



**WALLACE  
COMMUNITY  
COLLEGE**

**2003-2004**

**College Catalog  
and  
Student Handbook**

# 2003-2004 CATALOG

## GEORGE C. WALLACE COMMUNITY COLLEGE (WALLACE COMMUNITY COLLEGE)

### WALLACE CAMPUS

1141 Wallace Drive  
Dothan, Alabama 36303-9234  
(334) 983-3521  
FAX (334) 983-3600 or (334) 983-4255

### SPARKS CAMPUS

P.O. Drawer 580  
Eufaula, Alabama 36072-0580  
3235 South Eufaula Avenue  
Eufaula, Alabama 36027  
(334) 687-3543  
FAX (334) 687-0255

### FORT RUCKER CENTER

P.O. Box 620032  
Building 4502, Kingsman Street  
Fort Rucker, Alabama 36362  
(334) 598-8866  
FAX (334) 598-3578

**Toll Free Number for All College Locations: 1-800-543-2426**

Website Address: [www.wallace.edu](http://www.wallace.edu)

## A MESSAGE FROM THE PRESIDENT

*I* feel very fortunate to be a part of the world of education in the 21<sup>st</sup> Century—especially here at Wallace Community College!

With the many technological advancements and learning opportunities in existence today, our students literally have the world at their feet! Today's students can explore areas of interest on the Internet, practice skills in simulation, and link via satellite with instructors from anywhere in the world!

Yes, technology is amazing. It has not only changed the way students learn, but it has also changed the way we teach. I have been astonished at the rapid growth of the College's distance learning program within the past two years. We launched the program with seven Internet courses in 2001, and to-date, we have nearly 50 on-line courses for our students to study at their convenience. This option allows students with personal and family obligations time to fit an education into their already busy schedules.

That's an important aspect of Wallace Community College: the realization that our students are *real* people with *real* families and *real* dreams. We at Wallace Community College seek to address each student as an individual and to help him or her face the future equipped with the knowledge and skills to meet any goal. Our programs are readily adaptable to ensure that instruction is consistent with the expected standards and the ever-changing needs of business and industry.

In a world filled with frequent change, however, it is always comforting to know that some things remain constant—like the Wallace commitment to our students and our many partners in the various industries of our service areas. That means this commitment extends to **YOU!**

I encourage you to review this catalog to discover how you can benefit from one or more of our programs and special services. Counselors are available to assist you with any questions you may have—and I, too, am always ready to assist you.

Sincerely,

Linda C. Young  
President

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**2003-04 CALENDAR\***  
**WALLACE COMMUNITY COLLEGE**

**FALL TERM, 2003**

August 18, 19, 20	+ Faculty Duty Day
August 21, 22	Registration
<b>August 25</b>	<b>CLASSES BEGIN</b>
August 26, 27	Drop/Add, Late Registration/Late Fee
September 1	▪ Labor Day Holiday
<b>October 17</b>	<b>MID-TERM</b> , End of 1 <sup>st</sup> Mini-term,
	2 <sup>nd</sup> Mini-term Registration
October 18	2 <sup>nd</sup> Mini-term Begins, Drop/Add for
	2 <sup>nd</sup> Mini-term
October 19	Drop/Add for 2 <sup>nd</sup> Mini-term
November 11	▪ Veterans Day Holiday
November 24, 25, 26	+ State/Local Professional Development
November 27, 28	▪ Thanksgiving Holidays
December 1	Classes Resume
<b>December 17, 18, 19</b>	<b>FINAL EXAMS</b>
December 22-January 2	+ Christmas Holidays (Faculty)
December 24-January 2	▪ Christmas Holidays (Staff)

**SPRING TERM, 2004**

January 5, 6, 7	+ Faculty Duty Days
January 8, 9	Registration
<b>January 12</b>	<b>CLASSES BEGIN</b>
January 13, 14	Drop/Add, Late Registration/Late Fee
January 19	▪ Martin Luther King Jr. Holiday
<b>March 5</b>	<b>MID-TERM</b> , End of 1 <sup>st</sup> Mini-term,
	2 <sup>nd</sup> Mini-term Registration
March 8	2 <sup>nd</sup> Mini-term Begins, Drop/Add for
	2 <sup>nd</sup> Mini-term
March 9	Drop/Add for 2 <sup>nd</sup> Mini-term
March 22-26	+ Spring Break
March 29	Classes Resume
<b>May 4, 5, 6</b>	<b>FINAL EXAMS</b>
May 7-12	+ Faculty Duty Days
May 14	+ Local Professional Development
<b>May 13</b>	<b>GRADUATION (Sparks Campus)</b>
<b>May 14</b>	<b>GRADUATION (Wallace Campus)</b>
May 17-21	+ Faculty Holidays

**SUMMER TERM, 2004**

May 24	+ Faculty Duty Day
May 25	Registration
<b>May 26</b>	<b>CLASSES BEGIN</b>
May 27, 28	Drop/Add, Late Registration/Late Fee
May 31	▪ Memorial Day Holiday
<b>June 30</b>	<b>MID-TERM</b> , End of 1 <sup>st</sup> Mini-term
July 1	2 <sup>nd</sup> Mini-term Begins, Drop/Add for
	2 <sup>nd</sup> Mini-term
July 2	Drop/Add for 2 <sup>nd</sup> Mini-term
July 5	▪ Independence Day Holiday
<b>August 4, 5</b>	<b>FINAL EXAMS</b>
August 6, 9	+ Faculty Duty Days
August 10-13	+ Faculty Holidays

- College Closed
- + No Classes

\* Tentative Calendar, subject to change.

## ACCREDITATIONS

Wallace Community College is accredited by  
The Commission on Colleges of  
the Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, Georgia 30033-4097  
(404) 679-4501  
to award associate in arts, science, and applied science degrees

The EMT-Paramedic Program is accredited by the  
Commission on Accreditation of  
Allied Health Education Programs (CAAHEP)  
35 East Wacker Drive, Suite 1970  
Chicago, Illinois 60601  
(312) 553-9355  
on recommendation of the  
Committee on Accreditation of Educational Programs for  
the EMS Professions (CoAEMSP)  
1248 Harwood Road  
Bedford, Texas 76021-4244

The Medical Assisting Program is accredited by the  
Commission on Accreditation of  
Allied Health Education Programs (CAAHEP)  
35 East Wacker Drive, Suite 1970  
Chicago, Illinois 60601  
(312) 553-9355  
on recommendation of the  
Committee on Accreditation for Medical Assistant Education  
20 North Wacker Drive, Suite 1575  
Chicago, Illinois 60606-2963  
(312) 899-1500

The Radiologic Technology Program is accredited by the  
Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 900  
Chicago, Illinois 60606-2901  
(312) 704-5300

The Associate Degree Nursing and Practical Nursing Programs are  
accredited by the  
National League for Nursing Accrediting Commission (NLNAC)  
61 Broadway - 33<sup>rd</sup> Floor  
New York, New York 10006  
(212) 363-5555

The Physical Therapist Assistant Program is accredited by the  
Commission on Accreditation in  
Physical Therapy Education (CAPTE)  
1111 North Fairfax Street  
Alexandria, Virginia 22314  
(703) 706-3245

The Respiratory Therapy Program is accredited by the  
Commission on Accreditation of  
Allied Health Education Programs (CAAHEP)  
35 East Wacker Drive, Suite 1970  
Chicago, Illinois 60601  
(312) 553-9355  
on recommendation of the  
Committee on Accreditation for Respiratory Care (CoARC)  
1248 Harwood Road  
Bedford, Texas 76021-4244  
(817) 283-2835

## STATEMENT OF VALUES

George C. Wallace Community College respects the diversity of its student body and recognizes the worth and potential of each student. Therefore, the College affirms the following values:

## CHANGES IN PROGRAMS AND CATALOGS

The information contained in this publication conforms with policies and procedures of the State Board of Education, Department of Postsecondary Education, and applicable state and federal statutes. Any policies and procedures of Wallace Community College that may be found to be in violation of such are hereby declared null and void and of no effect. The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While provisions of this catalog will ordinarily be applied as stated, Wallace Community College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort is made to keep students advised of any such changes. It is especially important that students keep themselves apprised of current graduation requirements for their particular degree programs. Current information is available in the Student Affairs Department, Grimsley Hall, or by telephone, (334) 983-3521, ext. 2473.

## HUMAN RIGHTS AND NON-DISCRIMINATION

Wallace Community College is committed to equal opportunity education. The College is guided in philosophy and practice by the principle that individuals will not be treated differently because of race, creed, religion, color, sex, age, national origin, or disability, and that legitimate and reasonable access to facilities is available to all. This principle particularly applies to the admission of students in all programs of the College and in their academic pursuits. It is also applicable in extracurricular activities, all Student Affairs services, employment of students by the College, and employment of faculty and non-instructional staff. Therefore, WCC is in compliance with Title VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991; Executive Order 11246, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act; and the Americans with Disabilities Act of 1990. Wallace Community College is an Affirmative Action/Equal Employment and Educational Opportunity Institution.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Federal Family Educational Rights and Privacy Act, 20 USC 1232g, WCC may disclose certain student information as *directory information*. Directory information includes name, address, telephone listing, date of birth, major field of study, participation in officially recognized activities and sports, height and weight of athletic team members, dates of attendance, degrees and awards received, most recent educational institution attended, photographs, enrollment status, and e-mail addresses. If students object to any of the aforementioned information being released during any given term or academic year, they should provide written notification to the Assistant Dean of Student Affairs during the first two weeks of the respective term or academic year. Non-release forms are available at the following locations: Enrollment Services in Grimsley Hall on the Wallace Campus in Dothan; the Student Affairs Department in the Administration Building on Sparks Campus in Eufaula; and the Administrative Office at the Fort Rucker Center.

## STATEMENT OF VISION

George C. Wallace Community College will be a leading community college, nationally recognized for excellence and innovation in education and student success. The College will be the primary choice of citizens preparing for the job market, seeking an associate or advanced degree, and/or pursuing career advancement or personal development. College partnerships with area schools, business and industry, and governmental agencies will contribute to an educational system that enhances economic development and quality of life in the region.

### Commitment to Students

Belief in providing quality, accessible instruction, resources, and support services to enhance the growth and development of students.

### Commitment to Faculty and Staff

Belief in the importance of providing a work and learning environment characterized by integrity, clear communications, open exchange of ideas, involvement in decision making, and respect for all individuals.

#### **Commitment to Community**

Belief in enhancing the economic vitality and quality of life for all citizens of the community.

#### **Commitment to Diversity**

Belief in acknowledging and respecting the diversity of the community.

#### **Commitment to Excellence**

Belief in the pursuit of excellence in all College programs and services.

### **STATEMENT OF MISSION**

George C. Wallace Community College, a comprehensive community college, seeks to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life of its constituents.

### **STATEMENT OF ROLE AND SCOPE**

The College fulfills its mission through a clearly defined set of programs and services that include the following:

#### **College-level Credit Programs**

The College offers credit courses leading to associate degrees and certificates in career/technical fields and transfer majors.

#### **Continuing Education Programs**

The College provides professional and personal development opportunities for individuals, agencies, and business and industry.

#### **Economic Development Programs**

The College provides workforce training for new and expanding industries and assists in recruiting business and industry to the region.

#### **Student Development Programs and Services**

The College offers programs and services to enrolled and prospective students to enhance their opportunities for success and their potential for personal, educational, and professional growth.

#### **Support Programs and Services**

The College provides recruitment, evaluation, counseling, and instructional programs and services that increase access and opportunities for success for students not traditionally served by higher education.

### **INSTITUTIONAL GOALS**

1. Develop, enhance, and revise curricula to meet the needs of the community.
2. Promote learning through excellence in teaching, support services, and instructional delivery systems.
3. Ensure access and diversity throughout the College.
4. Provide a quality environment for learning and work through open communication, professional development, and support services.
5. Provide quality facilities and equipment to support College programs and services.
6. Refine processes and procedures to enhance quality, demonstrate effectiveness, and ensure accountability.
7. Seek additional resources to support the College mission.
8. Maximize productivity and efficiency through the allocation of available resources.
9. Expand collaborations and partnerships to promote progress in the region.
10. Strengthen community ownership of and support for the College.

### **HISTORY OF THE COLLEGE**

In March 1999, a merger between Sparks State Technical College and George C. Wallace Community College was initiated. By October 1999, both the Alabama State Board of Education and ACHE had approved the *Statement of Intent to Merge* the two institutions as well as the administrative and programmatic phases of consolidation. Following a substantive change visit, SACS approved the consolidation of Sparks State Technical College with George C. Wallace Community College in 2000.

This merger between Sparks State Technical College and George C. Wallace Community College, followed closely upon the heels of the 1997 merger between George C. Wallace Community College and Alabama Aviation and Technical College in Ozark. However, on January 23, 2003, the Alabama State Board of Education approved the merger of Wallace Community College's Aviation Campus in Ozark and its Aviation Center in Mobile with Enterprise State Junior College (ESJC) in order to allow ESJC to become a community college. This merger will be finalized by September 2003, and these aviation entities will no longer be part of George C. Wallace Community College.

Brief histories of the Wallace and Sparks Campuses follow:

#### **Wallace Campus**

The George C. Wallace State Technical Trade School was established by the Alabama Regional Trade School Act of 1947. The first students, 13 in all, enrolled in the school's Sheet Metal program in January 1949. In 1955, the name of the institution was changed to George C. Wallace State Vocational Trade School. On May 3, 1963, the Alabama State Legislature decreed that a junior college be developed on the technical school site, and the institution became George C. Wallace State Technical Junior College. In response to a recommendation by the Southern Association of Colleges and Schools, the technical school and junior college were united in 1969 to form South Alabama's first comprehensive community college. The Commission on Colleges of the Southern Association of Colleges and Schools accredited George C. Wallace State Community College to award associate degrees and certificates in 1969, and the College's accreditation was reaffirmed in 1973, 1984, 1994, and 2002. The Wallace Campus also includes the College's Fort Rucker Center.

#### **Sparks Campus**

Sparks State Technical School, named for former Alabama Governor Chauncey Sparks, began operating on July 6, 1966, with an enrollment of 44 students. In 1968, the name was changed to Sparks State Technical Institute. With the offering of the associate in applied technology degree in 1974, the name became Sparks State Technical College. Sparks also provides correctional education programs at Easterling Correctional Facility in Clio, Alabama, and Ventress Correctional Facility in Clayton, Alabama.

**WALLACE CAMPUS PHOTO HERE**

**WALLACE CAMPUS MAP HERE**

**SPARKS CAMPUS PHOTO HERE**

**SPARKS CAMPUS MAP HERE**

**STUDENT AFFAIRS**

## STUDENT AFFAIRS

Each member of the Student Affairs staff at Wallace Community College is dedicated to the belief that all people should have the opportunity to reach their maximum potential. Functions that comprise Student Affairs are admissions, career planning, counseling services, job placement, records, services for special student populations, student activities, student financial services, and testing services. Coordinated by the Dean of Student Affairs, these functions serve students and complement classroom instruction by ensuring that students have the opportunity for success.

The message from Student Affairs to students and area residents is, "Wallace Community College cares about you." The following sections explain services of the Student Affairs Division.

### FUNCTIONS

**Counseling and Advising.** The College provides a staff of professional counselors to assist all students in planning and selecting appropriate educational goals. Counseling services are provided to help students make the best possible adjustments to college life.

**General Testing.** The testing program includes GED, CLEP, ACT/ASSET, COMPASS, and CPAT (see placement testing) and is designed to meet the needs of students with varied educational backgrounds and goals. The GED (General Education Development) exam is administered to residents of the surrounding communities and/or prospective students who do not have a high school diploma or its equivalent. The CLEP (College-Level Examination Program) test is given to students who desire to receive college credit for knowledge they have acquired outside a formal college classroom setting. The CPAT test is given to students without a high school diploma who wish to enroll in certificate programs. The CPAT determines students' abilities to benefit from instructional programs.

**Job Placement.** Job placement services are provided at all campuses. Part- and full-time job offerings are updated regularly and posted on a bulletin board outside the Career Lab on the Wallace Campus and in the Student Affairs Department on the Sparks Campus. Students interested in employment must complete a form with the Career Lab enabling notification when appropriate job openings become available. To remain on active file, students must renew their requests at the beginning of each term. Job offerings on the Sparks Campus are placed with the Business Industry Coordinator and are routed through the program instructors for student referrals. Wallace Community College is an equal opportunity employment/affirmative action employer and complies with the Americans with Disabilities Act of 1990 (ADA).

**Pre-orientation Activities.** Pre-orientation is designed to acquaint students with College facilities, services, and rules and regulations and to provide seminars designed to enhance student success. Participation in pre-orientation is required for all first-time students. Group sessions are scheduled by the Admissions and Records Office prior to the beginning of each term.

**Placement Testing.** Wallace Community College requires a comprehensive assessment of students upon admission and prior to enrollment in associate degree or certificate programs. Students are not allowed to enroll for more than four credit hours before being assessed with the COMPASS or ACT/ASSET written assessment instrument. For more specific information on placement testing and assessment, see page 19.

**Disabled Student Services.** It is the policy of Wallace Community College to provide reasonable accommodations for environmental and program accessibility for individuals with a disability as defined in Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). Specialized services provide students with disabilities complete access to all academic, technical, and College programs. Students are responsible for reporting their need(s) to the Disabled Student Affairs Office or the ADA Coordinator and providing proper documentation of their disabilities. Early contact is encouraged to allow sufficient time for evaluating, planning, and arranging needed accommodations and services. For detailed information on available services and eligibility, contact the Disabled Student Services Office by **Phi Beta Lambda (S)**. This organization is designed to provide opportunities for students to develop vocational competencies for business and office occupations. It strives to bring business and education together while fostering positive working relationships. Members receive a quarterly magazine, *Tomorrow's Business Leader*, which includes articles on business and professional topics as well as association news. Activities

telephone at (334) 983-3521, ext. 2296; by fax at (334) 983-4255; or in writing to Disabled Student Services, Wallace Community College, 1141 Wallace Drive, Dothan, AL 36303. Information on disability services for the Sparks Campus may be obtained from the Student Affairs Coordinator at (334) 687-3543, ext. 4270. Complaints regarding accessibility should be reported to the Dean of Student Affairs at (334) 687-3543, ext. 4211.

**Career Development Center.** The Career Development Center, located in Grimsley Hall on the Wallace Campus, is dedicated to assisting students who are undecided about their career plans. Faculty and staff members are available, and the career planning process is open to all students and members of the community. Students at the Sparks Campus are encouraged to use the career resources located in the LRC and Student Affairs Department or to visit the Career Development Center on the Wallace Campus.

### STUDENT ACTIVITIES, PROGRAMS, AND SERVICES

Wallace Community College offers student activities, programs, and services that promote leadership, academic support, and social and cultural experiences. These are listed alphabetically and are followed by a code indicating the campus or site on which the activity is available: Wallace Campus (W), Sparks Campus (S), and Fort Rucker Center (F).

**Association of Students of Practical Nursing (W) (S) (F).** An organization designed for students enrolled in Practical Nursing.

**Athletics (W).** Wallace Community College is a member of the National Junior College Athletic Association and the Alabama Junior College Conference. The College engages in intercollegiate competition in men's baseball and women's softball.

**Baptist Campus Ministries (W).** Baptist Campus Ministries (BCM) is an organization that encourages Christian fellowship among students, both on and off campus. BCM is open to all students, regardless of religious preference. The Columbia Baptist Association provides a campus minister to work as an advisor to the organization.

**Chamber Choir (W).** The Wallace Community College Chamber Choir, the official College choir, is open to all students who have successfully auditioned. Its purpose is to provide an opportunity for advanced vocal training through study and performance of more demanding choral literature.

**Circle K (W).** Membership in Circle K, sponsored by the Kiwanis Club of Dothan and Houston County, is open to men and women. Purposes of the club are to develop leadership among members, promote loyalty to the College, and sponsor projects beneficial to the College and community.

**Diplomats (W) (S).** The Wallace Community College Diplomats serve as official hosts and hostesses for the College. The program is designed to recognize outstanding students in the areas of academic achievement, extracurricular activities, and community concern. To be eligible for membership, students must be recommended by faculty or staff members and be interviewed by the Diplomat Selection Committee.

**Jazz Band (W).** The Jazz Band is an organization that provides recreation and entertainment through musical participation. Membership is open to all students who have successfully auditioned. The Jazz Band participates in and helps sponsor the annual Downhome Jazz Festival each May.

**National Vocational-Technical Honor Society (W) (S) (F).** The society is an honor organization for students enrolled in career-technical programs. The organization's purpose is to promote service, leadership, honesty, career development, and skilled workmanship; reward student achievement; assist career goal-setting; promote linkages between the College and business and industry; and enhance the image of career-technical education in America. To be eligible, students must be full-time, have completed 16 semester hours of study with a 3.9 grade point average, be of good moral character, possess good citizenship qualities, and have established academic excellence. Candidates are recommended by faculty members.

include conferences, business competitions, and community service projects.

**Phi Theta Kappa (W) (S).** Phi Theta Kappa is an international honor society. To be eligible for membership, a student must complete a minimum of 12 semester hours (excluding developmental course work)

toward an AA, AS, or AAS degree and have a minimum GPA of 3.5. First-term freshmen who were members of the National Honor Society or Beta Club, recipients of a WCC academic scholarship, or who scored 25+ on the ACT exam may enter into the organization immediately, as provisional members. For details about provisional membership or to obtain additional information, call (334) 983-3521, ext.2264.

**Student Government Association (W) (S).** Student Government Associations (SGAs) provide leadership opportunities for students on the two College campuses. The SGAs are governed by published by-laws that are made available to students at each applicable site. For more information, please contact Student Affairs personnel.

**TRIO Programs.** Wallace Community College offers three TRIO programs. These federally funded programs provide outreach and support services to assist eligible students in progressing from middle school to post-baccalaureate programs.

**Student Support Services (W) (S)** is known as PATHWAYS on the Wallace Campus and as BEACON on the Sparks Campus. Student Support Services (SSS) offers academic assistance and support services in English, mathematics, reading, and selected technical courses to students meeting requirements. Students desiring free tutoring are encouraged to apply. Any student interested in working as a tutor should contact the PATHWAYS Department on the Wallace Campus or the BEACON Department on the Sparks Campus. In addition to academic assistance, SSS offers a full range of counseling services and resources. Students also have the opportunity to participate in escorted visits to senior universities throughout the state of Alabama as well as cultural and academic enrichment activities. SSS offers a supportive atmosphere that is conducive to students' academic and social development. A flexible schedule is offered to meet the needs of all students. For further information, contact the SSS office on any Wallace Community College Campus.

