clinics IV

This course provides students with the required clinical skills to be completed in approved clinical sites. Topics may include but are not limited to previous clinical course materials and introduction to more advanced skills in various animal species. Upon course completion, the student should be proficient in those skills reinforced from previous semesters and new skills introduced.

Credit Hours: 3

Lecture: 1

Lab: 0

Clinical/Practicum: 2 (3 contact hours:1 credit hour)

Credits 3

Core Course

Prerequisite Courses

VET 230

VET 234

VET 275

VET 280

Corequisites

None

VET 244: Review in Veterinary Technology

This 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 to prepare students for professional licensing exams and employment. Topics may include but are not limited to review in anatomy and physiology, pharmacy and pharmacology, surgical nursing, dentistry, laboratory procedures, animal care and nursing, diagnostic imaging, anesthesia, emergency medicine and critical care, pain management/analgesia, and communication and veterinary professional support services. Students will also receive instruction on post-graduation skills necessary in the areas of personal and professional development for employment and career satisfaction. Upon course completion, the student should be prepared for the Veterinary Technician National Exam, securing gainful employment as a veterinary technician, and contributing to the elevation and advancement of the veterinary profession.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

Credits 3

Core Course

Prerequisite Courses

VET 230

VET 234

VET 275

VET 280

Corequisites

None

VET 247: Laboratory and Exotic Animals

This course provides an overview of the basic veterinary care of non-traditional household pets, avian and exotic animals, and the use of animals in laboratory settings for the purpose of research, teaching and/or demonstration. Course objectives include emphasis on the principles of responsible ownership and animal care and use for scientific purposes to include regulatory and welfare processes such as selection and procurement of animals; animal facilities and environment; safety and health considerations; legal regulations and guidelines; husbandry; basic veterinary care; handling and restraint; laboratory and diagnostic procedures; humane endpoints; and euthanasia.

Credit Hours: 3

Lecture: 1

Lab: 0

Clinical/Practicum: 2 (3 contact hours:1 credit hour)

Credits 3**Prerequisite Courses**

VET 110

VET 112

VET 114

Corequisites

None

VET 250: Veterinary 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 for meeting requirements for graduation. The clinical practice will include clinical instruction in all areas of veterinary practice as deemed necessary by the clinical supervisor and program requirements. Upon course completion, the student should be able to apply all procedures learned in the veterinary technology program to the practice environment.

Credit Hours: 3

Lecture: 0

Lab: 0

Clinical/Practicum: 3 (5 contact hours:1 credit hour)

Credits 3

Core Course

Prerequisite Courses

VET 230

VET 234

VET 275

VET 280

Corequisites

None

VET 275: Veterinary Anesthesia and Analgesia

This course is intended to provide students with the knowledge and practice skill set to safely and appropriately utilize anesthetic and analgesic agents in veterinary medicine. Course objectives may include but are not limited to anatomy, physiology, and pathophysiology in relation to anesthesia and the alleviation of pain; medical dosing calculations and administration of various anesthetic-related drugs; development and implementation of anesthetic, therapeutic and analgesic protocols to optimize patient care; the effects of agents in various animal species; the use of and maintenance of anesthetic equipment and supplies; patient and environmental safety; recordkeeping; and patient evaluation, assessment, monitoring, and management.

Upon course completion, students should be able to safely and effectively anesthetize and provide pain management to various species of animals and demonstrate sound decision-making abilities in response to changes in equipment or patient status.

Credit Hours: 2

Lecture: 1

Lab: 0

Clinical/Practicum: 1 (3 contact hours:1 credit hour)

Credits 2

Prerequisite Courses

VET 120

VET 124

VET 236

VET 247

Corequisites

None

VET 280: Veterinary Diagnostic Imaging

This course provides introductory instruction to the use of various diagnostic imaging modalities in veterinary medicine. Topics may include but are not limited to safety and quality in producing diagnostic images; appropriate use and maintenance of imaging equipment; decision-making abilities and exercising of professional judgment; utilization of anatomy and physiology of various animal species as it relates diagnostically; techniques and positioning; and recordkeeping.

Upon course completion, the student should be able to apply the care and knowledge necessary to position patients, produce good quality diagnostic images, and follow appropriate safety measures.

Credit Hours: 2

Lecture: 1

Lab: 0

Clinical/Practicum: 1 (3 contact hours:1 credit hour)

Credits 2

Prerequisite Courses

VET 120

VET 124

VET 236

VET 247

Corequisites

None

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

Lecture Hours 2

Lab Hours 2

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 2****Lab Hours 2**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 3****Lab Hours 0**

Core Course

Prerequisites

None

Corequisites

None

WDT 115: GTAW Carbon Pipe

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.

Credits 3**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

None

WDT 116: GTAW Stainless Pipe

This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code.

Credits 3**Lecture Hours 1****Lab Hours 4**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 2****Lab Hours 2**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 2****Lab Hours 2**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 0****Lab Hours 6**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 0****Lab Hours 6**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 0****Lab Hours 6**

Core Course

Prerequisites

None

Corequisites

None

WDT 125: Shielded Metal Arc Groove Welding Lab

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

Credits 3**Lecture Hours 0****Lab Hours 6**

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours 0****Lab Hours 6****Prerequisites**

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 6

Core Course

Prerequisite Courses

WDT 115

Corequisites

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**Lecture Hours** 0**Lab Hours** 6

Core Course

Prerequisite Courses

WDT 116

Corequisites

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**Lecture Hours** 1**Lab Hours** 4**Prerequisites**

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 0**Lab Hours** 6

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 1**Lab Hours** 4

Core Course

Prerequisites

None

Corequisites

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**Lecture Hours** 2**Lab Hours** 2

Core Course

Prerequisites

None

Corequisites

None

WDT 257: SMAW Carbon Pipe Lab

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

Credits 3**Lecture Hours** 0**Lab Hours** 6

Core Course

Prerequisite Courses

WDT 217

Corequisites

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**Lecture Hours** 0**Lab Hours** 6**Prerequisites**

None

Corequisites

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**Lecture Hours** 3**Lab Hours** 0**Prerequisites**

None

Corequisites

None

WKO 107: Workplace Skills Preparation

This course utilizes computer based instructional modules which are designed to access and develop skills necessary for workplace success. The instructional modules in the course include applied mathematics, applied technology, reading for information, and locating information. Upon completion of this course, students will be assessed to determine if their knowledge of the subject areas has improved.

Credits 1

Lecture Hours 0

Lab Hours 2

Manipulative Hours 0

Core Course

Prerequisites

None.

WKO 110: NCCER Core

This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.

Credits 3

Lecture Hours 2

Lab Hours 2

Manipulative Hours 0

Core Course

Prerequisites

None



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