**Talent Search (S)** identifies and assists middle and high school individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to the postsecondary school of their choice.

**Upward Bound (S)** provides fundamental support to participants in their preparation for college entrance. Participants are high school students. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits.

For more information about these programs, please contact Student Affairs staff at any College location.

**Vocational Industrial Clubs of America (S) (W).** Vocational Industrial Clubs of America (VICA) is a local, state, and national organization designed to promote excellence in technical skills. Students conduct the organization, and any student enrolled in a vocational, industrial, technical, or health occupations field is eligible for membership. The club's activities include local competitions, conducted in April of each year, and national competitions, conducted in June of each year.

**Wallace Association of Nursing Students (W).** The Wallace Association of Nursing Students (WANS) is an organization composed of Associate Degree Nursing (ADN) students. The purpose of WANS is to support and enhance the philosophy, purpose, goals, and policies

of the ADN program; promote educational and professional development; and contribute to the health care of the community.

**Wallace College Singers (W).** The Wallace College Singers is a group of students, selected by audition during spring semester, who perform a variety of musical and choreographic presentations at various campus and community events. The members serve as good will ambassadors for the College.



**GENERAL INFORMATION AND SPECIAL INSTRUCTIONAL PROGRAMS**

## GENERAL INFORMATION

**Emergencies on Campuses.** In case of accidents or other emergencies, students are instructed to advise the nearest faculty or staff member. In the absence of a faculty or staff member, students on the Wallace and Sparks Campuses can locate any College telephone and dial "0" for the switchboard operator. Students are to advise appropriate College officials of the nature and location of the emergency and provide other vital information that may be requested. Students are instructed as to further procedures. If College telephones are not operational and faculty or staff members are not available, students should send a messenger to the switchboard operator located in the Administration Building to report the emergency. Students at the Fort Rucker Center will follow procedures prescribed for that location. Posters and diagrams in each building also provide emergency information, and faculty members are directed to review emergency procedures with students on the first day of class each term.

Faculty and staff sponsoring events outside regular campus hours are responsible for providing emergency procedures and information to participants.

**Accidents/Illness.** In case of serious illness or accident, students may be transported by ambulance at their expense to a nearby emergency room for treatment. Treatment by a physician and/or hospitalization is at the student's expense. The College will notify the person(s) requested by the student. If the student is unable to communicate, the College will notify the emergency contact person(s) listed in the student's file.

**Health Services.** Wallace Community College does not have a health services department; however, health services and educational information regarding health and safety issues are provided to students in a variety of ways. Health-related educational issues are handled mainly on an information-sharing basis. An overview of health services and safety information is provided to students during pre-orientation sessions, and the Student Affairs Division on each campus maintains health information brochures that may be obtained by students. The Student Affairs Division also maintains a comprehensive list of referral services for student use. Additionally, the College staff encourages students to participate in health-related activities scheduled at any College location and/or surrounding community. These activities include blood drives, health-related workshops, and health fairs.

**Lost and Found.** Inquiries pertaining to lost and found items should be made at the switchboard/reception desk in the Administration Building on the Wallace and Sparks Campuses. Students attending the Fort Rucker Center should contact the Director or Administrative Assistant to inquire about lost and found items.

**Parking Regulations.** All motor vehicles used by faculty and staff members or students must display current parking decals, available at each instructional location.

**Public Relations and Marketing.** Wallace Community College designs, develops, and implements activities, events, and initiatives that increase awareness of the College's mission, history, and contributions to the region. The WCC philosophy is that all members of the College community are public relations ambassadors. The Director of Public Relations and Marketing serves as media contact for the College. Public relations and marketing activities include, but are not limited to, distributing press releases and news stories concerning College activities, developing and distributing publications reflecting the College's mission and programs, participating in community organizations, planning and implementing community college awareness activities, and designing and implementing marketing campaigns for print and electronic media. For more information about public relations and marketing at the College, call (334) 983-3521, ext. 2244.

**Student Membership on College Committees.** Wallace Community College is committed to planning and implementing activities and experiences conducive to facilitating student achievement of personal and professional goals. Pursuant to that end, students serve, when appropriate, Wallace Community College provides the appropriate instructional support resources for its instructional activities regardless of location. Through appropriate classrooms, laboratories, computer laboratories, instructional technology, and equipment, the College ensures that faculty members and students have the resources needed for effective teaching and learning. Considerable resources are available at the various campuses and instructional sites.

as voting members of College standing committees and have all rights and responsibilities associated with committee membership.

**Telephones and Messages.** Pay telephones are centrally located for student use. Faculty and staff telephones are available for student use only in case of an emergency. Students requiring telephone devices for the deaf (TDDs) are asked to contact Disabled Student Affairs or the ADA Coordinator at the respective College location. The TDD Relay number for the College is 1-800-548-2546.

**Visitor Policy.** Wallace Community College welcomes visitors at any of its campuses or sites. Visitors are expected to abide by College regulations. Visitors should report to the administrative offices at the campus or site visited rather than proceeding to instructional areas. **CHILDREN MUST BE UNDER THE SUPERVISION OF THEIR PARENTS AND ARE NOT TO ATTEND CLASSES.**

**Foundations.** Two non-profit corporations, operating independently of Wallace Community College, are vehicles for friend-raising and fund-raising. The Wallace Community College Foundation, organized in January 1992, is led by a board of trustees consisting of community leaders, alumni, and College faculty and staff members. Funds raised by the Foundation are designated to general advancement, scholarships, and campus beautification. The Board meets quarterly or as required to conduct the business of the Foundation. The Sparks State Technical College Foundation was organized in 1991 to support the former Sparks State Technical College by providing scholarships, instructional support, and professional development for staff members. This Foundation's Board of Directors consists of community leaders from Barbour and Henry Counties. As a result of the merger, both Foundations are providing support to the merged College and are investigating ways to better meet the needs of Wallace Community College. For more information about the Foundations or to make a gift to the College, please call (334) 556-2201 or (334) 687-3543, ext. 4247.

## INSTRUCTION AT OTHER LOCATIONS

Wallace Community College not only offers programs and courses at the Wallace and Sparks Campuses, but it also offers a variety of instructional programs and/or courses at the Fort Rucker Center and at correctional facilities as described below:

**Fort Rucker Center.** Wallace Community College offers technical programs for college credit at Fort Rucker. These programs prepare students for careers in technological fields, providing viable employment opportunities that can lead to a certificate. Flexible scheduling allows students to attend day or evening classes. Courses are available to service members, their spouses and eligible dependents, retired military service members, civil service employees, reservists, and the general public. Army tuition assistance is available to active duty service members. Pell Grants and other financial aid programs are also offered by the College. All Fort Rucker Center programs are VA approved. Service members are awarded credit for military service schools in accordance with recommendations published by the American Council on Education in *A Guide to the Evaluation of Educational Experiences in the Armed Services*. Individuals interested in more information or desiring to register may visit Wallace Community College's Fort Rucker Center located in Building 4502 on Kingsman Street, or call (334) 598-8866. Office hours are from 7:30 a.m. to 4:30 p.m., Monday through Thursday, and 7:30 a.m. to 2:00 p.m. on Friday.

**Correctional Education.** Wallace Community College is one of several Alabama two-year colleges mandated by the State Board of Education to provide education to inmates housed in service area correctional facilities. Currently, the Sparks Campus offers instruction at the Ventress Correctional Facility in Clayton and at the Easterling Correctional Facility in Clio. Programs offered at Ventress include Air Conditioning and Refrigeration and Small Engine Repair. Programs offered at Easterling include Cabinetmaking, Drafting and Design Technology, Electrical Technology, Masonry, and Plumbing.

## INSTRUCTIONAL SUPPORT

**Learning Resources Centers System.** The Learning Resources Centers (LRC) System provides various resources for students, faculty, and staff members to support College course work, community and corporate education, and lifelong learning. LRC System services are provided at all locations, including the two campuses, one center, two sites, and on line.

Access to resources is available through the College's on-line public access catalog—*Voyager*. In addition, a website of essential library and

information resources is available on line. The LRC System participates in interlibrary loan services and cooperative services with libraries throughout the College service area. In addition to the bound collections in the LRCs, basic reference sources, periodical subscriptions, various media, and electronic on-line databases, such as Alabama Virtual Library and NetLibrary, are provided.

LRC cards are required to check out materials and may be obtained at the circulation desks. Also, Alabama Virtual Library cards, which provide home access to the AVL, are available for faculty, staff, and students.

Students participate in an orientation program designed to assist them in using LRC resources to enhance learning and research opportunities. They are also encouraged to use computers, microfiche readers and printers, photocopiers, and viewing and listing centers that are available.

## WORKFORCE DEVELOPMENT SERVICES

Wallace Community College is a major provider of workforce development services in Southeast Alabama. The College maintains that preparing students for the workplace is an important part of its mission to promote economic progress.

In addition to its credit programs and services, the College offers a number of services that are specifically aimed at improving the workplace readiness and skill levels of adults in the region. These programs are listed below.

### ADULT EDUCATION

Wallace Community College's Adult Education Department is dedicated to serving the community and preparing adults for a better future. Instruction is free to the student, and a variety of options are available to meet individual scheduling needs. The following services are available to individuals 16 or older who are no longer enrolled in high school:

**Basic Skills Development and GED Preparation.** Instruction is based on an initial academic assessment. A plan is custom designed for each adult student based on assessment results. Instruction prepares students to pass the General Education Development (GED) test.

**English as a Second Language (ESL).** ESL classes provide multi-level instruction in listening, speaking, reading, and writing and in grammar.

**Family Literacy.** Family literacy instruction combines GED preparation classes for adults and education activities for their children. Families attend classes together in a fun, interactive learning environment.

**Literacy Instruction.** Trained community volunteer tutors provide one-on-one instruction to low-functioning readers.

**Workplace Education.** Basic skills instruction and GED preparation services can be provided at business or industrial sites. Also, customized instruction designed to meet a company's specific employment needs is available.

Adult Education services are offered at both the Wallace Campus in Dothan and the Sparks Campus in Eufaula. Classes are also available at several other locations in Dothan and Eufaula as well as in Abbeville, Ashford, Clayton, Columbia, Headland, Louisville, and at the Easterling and Ventress Correctional Facilities. For more information about these programs, call (334) 983-3521, ext. 2373 (Dothan area), or (334) 687-3543, ext. 4239 (Eufaula area).

### CORPORATE AND CONTINUING EDUCATION

The Corporate and Continuing Education department offers non-credit, short courses for the general public and customized training for business and industry.

**Continuing Education.** Each semester, short courses are offered to the general public in three categories: computer skills, special interest, and professional development. These non-credit courses are open to all citizens, regardless of academic background on both the Wallace and Sparks Campuses. For more information regarding computer and special interest courses, call (334) 556-2202 or 556-2203 or 556-2206 for health care courses. Eufaula area residents may call (334) 687-3543, ext. 4247.

**Corporate Education.** Custom-designed, short-term training is available for local businesses in the area of computer software skills, supervision, team-building, MBTI, ISO 9000, environmental and health safety, blueprint reading, precision measurement, Cisco and MCSE certification,

and a host of other technical and business-related topics. Training can be conducted for credit or non-credit on site, on campus, or at other suitable locations. Flexibility and quality are key objectives. The College and client company share costs in an effort to minimize expenses. For more information, call (334) 556-2202 or 556-2203 or Eufaula area residents may call (334) 687-3543, ext. 4229.

### ACT WorkKeys

Wallace Community College is pleased to offer WorkKeys job profiling, assessment, and training through its WorkKeys Service Center located on the Wallace Campus. WorkKeys is a national workforce development system developed by ACT—an international leader in educational assessment for the past 40 years. It is used by employers nationwide to identify the skills employees need to be successful on the job and to determine where additional training can help develop a higher caliber workforce. The WorkKeys system is designed to measure an individual's skills and the competency levels required for successful job performance.

All Career/Technical and Allied Health students entering Wallace Community College take ORI 104—WorkKeys Assessment and Advisement. WorkKeys helps students develop better workplace skills by measuring those skills that have been proven critical to job success—reading, math, locating information, applied technology, teamwork, observation, listening, and writing. WorkKeys assessments help students determine how well prepared they are for the jobs that interest them. The assessments document student skills in key areas and give College faculty guidance in providing the education and training students need to improve those skills. By increasing skills in these areas, students also increase their opportunities for employment and for advancement in their chosen fields.

In the geographic region served by Wallace Community College, WorkKeys is part of a workforce development solution that defines workforce needs and quantifies the skill levels required to meet those needs. To date, more than 60 local jobs have been profiled using the WorkKeys system. Some companies have incorporated WorkKeys into their hiring procedures and are advertising their jobs with WorkKeys skill level requirements listed. Wallace Community College offers this program as part of the College's commitment to ensuring that students are adequately prepared for higher-skill, higher-wage jobs. For more information, call (334) 556-2245.



**ADMISSIONS POLICIES AND PROCEDURES**

## ADMISSIONS POLICIES AND PROCEDURES

In keeping with the philosophy that capabilities of each individual student should be developed, Wallace Community College admits all students who have the capability to benefit from institutional programs and courses. This open-door policy grants admission to first-time college students, transfer students, transient students, audit students, early admission students, dual enrollment-dual credit students, international students, and students seeking readmission. The Admissions and Records Office is the unit responsible for administering all admissions policies and procedures for general admission to the College.

### ADMISSION OF FIRST-TIME COLLEGE STUDENTS

Applicants who have not previously attended any regionally or Council on Occupational Education (COE) accredited postsecondary institutions are designated *first-time college students* or *native* students.

**Admission to Courses Creditable Toward an Associate Degree.** To be eligible for admission to courses creditable toward an associate degree, first-time college students must meet one of the following criteria:

1. Hold the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. Hold a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and have passed the Alabama Public High School Graduation Examination; or
3. Hold a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and have achieved a minimum ACT score of 16 or equivalent score on the SAT; or
4. Hold the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and have achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
5. Hold a GED Certificate issued by the appropriate state education agency.

Students who meet one of these criteria are classified as *degree eligible*. Wallace Community College may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or when necessary to ensure ability to benefit.

**Admission to Courses Not Creditable Toward an Associate Degree.** Applicants to courses not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided they meet the standards above or provided they meet the criteria listed below:

1. Are at least 16 years of age.
2. Have not been enrolled in secondary education for at least one calendar year (or on the recommendation of the local superintendent).
3. Have specifically documented ability to benefit (appropriate scores on the CPAT exam; ACT/ASSET or COMPASS for some programs).

Students are classified as *non-degree eligible* and are not allowed to enroll in courses creditable toward an associate degree unless appropriate conditions are met.

Wallace Community College may establish higher or additional admission requirements for a specific program or service when student enrollment must be limited or when necessary to ensure ability to benefit.

**Unconditional Admission of First-Time College Students.** For unconditional admission, applicants must have on file at the College a completed application for admission and at least one of the following documents:

1. An official transcript showing graduation with the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama

Public High School Graduation Examination; or

3. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or
4. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and have achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
5. An official GED Certificate.

All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service in accordance with Section 36-26-15.1 of the *Code of Alabama of 1974* as amended.

For admission to courses not creditable toward an associate degree, applicants with less than a high school diploma or GED Certificate must also have on file documented ability to benefit (appropriate scores on the CPAT exam; ACT/ASSET or COMPASS for some programs).

**Conditional Admission of First-Time College Students.** Applicants who do not have on file one of the credentials listed above may be granted conditional admission. No student is

- Score 480 or above on the SAT verbal and 526 or above on the SAT mathematics, or score 20 or above on ACT English and mathematics and enroll within **three** years of high school graduation; or
- Possess an associate degree or higher; or

allowed to enroll for a second term unless all required admission records are received by Wallace Community College prior to registration for the second term. **The responsibility for providing all required documents rests with the student.**

If all required admission records are not received by Wallace Community College prior to issuance of first-term grades, the grades are reported on the transcript; but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSION RECORDS. This notation is removed from the transcript only upon receipt of all required admission records.

**Student Assessment.** All first-time students are assessed in the areas of English, mathematics, and reading through administration of the ACT/ASSET or COMPASS and placed at the appropriate level as indicated by the assessment results. Students who are not satisfied with their placement in assigned developmental courses may retake the ACT/ASSET or COMPASS exam. Students will be given a different version of the test. Students must pay \$8.00 to retest whether they take one, two, or three portions of the test. Students may retest only once in a three-year period, and testing must be completed in one session. Students testing into developmental courses must remain in those courses unless they satisfy requirements by retesting. Test scores are valid for a three-year period. After three years, scores become invalid and students must retest at no cost.

**Exemptions.** Students are exempt from assessment requirements if they meet one of the following criteria:

- Transfer degree-creditable college-level English or mathematics courses with a grade of “C” or better; or
- Be a senior citizen, undeclared major, or other non-award-seeking major taking classes for avocational reasons only; or

- Be enrolled in a particular short certificate program having no English or mathematics requirements; or
- Have completed required developmental course work at another Alabama College System institution within the last three years; or
- Be an audit or transient student; or
- Be able to provide documentation of assessment (ACT/ASSET or COMPASS) within the last three years.

Students may enroll in college-level courses while enrolled in developmental courses only if the discipline is different from the discipline in which they score below the standard placement score. Students who score below the College's standard placement score are placed into a developmental course of instruction in a given discipline(s) and must remain in the discipline(s) until academic competencies are developed. Students enrolled in developmental courses in two or more of the discipline areas of English, mathematics, and reading are prohibited from enrolling in more than 12 semester credit hours per term.

#### **ADMISSION OF TRANSFER STUDENTS**

Applicants who have previously attended other regionally or Council on Occupational Education accredited postsecondary institutions are considered transfer students and are required to furnish official transcripts of all work attempted at all said institutions. Applicants who have completed the baccalaureate degree are required to furnish only the transcript from the institution granting the baccalaureate degree. Wallace Community College may also require transfer students to submit other documents required of first-time college students.

Transfer students must disclose all postsecondary institutions previously attended. Failure to do so may result in disapproval of the application for admission or expulsion from the College.

Transfer students who meet requirements for admission to a course creditable toward an associate degree are classified as *degree eligible*. Transfer students who do not meet these requirements are classified as *non-degree eligible*.

**Unconditional Admission of Transfer Students.** Transfer students must submit to Wallace Community College an application for admission and official transcripts from **all** regionally or Council on Occupational Education accredited postsecondary institutions attended and, as designated by the College, any other documents required for first-time college students. Ability-to-benefit students must also meet testing requirements (appropriate scores on the CPAT exam; ACT/ASSET or COMPASS exam for some programs).

Transfer students who have completed the baccalaureate degree must submit only the transcript from the institution granting the degree.

**Conditional Admission of Transfer Students.** Transfer students who do not have on file official transcripts from **all** postsecondary institutions attended, if required, and any additional documents required by Wallace Community College may be granted conditional admission. No transfer students are allowed to enroll for a second term unless all required admission records have been received by Wallace Community College prior to registration for the second term. **The responsibility for providing all required documents rests with the student.**

If all required admission records are not received by Wallace Community College prior to issuance of first-term grades, the grades are reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSION RECORDS. This notation is removed from the transcript only on receipt of all required admission records.

**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 are 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 are admitted only on ACADEMIC PROBATION. The transcript will read ADMITTED ON ACADEMIC PROBATION.

Applicants who have been academically suspended from another regionally or Council on Occupational Education accredited postsecondary institution may be admitted as transfer students only after appeal to the Admissions and Academic Standards Committee. If transfer students are admitted on appeal, they will enter the College on ACADEMIC PROBATION. The transcript will read ADMITTED UPON APPEAL—ACADEMIC PROBATION.

### **GENERAL PRINCIPLES FOR TRANSFER OF CREDIT**

Course work transferred or accepted for credit toward an undergraduate program must represent collegiate course work relevant to the formal award. Course content and level of instruction must result in student competencies at least equivalent to those of students enrolled in the College's undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty members, the College may use recognized guides that aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

Courses completed at other regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade are accepted for transfer as potentially creditable toward graduation requirements. Transfer students from collegiate institutions  
Transfer students who attend another postsecondary institution and who seek credit for transfer to that parent institution may be

not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above. Transfer grades of “D” are accepted only when the transfer student's cumulative GPA is 2.0 or above. If students have a cumulative GPA of 2.0 or above, the “D” grade is accepted the same as for native students.

Transfer students who desire to have course work completed at international colleges or universities evaluated for transfer credit must submit a course-by-course evaluation provided by World Education Services (WES). WES application forms are available from the Admissions and Records Office.

**Student Assessment.** Transfer students who have not earned college-level credit for English and mathematics with a grade of “C” or better (or who cannot provide ASSET scores in English, mathematics, and reading that are less than three years old) are assessed through administration of the ACT/ASSET or COMPASS and placed at the appropriate level as indicated by assessment results. Students who apply for admission and enroll within three years of high school graduation and who score 480 or above on SAT verbal **and** 526 or above on SAT mathematics **or** 20 or above on ACT English **and** 20 or above on ACT mathematics are exempt from placement test requirements. Transfer students who meet the following criteria are also exempt from placement testing: (1) possess an associate degree or higher and (2) have completed required developmental course work at another Alabama College System institution within the last three years. Procedures for objecting to placement in assigned developmental courses are outlined on page 19 of this catalog.

### **UNCONDITIONAL ADMISSION OF TRANSIENT STUDENTS**

admitted to Wallace Community College as transient students. Transient students must submit an application for admission and an

official letter or transient permission form from the parent institution certifying that the credits earned at Wallace Community College are accepted as part of their academic program. The official letter or transient permission form must be properly signed by the dean, registrar, or advisor at the parent institution and must contain the specific Wallace Community College course(s) students have been approved to take. Transient students are not required to file transcripts of previously earned credits at other postsecondary institutions. Transient students are not allowed conditional admission. The transient permission form must be on file prior to registration for the first term.

### **ADMISSION OF STUDENTS TO CORPORATE AND CONTINUING EDUCATION COURSES**

Students should refer to page 17.

### **ADMISSION OF AUDIT STUDENTS**

Students may apply for admission to credit courses on a non-credit basis as auditors. Auditors must meet the same admission requirements as regular students and must complete course prerequisites. Students may change from audit to credit or credit to audit only during the official drop and add period.

### **ADMISSION OF STUDENTS SEEKING READMISSION**

Students returning to Wallace Community College after one or more terms of non-attendance, excluding summer term, are required to submit an application for readmission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended since the last date of attendance at Wallace Community College.

Returning students are eligible for readmission only if they are in good standing for the last term of attendance. Students who are not in good standing or who have not served designated suspension periods may request readmission by appeal to the Admissions and Academic Standards Committee.

### **EARLY ADMISSION FOR ACCELERATED HIGH SCHOOL STUDENTS**

Students are eligible for early admission if they desire to take courses for college credit only and if they meet the following criteria:

1. Successful completion of the 10th grade
2. Completion of an application for admission to Wallace Community College and the statement of eligibility, Early Admission for Accelerated High School Students,

certifying that students have a minimum cumulative “B” average and recommending that they be admitted under this policy

3. Enrollment only in postsecondary courses for which high school prerequisites have been completed (for example, students may not take English Composition until all required high school English courses have been completed)

Exceptions may be granted by the Chancellor of the Department of Postsecondary Education for students documented as gifted and talented according to standards included in the *State Plan for Exceptional Children and Youth*. Exceptions apply only to requirements 1 and 3 above.

Accelerated high school students who later enroll as regular students at Wallace Community College automatically receive credit for hours earned under this accelerated high school program if the credits are applicable toward their degree program. Students attending other colleges, however, must request in writing that official transcripts be mailed to those institutions if they desire to receive credit earned through this program. **College credit earned through this program may not substitute for high school credit.**

### **ADMISSION OF DUAL ENROLLMENT-DUAL CREDIT STUDENTS**

Students are eligible for admission as dual enrollment-dual credit students if they desire to take courses for high school **and** college credit, if their school system has signed a contract with Wallace Community College to participate in this program, and if they meet the following criteria:

1. Complete an application for admission to Wallace Community College
2. Submit the form Dual Enrollment-Dual Credit Statement of Eligibility in verification of having earned a “B” average in completed high school courses

3. Have written approval of the high school principal **and** local superintendent of education (Dual Enrollment-Dual Credit Statement of Eligibility)
4. Be in grade 10, 11, or 12 or have an exception granted by Wallace Community College on recommendation of the high school principal **and** superintendent and in accordance with Alabama Administrative Code 290-8-9.17 regarding gifted and talented students

5. Take the ACT/ASSET/COMPASS exam

Students may enroll in career/technical courses and/or programs in accordance with guidelines of the Department of Postsecondary Education.

Students enrolled in courses offered during the normal high school day on or off the high school campus must have prior permission from their principal, superintendent, and the appropriate Wallace Community College dean.

Six semester credit hours at Wallace Community College equal one credit at the high school level in the same or related subject.

**ADMISSION OF INTERNATIONAL STUDENTS**

Wallace Community College is authorized by the U.S. Immigration Service to enroll eligible international students. Prior to being issued an I-20 form, students must submit the following items:

1. Application for admission to Wallace Community College
2. Signed, notarized statement declaring full personal responsibility for financial obligations while attending Wallace Community College

**ADMISSION TO THE SENIOR ADULT SCHOLARSHIP PROGRAM**

Students who are 60 years of age or older and who are eligible for the Senior Adult

3. Official transcript showing a minimum of 500 on the Test of English as a Foreign Language (TOEFL) or 173 on the computer test. The TOEFL score of 500 may be waived for students from the following countries: Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Canada (verify from transcript), Dominica, England, Gtanzania, Grenada, Ireland, Jamaica, New Zealand, Nigeria, Scotland, St. Kitts and Nevis, St. Lucia, Trinidad and Tobago, The Gambia, and the Virgin Islands

4. Official English translation of the high school transcript (and college transcript, if applicable)

An I-20 form is issued on receipt of all items listed above.

International students must purchase health and life insurance from the College at the time of registration for each term.

International students who desire to have course work completed at international colleges or universities evaluated for transfer credit must submit a course-by-course evaluation provided by World Education Services (WES). WES application forms are available from the Admissions and Records Office.

**ADMISSION TO HEALTH EDUCATION PROGRAMS**

Students must meet all requirements for general admission to the College. Certain health education programs may have additional standards for admission and progression. Students should refer to the program descriptions in this catalog and/or contact the specific program director or chairperson for additional information.

Scholarship program must meet institutional admission requirements.

**IN-STATE RESIDENCY**

For information regarding determining residency for in-state tuition rates, please refer to the Tuition and Fees section on page 24.

## **TUITION AND FEES/FINANCIAL AID**

## TUITION AND FEES

All students are required to pay tuition and fees according to dates published in registration schedules. Sponsored students whose tuition and fees are paid by agencies such as Vocational Rehabilitation Services, Alabama Veterans' Affairs, Title IV Grants, etc. must have written authorization on file to be exempt from personal payment.

Students failing to pay at the appropriate time will have their registration voided and will have to repeat the entire registration process.

**Note:** Tuition and fees at Wallace Community College are subject to change at the beginning of any term, prior to or during the 2003-2004 academic year, as a result of state budget proration and other factors beyond the College's control.

### TUITION

Sem-ester Hours	In-State Tuition	Out-of-State Tuition	Facility Renewal Fee	Tech-nology Fee	Total In-State Tuition	Total Out-of-State Tuition
1	\$ 64	\$ 128	\$ 8	\$ 6	\$ 78	\$ 142
2	128	256	16	12	156	284
3	192	384	24	18	234	426
4	256	512	32	24	312	568
5	320	640	40	30	390	710
6	384	768	48	36	468	852
7	448	896	56	42	546	994
8	512	1,024	64	48	624	1,136
9	576	1,152	72	54	702	1,278
10	640	1,280	80	60	780	1,420
11	704	1,408	88	66	858	1,562
12	768	1,536	96	72	936	1,704
13	832	1,664	104	78	1,014	1,846
14	896	1,792	112	84	1,092	1,988
15	960	1,920	120	90	1,170	2,130
16	1,024	2,048	128	96	1,248	2,272
17	1,088	2,176	136	102	1,326	2,414
18	1,152	2,304	144	108	1,404	2,556
19	1,216	2,432	152	114	1,482	2,698
Total credit hours exceeding 19 must be approved by the Dean of Instructional Affairs.						
20	1,280	2,560	160	120	1,560	2,840
21	1,344	2,688	168	126	1,638	2,982
22	1,408	2,816	176	132	1,716	3,124
23	1,472	2,944	184	138	1,794	3,266
24	1,536	3,072	192	144	1,872	3,408

**In-State Tuition.** In-state tuition is \$64 per semester hour.

**Out-of-State Tuition.** Out-of-state tuition is two times the in-state tuition per credit hour. Wallace Community College allows in-state tuition for certain neighboring Florida and Georgia residents. Refer to *Qualifications for In-State Tuition* below for specific information.

**Internet Tuition.** Tuition for Internet courses will be \$84 per credit hour. No facility renewal or technology fees will be charged for Internet courses.

**Qualifications for In-State Tuition.** Students qualified to pay in-state tuition on the Wallace Campus in Dothan are Alabama residents; Georgia residents from Baker, Calhoun, Clay, Decatur, Early, Miller, Quitman, Randolph, and Seminole Counties; and Florida residents from Bay, Calhoun, Holmes, Jackson, Walton, and Washington Counties. Students qualified to pay in-state tuition on the Sparks Campus in Eufaula are Alabama residents and Georgia residents from Baker, Chattahoochee, Calhoun, Clay, Dougherty, Early, Marion, Miller, Muscogee, Quitman, Randolph, Stewart, Sumter, Terrell, and Webster Counties. Military personnel assigned to an active military installation in Alabama and their immediate family members also qualify for in-state tuition. Other qualifying categories may be determined by the Admissions and Records Office.

Refund check(s) are made payable to the student and mailed to the student's home address as recorded in the registration file. An administrative fee of 5% of tuition and other institutional charges are assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. The total amount charged for this service will not exceed \$100. Financial Aid students are

### FEES

**Cap/Gown Fee.** Students who participate in the graduation ceremony must order caps and gowns from the College Bookstore. The fee is \$27.25.

**Challenge Examination Fee.** A fee of \$50 is charged for challenge examinations listed in various program information sections throughout this catalog (but not to challenge placement in English, mathematics, or reading).

**Continuing Education and Special Interest Course Fees.** Fees vary according to the nature and length of the course.

**Facility Renewal Fee.** A facility renewal fee of \$8 per credit hour per term is charged to provide funds for the improvement of facilities.

**Graduation Fee.** The graduation fee is \$16 for diploma and cover for graduates.

**International Student Insurance.** International students must purchase health and life insurance from the College each term. The fee for fall and spring terms is \$265; summer term is \$118.

**Late Registration Fee.** A fee of \$25 is charged to students who register on or after the first day of classes as stated in the College calendar.

**Returned Check Fee.** A fee of \$25 is charged for each worthless check issued to the College. Students issuing worthless checks may be subject to class withdrawal for non-payment of tuition and fees. A returned check may be subject to collection through the Worthless Check Unit of the District Attorney's Office.

**Student Liability Insurance.** Health program students enrolled in clinical and/or laboratory courses are charged a fee of \$18 per term for professional liability insurance. This insurance coverage is a requirement of each allied health program.

**Substance Abuse Screening Fee.** Students enrolled in health programs are charged a fee of \$30 for substance abuse screening. This screening is required on initial program admission and/or readmission following a break in enrollment.

**Technology Fee.** A fee of \$6 per credit hour per term is charged for acquisition and maintenance of technology and technological applications for students.

**Validation Examination Fee.** A fee is charged for validation examinations listed in various program information sections throughout this catalog.

**Withdrawal Fee.** An administrative fee of 5% of tuition and other institutional charges is assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. The total amount charged for this service will not exceed \$100.

### TUITION REFUNDS

**Withdrawal Procedures.** To be entitled to a tuition and fees refund, students on the Wallace Campus must officially withdraw IN PERSON by visiting a College counselor, or on duty administrator, to complete a withdrawal form. Students at the Sparks Campus must see a staff member in the Student Affairs Department, while students at other College locations must see the designated College official at the site.

**Complete Withdrawal.** Students who officially withdraw and have never attended any class(es) are refunded the total tuition and other refundable fees. Students who officially withdraw and have attended class(es) are refunded tuition and refundable fees calculated from the actual date of withdrawal. Refunds are calculated based on the following schedule:

Complete Withdrawal	Refund
During first week	75%
During second week	50%
During third week	25%
After end of third week	None

subject to the "Financial Aid Return of Title IV Funds policy" found below.

**Partial Withdrawal.** Students who do not completely withdraw from the College but drop a class during the regular drop and add period are refunded the difference in tuition and fees paid and tuition and fees

applicable to the reduced number of hours, including fees appropriate to the classes dropped. No refund is due a student who partially withdraws after the official drop and add period.

Students who have not attended class by the fifth class day of a term are removed from that class. Students who have not attended any classes by the fifth class day will have their registrations voided and will not be registered for that term. It is the student's responsibility to attend class. If an emergency should occur, Wallace Campus students are to contact the Office of the Assistant Dean of Student Affairs at (334) 983-3521, ext. 2470, and Sparks Campus students should contact the Student Affairs Office at (334) 687-3543, ext. 4282, prior to the fifth day of a term. Students at other College locations should contact the designated College official.

**Ineligibility for Refund.** Students who are withdrawn by the College for disciplinary reasons, non-payment of charges, or other similar reasons are not eligible for a refund.

#### **TITLE IV REFUNDS**

**General.** When a Pell and/or SEOG Grant recipient completely withdraws from the College, the business office must determine the amount of the grant(s) that the student earned as of the student's withdrawal date.

The student's withdrawal date is either:

1. The date, as determined by the College, that the student began the withdrawal process prescribed by the College;
2. The date, as determined by the College, that the student otherwise provided official notification to the College, in writing or orally, of his or her intent to withdraw; or
3. If the student ceases attendance without providing official notification to the college, the midpoint of the payment period or the date that the institution becomes aware that the student ceases attendance will be used as the date of withdrawal.

**Calculation of the Amount Earned Title IV Assistance Earned by the Student.** The amount of earned Title IV assistance is calculated by dividing the number of days attended (total calendar days) by the total number of days in the payment period (calendar days). The total number of calendar days in a payment period includes all days within the period, except scheduled breaks of at least five consecutive days, which are excluded from the total number of calendar days in a payment period and the number of calendar days completed in that period. If the student's withdrawal date occurs after 60% of the payment period, none of the Title IV aid has to be returned. Otherwise the College, the student, or both must return a portion.

**Return of Unearned Aid, Responsibility of the College.** The College must return an amount equal to the total of tuition and fees incurred by the student for the payment period multiplied by the percentage of Title IV aid (Pell and/or SEOG) that has not been earned by the student (calculated by subtracting the earned percentage as described above from 100%). Because of this requirement by the U.S. Department of Education, the College Refund Policy does not apply to students who receive Title IV assistance. If a student receives Pell or SEOG, regardless of who actually paid the tuition and fees, the return or refund created by the withdrawal {according to provisions} will be made to the Pell and/or SEOG Grant programs subject to the maximum amount of the award for the payment period. Therefore, no sponsoring agency that pays tuition and fees (for a student that receives Pell and/or SEOG Grants) will receive a refund if the student withdraws from the College until all monies due to the Pell and/or SEOG programs have been returned.

**Return of Unearned Aid, Responsibility of the Student.** The amount of aid that the student is responsible for returning (considered to be an overpayment) is calculated by subtracting the amount of unearned aid that the College is required to return from the total amount of unearned Title IV assistance (Pell and/or SEOG). The student is required to return or repay 50% of the grant assistance that is the responsibility of the student to repay. The student remains eligible for Title IV aid only if repayment is made to the College within 45 days.

#### **OTHER REFUNDS**

**Books and Supplies.** A student who drops/withdraws and has purchased returnable books and/or supplies from the College and returns the items with the original purchase receipt in new/unused condition during the first 10 calendar days of the term will receive a full refund. After the first 10 calendar days of the term, supplies are non-returnable regardless of condition.

#### **FINANCIAL AID**

The primary purpose of student financial assistance programs at Wallace Community College is to assist students with meeting the cost of their education. All students are encouraged to apply. Eligibility for grants is based on financial need.

#### **APPLYING FOR FEDERAL FINANCIAL AID**

Wallace Community College awards financial assistance on a continuous basis for the entire year. Priority for the limited campus-based programs (FWS, FSEOG, and ASAP) is given to students whose applications are completed prior to May 1 of each year.

**Students applying for financial aid must:**

1. Apply for admission and request a high school transcript, GED scores and certificates, and academic transcripts from other colleges previously attended.
2. Complete the Free Application for Federal Student Aid (FAFSA). Application forms can be obtained at high school guidance offices and college financial aid offices. This should be done as soon as the student (and the parents of a dependent student) completes the Federal Income Tax Return each year.
3. Mail the FAFSA to the Federal Processor, a Student Aid Report(SAR) will be sent to the student in approximately four weeks. Students filing the FAFSA via the Internet can expect slightly faster response time. The SAR should be submitted to the Financial
5. Sign a statement of educational purpose and a certification statement on overpayment and default (both found on the Free Application for Federal Student Aid [FAFSA]).
6. Be unconditionally admitted to Wallace Community College.
7. Be registered with Selective Service, if required.
8. Be a United States citizen or eligible non-citizen.

#### **VERIFICATION OF FINANCIAL AID ELIGIBILITY**

Federal regulations require that certain information on selected applications be verified. Students whose applications are selected by the Department of Education for verification are

Aid Office to determine the student's eligibility.

4. Complete verification documents if selected. Approximately one-third of all financial aid applications are selected by the federal government for a process called verification. Students who are selected are notified of the documentation requirements.

#### **ELIGIBILITY**

To receive Title IV student financial assistance, a student must meet the following requirements:

1. Have financial need, which is determined by subtracting the expected family contribution from the cost of education.
2. Have a high school diploma, a GED, or have passed an independently administered Ability to Benefit test approved by the U.S. Department of Education.
3. Be enrolled as a regular student working toward a degree or certificate in an eligible program.
4. Maintain satisfactory academic progress.

required to document the accuracy of application information, such as adjusted gross income, taxes paid, number of family members, untaxed income as well as other information from tax returns, and other documentation as requested by the Director of Financial Aid. Students cannot be certified as eligible for financial aid until the verification process has been completed and any errors outside the tolerance limits have been corrected.

#### **FINANCIAL AID COURSE LOAD REQUIREMENT**

To receive the amount of Pell Grant as indicated on the financial aid award letter, students must enroll for a full-time course load, which is a minimum of 12 semester credit hours each term. Students who enroll for fewer than 12 semester credit hours will have their Pell Grant award adjusted according to their registration status. Students enrolling in 9 to 11 semester credit

hours are considered three-quarter time, 6 to 8 semester credit hours are half time, and 1 to 5 semester credit hours are less than half time.

### **FINANCIAL AID PAYMENT PROCEDURES**

1. Students are paid based on their training time as of the end of the published drop and add period. Students who officially withdraw or drop out are subject to the Financial Aid Return of Title IV funds policy.
2. Students are not eligible for financial aid for classes they never attend.
3. Students who are withdrawn by the College for disciplinary reasons, non-payment of charges, or other similar reasons, are subject to the Financial Aid Return of Title IV Funds policy.
4. Additional information regarding the College's Financial Aid Payment and Return of Title IV Funds policy is published in the Tuition and Fees section of this catalog.

### **MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Federal regulations require that all students meet minimum standards of satisfactory academic progress to receive federal financial aid. These standards are checked at least annually.

**Standards of Satisfactory Academic Progress.** All students receiving financial aid under Title IV must meet the same Standards of Student Progress applicable to all students at the institution. (See Grading System in the General Policies section of this catalog for complete standards).

1. **Time Frame.** Each student receiving financial aid is expected to complete his or her course of study within a period not to exceed 1.5 times the length of his or her program of study. For example, a two-year program of study (6 terms) must be

completed within three years (9 terms) of attendance.

2. **Qualitative Measures.** Each student is expected to meet or exceed the following grade point average (GPA) at the indicated points in their program of study:

12-21 semester credit hours	1.50
Cumulative GPA	
22-32 semester credit hours	1.75
Cumulative GPA	
33 or more semester credit hours	2.00
Cumulative GPA	

3. **Quantitative Measures.** Each student on Title IV federal financial aid must earn two-thirds of the minimum number of hours required for each academic year to complete a program in the normal length of time allowed.

**Financial Aid Suspension.** When a student who is eligible for Title IV federal financial aid is suspended, whether the student serves the suspension or is readmitted on appeal, the student is not eligible to receive financial aid for the duration of the suspension. The student is not eligible again to receive financial aid until he or she makes the cumulative GPA required for the number of credit hours attempted at the institution or the GPA for that term is 2.0 or above (based on at least 12 semester credit hours or above attempted at the institution during that term).

**Reinstatement.** A student may have financial aid reinstated by (1) attending college at his or her own expense and (2) bringing grades into compliance with the minimum standards of satisfactory academic progress. Students are responsible for notifying the Office of Financial Aid when his or her grades are brought into compliance with the policy. Financial aid is not retroactively paid for any periods of enrollment during which the student is not eligible.

**Program of Study.** Students receiving financial assistance must be enrolled in a program of study that leads to a degree, certificate, or diploma.

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

**Extenuating Circumstances and Appeals.** Students who have had eligibility to receive financial aid terminated may appeal this decision in writing to the Director of Financial Aid, who will advise the student regarding the proper procedures and provide assistance in achieving an equitable solution to the problem.

**Students' Rights and Responsibilities.** Students have the responsibility of knowing the requirements for applying for financial aid, College refund and repayment policies, procedures relative to guidelines affecting a financial aid award, and procedures relative to disbursement of financial aid.

**Financial Aid Overpayment Policy.** In accordance with federal regulations (CFR 668-61), any financial aid overpayment made to a student must be repaid to the College to be refunded to the Title IV program from which the overpayment occurred.

## **FEDERAL FINANCIAL AID PROGRAMS**

**Federal Pell Grant.** Federal Pell Grants provide a foundation of financial aid to which other federal and non-federal sources of aid may

**Federal Work-Study.** Students who are selected for the Federal Work-Study program must be enrolled at least half time (6 hours). A student can work from 10-20 hours per week. The pay scale is based on the prevailing federal minimum hourly wage. To apply, students should complete the Free Application for Federal Student Aid (FAFSA) and a Wallace Community College Application for Federal Work-Study.

## **VETERANS' BENEFITS**

The federal government and the state of Alabama have programs that provide financial

be added. The amount of a Pell Grant is based on a family's financial circumstances. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply for a Pell Grant. A Pell Grant is awarded for one academic year (3 terms). The financial aid year begins with the fall semester and ends with the summer term. Students are paid only after all required documents are received, reviewed, and approved by the Office of Financial Aid.

**Federal Supplemental Educational Opportunity Grant (FSEOG).** Federal Supplemental Educational Opportunity Grant is designed to assist students with exceptional financial need. Priority is given to Pell Grant recipients who apply early. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply for Federal Supplemental Educational Opportunity Grant (FSEOG). Students who drop below half-time status (5 hours or fewer) or students who totally withdraw are not eligible for the award.

**Alabama Student Assistance Program.** This grant program is awarded only to Alabama residents. All applicants must complete the FAFSA. Priority awarding goes to students with the lowest family contribution who also receive Pell Grant.

assistance to veterans and their dependents. Wallace Community College believes that veterans are entitled to all benefits accrued through service to their country. The following information is given for those applying for veterans' benefits:

**Alabama GI Dependents' Scholarship Program.** The Alabama Department of Veterans Affairs offers financial assistance to eligible dependents—child, stepchild, spouse, or unmarried widow(er)—of disabled veterans (living or deceased), who were permanent civilian residents of Alabama prior to entry into

military service. Special consideration is given to dependents of permanently and totally disabled veterans who are bona fide residents or were prior to their death. Other benefits may be available to eligible dependents of the following: former prisoners of war (POW), declared missing in action (MIA), and those who died in service.

Maximum educational benefits include free tuition and required textbooks excluding non-credit and/or remedial courses for four standard academic years or a prescribed technical course at any state-supported junior or community college, university, or technical school.

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

For more information and application procedures, students should contact the nearest Veterans Affairs Office located in each county courthouse or write to the Alabama GI Dependents' Scholarship Program, P.O. Box 1509, Montgomery, AL 36102-1509.

**Survivors' and Dependents' Educational Assistance Program (Chapter 35).** This program provides financial aid for the education of dependent sons, daughters, and spouses of the following individuals:

1. Veterans who died or are permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
2. Veterans who died from any cause while such service-connected disability was in existence.
3. Servicepersons missing in action or captured in the line of duty by a hostile force.
4. Servicepersons forcibly detained or interned in the line of duty by a foreign government or power.

Eligible dependents under this program must provide the following items:

1. Completed VA Form 22-5490, Application for Survivors' and Dependents' Educational Assistance.
2. Official grade transcripts from any colleges previously attended (submitted to the Admissions and Records Office).

**Old GI Bill (Vietnam Era—Chapter 34).** Benefits for veterans under the Old GI Bill were terminated December 31, 1989. Some benefits for these veterans were carried over to the new bill (Montgomery GI Bill, Chapter 30). If a veteran feels he or she has some remaining eligibility under the Chapter 34 program, he or she should contact the Department of Veterans Affairs at 1-888-442-4551.

**Veterans' Educational Assistance Program (Chapter 32).** Veterans under this program (service beginning on or after January 1, 1977, through June 30, 1985) must provide the following items to apply for these benefits:

1. Completed application for educational benefits (Form 22-1990 available in the Veterans Office at Wallace Community College).
2. Copy of DD 214 (separation papers).
3. Official grade transcripts from any colleges previously attended (submitted to the Admissions and Records Office).

**Montgomery GI Bill—Active Duty Educational Assistance Program (Chapter 30).** Certain veterans with an honorable discharge and servicepersons may qualify for the Montgomery GI Bill. Veterans under this program must provide the following items:

1. Completed application for educational benefits (Form 22-1990 available in the Veterans Office at Wallace Community College).

2. Copy of DD 214 (separation papers).
3. Official grade transcripts from any colleges previously attended (submitted to the Admissions and Records Office).

Active duty or servicepersons complete Form 22-1990 only.

**Montgomery GI Bill—Selected Reserve Educational Assistance Program (Chapter 1606).** Members of the Selected Reserve who enlist, reenlist, or extend an enlistment in Selected Reserve so that the reservist has an obligation to serve for a period of not less than six years following the date of such action may qualify for Chapter 1606. Reservists under this program must provide the following items:

1. Completed application for educational benefits (Form 22-1990 available in the Veterans Office at Wallace Community College).
2. DD 2384 (Notice of Basic Eligibility) completed by Guard or Reserve unit.
3. Official grade transcripts from any colleges previously attended (submitted to the Admissions and Records Office).

**Alabama National Guard Educational Assistance Program (ANGEAP).** A financial award by the state of Alabama to an Alabama National Guard Educational Assistance Program applicant who is a resident of Alabama, and who is designated to be an eligible student enrolled in or accepted for enrollment in an eligible program at an eligible institution, and is awarded to the student to defray direct

2. Certification is granted only for hours required to complete the selected program of study.
3. Certification is not granted for audit or Community Services courses.
4. Veterans must be recertified for education benefits each year, at the beginning of fall semester and when they reenter college after an interruption of their educational program.

educational-related expenses: tuition, mandatory fees, books, and supplies, not to exceed \$500 per term and not more than \$1,000 annually.

**Vocational Rehabilitation (Chapter 31).** Vocational Rehabilitation is intended to help the service-disabled veteran become independent in daily living and, to the extent possible, to select, prepare for, and secure employment that is compatible with his or her interests, abilities, physical capabilities, and goals. Under Chapter 31, the Veterans Administration pays the cost of required tuition, fees, books, equipment, and supplies. The veteran also receives a monthly subsistence allowance.

**Note: Interested students should contact the county Veterans Affairs Office or the Regional Veterans Administration at 1-800-827-1000.**

#### **REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR VETERANS**

To retain eligibility for veterans' benefits, all veterans must meet the same Standards of Student Progress applicable to all students at the institution. (See Grading System in the General Policies section of this catalog for complete standards.)

#### **CERTIFICATION OF VETERANS**

The following criteria are used for certifying veterans or eligible dependents:

1. Certification is granted only for courses that are applicable to the declared program of study. Any deviation must be approved in writing.

The Veterans Affairs Office does not certify enrollment for veterans to the Department of Veterans Affairs (VA) until after the last day of late registration. This is to ensure that the correct information is sent to the VA for the semester in which veterans are registering. However, the College will certify the veteran prior to registration for fall term based on the assumption that the veteran's enrollment status remains the same as summer term. Because of the early

certification, the veteran could be overpaid or underpaid until the correct information is received and processed by the VA after the last day of late registration.

5. Veterans who have received college credit at other institutions are certified only for courses necessary to complete the declared program of study at Wallace Community College. Veterans are required to have an official grade transcript in WCC's Admissions and Records Office if they have attended any other college. **It is the veteran's responsibility to notify the Wallace Community College Veterans Office when the transcript has been received in the Admissions and Records Office.** Enrollment is certified to the VA for only two semesters until prior transcripts are received and evaluated by the Admissions and Records Office at Wallace Community College.

6. Benefits are paid on the following enrollment schedule:

- Full time = 12 or more semester hours
- Three-quarter time = 9-11 semester hours
- Half time = 6-8 semester hours
- Part time = 5 or fewer semester hours

A veteran may, under certain circumstances, be awarded credit in physical education (PED) for prior military service. A copy of the veteran's DD 214 with honorable discharge must be submitted to the Registrar's Office for credit to be granted. Credit for military learning experiences may also be granted. Veterans should refer to the General Policies section of this catalog for the official policy.

Payment and application processing by the Department of Veterans Affairs normally takes up to 90 days; therefore, the veteran must be prepared to pay all tuition and fees for the first two terms of enrollment before benefits are received. **ELIGIBILITY IS DETERMINED BY THE VETERANS AFFAIRS.**

## ADVANCE PAY

Veterans may also apply for advance pay. To be eligible for advance pay, veterans must submit their application and other documentation in accordance with the deadlines established each term by the Office of Financial Aid at Wallace Community College. The advance payment is then mailed to the appropriate College location for delivery to the veteran on registration day. The advance payment includes an allowance for the portion of the month in which the school term begins as well as the next month's allowance. Veterans will not receive another check until the end of the third calendar month of enrollment. Advance pay is based on full-time enrollment. If the veteran changes enrollment status to less than full time, the result is an overpayment which the veteran is responsible for resolving with the VA.

For additional information about the full range of veterans' programs available through the Department of Veterans Affairs, veterans and dependents should contact the Veterans Affairs Regional Office at 1-888-442-4551, their county Veterans Affairs Office, or the Office of Financial Aid at Wallace Community College at (334) 983-3521, ext. 2275, (334) 687-3543, ext. 4285.

## SCHOLARSHIPS

Wallace Community College has a limited number of scholarships awarded primarily to students who excel in areas identified below. State-supported scholarships (waivers) provide 100% of in-state tuition, not to exceed 18 semester hours per term for full-time. Categories and levels of support for other scholarships are determined by the agencies or individuals managing those funds. Consideration is given to students who meet requirements set forth in the individual scholarship.

**Academic Scholarships.** These scholarships are based on academic achievement, and 100% of in-state tuition (Facility Renewal/Technology Fee **not included**) is provided for the number of terms needed to complete an associate degree, not to exceed a two-year calendar period. Applications are available from

high school counselors or the Student Affairs Department at any campus.

**Athletic Scholarships.** WCC awards athletic scholarships for men's baseball and women's softball. Tuition is provided for two years and must be used within a two-year calendar period. Fees for each term of scholarship support are waived. Students receiving athletic scholarships must participate in and be declared eligible for the sport under which they signed the scholarship agreement. Interested students should contact the College's Athletic Director.

**Diplomats.** WCC Diplomats receive 100% of in-state tuition (Facility Renewal/Technology Fee **not included**) not to exceed two terms, as long as they maintain eligibility to participate in the Diplomat program and remain in good standing.

**Performing Arts Scholarships.** These scholarships are awarded to talented students for participation in the Jazz Band and Chamber Choir as well as in the areas of drama and art, and 100% of in-state tuition (Facility Renewal/Technology Fee **not included**) is provided, not to exceed a two-year calendar period. Information is available from the Fine Arts Department.

**Technical Scholarships.** These scholarships are based on academic achievement in technical and general education courses as well as recommendations from high school teachers and counselors. Qualified students receive 100% of in-state tuition (Facility Renewal/Technology Fee **not included**) for the number of terms needed to complete a degree or certificate, not to exceed a two-year calendar period. Applications are available from high school counselors or the Student Affairs Department.

**Workforce Investment Act (WIA).** This Act was designed to provide training to individuals who are unemployed, underemployed, unskilled, or recently dislocated from a job because of layoff or plant closure. Assistance through the WIA program includes tuition, fees, books, tools, and supplies. Eligibility for a daily training allowance is assessed on an individual

**Wallace College Singers.** These scholarships are awarded to talented vocalists for participation in the Wallace College Singers, and 100% of in-state tuition (Facility Renewal/Technology Fee **not included**) is provided to full-time students, not to exceed a two-year calendar period. Members of the Wallace College Singers are selected during spring semester auditions.

**Senior Citizens Waivers.** Students aged 60 or over may enroll in credit courses, tuition free, at Wallace Community College if space is available. Fees and other costs, excluding tuition, are paid by the senior adult student. Senior citizens granted a tuition waiver under the Senior Adult Scholarship Program may receive such waiver only one time per course.

**Privately Funded Scholarships.** Wallace Community College also offers a number of privately funded scholarships. These scholarships may have specific requirements beyond those of the College. For information about these scholarships, please contact the Office of Financial Aid.

## **OTHER FORMS OF FINANCIAL ASSISTANCE**

**State Vocational Rehabilitation.** Students with certain disabilities which interfere with their ability to work or attend college may be eligible for assistance through the Rehabilitation Services Office. Rehabilitation services may provide assistance with all costs associated with school attendance. For additional information, contact the State Rehabilitation Office.

basis. For information, contact the local state employment service in your home county.

**The Trade Adjustment Act (TAA).** This Act was designed to assist individuals in returning to suitable employment after becoming unemployed as a result of increased foreign imports. The TAA provides Trade Act funds for

individual referral training if applicant meets all requirements. Interested applicants must contact their local state employment service to determine eligibility.

**The Alabama Works Technical Scholarship.**

The Alabama Works Technical Scholarship program is designed to support incoming students interested in preparing for careers in three major areas— automotive, information technology, and manufacturing—to help with workforce development issues in the state of Alabama. The Alabama Industrial Development and Training department manages these scholarships. Recipients may receive support for tuition, fees, books, and tools. Applications are available through the Student Affairs Department at the campuses.



**GENERAL POLICIES**

## GENERAL POLICIES

The information in this section of the catalog is included to acquaint students with general information, regulations, and policies of Wallace Community College. The general policies of this College have been established to assist students with a smooth transition in their educational endeavors.

### MAXIMUM AND MINIMUM COURSE LOADS

As a general rule, the curriculum for all full-time students in any given term should include a minimum of 12 credit hours and a maximum of 19 credit hours. Students enrolled in non-degree programs must carry the appropriate minimum contact hours to be considered full time. Students who desire to take more than 19 credit hours may do so only with special permission from the Dean of Instructional Affairs. Students are not allowed to pursue more than 24 semester credit hours during a single term. The normal student load is 15-18 semester hours. Students are strongly encouraged to work with their advisors to develop a schedule that takes maximum advantage of educational offerings and provides the best opportunity for success.

### CREDIT FOR NON-TRADITIONAL LEARNING

Wallace Community College awards credit for the following types of non-traditional learning: Advanced Placement (AP); challenge examinations; College-Level Examination Program (CLEP); experiential, specialized, or occupational training; military training; and professional certification, licensure, or registry. Awarding credit for non-traditional learning at Wallace Community College does not guarantee that other institutions will approve such action. This determination is made by the respective transfer institution.

In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides that aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

**Advanced Placement (AP) Credit.** Wallace Community College recognizes a number of Advanced Placement courses that are taken in high school and supplemented by satisfactory scores on National Examinations of the College Entrance Examination Board (CEEB) Advanced Placement Program.

With a score of “3” or higher in mathematics or “4” or higher on all other exams, students receive credit for a minimum of one course in the subject area corresponding to the test. Credit is awarded based on students' majors. Additional AP credit in a single subject area may be awarded based on an evaluation of students' high school records and career goals. To apply for additional credit, students should contact a representative of the Student Affairs department at their primary learning location. A maximum of 20 semester hours may be approved for AP credit.

**Challenge and Validation Examinations.** Credit for challenge and validation examinations is available for courses in certain programs or departments. Information regarding availability of these examinations appears with appropriate program descriptions throughout this catalog. Credit is awarded based on students' majors.

**College-Level Examination Program (CLEP).** Credit for completion of CLEP examinations may be awarded provided appropriate scores are achieved, certain restrictions are observed, and adequate documentation is provided. Students may receive a maximum of 32 semester hours of CLEP credit, but that credit will be awarded only in areas offered within the current College curriculum and only when it exceeds the level already attained in that discipline by other means.

Most academic disciplines at WCC have adopted specific designated scores for their subject areas. If no score has been established, the minimum score recommended by the American Council on Education (ACE) will be accepted. The Assistant Dean of Student Affairs maintains a list of the subject areas, applicable exams, scores acceptable to the College, and the minimum scores recommended by ACE.

### GRADING SYSTEM

**Grading.** The following letter grades are assigned to courses for which students are registered:

Grade	Definition	Quality Points
A (90-100)	Excellent	4

WCC accepts CLEP credit awarded by other institutions only if WCC requirements regarding scores and other restrictions are met. The College cannot guarantee that other institutions of higher education will accept CLEP credit awarded by WCC. Students should consult their institution's policy prior to taking a CLEP examination.

**Experiential, Specialized, or Occupational Training.** Credit may be awarded in certain programs for experiential, specialized, or occupational training that is relevant to a student's program of study. Students should consult program information in this catalog.

**Military Training.** Military training is not recorded on transcripts until students have registered for their first term of work. Any one of the following credentials verifying completion of training is acceptable:

- AARTS transcript
- DD Form 295
- DD Form 214
- Certificates of completion

Credit is awarded based on students' majors and recommendations of the American Council on Education (ACE) as outlined in the *Guide to the Evaluation of Educational Experiences in the Armed Services* if the College has equivalent courses. Recommendations for awarding credit are made by the Assistant Dean of Student Affairs and approved by Dean of Instructional Affairs. The College will accept up to 32 semester hours of college credits based on ACE *Guide* recommendations.

**Professional Certification, Licensure, or Registry.** Credit may be awarded for professional certification, licensure, or registry that is relevant to the student's program of study. Documentation of such certification, licensure, or registry must be provided to the College for evaluation. Students should consult program descriptions for information.

### SERVICEMEMBERS' OPPORTUNITY COLLEGE PROGRAM

Wallace Community College is a member of the Servicemembers' Opportunity College (SOC) and the Servicemembers' Opportunity College Associate Degree Network (SOCAD) System, which allows military service members and their eligible dependents to pursue college-level programs without penalty for unusual situations and transfer over which they have no control. Through a student agreement with the College, service members and their dependents must complete a minimum of 25% of their degree requirements with Wallace Community College. On transfer from the College's service area, students are allowed to complete degree requirements at other accredited colleges in the SOCAD network and transfer these credits to Wallace Community College for award of the degree.

### CONCURRENT ADMISSIONS PROGRAM

As a Servicemembers' Opportunity College (SOC) institution, Wallace Community College has joined with the Army, Army Reserve, and Army National Guard to participate in the Concurrent Admissions Program (ConAP). Army and Army National Guard recruiters refer new soldiers to Wallace Community College where they are admitted to the College while deferring actual registration until completion of active military service.

### TECH PREP PROGRAM

Wallace Community College is an active supporter of the Tech Prep program. The Wallace and Sparks Campuses participate in the Wiregrass Tech Prep Consortium. The consortium includes Dothan and Eufaula Schools as well as Houston, Henry, and Barbour County Schools. Articulation agreements between area high schools and these campuses facilitate the transfer of credit opportunities for students desiring to enroll in designated programs. Articulation agreements between Wallace Community College and high schools within the consortium provide advanced placement opportunities for high school students. Students should contact their high school counselors, a counselor at the College, or the Tech Prep program for more specific information regarding these articulation agreements.

### SOPHOMORE STATUS

Students who have completed 33 or more semester credit hours have achieved sophomore status.

B (80-89)	Good	3
C (70-79)	Average	2
D (60-69)	Poor <sup>1</sup>	1
F (below 60)	Failure	0
S	Satisfactory <sup>2</sup>	0
U	Unsatisfactory <sup>3</sup>	0

I	Incomplete <sup>1</sup>	0
W	Official Withdrawal <sup>4</sup>	0
AU	Audit <sup>4</sup>	0

- <sup>1</sup> While the grade of "D" is normally considered passing, Wallace Community College may require a higher grade in selected programs.
- <sup>2</sup> Developmental, Community Services, and Corporate Services courses only. (These courses are not calculated in the grade point average.)
- <sup>3</sup> Credit course is averaged into the grade point average.
- <sup>4</sup> Credit course is not averaged into the grade point average.

**Developmental Courses.** Courses numbered 0-99 carry institutional credit and are not applicable toward degree or certificate requirements. Satisfactory grades earned in these courses are "S." Unsatisfactory grades are "U."

**Drop/Add.** Students must drop or add classes during the designated drop/add period. Drop/add procedures originate with an academic counselor on the Wallace Campus, faculty advisors on the Sparks Campus, and the Administrative Assistant at the Fort Rucker Center. After the drop/add period is over, students cannot add classes to their term schedules and can drop classes only by following withdrawal procedures outlined on this page.

**Withdrawals.** If students desire to discontinue attendance after the drop/add period, they must withdraw during the designated withdrawal period which begins the fourth day of class and ends one week prior to the beginning of final exams. **No withdrawals will be processed after this date.** Withdrawal procedures originate in Enrollment Services on the Wallace Campus in Dothan, the Office of Student Affairs on the Sparks Campus in Eufaula, and the Administrative Office at the Fort Rucker Center. A grade of "W" will be assigned.

**Incompletes.** An incomplete grade in a course (grade of "I") indicates that students **have not** completed all assigned course work or have not taken all class examinations. Students who receive a grade of "I" must complete the required work for removing incomplete grades no later than mid-term of the following term. Exceptions must be approved by the appropriate instructional dean. Failure to clear an incomplete grade results in an assignment of a grade of "F" for the course. The grade of "I" is calculated as an "F" until it is removed. A grade of "I" cannot be removed by repeating the course because it must be counted against the hours attempted in the original term.

**Auditing.** Students who desire to enroll in a course as auditors must meet the same admission requirements as regular students and complete course prerequisites. Auditors receive grades of "AU" for the course and are not required to take examinations. Credit hours are not averaged into the grade point average. Students may change from credit to audit or from audit to credit only during the drop and add period and may not change thereafter. Auditors must follow regular registration procedures and must pay tuition in accordance with regular tuition schedules. Classes taken for audit do not count toward credit hours earned.

**Continuing Education Units.** The Community Education and Corporate Services programs at Wallace Community College award continuing education units (CEUs) to participants who satisfactorily complete quality, non-credit courses. One CEU is awarded for each 10 contact hours of active participation in such organized learning experiences. Minimum attendance and performance requirements for courses may vary depending on length and nature of the learning experience.

### QUALITY POINTS

The College uses a four-point grading system to evaluate student scholastic standing. The following quality points are assigned:

Grade	Quality Points per Hour
• Selected transfer students are placed on academic probation upon admission and must make the transition to these standards of academic progress.	
• Special standards of academic progress have been established for students enrolled in institutional credit courses awarding grades of "S" and "U."	

**Standards of Progress Policy.** These GPA levels are required for students according to the number of hours attempted at the College:

A	4
B	3
C	2
D	1
F	0
I	0
AU	0
S	0
U	0
W	0

Non-credit courses (developmental, Community Education, and Corporate Services) do not count in calculating the grade point average (GPA).

Students' scholastic standings or GPAs are obtained by dividing their total number of quality points by the total number of semester hours pursued. Any course for which students have previously registered may be repeated; however, a course may be counted only once toward fulfillment of credit hours for graduation.

### GRADE CHALLENGES

See Academic Grievances on page 121 of the *Student Handbook* portion of this catalog.

### TERM GRADES

Term grades are available via the web. Information on how to access grades is published on the Wallace Community College home page at [www.wallace.edu](http://www.wallace.edu).

### NAME/ADDRESS CHANGES

Students should report to one of the following College locations to file name and/or address changes: Enrollment Services on the Wallace Campus in Dothan, the Student Affairs Department on the Sparks Campus in Eufaula, or the Administrative Office at the Fort Rucker Center.

### CHANGES IN MAJOR

Students should report to one of the following locations to report changes in major and/or degree options: Enrollment Services on the Wallace Campus in Dothan, the Student Affairs Department on the Sparks Campus in Eufaula, or the Administrative Office at the Fort Rucker Center.

### FINAL EXAMINATIONS

Examinations are required in all courses of study, and each individual course requires a final examination. Attendance at final exams is mandatory, and no student is allowed to exempt this requirement. Students who must miss a final exam have the responsibility of notifying the instructor prior to the exam and providing acceptable evidence regarding the cause of the absence when returning to the College.

Final exam schedules are issued by instructional deans and other important information is provided in each course syllabus distributed to students by faculty members at the beginning of each term. Any student who desires to schedule an exam at a time other than that published on the final exam schedule must receive approval from the appropriate instructional dean.

### STANDARDS OF ACADEMIC PROGRESS

The standards of academic progress apply to all students unless one of the following exceptions exists:

- Programs within the institution that are subject to external licensure, certification, and/or accreditation or that are fewer than four terms in length may have higher standards of academic progress than the College's standards of progress.
1. Students who have attempted 12-21 semester credit hours at the College must maintain a 1.5 cumulative GPA.
  2. Students who have attempted 22-32 semester credit hours at the College must maintain a 1.75 cumulative GPA.

3. Students who have attempted 33 or more semester credit hours at the College must maintain a 2.0 cumulative GPA.

**Intervention for Student Success.** When students are placed on Academic Probation, One-Term Academic Suspension, or One-Calendar-Year Academic Suspension, College officials may provide intervention for students by taking such steps as imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

#### **APPLICATION OF STANDARDS OF PROGRESS**

**Clear.** When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is CLEAR.

**Academic Probation.** When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the College, the student is placed on ACADEMIC PROBATION.

When the cumulative GPA of a student who is on ACADEMIC PROBATION remains below the GPA required for the total number of credit hours attempted but the term GPA is 2.0 or above, the student remains on ACADEMIC PROBATION.

When the cumulative GPA of a student is at or above the GPA required for the total number of credit hours attempted, the student's status is CLEAR.

**Academic Suspension for One Term.** When the cumulative GPA of a student who is on ACADEMIC PROBATION remains below the GPA required for the total number of hours attempted and the term GPA is below 2.0, the student is suspended for one term. The transcript will read SUSPENDED FOR ONE TERM.

The student who is SUSPENDED FOR ONE TERM may appeal to the Admissions and Academic Standards Committee. If, after

appeal, the student is readmitted without serving the suspension, the transcript will read SUSPENDED—ONE TERM/READMITTED UPON APPEAL. The student who is READMITTED UPON APPEAL reenters the institution on ACADEMIC PROBATION.

A student who returns to the College on ACADEMIC PROBATION after being suspended for one term (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 College but whose term GPA is 2.0 or above will remain on ACADEMIC PROBATION until the student achieves the required GPA for the total number of hours attempted. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is CLEAR.

**Academic Suspension for One Year.** A student who returns to the College on ACADEMIC PROBATION after being suspended for one term (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 College and whose term GPA is below 2.0 will be suspended for one calendar year. The transcript will read SUSPENDED—ONE YEAR. A student who serves a one-year suspension reenters the College on ACADEMIC PROBATION.

A student who is suspended for one year may appeal to the Admissions and Academic Standards Committee. If, after appeal, the student is readmitted without serving the one-year suspension, the transcript will read SUSPENDED—ONE YEAR/ READMITTED UPON APPEAL. The student who is readmitted upon appeal reenters the College on ACADEMIC PROBATION.

**Process of Appeal for Readmission.** If students who declare no contest to the facts leading to suspension simply desire to request

consideration for readmission, they may submit a request in writing for an appeal for readmission to the chairperson of the Admissions and Academic Standards Committee prior to the first day of the upcoming term following receipt of the notice of suspension. During the meeting of the Admissions and Academic Standards Committee, which will not be considered a due process hearing but rather a petition for readmission, students are given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions and Academic Standards Committee, together with materials presented by students, are placed in the College's official records. Additionally, a copy of the written decision is provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

#### **STANDARDS OF ACADEMIC PROGRESS:**

##### **TRANSFER STUDENTS**

Transfer students who are admitted on CLEAR academic status are subject to the same standards of academic progress as *native* students. Transfer students are admitted on CLEAR academic status when the cumulative GPA from the transfer institution is 2.0 or above. Grades accrued at other regionally or nationally accredited postsecondary institutions are not included in GPA calculations.

Transfer students who are admitted on ACADEMIC PROBATION retain that status until they have attempted at least 12 semester credit hours at Wallace Community College. If, at the conclusion of the term in which students have attempted a total of 12 or more semester credit hours at the College, the Wallace Community College GPA is below 1.5, students are suspended for one term. The transcript will read **SUSPENDED—ONE TERM**.

2. If three or more calendar years have elapsed since the most recent term for which students desire to declare bankruptcy, students may declare academic bankruptcy

If, at the conclusion of the term in which transfer students admitted on ACADEMIC PROBATION have attempted a total of 12 or more semester credit hours at the College and the Wallace Community College cumulative GPA is 1.5 or above, the student's status is CLEAR.

#### **STANDARDS OF ACADEMIC PROGRESS:**

##### **DEVELOPMENTAL COURSES**

Students who are enrolled in developmental courses and who receive a grade of “U” one term may not take the course a second term until they receive special academic advising. After the second term in which students receive a grade of “U” in the same course, they must appeal through the Admissions and Academic Standards Committee before being allowed to reenroll in the course.

##### **ACADEMIC BANKRUPTCY**

Students may request forms for declaring academic bankruptcy from one of the following College locations: the Admissions and Records Office on the Wallace Campus in Dothan, the Student Affairs Department on the Sparks Campus in Eufaula, or the Administrative Office at the Fort Rucker Center. Students may declare academic bankruptcy under the following conditions:

1. If fewer than three calendar years have elapsed since the term for which students desire to declare bankruptcy, students may declare academic bankruptcy on all course work taken during the one term, provided they have taken a minimum of 18 semester credit hours of course work at the College since the bankruptcy term occurred. All course work taken, even hours completed satisfactorily during the term for which academic bankruptcy is declared, is disregarded in the cumulative GPA.

on all course work taken during one to three terms, provided they have taken a minimum of 18 semester credit hours of course work at the College since the bankruptcy term

occurred. All course work taken, even hours completed satisfactorily during the term(s) for which academic bankruptcy is declared, is disregarded in the cumulative GPA.

When academic bankruptcy is declared, the term **ACADEMIC BANKRUPTCY** is reflected on the transcript for each term affected. The transcript will reflect the term of its implementation and will read **ACADEMIC BANKRUPTCY IMPLEMENTED**.

**Students may declare academic bankruptcy only once.** Implementation of academic bankruptcy at the College does not guarantee that other institutions will approve such action. This determination is made by the respective transfer institution.

### **COURSE FORGIVENESS**

If students repeat a course, the last grade awarded (excluding a grade of “W”) replaces the previous grade in computing the cumulative GPA. The GPA during the term in which the course was first attempted will not be affected. When a course is repeated more than once, all grades for the course—excluding the first grade—are used to compute the cumulative GPA. Official records at Wallace Community College will list each course in which students have enrolled. It is the student's responsibility to complete a form for requesting course forgiveness at one of the following locations: the Admissions and Records Office on the Wallace Campus in Dothan, the Student Affairs Department on the Sparks Campus in Eufaula, or the Administrative Office at the Fort Rucker Center.

### **TRANSIENT AUTHORIZATION**

Students who have been officially admitted to Wallace Community College and who are in good standing may earn credit as transient students at other regionally or nationally accredited postsecondary institutions. Approval forms must be obtained from the Admissions and Records Office on the Wallace Campus in Dothan, the Student Affairs Department on the Sparks Campus in Eufaula, or the Administrative Office at the Fort Rucker Center **prior to enrollment at another institution.**

Students who attend other colleges as transients must request that official transcripts of credits earned be mailed to the appropriate Wallace Community College location they are attending.

### **TRANSCRIPTS OF RECORDS**

The Family Educational Rights and Privacy Act of 1974 as Amended (FERPA), also known as the Buckley Amendment (PL93-380), will apply to the handling of student records at Wallace Community College. Transcripts must be requested in writing. There is no charge for this service. Transcript request forms are available from one of the following College locations: the Admissions and Records Office on the Wallace Campus in Dothan, the Student Affairs Department on the Sparks Campus in Eufaula, or the Administrative Office at the Fort Rucker Center.

In compliance with the Family Educational Rights and Privacy Act, Wallace Community College does not release transcripts from the College except when students submit written requests. Students or former students who desire transcripts of their records must write, well in advance of the time the transcript is needed, to the Assistant Dean of Student Affairs, giving Social Security number, date of birth, dates of attendance, and name and address of the institution or person to whom the records should be sent. Students must state ALL names that may have been entered on their records. Students may secure unofficial transcripts (no College seal and stamped ISSUED TO STUDENT), but official transcripts are sent only to colleges or organizations. Official transcripts cannot be hand delivered unless specifically requested by the College or organization receiving the transcript. These transcripts are stamped ISSUED TO STUDENT.

Wallace Community College does not issue copies of another school's transcript. Transcripts are not issued to students who have failed in some way to complete admission requirements. Advance notice of 72 hours is required on all transcript requests.

### **ATTENDANCE POLICY**

**General.** Students are expected to attend all meetings of all classes for which they are registered. Students should recognize the academic responsibilities inherent in their college career, especially those of timely arrival for and attendance of all classes. Any absences from scheduled classes, regardless of the cause or circumstance, reduce academic opportunities for students. Class activities and assignments missed during excused absences may be made up as directed by faculty members. Because of unique circumstances, timing, equipment availability, or faculty schedules, not all missed examinations, quizzes, laboratory work, or projects may be made up. Such missed assignments may adversely affect students' grades.

Class attendance policies are in effect from the first scheduled class meeting. Faculty members will ensure that their attendance policy is contained in the course syllabus provided to students. Students with excessive absences should be counseled concerning the probability that they will not be able to meet course requirements.

Individual faculty members will make decisions regarding excused absences. Examples of excused absences include serious illness, death in the student's immediate family, military obligations, or official College business. Students called to extended military or court duty will be excused to the extent possible without jeopardizing successful attainment of course objectives.

The attendance policy applicable to a specific instructional program may be more restrictive than the College policy. These policies may be influenced by requirements of external agencies that oversee curricula in those programs and provide certification, licensure, or registry opportunities for students and graduates.

Students with legitimate concerns may appeal the attendance actions of faculty members by following the procedures outlined under the Student Academic Grievance Policy in the *Student Handbook* section of this catalog.

## **DEGREES**

The College awards associate in arts, associate in science, and associate in applied science degrees. The associate in arts (AA) and associate in science (AS) degree programs are designed for students planning to transfer to a senior institution to pursue a course of study in liberal arts, the sciences, or a specialized professional field. These degree programs require completion of a minimum of 60 semester credit hours in an approved program of study and are awarded to students completing a planned university-parallel program and the general education program outlined in this catalog.

The associate in applied science (AAS) degree is designed for students planning to seek employment based on competencies and skills attained through AAS degree programs of study. Although not designed to meet the needs of students who will transfer to senior institutions, some portions of AAS degree programs may do so. This degree comprises 60-76 semester credit hours.

## **DEGREE REQUIREMENTS**

To fulfill degree requirements, students must meet the following criteria:

1. Complete, satisfactorily, a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative GPA in **all** courses attempted at the College. Calculation of the GPA for graduation will not include grades earned in developmental courses. A course may be counted only once for the purposes of meeting graduation requirements.
3. Complete at least 25% of the semester credit hours required for the degree at Wallace Community College.
4. Meet all requirements for graduation within a calendar year from the last term of attendance.

5. Transfer in only credit hours that represent course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides that aid in the evaluation for credit. Such guides include those published by the American Council of Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
6. Submit a formal application for graduation by mid-term of the term prior to graduation. Graduation applications are available at the following locations: Admissions and Records Office on the Wallace Campus in Dothan, the Student Affairs Department on the Sparks Campus in Eufaula, or the Administrative Office at the Fort Rucker Center.
7. Fulfill all financial obligations to the College.
8. Meet graduation requirements for the appropriate catalog. Students are guided by the Wallace Community College catalog in effect their first term(s) of enrollment as long as they maintain continuous enrollment (except summer term). Students may elect to be guided by a new catalog during their continuous enrollment period. Breaking continuous enrollment will result in students being guided by the catalog in effect the term they reenroll. Students who change their majors will be guided by the catalog in effect at the time the new major is declared.

#### **CERTIFICATES**

Wallace Community College awards certificates for programs below the degree level that are designed for students who plan to seek employment based on competencies and skills attained through these programs of study. These formal awards are comprised of at least 27 semester credit hours but no more than 60. Certificates are also awarded for programs equal to or less than 26 semester hours that are comprised of at least 9 semester credit hours but no more than 26. Information regarding the length of certificate programs appears with the appropriate program descriptions throughout this catalog.

#### **CERTIFICATE REQUIREMENTS**

Students must meet the following criteria:

1. Complete an approved program of study satisfactorily.
2. Earn a 2.0 cumulative GPA in **all** courses attempted at the College. Calculation of the GPA for graduation will not include grades earned in institutional credit courses. All grades in repeated courses are averaged into

the GPA; however, a course may be counted only once for purposes of meeting graduation requirements.

3. Complete at least 25% of the program's required semester credit hours at Wallace Community College.
4. Meet all requirements for graduation within a calendar year from the last term of attendance.
5. Transfer in only credit hours that represent course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides that aid in the evaluation for credit. Such guides include those published by the American Council of Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
6. Submit a formal application for graduation by mid-term of the term prior to graduation. Graduation applications are available at the following locations: Admissions and Records Office on the Wallace Campus in Dothan, the Student Affairs Department on the Sparks Campus in Eufaula, or the Administrative Office at the Fort Rucker Center.
7. Fulfill all financial obligations to the College.
8. Meet graduation requirements for the appropriate catalog. Students are guided by the Wallace Community College catalog in effect their first term of enrollment as long as they maintain continuous enrollment (except summer term). Students may elect to be guided by a new catalog during their continuous enrollment period. Breaking continuous enrollment will result in students

being guided by the catalog in effect the term they reenroll.

## HONORS AND RECOGNITIONS

**Graduation Honors for Degrees.** Superior academic achievement by graduating students is recognized by the following designations on transcripts:

- Graduation with Honor (Cum Laude)—3.50 to 3.69 GPA
- Graduation with High Honor (Magna Cum Laude)—3.70 to 3.89 GPA
- Graduation with Highest Honor (Summa Cum Laude)—3.90 to 4.0 GPA

**Note:** Calculation of the GPA for graduation honors is identical to the method used to calculate the GPA to fulfill graduation requirements for the degree being earned. In addition, to be eligible for a graduation honor, students must have completed a minimum of 32 semester credit hours at the College.

**Graduation Honors for Certificates.** Students earning certificates are recognized by the following designation on transcripts:

- Graduation with Distinction — 3.50 to 4.0 GPA

**Note:** Calculation of the GPA for graduation honors is identical to the method used to calculate the GPA to fulfill graduation requirements for the degree being earned. In addition, to be

**James B. Allen Award.** Named in honor of former Alabama U.S. Senator James B. Allen, this award is bestowed upon the graduating sophomore selected by a committee of faculty and staff members as the most outstanding student at the College. Recipients are selected not only for their academic achievement but also for their leadership and community and campus involvements.

**Who's Who in American Junior Colleges.** Students at Wallace Community College are chosen annually to be included in *Who's Who Among Students in American Junior Colleges*. Qualifications include academic achievement, community service, leadership, and participation in extracurricular activities. Names of students selected by the faculty committee appear in the national publication *Who's Who Among Students in American Junior Colleges*.

eligible for a graduation honor, students must have completed a minimum of 32 semester credit hours at the College.

**Dean's List.** A Dean's List is compiled at the end of each term. Requirements for the Dean's List are listed below:

- Receive a term GPA of 3.5 or above but below a 4.0
- Complete a minimum of 12 semester hours of college-level work. Developmental courses will not count toward the minimum course load requirement.

**President's List.** A President's List is compiled at the end of each term. Requirements for the President's List are listed below:

- Receive a term GPA of 4.0
- Complete a minimum of 12 semester hours of college-level work. Developmental courses will not count toward the minimum course load requirement.

## SPECIAL RECOGNITIONS

**All-Alabama Academic Team.** Students are nominated for the All-Alabama Academic Team by Wallace Community College faculty and staff members. Students participate in statewide recognition ceremonies sponsored annually by the Chancellor's office.

**Honors Day Convocations.** Outstanding students in each program of study at Wallace Community College are recognized at annual Honors Day Convocations held at major campuses during spring semester. In addition to outstanding students from each program, outstanding student leaders and athletes, students selected for *Who's Who Among Students in American Junior Colleges*, and students receiving scholarships to four-year colleges and universities are honored. The James B. Allen Award, given to the most outstanding graduating student in each of Alabama's junior colleges, is also awarded at an Honors Day Convocation.



## EDUCATIONAL OPTIONS

## EDUCATIONAL OPTIONS

### PROGRAMS OF STUDY

Wallace Community College is authorized to award the associate in arts, associate in science, and associate in applied science degrees as well as certificates in career, technical, and occupational programs. These degrees and certificates are obtained by students successfully completing a series of courses called a *program of study*.

The primary objective of Wallace Community College is to meet the needs of our students. These needs will most often be met by the degrees and certificates offered by the College. However, the following list illustrates the whole array of options available to the student. In choosing an option, students should consult with their faculty advisor or meet with a counselor.

- OPTION I. **Associate in Arts Degree.** Students **MUST** complete the general education requirements identified on page 41 and 23 hours of electives from departmental course offerings.
- OPTION II. **Associate in Science Degree.** Students **MUST** complete the general education requirements identified on page 41 and 23 hours of additional approved credits from departmental course offerings.
- OPTION III. **Associate in Applied Science Degree.** Students **MUST** complete requirements of a specific program outlined in this catalog.
- OPTION IV. **Certificates.** Students **MUST** complete requirements of a specific program outlined in this catalog.
- OPTION V. **Non-Degree Academic Transfer.** Students **MAY** complete general education requirements and electives from departmental course offerings.
- OPTION VI. **Non-Degree Technical Transfer.** Students **MAY** complete courses in technical programs outlined in this catalog.
- OPTION VII. **Selected Enrichment Courses** (personal interest and job enhancement). Students **MAY** select courses from all departmental course offerings provided all prerequisites have been met.

### MODES OF DELIVERY

Wallace Community College delivers courses and programs in a variety of formats at a number of locations. Courses may be taught in lecture format, as laboratory performance classes, as seminars, or as independent study, using the Internet to enhance content and instruction in any of these modes; or they may be taught solely through the Internet as distance education. With an advisor's assistance, each student may choose any delivery mode or location that fits his or her needs, schedule, and abilities with only one limitation: **No student may complete more than 25% of his or her certificate or degree program requirements through Internet-based distance education course offerings.** Therefore, students and their advisors must carefully review course offerings each term and limit the use of Internet-based courses in meeting overall program requirements.

### TRANSFER CREDITS

Students completing courses that have been approved for the General Education curriculum and are appropriate to their major and/or degree can transfer these courses with credit applicable to their degree program among two- and four-year colleges and universities in Alabama. It is the responsibility of students to maintain contact with their transfer institutions to assure transfer of credit without loss of hours.

Students are responsible for becoming familiar with requirements of their program of study. All students are encouraged to declare a major field of study as soon as possible so they can be assigned an advisor. Failure to do so may result in a delay in completing degree requirements.

### UNDECIDED TRANSFER STUDENTS

Students entering college without having chosen a major or a transfer institution will have a special need for counselors and advisors at Wallace Community College. These professionals can help students determine their career strengths and interests, select majors, and (if an advanced degree is desired) identify upper-division institutions for program continuance.

Students with undecided majors are strongly encouraged to talk with a counselor/advisor from the first meeting at orientation and begin to make the right decisions as early in their postsecondary careers as possible. Counselors/advisors will help students select courses that are generally accepted, nationwide, as part of a core curriculum while they explore career options. However, students will get the most from time spent at Wallace Community College once they identify a major and, if appropriate, a transfer institution. Counselors/advisors can only assure acceptability of courses for degrees awarded by Wallace Community College. It is the responsibility of each student to check with their transfer institution to assure applicability of courses toward their planned educational goals; however, if students adhere to the courses outlined in their degree program that have been approved statewide, then transferability to two- and four-year colleges and universities in Alabama is assured.

Wallace Community College is committed to helping students get what they need from a postsecondary education. Students must assist in this effort by choosing a career path on which to build a solid educational program.

### FACULTY ADVISING

Faculty members are available throughout each term to advise students about courses, programs, and careers and to assist them individually with their course work and other appropriate concerns. This communication with the faculty provides students with many opportunities for both personal and educational advising. To encourage students to take advantage of these opportunities, faculty members post schedules reflecting their office hours and announce this information to their classes.

Every effort is made to ensure that the courses and programs described in this catalog are offered to students in an appropriate and reasonable sequence. Students should be aware, however, that admission to the College or registration for a given term does not guarantee the availability of a specific course or program of courses that may be under review for continuance. Course and program availability is determined by student demand, instructor availability, and the College's program review process.

### UNIVERSITY-PARALLEL PROGRAMS

Programs leading to the associate in arts (AA) and the associate in science (AS) degrees are referred to as *university-parallel programs* because they are designed to prepare the student to transfer to a four-year college or university to pursue a bachelor of arts or a bachelor of science degree.

The AA and AS degrees require a minimum of 64 semester hours credit for completion. These degrees are essentially planned sets of general education courses that make up the first half of a four-year baccalaureate degree. Majors are actually defined by the institutions to which the student transfers. However, AA and AS degree students are assigned to advisors on the basis of an intended major indicated by the individual student.

**It is the student's responsibility to become familiar with the requirements of the senior institution to which he or she plans to transfer.** A student planning to transfer should follow a prescribed transfer program to prevent loss of credit upon transferring. Students should consult with their faculty advisor or a counselor before registering.

**ASSOCIATE IN ARTS DEGREE AND  
ASSOCIATE IN SCIENCE DEGREE**

The **associate in arts degree** (AA) or **associate in science degree** (AS) are designed for students who plan to transfer to a senior institution and are conferred by the College as official recognition for successful completion of a prescribed program of study in an appropriate university-parallel track.

**Requirements Semester Hours of Credit**

**AREA I: Written Composition ..... 6**  
<sup>1</sup> ENG 101-102 English Composition I-II ..... 6

**AREA II: Humanities and Fine Arts ..... 12**  
 SPH 106 Fundamentals of Oral Communications ..... 3  
<sup>2</sup> Literature ..... 3  
<sup>2</sup> Fine Arts ..... 3  
 Humanities or Fine Arts ..... 3

**AREA III: Natural Science, Computer Science, and Mathematics ..... 11**  
<sup>5</sup> MTH 110 Finite Math or higher level course for AA degree;  
<sup>5</sup> MTH 112 Precalculus Algebra or higher level courses for AS degree ..... 3  
 Natural Science which includes laboratory experiences ..... 8

**AREA IV: History, Social, and Behavioral Sciences ..... 12**  
<sup>2</sup> History ..... 3  
<sup>3</sup> History, Social, and Behavioral Sciences ..... 9

**Minimum General Education Requirements ..... 41**

**AREA V: Pre-Professional, Pre-Major, and Elective Courses 19-23**  
<sup>4</sup> CIS 146 Microcomputer Applications ..... 3  
<sup>6</sup> ORI 101 Orientation to College ..... 1

**Maximum Program Semester Credit Hours ..... 64**

- <sup>1</sup> Entrance is determined by ASSET/COMPASS placement exam score. A score of 42 or above is required for entrance into ENG 101.
- <sup>2</sup> Must complete 3 semester hours in Literature, Fine Arts, and History. Must complete a 6-semester hours sequence either in Literature or in History.
- <sup>3</sup> At least 6-semester hours from Social and Behavioral Sciences.
- <sup>4</sup> Students who fail to demonstrate adequate competency in Computer Science by passing a computer competency exam must take CIS 146.
- <sup>5</sup> Entrance is determined by ACT score or by ASSET/COMPASS placement exam scores in numerical skills and algebra.
- <sup>6</sup> Required of all first-time college students.

In addition to the General Education Semester Program described above, students must complete the appropriate university-parallel program. They should check with their transfer institution to assure applicability of courses toward their planned major. Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Dependent on the total hours allocated for bachelor's degrees, institutions in The Alabama College System will only be authorized to provide 50% of that total (60-64).

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

The **associate in applied science degree** (AAS) is an undergraduate award designed for students who plan to specialize in technical, business, semi-professional, and supervisory fields that are career-oriented or, in selected fields, to transfer to a senior institution. Though many of the courses in these programs transfer to four-year colleges and universities, their primary intent is to prepare students for immediate employment after successful completion of a two-year program of study.

**Requirements Semester Hours of Credit**

**AREA I: Written and Oral Communication ..... 6-9**  
<sup>1</sup> ENG 101 English Composition I ..... 3  
 SPH 106 Fundamentals of Oral Communications ..... 3

**AREA II: Humanities and Fine Arts ..... 3**  
 Choose from degree-applicable ART, HUM, MUS, PHL, REL, or THR courses.

**AREA III: Natural Science, Computer Science, and Mathematics ..... 9-11**  
<sup>2</sup> CIS course ..... 3  
<sup>3</sup> MTH course as prescribed by program ..... 3  
 Additional hours may be chosen from degree-applicable BIO, CHM, CIS, GEO, MTH, PHS, or PHY courses ..... 3-5

Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, 202, and 220 to ensure the transfer of courses within parameters of the AGSC Minimum General Education Semester Hour Distribution Requirements or, in lieu, successfully complete the validated system-wide biology placement examination.

**AREA IV: History, Social, and Behavioral Sciences ..... 3-6**  
 Choose from degree-applicable ECO, HIS, POL, PSY, or SOC courses.

**Minimum General Education Requirements ..... 21-29**

**AREA V: Career/Technical Concentration and Electives 39-57**  
<sup>4</sup> ORI 101 Orientation to College ..... 1  
<sup>5</sup> ORI 104 WorkKeys Assessment and Advisement ..... 1

**Courses appropriate to degree requirements, technical specialty requirements, core courses, and electives ..... 38-56**

Students planning programs of study for which the AAS does not represent the terminal degree and for which national or regional programmatic licensure and certification are required should integrate general studies transfer courses whenever possible.

**Maximum Program Semester Credit Hours ..... 76**

- <sup>1</sup> Entrance is determined by ASSET placement exam score. A score of 42 or above is required for entrance into ENG 101.
- <sup>2</sup> Students who fail to demonstrate adequate competency in computer science by passing a computer competency exam must take CIS 146.
- <sup>3</sup> Entrance is determined by ACT score or by ASSET placements exam scores in numerical skills and algebra.
- <sup>4</sup> Required for all first-time entering freshmen.
- <sup>5</sup> Required for AAS degree and program completion.

Students may earn an AAS degree in the following programs:

Program	Page
Air Conditioning and Refrigeration .....	45
Associate Degree Nursing .....	45
Automotive Technology .....	48
Business and Office Information Processing .....	48
Accounting Technology Concentration .....	49
Business Computer Applications Concentration .....	49
Office Administration Concentration .....	49
Supervision Management Concentration .....	49
Child Development .....	49
Administrator Concentration .....	50
Educator Concentration .....	50
Computer Information Science .....	50
Computer Applications Concentration .....	51
Computer Programming Concentration .....	51
Internet Technology Concentration .....	51
Drafting and Design Technology .....	52



Program	Page
Cosmetology.....	51
Drafting and Design Technology .....	52
Construction Management Concentration .....	52
Electrical Technology .....	53
Emergency Medical Services-Paramedic .....	53
Machine Tool Technology.....	55
Masonry.....	55
Plumbing.....	58
Practical Nursing (LPN).....	58
Welding Technology.....	63

**SHORT CERTIFICATES (Less Than or Equal to 26 Hours)**

<u>Requirements</u>	<u>Semester Hours of Credit</u>
Area I: Written Composition I and II.....	0-3
One technical writing course is recommended.	

Area II: Humanities and Fine Arts..... 0

Area III: Natural Science, Computer Science, and  
Mathematics .....0-3

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

Minimum General Education Requirements .....0-6

Area V: Maximum Technical Concentration and  
Electives..... 26

These courses are appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Maximum Program Semester Credit Hours ..... 26

Semester Credit Hour Range by Award.....22-26

The following programs offer a short certificate:

Program	Page
Child Development .....	49
Cosmetology Instructor .....	51
Cosmetology–Nail Technology .....	52
Emergency Medical Services–Basic .....	53
Medical Transcription.....	56
Phlebotomy .....	56
Small Engine Repair .....	62
Upholstery.....	62

The policies and procedures in this catalog are subject to change due to actions of the State Board of Education, Federal and State legislative actions, and changes in levels of financial support provided by Federal and State agencies. Wallace Community College intends to deliver the courses, offer the programs, and provide the services described in this document unless circumstances require adjustments. Wallace Community College faculty and staff will communicate changes when they occur.

**INSTRUCTIONAL PROGRAMS**



## PROGRAMS BY LOCATION

	Page
<b>SPARKS CAMPUS PROGRAMS</b>	
Air Conditioning/Refrigeration.....	45
Auto Body Repair.....	47
Business and Office Information Processing.....	48
Cabinetmaking/Carpentry.....	49
Child Development.....	49
Computer Information Science.....	50
Cosmetology.....	51
Cosmetology Instructor Training.....	51
Cosmetology—Nail Technology.....	52
Drafting and Design Technology.....	52
Electrical Technology.....	53
Industrial Electronics Technology.....	54
Masonry.....	55
Practical Nursing (LPN).....	58
Welding Technology.....	63
<b>WALLACE CAMPUS PROGRAMS</b>	
Air Conditioning/Refrigeration.....	45
Associate Degree Nursing (RN).....	45
Automotive Technology.....	48
Business and Office Information Processing.....	48
Cabinetmaking/Carpentry.....	49
Child Development.....	49
Computer Information Science.....	50
Cosmetology.....	51
Cosmetology—Nail Technology.....	52
Drafting and Design Technology.....	52
Electrical Technology.....	53
Emergency Medical Services.....	53
Industrial Electronics Technology.....	54
Machine Tool Technology.....	55
Medical Assisting.....	55
Medical Transcription.....	56
Phlebotomy.....	56
Physical Therapist Assistant.....	57
Practical Nursing (LPN).....	58
Radiologic Technology.....	60
Respiratory Therapist.....	61
Small Engine Repair.....	62
Upholstery.....	62
Welding Technology.....	63
<b>FORT RUCKER CENTER PROGRAMS</b>	
Cosmetology.....	51
Cosmetology—Nail Technology.....	52
Practical Nursing (LPN).....	58

## PROGRAMS BY DISCIPLINE

	Page
Air Conditioning/Refrigeration.....	45
Associate Degree Nursing (RN).....	45
Auto Body Repair.....	47
Automotive Technology.....	48
Business and Office Information Processing.....	48
Cabinetmaking/Carpentry.....	49
Child Development.....	49
Computer Information Science.....	50
Cosmetology.....	51
Cosmetology Instructor Training.....	51
Cosmetology—Nail Technology.....	52
Drafting and Design Technology.....	52
Electrical Technology.....	53
Emergency Medical Services.....	53
Industrial Electronics Technology.....	54
Machine Tool Technology.....	55
Masonry.....	55
Medical Assisting.....	55
Medical Transcription.....	56
Phlebotomy.....	56
Physical Therapist Assistant.....	57
Plumbing.....	58
Practical Nursing (LPN).....	58
Radiologic Technology.....	60
Respiratory Therapist.....	61
Small Engine Repair.....	62
Upholstery.....	62
Welding Technology.....	63

**The policies and procedures in this catalog are subject to change due to actions of the State Board of Education, Federal and State legislative actions, and changes in levels of financial support provided by Federal and State agencies. Wallace Community College intends to deliver the courses, offer the programs, and provide the services described in this document unless circumstances require adjustments. Wallace Community College faculty and staff will communicate changes when they occur.**

## AIR CONDITIONING/REFRIGERATION (ACR) (Wallace and Sparks Campuses, Ventress Correctional Facility)

This program provides the necessary skills, knowledge, and experience for employment in air conditioning and refrigeration occupations.

The student will acquire fundamental processes and skills necessary to install, replace, or repair air conditioning and refrigeration equipment. The student will have the opportunity to learn all phases of the fundamental principles of air conditioning and refrigeration as well as power and control electrical systems associated with air conditioning and refrigeration. Courses focus on domestic and residential air conditioning and heat pumps.

Any student who completes all courses listed in the curriculum will be awarded an associate in applied science degree in Air Conditioning and Refrigeration. Students completing all Air Conditioning courses, CIS 146, ENG 101, MTH 116, and SPH 106 will be awarded a program certificate. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

### CURRICULUM

<b>General Education Core Requirements</b>			<b>Credit Hours</b>
CIS	146	Microcomputer Applications	3
ENG	101	English Composition I	3
MTH	116	Mathematical Applications	3
PSY	200	General Psychology	3
SPH	106	Fundamentals of Oral Communications	3
		Humanities/Fine Arts Elective	3
		Science/Computer Science/Math Elective	3
<b>Total General Education Credits</b>			<b>21</b>

### Required Field of Concentration Courses

ACR	111	Refrigeration Principles	3
ACR	112	HVACR Service Procedures	3
ACR	113	Refrigeration Piping Practices	3
ACR	115	Heating Systems I	6
ACR	117	Heat Pumps I	6
ACR	121	Principles of Electricity for HVACR	3
ACR	122	HVACR Electrical Circuits	3
ACR	123	HVACR Electrical Components	3
ACR	132	Residential Air Conditioning	3
ACR	134	Ice Machines	3
ACR	147	Refrigeration Transition and Recovery	3

### Select Two of the Following Courses

ACR	133	Domestic Refrigeration	3
ACR	137	Service and Repair Techniques	3
ACR	145	Window Air Conditioning	3
ACR	205	System Sizing and Air Distribution	3
<b>Total Field of Concentration Credits</b>			<b>45</b>
<b>Total Credits for Degree</b>			<b>66</b>

**Note:** ORI 101—Orientation to College is a prerequisite to the program certificate or degree for those who enter as first-time college students.

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to program certificate or degree.**

## ASSOCIATE DEGREE NURSING (Wallace Campus)

The two-year Associate Degree Nursing (ADN) program is designed to provide knowledge in general education courses and nursing. On successful completion of the prescribed curriculum, graduates are eligible to apply to take the NCLEX-RN exam.

The ADN program is accredited by the Alabama Board of Nursing and the National League for Nursing Accrediting Commission (NLNAC).

The NLNAC is a resource for information regarding the ADN program. THE NLNAC can be contacted at 61 Broadway, New York, New York 10006, 1-800-669-9656.

The nursing student shall comply with legal, moral, and legislative standards in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing as stated below:

The Board may also deny, revoke, or suspend any license issued by it or to otherwise discipline a licensee upon proof that the licensee: is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations.\*

\* Alabama Board of Nursing, Nurse Practice Act, 1997-98.

It is important that nursing students are aware of Alabama Board of Nursing regulations on the review of candidates for eligibility for initial and continuing licensure. The Application for Licensure by Examination asks specific questions such as the following:

- Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
- Have you, within the last five years, abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?
- Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
- Have you ever had disciplinary action or is action pending against you by any state board of nursing?
- Have you, within the last five years, received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?
- Have you ever been placed on a state and/or federal abuse registry?
- Have you ever been court martialled/disciplined or administratively discharged by the military?

Application to take the registered nurse examination may be denied based on this review. Although these policies specifically refer to Alabama, other states have similar stipulations regarding licensure.

### ASSOCIATE IN APPLIED SCIENCE DEGREE

Any student who completes all courses in the curriculum will be awarded an associate in applied science degree in Associate Degree Nursing.

### ADMISSION

Each applicant must apply for admission following the steps below:

1. Meet College requirements for admission. Students who have attended Wallace Community College must also have a cumulative GPA of 2.5 or above at the College, effective fall 2004.
2. Submit proof of completion of the three pre-nursing courses (BIO 201; MTH 100, 110, 112, 113, or 115; and PSY 200) with a grade of "C" or above in each.

3. Complete the required ADN program application packet (available in the ADN office) to include the following data:
  - a. Tetanus vaccination date(s)
  - b. Rubella titer
  - c. Varicella titer
  - d. RPR or VDRL titer
  - e. Two-step TB skin test results
  - f. Verification of at least the first vaccine for Hepatitis B (series completion must follow with proof of immunity) or a titer showing immunity
  - g. Statement of ability to meet the essential functions of nursing in a clinical setting as listed on the essential functions form.  
**The examining physician or nurse practitioner must certify the essential functions form.**
4. Provide proof of health insurance upon admission to the ADN program. If a student does not have health insurance, a signed waiver is required. The student is responsible for his/her own medical treatment regardless of the origin of injury or illness.

Notification of program acceptance will be made by mail.

Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered. Students seeking special consideration for admission should contact the ADN Admissions Committee.

Contractual agreements between the College and clinical agencies impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of confidentiality, attire, liability insurance, and substance abuse screening.

#### PROGRESSION

Each term, students are allowed to progress in the ADN program if they meet the following criteria:

1. Receive a grade of "C" or above in all required prerequisite nursing and academic courses.
2. Maintain a cumulative GPA of 2.0 or above at Wallace Community College.
3. Achieve 90% on scheduled Drug Computation Exams as required for the clinical components of NUR 211, 251, 253, 271, 272, 275, 277, and 279.

A student is restricted to a total of three attempts for any required nursing course before becoming ineligible to continue in the nursing program. An attempt is defined as withdrawal from a nursing course with a grade of "W" or receipt of a grade of "D" or "F." Dropping during drop/add does not count as an attempt.

Notwithstanding the restriction on attempts in the immediately preceding paragraph and regardless of any other provisions contained in this catalog, a student who receives two grades of "D" or below in any required nursing course(s) is deemed ineligible to continue in the nursing program and thereafter is dropped from the program. Conferences are scheduled with students who do not meet course requirements. Academic and discipline problems involving ADN students are treated in accordance with general College policies. Students are required to sign a statement that they have read and fully understand the significance of the ADN grade policy.

#### REENROLLMENT AND READMISSION POLICIES

For full-time students, the ADN program is designed to be completed within five consecutive terms following admission to the program (enrolling in or validating any required nursing [NUR] course. A full-time student is defined as one who follows the ADN curriculum exactly as it is printed in this catalog.) Program officials expect that 70% of full-time students will complete the program in five consecutive terms.

The majority of ADN students are part time, and the program offers considerable flexibility in meeting their needs. Program officials expect that 70% of part-time students will complete the ADN program in 10 consecutive terms or fewer, following admission.

The faculty reserves the right to make changes or adaptations in the curriculum. If changes do occur, every effort is made to inform students of these changes and assist them in proceeding through required NUR courses as scheduled.

**Reenrollment.** Students who withdraw from a required NUR course, choose not to enroll in a required NUR course, or do not achieve a grade of "C" or above in a required NUR course must request reenrollment in the ADN program. The reenrollment request must be submitted no later than mid-term of the term prior to the planned reentry. Students who withdraw after mid-term because of extenuating circumstances or do not achieve a grade of "C" or above in a required NUR course and plan to reenter the next term must submit a re-enrollment request as soon as the above status is determined. **Failure to submit a reenrollment request may delay reenrollment into the program.**

**Readmission.** Students who are not enrolled in required NUR courses for two or more consecutive terms, **excluding summer terms**, are required to meet current admission criteria and to comply with the current program of study. Previous work is subject to reevaluation under the policies and program requirements in effect at the time of the student's readmission to the ADN program. Students seeking special consideration for readmission should contact the ADN Admissions Committee.

#### TRANSFER STUDENTS

Students who have been enrolled in other schools of nursing (for registered nurses) are evaluated individually to determine appropriate placement. To be considered for transfer into the ADN program, the applicant must be eligible to return to a previous nursing program. A letter of eligibility from the previous school's Dean of Nursing or Program Director must be submitted with the ADN application. Validation exams may be required. In order to graduate from Wallace Community College, transfer students must earn at least 18 semester hours through instruction by the College.

#### OPTIONS FOR LICENSED PRACTICAL NURSES

**The LPN-to-RN Mobility Program.** The LPN-to-RN Mobility Program is designed for the LPN to complete requirements to become an RN in three semesters. Admission guidelines are as follows:

1. Applicants must have a current non-restricted Alabama LPN license.
2. Applicants must have completed all academics with a "C" or better and have a GPA of 2.5 or above to receive a mobility application packet. A transcript must be submitted to the ADN program office showing proof of completed academic requirements (BIO 201, 202, 220; ENG 101; MTH 100 or higher; PHL 206; PSY 200, 210; SPH 106; and evidence of computer competency). Official transcripts from all colleges attended must be submitted to the Admissions/Records Office for final evaluation.
3. LPNs who have begun a basic ADN program either at Wallace Community College or elsewhere may request admission to the Wallace Community College Mobility program. Admission is based on presentation of a letter from the Dean of Nursing or Program Director at their previous nursing program stating they left in good standing and are eligible to return to the program.

- Applicants are admitted in order of return of the completed mobility application packet.
- Students are encouraged to take NUR 202 (Specialized Area of Study—Drug Comp Exam Prep) prior to beginning the Mobility program.

**Course Validation.** Licensed Practical Nurses may choose to validate NUR 111, 121, 131, and/or 241 to enter the generic ADN program. The following admission requirements must be met.

- Applicants must have a current non-restricted Alabama LPN license.
- Applicants must have completed the following academic courses with a grade of “C” or better: BIO 201, 202; MTH 100 or higher; and PSY 200, 210.
- Applicants must have a cumulative GPA of 2.0 or above, **if a current or previous student at Wallace Community College.**
- Applicants must apply for validation and pay associated testing fees by mid-term of the term in which validation is desired. Exceptions for currently enrolled ADN students may be made.
- LPNs who have begun a nursing program elsewhere must present a letter of eligibility from the Dean of Nursing or Program Director at their previous program stating they left in good standing and are eligible to return to the program.

For curriculum diagrams and/or questions, contact the ADN program office.

## CURRICULUM

The two-year ADN program is designed to provide educational opportunities to qualified students for a career in nursing. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experience. Students may choose to take some or all of the general education courses prior to enrolling in the first nursing course. **BIO 201, MTH 100 (110, 112, 113, or 115), and PSY 200 must be successfully completed with a “C” or better before admission to the ADN program.**

General Education Core Requirements			Credit Hours
BIO	201*	Human Anatomy and Physiology I	4
BIO	202	Human Anatomy and Physiology II	4
BIO	220	General Microbiology	4
ENG	101	English Composition I	3
MTH	100	Intermediate College Algebra or higher	3
PHL	206	Ethics and Society	3
PSY	200	General Psychology	3
PSY	210	Human Growth and Development	3
SPH	106	Fundamentals of Oral Communications	3
<b>Total General Education Credits</b>			<b>30</b>

\* Prerequisite: BIO 103 or 70% score on BIO 103 challenge exam

### Field of Concentration Courses (Generic)

NUR	111	Fundamentals of Nursing	4
NUR	121	Clinical Nursing Skills	2
NUR	131	Health Assessment	1
NUR	205	Advanced Concepts of Geriatric Nursing	2
NUR	241	Basic Pharmacology	1
NUR	242	Advanced Pharmacology	2
NUR	251	Adult Nursing I	5
NUR	252	Adult Nursing II	5
NUR	253	Adult Nursing III	5
NUR	271	Maternal-Newborn Nursing	4
NUR	272	Pediatric Nursing	4
NUR	278	Concepts of Psychosocial Nursing I	2

NUR	279	Concepts of Psychosocial Nursing II	2
NUR	291	Transition Into Nursing Practice	3
<b>Total Field of Concentration Credits</b>			<b>42</b>
<b>Total Credits for Degree</b>			<b>72</b>

### Field of Concentration Courses (Mobility)

NUR	205	Advanced Concepts of Geriatric Nursing	2
NUR	211*	Nursing Concepts for Mobility Students	5
NUR	252	Adult Nursing II	5
NUR	253	Adult Nursing III	5
NUR	275	Concepts of Pediatric Nursing II	2
NUR	277	Concepts of Maternal-Newborn Nursing	2
NUR	278	Concepts of Psychosocial Nursing I	2
NUR	279	Concepts of Psychosocial Nursing II	2
NUR	291	Transition into Nursing Practice	3
<b>Total Field of Concentration Credits</b>			<b>28</b>
<b>Total Mobility Credit</b>			<b>14</b>
<b>Total Credits for Degree</b>			<b>72</b>

\* On completion of NUR 211, mobility students receive non-traditional credit for 14 hours of NUR courses (NUR 111, 121, 131, 241, 242, 274, and 276).

**Note: ORI 101—Orientation to College is a prerequisite to this degree for those who enter as first-time college students.**

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to this degree.**

**Important Note:** If a student is concurrently taking NUR 111, 131, or 241 with NUR 121 and withdraws from one or those courses, then the student must also withdraw from 121. For Mobility Program, NUR 211 is a prerequisite or corequisite for NUR 278.

Before completing this program, students must prove competency in computer applications. Students who fail to demonstrate adequate competency in Computer Science by passing a computer competency exam must successfully complete CIS 146.

BCLS certification is required prior to clinical experience in nursing (NUR) courses. It may be taken through the College by registering for EMS 100, preferably the semester prior to entering the ADN program.

## AUTO BODY REPAIR (ABR) (Sparks Campus)

This program is designed to provide the necessary skills, knowledge, and experience for employment in the Auto Body Repair and Refinishing field.

The student will acquire fundamental processes and skills necessary to remove, repair, and replace metallic and non-metallic parts as well as straighten and repair frame and main body parts. Other areas covered include refinishing repaired surfaces, repair and replacement of electrical/electronic systems, and proper alignment of steering and drive train. Students must purchase their own books and tools.

Students completing all courses listed in the curriculum will be awarded a program certificate in Auto Body Repair. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. A high school diploma or GED certificate is not required. Reasonable accommodations are considered.

## CURRICULUM

General Education Core Requirements		Credit Hours	
COM	103	Vocational/Technical English II	3
MAH	101	Vocational/Technical Mathematics I	3
<b>Total General Education Credits</b>		<b>6</b>	

**Field of Concentration Courses**

ABR 111	Nonstructural Repair	3
ABR 112	Nonstructural Panel Replacement	3
ABR 121	Refinishing Materials and Equipment	3
ABR 122	Surface Preparation	3
ABR 152	Plastic Repairs	3
ABR 153	Corrosion Protection	3
ABR 154	Auto Glass and Trim	3
ABR 155	Automotive MIG Welding	3
ABR 211	Structural Analysis	3
ABR 212	Structural Repair	3
ABR 221	Mechanical Components	3
ABR 222	Electrical Components	3
ABR 253	Air Conditioning and Cooling	3
ABR 254	Collision Damage Reports	3
ABR 256	Topcoat Applications	3
ABR 259	Certification Review	3
	<b>Total Field of Concentration Credits</b>	<b>48</b>
	<b>Total Credits</b>	<b>54</b>

**Note:** **ORT 100—Orientation for Career Students** is a prerequisite to this certificate for those who enter as first-time college students.

**ORI 104—WorkKeys Assessment and Advisement** is a prerequisite to this certificate.

**AUTOMOTIVE TECHNOLOGY (ASE)  
TOYOTA T-TEN  
(Wallace Campus)**

Advancements in technology have greatly affected today's automotive technician. Being a good mechanic is not enough. Today a technician must possess excellent mechanical skills, be knowledgeable of electronics, be able to diagnose complex problems, and be committed to keeping pace with future advancements. Over 100,000 jobs are available to qualified applicants, but technical training and hands-on experience are required. To fill these needs in the Wiregrass area, WCC has established a partnership with Toyota Technical Education (T-Ten) to provide the most comprehensive automotive educational opportunities possible.

Students are trained on late-model vehicles with modern equipment in a classroom and laboratory setting. After two semesters of training, students are placed in dealerships (Toyota and others) for a cooperative educational experience for the next semester. This rotation from classroom to shop experience is continued throughout the program. Students must purchase their own books and supplies.

Students completing all courses listed in the curriculum will be awarded an associate in applied science degree in Automotive Technology. Students completing all Automotive Technology courses, MTH 116, SPH 106, CIS 146, and ENG 101 will be awarded a program certificate. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

**CURRICULUM**

<b>General Education Core Requirements</b>		<b>Credit Hours</b>
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
ENG 101	English Composition I	3
ENG 130	Technical Report Writing	3
MTH 116	Mathematical Applications	3
PHS 112	Physical Science II	3
SPH 106	Fundamentals of Oral Communications	3
	Humanities/Fine Arts Elective	3
	<b>Total General Education Credits</b>	<b>24</b>

**Business Technology Core Requirements****Field of Concentration Courses**

ASE 101	Fundamentals of Automotive Technology	3
ASE 111	Automotive Electrical Systems	3
ASE 112	Starting, Charging Systems, and Accessories	3
ASE 121	Braking Systems	3
ASE 122	Steering, Suspension, and Alignment	3
ASE 131	Powertrain Fundamentals	3
ASE 132	Automotive Heating and Air Conditioning	3
ASE 150	Dealership Work Experience	2
ASE 211	Automotive Electronics	3
ASE 212	Fuel Systems	3
ASE 214	Ignition Systems	3
ASE 221	Engine Repair	3
ASE 222	Manual Transmission/Transaxle	3
ASE 223	Engine Management Systems	3
ASE 231	Automatic Transmission/Transaxle	3
ASE 250	Dealership Work Experience	2
	<b>Total Field of Concentration Credits</b>	<b>46</b>
	<b>Total Credits for Degree</b>	<b>70</b>

**Note:** **ORI 101—Orientation to College** is a prerequisite to this degree for those who enter as first-time college students.

**ORI 104—WorkKeys Assessment and Advisement** is a prerequisite to the program certificate or degree.

**BUSINESS AND OFFICE INFORMATION  
PROCESSING  
(Wallace and Sparks Campuses)**

The Office Information Processing curriculum offers an opportunity for students to develop the knowledge, skills, and attitudes needed by professional workers in today's business world. Office workers are needed in a variety of positions in many business areas such as banking, industry, education, and government. Specific job titles may include: administrative assistant, secretary, word processing specialist, office manager, bookkeeper, clerk, or office supervisor.

An associate in applied science degree and/or a program certificate can be earned in Business and Office Information Processing with major concentrations in Office Administration, Accounting Technology, or Business Computer Applications. To receive an associate in applied science degree, students must complete General Education core requirements, Business Technology core requirements, and additional courses to satisfy the requirements in the chosen area of concentration.

Students completing Business Technology core requirements, all courses in a particular area of concentration, as well as CIS 146, ENG 101, MTH 116, and SPH 106 will be awarded a program certificate. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

<b>General Education Core Requirements</b>		<b>Credit Hours</b>
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
MTH 116	Mathematical Applications	3
SPH 106	Fundamentals of Oral Communications	3
	Humanities/Fine Arts Elective	3
	Science/Computer Science/Math Elective	3
	Select one of the following:	3
ECO 231	Principles of Macroeconomics	
ECO 232	Principles of Microeconomics	
	<b>Total General Education Credits</b>	<b>21</b>

BUS 150	Business Math	3
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BUS	241	Principles of Accounting I	3
BUS	275	Principles of Management	3
CIS	196A	Commercial Software Applications (Spreadsheets)	3
OAD	103	Intermediate Keyboarding	3
OAD	125	Word Processing	3
OAD	133*	Business Communications	3
OAD	218	Office Procedures	3
<b>Total Business Technology Core Credits</b>			<b>24</b>
<b>Total General Education and Business</b>			<b>45</b>

\* Students with no prior keyboarding experience are required to take OAD 101.

**Note: ORI 101—Orientation to College is a prerequisite to the program certificate or degree for those who enter as first-time college students.**

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to the program certificate or degree.**

<b>Accounting Technology Concentration</b>			
ACC	129	Individual Income Taxes	3
ACT	246	Microcomputer Accounting	3
ACT	249	Payroll Accounting	3
BUS	242	Principles of Accounting II	3
BUS	248	Managerial Accounting	3
BUS	263	Legal and Social Environment of Business	3
OAD	138	Records/Information Management	3
		Program-approved Elective*	3
<b>Total Accounting Technology Credits</b>			<b>24</b>
<b>Total Credits for Degree</b>			<b>70</b>

\* Consult academic advisor for appropriate program elective.

<b>Business Computer Applications Concentration</b>			
ACT	246	Microcomputer Accounting	3
ACT	249	Payroll Accounting	3
BUS	242	Principles of Accounting II	3
CIS	196B	Commercial Software Applications (Database)	3
CIS	273	Networking and Data Communications	3
CIS	289	Computer Problem Determination	3
OAD	126	Advanced Word Processing	3
OAD	232	The Electronic Office	3
<b>Total Business Computer Applications Credits</b>			<b>24</b>
<b>Total Credits for Degree</b>			<b>70</b>

<b>Office Administration Concentration</b>			
ACT	249	Payroll Accounting	3
BUS	263	Legal and Social Environment of Business	3
CIS	196B	Commercial Software Applications (Database)	3
OAD	104	Advanced Keyboarding	3
OAD	126	Advanced Word Processing	3
OAD	138	Records/Information Management	3
OAD	232	The Electronic Office	3
		Program-approved Elective*	3
<b>Total Office Administration Credits</b>			<b>24</b>
<b>Total Credits for Degree</b>			<b>70</b>

\* Consult academic advisor for appropriate program elective.

<b>Supervision Management Concentration</b>			
BUS	186	Elements of Supervision	3
BUS	242	Principles of Accounting II	3
BUS	248	Managerial Accounting	3
BUS	263	Legal and Social Environment of Business	3
BUS	279	Small Business Management	3
ECO	231	Macroeconomics or	
ECO	232	Microeconomics	3

Students may pursue the program certificate or degree in one of two options or a short certificate. The Educator Option focuses on developing competencies involved in the direct care of young children. The Administrator Option includes a general background in child

OAD	232	The Electronic Office	3
		Program-approved Elective*	3
<b>Total Supervision Management Credits</b>			<b>24</b>
<b>Total Credits for Degree</b>			<b>70</b>

\* Consult academic advisor for appropriate program elective.

### **CABINETMAKING/CARPENTRY (CAB)** (Wallace and Sparks Campuses, Easterling Correctional Facility)

The Cabinetmaking/Carpentry program is designed to develop skilled craftspersons. Classroom and shop experiences involve layout, fabrication, assembly, and installation of structural units. Instruction emphasizes care and use of hand and power tools, common systems of construction, principles of estimating and blueprint reading, and care and use of numerous wood and composite building materials. Students must purchase their own books and tools.

Students completing all courses listed in the curriculum will be awarded a program certificate. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. A high school diploma or GED is not required. Reasonable accommodations are considered.

#### **CURRICULUM**

<b>General Education Core Requirements</b>		<b>Credit Hours</b>	
COM	103	Vocational/Technical English II	3
MAH	101	Vocational/Technical Mathematics I	3
<b>Total General Education Credits</b>			<b>6</b>

#### **Field of Concentration Courses**

CAB	101	Introduction to Cabinetmaking	3
CAB	102	Introduction to Lumber	3
CAB	103	Size, Dimension, and Joints	3
CAB	104	Cabinet Shop Operations	3
CAB	110	Equipment Maintenance Fundamentals	3
CAB	140	Wood Finishing Fundamentals	2
CAB	141	Wood Finishing	2
CAB	204	Cabinetmaking and Millwork	5
CAB	205	Furniture Construction	5
CAB	206	Special Projects in Furniture Construction	3
CAB	210	Equipment Maintenance	2
CAB	211	Cabinet Installation and Trim Work	3
CAB	220	Basic Carpentry	3
CAB	230	Estimating Costs in Cabinetmaking	2
CAB	242	Special Finishes	3
CAB	260	Wood Turning	5
<b>Total Field of Concentration Credits</b>			<b>50</b>
<b>Total Credits</b>			<b>56</b>

**Note: ORT 100—Orientation for Career Students is a prerequisite for this certificate for those who enter as first-time college students.**

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to this certificate.**

### **CHILD DEVELOPMENT (CHD)** (Wallace and Sparks Campuses)

The Child Development programs are offered to prepare students for employment in the field of early care and education. The program is designed to provide students with skills and knowledge to work effectively with young children and families. Graduates may be employed as administrators in private preschool programs; as teachers in state pre-kindergarten programs, preschool programs, Head Start and Early Head Start programs; or aides in public school systems.

development along with business management and childcare administration skills development. Both are designed to allow students to develop a broad base of competencies that will prepare them to guide experiences of children from birth through early childhood. The short

certificate is designed to prepare students to enter the field of early care and education and to be an intermediate step for those working toward the program certificate or degree.

Students completing Child Development core requirements, all courses in a particular area of concentration, as well as CIS 146, ENG 101, MTH 100, and SPH 106 will be awarded a program certificate. Those who complete the Child Development core requirements, the general education core requirements, and all courses in a particular area of concentration will receive the associate in applied science degree. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

## CURRICULUM

<b>General Education Core Requirements</b>			<b>Credit Hours</b>
BIO 101	Introduction to Biology or		
BIO 103	Principles of Biology I		4
CIS 146	Microcomputer Applications		3
ENG 101	English Composition I		3
ENG 102	English Composition II		3
MTH 100	Intermediate College Algebra		3
PSY 200	General Psychology		3
SPH 106	Fundamentals of Oral Communications		3
	Humanities/Fine Arts Elective		3
	Social Science Elective		3
	<b>Total General Education Credit</b>		<b>28</b>

<b>Child Development Core Requirements</b>			
CHD 100	Introduction to Early Care and Education of	Children	3
CHD 201	Child Growth and Development Principles		3
CHD 203	Children's Literature and Language Development		3
CHD 204	Methods and Materials for Teaching Young Children		3
CHD 205	Program Planning for Educating Young Children		3
CHD 206	Children's Health, Safety, and Nutrition		3
CHD 210	Exceptional Young Children		3
CHD 214	Families and Communities in Early Care and Education		3
CHD 215	Supervised Practical Experience		3
	<b>Total Child Development Core Credits</b>		<b>27</b>
	<b>Total General Education and Child Development Core Credits</b>		<b>55</b>

**Note: ORI 101—Orientation to College is a prerequisite to the program certificate or degree in any concentration for those who enter as first-time college students.**

**Note: ORI 104—WorkKeys Assessment and Advisement is a prerequisite to the program certificate or degree.**

<b>Educator Concentration Requirements</b>			
CHD 202	Children's Creative Experiences		3
CHD 207	Observing and Recording Behaviors of Young Children		3
CHD 209	Infant and Toddler Education Programs <b>or</b>		
CHD 229	Competent Infant and Toddler Care		3
CHD 220	Parenting Skills		3
	<b>Total Educator Credits</b>		<b>12</b>
	<b>Total Credits for Degree</b>		<b>67</b>

## Administrator Concentration Requirements

CHD 208	Administration of Child Development Programs	3
BUS 186	Elements of Supervision	3
BUS 263	The Legal and Social Environment of Business	3
BUS 279	Small Business Management	3
	<b>Total Administrator Credits</b>	<b>12</b>
	<b>Total Credits for Degree</b>	<b>67</b>

BCLS certification is required prior to participating in laboratory experiences at childcare centers. Students may take the course through the College by registering for EMS 100 concurrently with the initial registration in a Child Development (CHD) courses.

## SHORT CERTIFICATE

### General Education Core Requirements

ENG 101	English Composition I	3
PSY 200	General Psychology	3

### Field of Concentration Courses

CHD 100	Introduction to Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
CHD 204	Methods and Materials for Teaching Young Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 215	Supervised Practical Experience	2
	<b>Total Credits for Short Certificate</b>	<b>26</b>

Students interested in meeting the educational component of the nationally recognized Child Development Credential in a formal educational setting may take the following courses. The credentialing exam and associated fees are administered by the Council for Early Childhood Professional Recognition.

CHD 100	Introduction to Early Care and Education of Children	3
CHD 202	Children's Creative Experiences <b>or</b>	
CHD 229	Competent Infant and Toddler Care	3
CHD 204	Methods and Materials for Teaching Children	3

## COMPUTER INFORMATION SCIENCE (CIS) (Wallace and Sparks Campuses)

Recognizing the role of the computer and persons with computer skills in the world of today, the College offers a Computer Information Science program with appropriate options for students. These programs are for students who are interested in programming, operations, analysis, systems engineering, or related jobs in this field. Students are expected to possess proficient keyboarding skills.

An associate in applied science degree and/or a program certificate can be earned in Computer Information Science with major concentrations in Computer Programming, Computer Applications, and Internet Technology. To receive an associate in applied science degree, students must complete general education core requirements, the Computer Information Science core requirements, and additional courses to satisfy the requirements in the chosen area of concentration.

Students completing Computer Information Science core requirements, all courses in a particular area of concentration, as well as CIS 146, ENG 101, MTH 100, and SPH 106 will be awarded a program certificate. Those who complete the Computer Information Science core requirements, the general education core requirements, and all courses in a particular area of concentration will receive the associate in applied science degree. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

## CURRICULUM

General Education Core Requirements			Credit Hours
CIS	146	Microcomputer Applications	3
ENG	101	English Composition I	3
ENG	102	English Composition II or	
ENG	130	Technical Report Writing	3
MTH	100	Intermediate College Algebra	3
SPH	106	Fundamentals of Oral Communications	3
		Humanities/Fine Arts Elective	3
		Science/Computer Science/Math Elective	3
		History/Behavioral Science/Social Science Elective	3
<b>Total General Education Credits</b>			<b>24</b>

### Computer Information Science Core Requirements

BUS	241	Principles of Accounting I	3
CIS	140	Basic Web Page Development	3
CIS	150	Computer Program Logic	3
CIS	156	Microcomputer Operating Systems	3
CIS	185	Ethics and the Internet	3
CIS	196B	Commercial Software Applications (Database)	3
CIS	203	Introduction to the Information Highway	3
CIS	212	Visual Basic	3
CIS	273	Networking and Data Communications	3
CIS	289	Computer Problem Determination	3
		Program-Approved Elective* (BUS/CIS/OAD course)	3
<b>Total Computer Information Systems Core Credits</b>			<b>33</b>
<b>Total General Education and Computer Information Systems Core Credits</b>			<b>57</b>

\* Consult academic advisor for appropriate program elective.

**Note: ORI 101—Orientation to College is a prerequisite to the program certificate or degree in any concentration for those who enter as first-time college students.**

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to the program certificate or degree.**

### Computer Applications Concentration Requirements

ACT	246	Microcomputer Accounting	3
CIS	187	Marketing on the World Wide Web	3
CIS	196A	Commercial Software Applications (Spreadsheets)	3
OAD	125	Word Processing	3
OAD	126	Advanced Word Processing	3
OAD	232	The Electronic Office	3
<b>Total Computer Applications Credits</b>			<b>18</b>
<b>Total Credits for Degree</b>			<b>75</b>

### Computer Programming Concentration Requirements

CIS	196A	Commercial Software Applications (Spreadsheets)	3
CIS	241	Introduction to RPG Programming	3
CIS	242	Advanced RPG Programming or	
CIS	262	Advanced COBOL Programming	3
CIS	245	C++ Programming	3
CIS	261	COBOL Programming	3
CIS	285	Object-Oriented Programming	3
<b>Total Computer Programming Credits</b>			<b>18</b>
<b>Total Credits for Degree</b>			<b>75</b>

### Internet Technology Concentration Requirements

ART	220	Introduction to Computer Graphics	3
ART	221	Computer Graphics I	3
CIS	145	Advanced Web Page Development	3
CIS	187	Marketing on the World Wide Web	3
CIS	245	C++ Programming	3

Admission requirements include submitting proof of one year's work experience in a registered cosmetology salon, a manager's license from

CIS	285	Object-Oriented Programming	3
<b>Total Internet Technology Credits</b>			<b>18</b>
<b>Total Credits for Degree</b>			<b>75</b>

## COSMETOLOGY (COS)

(Wallace and Sparks Campuses, Fort Rucker Center)

Cosmetology is a constantly growing field and offers opportunities to be self-employed or work in salons. Students learn to cut and style hair and give permanent waves and tints. They learn to give manicures, shape eyebrows, and provide individual make-up analysis. They also become proficient in the field of wig styling and use of hair pieces.

Students are required to purchase their own cosmetology kit, books, and lab coat-style uniform.

Students completing all courses listed in the curriculum will be awarded a program certificate and will be eligible to apply for the State Board Examination. After passing the examination, students are awarded a license to practice as a cosmetologist in Alabama. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Entering students must have completed the 10<sup>th</sup> grade of high school or passed the GED. Reasonable accommodations are considered.

## CURRICULUM

General Education Core Requirements			Credit Hours
COM	103	Vocational/Technical English II	3
MAH	101	Vocational/Technical Mathematics I	3
<b>Total General Education Credits</b>			<b>6</b>

### Field of Concentration Courses

COS	111	Cosmetology Science and Art	3
COS	112	Cosmetology Science and Art Lab	3
COS	113	Chemical Methodology	3
COS	114	Chemical Methodology Lab	3
COS	121	Colorimetry	3
COS	122	Colorimetry Lab	3
COS	123	Cosmetology Salon Practices	3
COS	124	Salon Management	3
COS	131	Esthetics	3
COS	132	Esthetics Lab	3
COS	158	Employability Skills	3
COS	167	State Board Review	3
<b>Total Field of Concentration Credits</b>			<b>36</b>
<b>Total Credits</b>			<b>42</b>

**Note: ORT 100—Orientation for Career Students is a prerequisite for this certificate for those who enter as first-time college students.**

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to this certificate.**

## COSMETOLOGY INSTRUCTOR TRAINING (CIT) (Sparks Campus)

### SHORT CERTIFICATE

The Cosmetology Instructor Training (CIT) program is designed to train qualified cosmetologists in the basic skills needed to teach Cosmetology. The program is also designed to aid the student in preparing for the Alabama Board of Cosmetology Instructors' Examination. Students averaging 12 hours each term may be able to complete the program in as little as two terms. This is an estimate and does not include any non-credit courses that are needed by individual students.

the Alabama Board of Cosmetology, a health certificate no more than one year old, and proof of a high school diploma or GED. All applicants

must be interviewed by a member of the Cosmetology faculty and the Dean of Instructional Support Services prior to enrollment. No more than two students per licensed Cosmetology faculty member may be enrolled in the program at any given time.

Students completing all courses in this curriculum will be awarded a program certificate. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

## CURRICULUM

<b>General Education Core Requirements</b>			<b>Credit Hours</b>
CIS	146	Microcomputer Applications	3
SPH	106	Fundamentals of Oral Communication	3
<b>Field of Concentration Courses</b>			
CIT	211	Teaching and Curriculum Development	3
CIT	212	Teacher Mentorship	3
CIT	213	Lesson Plan Development	3
CIT	221	Lesson Plan Implementation	3
CIT	222	Instructional Materials and Methods	3
CIT	223	Instructional Materials and Methods Applications	3
<b>Total Credits for Short Certificate</b>			<b>24</b>

## COSMETOLOGY—NAIL TECHNOLOGY (Wallace and Sparks Campuses, Fort Rucker Center)

### SHORT CERTIFICATE

The Nail Technology program is designed to provide students with knowledge and skills for employment as a Nail Technicians in a salon setting, including working in department stores, beauty shops, nursing homes, health spas, and owning their own business.

Students learn how to apply sculptured, acrylic overlay, fiberglass, linen, silk wraps, gel nails, and nail art. Entering students must have completed the 10<sup>th</sup> grade of high school or passed the GED. Students are required to purchase their own nail technology kit, books, and lab coat-style uniform. Reasonable accommodations are considered.

Students completing all courses listed in the curriculum will be awarded a program certificate and will be eligible to apply for the State Board Examination. After passing the examination, students are awarded a license to practice as a Nail Technician in Alabama. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. A high school diploma or GED is not required. Reasonable accommodations are considered.

## CURRICULUM

<b>Field of Concentration Courses</b>			<b>Credit Hours</b>
COS	151	Nail Care	3
COS	152	Nail Care Applications	3
COS	153	Nail Art	3
COS	154	Nail Art Applications	3
COS	124	Salon Management	3
COS	158	Employability Skills	3
COS	167	State Board Review	3
COS	182	Special Topics	3
<b>Total Credits for Short Certificate</b>			<b>24</b>

## DRAFTING AND DESIGN TECHNOLOGY (DDT) (Wallace and Sparks Campuses, Easterling Correctional Facility)

Drafting Technology encompasses many divergent fields of study, including aerospace, architectural, civil, electrical, mechanical, piping, structural, and technical illustrating. All of these fields focus on the ability to communicate by using a *graphic* language. Graphic communication is the ability to translate ideas and rough sketches into finished drawings that can be used to manufacture or assemble the desired product. These drawings are produced with the aid of specialty drawing and measuring instruments and the use of special computer

programs. Students in this program learn basic drafting techniques as well as advanced topics within the fields of architectural and mechanical design. Computer-Aided Drafting and Design (CAD) is an essential part of this program and is explored in depth.

Drafting and Design Technology is directly related to other aspects of construction management. Students desiring to enter the construction management field must be prepared to supervise sites, estimate, schedule, and management projects. Those interested in Construction Management can select that field of concentration.

Students who complete general education core requirements and the required curriculum concentration courses will earn an associate in applied science degree. Students completing required curriculum concentration courses and CIS 146, ENG 101, MTH 100, and SPH 106 will be awarded a program certificate. Students completing all Construction Management concentration courses and CIS 146, ENG 101, MTH 100, and SPH 106 will be awarded a program certification. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

## CURRICULUM

<b>General Education Core Requirements</b>			<b>Credit Hours</b>
CIS	146	Microcomputer Applications	3
ENG	101	English Composition I	3
ENG	130	Technical Report Writing	3
MTH	100	Intermediate College Algebra	3
PHS	112	Physical Science II	4
SPH	106	Fundamentals of Oral Communications	3
		Humanities/Fine Arts Elective	3
		History/Behavioral Science/Social Science Elective	3
<b>Total General Education Credits</b>			<b>25</b>

### Required Drafting and Design Concentration Courses

DDT	103	Introduction to Computer-Aided Drafting	3
DDT	111	Fundamentals of Drafting and Design Technology	3
DDT	112	Introductory Technical Drawing	3
DDT	117	Manufacturing Process	3
DDT	121	Intermediate Technical Drawing	3
DDT	122	Advanced Technical Drawing	3
DDT	123	Intermediate CAD	3
DDT	130	Fundamentals of Drafting for Related Trades	3
DDT	134	Descriptive Geometry	3
DDT	139	Fundamentals of Drafting for Related Trades Lab	3
DDT	150	Theory of Residential Drawing and Design	3
DDT	155	Drawing for Residential Construction	4

Select at least 9 hours from the following courses:

DDT	216	Design of Structural Wood Members	3
DDT	220	Technical and Mechanical Drawing II	3
DDT	222	Advanced Architectural Drafting	3
DDT	225	Structural Steel Drafting	3
DDT	227	Strength of Materials	4
DDT	229	Technical and Mechanical Drawing II Lab	2
DDT	231	Advanced CAD	3
<b>Total Field of Concentration Credits</b>			<b>46</b>
<b>Total Credits for Degree</b>			<b>71</b>

### Required Construction Management Concentration Courses

BUC	111	Basic Construction Layout	3
BUC	214	Soils and Site Work	3
CET	220	Cost Estimating	3
CMT	102	Construction Blueprint Reading	3
CMT	104	Commercial Construction Materials and Methods	3
CMT	105	Construction Materials and Methods	3
CMT	204	Concrete Construction	3

CMT	206	Construction Estimating	3
CMT	207	HVAC Systems	3
CMT	208	Electrical and Plumbing Systems	3
CMT	212	Construction Safety	3
CMT	216	Construction Law	3
DDT	103	Introduction to Computer-Aided Drafting	3
DDT	111	Fundamentals of Drafting and Design Technology	3
		<b>Total Field of Concentration Credits</b>	<b>42</b>
		<b>Total Credits for Degree</b>	<b>67</b>

**Note:** ORI 101—Orientation to College is a prerequisite to this degree for those who enter as first-time college students.

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to the program certificate or degree.**

### ELECTRICAL TECHNOLOGY (ELT)

(Wallace and Sparks Campuses, Easterling Correctional Facility)

Electricians assemble, test, install, and maintain electrical systems used in commercial and industrial applications. They install and test complete electrical systems including conduit, wiring, and control devices. They troubleshoot, repair, and modify electrical power and control systems including hydraulic/pneumatic, programmable controllers, relay control systems, and AC/DC drives. Students must purchase their own tools and books.

Students have the option of focusing on commercial or residential applications through selection of ELT course electives. Any student who completes all courses listed in the General Education Core, Required Field of Concentration, and 15 hours of ELT electives will be awarded an associate in applied science degree in Electrical Technology. Students completing all courses in the Required Field of Concentration, 15 hours of ELT electives, CIS 146, ENG 101, MTH 100, and SPH 106 will be awarded a program certificate in Electrical Technology. Admission is conditional and depends on the student's ability to perform essential functions identified for this program. Reasonable accommodations are considered.

#### CURRICULUM

General Education Core Requirements			Credit Hours
CIS	146	Microcomputer Applications	3
ENG	101	English Composition I	3
ENG	130	Technical Report Writing	3
MTH	100	Intermediate College Algebra	3
SPH	106	Fundamentals of Oral Communications	3
		Humanities/Fine Arts Elective	3
		Science/Computer Science/Math Elective	3
		History/Social/Behavioral Sciences Elective	3
		<b>Total General Education Credits</b>	<b>24</b>

#### Required Field of Concentration Courses

ELT	101	Principles of DC Electricity	3
ELT	102	Principles of AC Electricity	3
ELT	111	Residential Wiring Methods	3
ELT	112	Advanced Residential Wiring Methods	3
ELT	121	Basic AC/DC Machines	3
ELT	131	Basic Commercial/Industrial Wiring	3
ELT	132	Advanced Commercial/Industrial Wiring	3
ELT	211	Motor Controls I	3
ELT	212	Motor Controls II	3
ELT	231	Introduction to Programmable Controls	3
ELT	232	Advanced Programmable Controls	3
		<b>Total Electrical Technology Core Credits</b>	<b>33</b>
		<b>Total General Education and Electrical Technology Core Credits</b>	<b>57</b>

Select at least 15 hours from the following ELT elective courses:

ELT	103	Wiring Methods	3
ELT	182	Special Topics in Electrical Technology	3
ELT	213	Industrial Equipment	3

ELT	214	Hydraulics	3
ELT	217	Transformers	3
ELT	221	Electronics for Electricians	3
ELT	233	Applied Programmable Controllers	3
ELT	241	National Electric Code	3
ELT	242	Journeyman-Master Exam Prep	3
ELT	245	Electrical Grounding Systems	3
		<b>Total Elective Courses</b>	<b>15</b>
		<b>Total Credits for Degree</b>	<b>72</b>

**Note:** ORI 101—Orientation to College is a prerequisite to the program certificate or degree for those who enter as first-time college students.

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to the program certificate or degree.**

### EMERGENCY MEDICAL SERVICES

(Wallace Campus)

The Emergency Medical Services (EMS) program is designed to provide the student with theory, demonstration, and experiential laboratory in EMT Basic, EMT Paramedic, and Rescue.

#### ADMISSION

Students are admitted to the EMS program without regard to race, creed, color, marital status, sex, or national origin. The applicant must meet all College admission requirements, including appropriate placement testing; be at least 18 years of age; and have a current physical exam. Prior to entering the clinical components of EMT Paramedic, students must possess a valid Alabama EMT Basic license. Costs associated with licensure are the responsibility of the applicant.

EMT Basic and Paramedic students are admitted to the program throughout the year. Admission is conditional and depends on the student's ability to perform the essential functions identified by the Alabama Department of Public Health. A copy of the essential functions is available from the EMS Department. Reasonable accommodations are considered.

Contractual agreements between the College and clinical agencies may impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of confidentiality, attire, liability insurance, and substance abuse screening.

Students transferring to Wallace Community College who have successfully completed EMT Basic are eligible to apply for acceptance into the EMS Paramedic concentration.

Hazardous Materials Awareness and Operations certification is required prior to entering the EMS program. Any student not currently certified at the Hazardous Materials Awareness and Operations level must take EMS 171, either prior to or concurrently with EMT Basic.

#### PROGRESSION

EMT Basic students must maintain an average of 80% and successfully pass the State Board Examination to be licensed as an EMT Basic.

To be admitted into the EMT Paramedic phase of training, each student must successfully complete ENG 101 and MTH 100. Students must also complete EMT Basic with an average of 80%. EMT Paramedic students must maintain an average of 80% in each of the required classes at all times through four terms of supervised clinical internship, field internship, classroom lecture, and laboratory experiences. Prior to entering the second term of EMT Paramedic, students must possess a valid Alabama EMT Basic license.

#### READMISSION

Students who do not continue in the program for consecutive terms are subject to the most current catalog and State of Alabama Department of Public Health, EMS Division, policies for the latest term of admission.

## LICENSURE

Preparation for two licensure levels in EMT is provided at WCC: EMT Basic and EMT Paramedic. On successful completion of the program of study for each level of EMT, the student is eligible to take the EMT National Registry Examination.

## EDUCATIONAL OPTIONS

As associate in applied science degree and/or program certificate can be earned in Emergency Medical Services with major concentrations in Paramedic or Rescue. To receive an associate in applied science degree, students must complete the general education core requirements and either the Paramedic concentration or Rescue concentration course requirements. Students who complete the Paramedic or Rescue concentration course requirements as well as CIS 146, ENG 101, MTH 100, and SPH 106 will earn the appropriate program certificate.

## CURRICULUM

General Education Core Requirements			Credit Hours
BIO	103	Principles of Biology	4
CIS	146	Microcomputer Applications	3
ENG	101	English Composition I	3
MTH	100	Intermediate College Algebra	3
SPH	106	Fundamentals of Oral Communications	3
		Humanities/Fine Arts Elective	3
		History/Social/Behavioral Sciences Elective	3
<b>Total General Education Credits</b>			<b>22</b>

**Note:** ORI 101—Orientation to College is a prerequisite to this degree.

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to the program certificate or degree.**

### Field of Concentration Courses

EMP	189	Applied Anatomy and Physiology for the Paramedic	4
EMP	191	Paramedic Preparatory	2
EMP	192	Paramedic Operations	3
EMP	193	Patient Assessment and Management	3
EMP	194	Paramedic General Pharmacology	2
EMP	196	Advanced Trauma Management B	3
EMP	197	Paramedic Clinical Competencies I	3
EMP	198	Medical Patient Management I	3
EMP	199	Cardiovascular Electrophysiology	3
EMP	201	Medical Patient Management II B	3
EMP	202	Paramedic Clinical Competencies II	3
EMP	203	Cardiovascular Patient Management	3
EMP	204	Transition to Paramedic Practice	3
EMP	205	Paramedic Terminal Competencies	2
EMP	206	Paramedic Field Preceptorship	6
EMP	207	Paramedic Team Leader Preceptorship	1
<b>Total Paramedic Credits</b>			<b>47</b>
<b>Total Credits for Degree</b>			<b>69</b>

## SHORT CERTIFICATE

			Credit Hours
EMS	113	Infection Control for Health Professions	1
EMS	140	EMT Prep and Prehospital EMS Operations	2
EMS	141	EMT Assessment Trauma-Related Injuries	3
EMS	142	EMT Medical Emergencies and Pediatric Care	3
EMS	143	EMT Basic Clinical Competencies	1
EMS	171	Hazardous Materials Awareness/Operations	2
<b>Total Credits for Short Certificate</b>			<b>12</b>

## INDUSTRIAL ELECTRONICS TECHNOLOGY (ILT) (Wallace and Sparks Campuses)

Electronic technicians must be capable of working closely with engineers, craftspersons, and electronic maintenance personnel. They must be able to plan, assemble, install, calibrate, evaluate, and operate electronic devices as they apply to processes or systems.

A solid foundation in electricity and basic electronics is planned for the first year. The second year builds directly on this background, introducing the new subject areas such as wave shaping, communications, computer technology, control systems, and electromagnetic devices. Mathematics, English, and science courses are coordinated with technical courses at all stages. All programs are classroom work and laboratory oriented. Students must satisfactorily complete the classroom work and then demonstrate proficiency in the laboratory by applying principles and skills taught in the classroom. The instructional approach ranges from simple to complex. Instruction begins with basic laws, theories, components, and concepts which students are taught to build into simple circuits. The study is then broadened to encompass complex circuits and devices.

Students completing all courses listed in the curriculum will be awarded an associate in applied science degree in Industrial Electronics. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

## CURRICULUM

General Education Core Requirements			Credit Hours
CIS	146	Microcomputer Applications	3
ENG	101	English Composition I	3
MTH	100	Intermediate College Algebra	3
SPH	106	Fundamentals of Oral Communications	3
		Humanities/Fine Arts Elective	3
		Science/Computer Science/Math Elective	3
		History/Social/Behavioral Sciences Elective	3
<b>Total General Education Credits</b>			<b>21</b>

### Industrial Electronics Core Requirements

ILT	119	Electronics Circuits	3
ILT	120	Electronics Circuits Lab	2
ILT	123	Digital Electronics	3
ILT	124	Digital Electronics Lab	2
ILT	127	Microcomputer Fundamentals	3
ILT	128	Microcomputer Fundamentals Lab	2
ILT	138	DC Fundamentals	3
ILT	139	DC Fundamentals Lab	2
ILT	140	AC Fundamentals	3
ILT	141	AC Fundamentals Lab	2
ILT	176	Solid State Devices	3
ILT	177	Solid State Devices Lab	2
ILT	205	Microprocessors	3
ILT	206	Microprocessors Lab	2
ILT	224	Electronic Communications	3
ILT	225	Electronic Communications Lab	2
<b>Total Field of Concentration Credits</b>			<b>40</b>
<b>Total Credits</b>			<b>61</b>

**Note:** ORI 101—Orientation to College is a prerequisite to this degree for those who enter as first-time college students.

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to this degree.**

ILT	135	Local Area Networks	3
ILT	136	Microcomputer Interfacing	3
ILT	137	Microcomputer Interfacing Lab	2
ILT	229	PC Repair	3
ILT	230	Computer Repair Lab	2
<b>Total Computer Electronics Credits</b>			<b>16</b>
<b>Total Credits for Degree</b>			<b>77</b>

#### Industrial Electronics Concentration

ELT	211	Motor Controls	3
ELT	212	Motor Controls II	3
ELT	231	Introduction to Programmable Controls	3
ELT	232	Advanced Programmable Controls	3
ILT	211	Troubleshooting Techniques	3
<b>Total Industrial Electronics Credits</b>			<b>15</b>
<b>Total Credits for Degree</b>			<b>76</b>

### MACHINE TOOL TECHNOLOGY (MTT) (Wallace Campus)

Machinists are skilled workers who use machine tools to make metal parts. Machinists can set up and operate most types of machine tools. They select tools and materials required for each job and plan the cutting and finishing operations to complete the finished work according to blueprint or written specifications. They make standard shop computations related to dimensions of work, tooling, feeds, and speeds of machinery. Machinists often use precision measuring instruments such as micrometers and gauges to measure the accuracy of work to thousandths or even millionths of an inch. Machinists must be mechanically inclined and temperamentally suited to highly accurate work that requires concentration as well as physical effort. Machinists must have good vision and keen judgments of depth and distance.

Students will receive instruction in orientation and safety, shop mathematics, and benchwork as well as in the use of a drill press, shaper, saw, lathe, and milling machine. Grinding, heat treatment, mechanical drawing, and blueprint reading are also emphasized. Students will also be introduced to a Computerized Numerical Controlled (CNC) milling machine and a computerized programming center. Students must purchase their own books and tools. Students completing all courses listed in the curriculum will be awarded an associate in applied science degree in Machine Tool Technology.

Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

#### CURRICULUM

General Education Core Requirements			Credit Hours
CIS	146	Microcomputer Applications	3
ENG	101	English Composition I	3
MTH	116	Mathematical Applications	3
SPH	106	Fundamentals of Oral Communications	3
		Humanities/Fine Arts Elective	3
		Science/Computer Science/Math Elective	3
		History/Social/Behavioral Sciences Elective	3
<b>Total General Education Credits</b>			<b>21</b>

#### Field of Concentration Courses

MTT	101	Principles of Machine Tool Technology	5
MTT	102	Intermediate Machine Technology	6
MTT	105	Lathe Set-Up and Operations	6
MTT	106	Milling Machine Operations	6
MTT	111	Introduction to Computer Numeric Control	3
MTT	112	Basic Computer Numeric Control Turning	3
MTT	113	Basic Computer Numeric Control Milling	3
MTT	116	Introduction to Machine Shop Lab I	3
MTT	121	Blueprint Reading	3

The Medical Assistant is a professional, multi-skilled individual trained to assist physicians in the many aspects of medical practice. Duties of the Medical Assistant vary from administrative tasks to assisting with examination and treatment of patients. Students learn to measure and

MTT	123	Engine Lathe Lab I	3
MTT	131	Introduction to Metrology	3
MTT	215	CNC Graphics Programming Milling	3
MTT	242	CNC Programming	3
MTT	243	CNC Programming Lab I	3
<b>Total Field of Concentration Credits</b>			<b>53</b>
<b>Total Credits for Degree</b>			<b>74</b>

**Note:** ORI 101—Orientation to College is a prerequisite to this degree for those who enter as first-time college students.

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to this degree.**

### MASONRY (MAS) (Sparks Campus and Easterling Correctional Facility)

The Masonry program trains students in the basic concepts of building construction, including brick veneering, cement finishing, cinder block installation, and others. Students averaging 15 hours each term may be able to complete the program in as little as four terms. This is an estimate and does not include any non-credit courses that are needed by individual students.

Students completing all courses in this curriculum will be awarded a program certificate. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. A high school diploma or GED is not required. Reasonable accommodations are considered.

#### CURRICULUM

General Education Core Requirements			Credit Hours
COM	103	Vocational/Technical English II	3
MAH	101	Vocational/Technical Mathematics I	3
<b>Total General Education Credits</b>			<b>6</b>

#### Field of Concentration Courses

MAS	111	Masonry Fundamentals	3
MAS	121	Brick/Block Masonry	3
MAS	131	Residential/Commercial	3
MAS	151	Masonry Fundamentals Lab I	3
MAS	152	Masonry Fundamentals Lab II	3
MAS	153	Special Topics/Projects	3
MAS	161	Concrete Block Masonry Lab	3
MAS	162	Brick Masonry Lab	3
MAS	171	Residential/Commercial Lab	3
MAS	181	Special Topics in Masonry	3
MAS	211	Stone Masonry	3
MAS	231	Basic Cement Masonry	3
MAS	251	Stone Masonry Lab	3
MAS	252	Fireplace Construction Lab	3
MAS	271	Basic Cement Masonry Lab	3
MAS	272	Advanced Cement Masonry Lab	3
<b>Total Field of Concentration Credits</b>			<b>48</b>
<b>Total Credits</b>			<b>54</b>

**Note:** ORT 100—Orientation for Career Students is a prerequisite to this certificate for those who enter as first-time college students.

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to this certificate.**

### MEDICAL ASSISTING (MAT) (Wallace Campus)

record vital signs, take medical histories, administer medications, sterilize instruments, assist with minor office surgeries, and handle emergencies. Students also learn to obtain blood samples, perform routine office laboratory procedures and electrocardiograms, and instruct

patients in preparation for x-ray and laboratory procedures. In the administrative area, students learn to schedule and receive patients; handle telephone calls; type correspondence, reports, manuscripts, and perform medical transcription; process insurance forms; and handle office accounts, fees, and collections. Prior to completion of an area of concentration, 225 hours of experience in a medical setting is required.

An associate in applied science (AAS) degree and/or a program short certificate may be earned in Medical Assisting. To receive an AAS degree in Medical Assisting, students must complete general education core requirements and all courses in the medical assisting field of concentration. Students desiring a short certificate in the areas of phlebotomy or medical transcription will only be required to meet requirements listed in the corresponding fields of concentration. Students desiring an AAS degree in Medical Assisting with a Transcription short certificate must complete all Medical Assisting courses and MAT 222, 223, and 242. Students who desire to receive an AAS degree in Medical Assisting with a Phlebotomy short certificate must complete all Medical Assisting courses and MAT 239.

On completion of degree requirements for the AAS degree in Medical Assisting and compliance with the Disciplinary Standards of the American Association of Medical Assistants, graduates are eligible to apply for the Certified Medical Assistant (CMA) examination. Students completing all courses required for the short certificate in a Phlebotomy concentration are qualified to sit for the Phlebotomy Technician (ASCP) and Registered Phlebotomy Technician (AMT) certification examinations.

### PROGRESSION

Each term, students are allowed to progress in the Medical Assisting program as they meet the following criteria:

1. Receive a grade of “C” or above in all MAT prefix courses.
2. Receive a score of 70% or higher in all clinical and administrative skills components.
3. Receive a score of 80% or higher on any drug calculation, phlebotomy, and CPR component.

Students are restricted to a total of two attempts at any MAT prefix courses before becoming ineligible to continue in the Medical Assisting program. Withdrawals are allowed according to College policy. A grade of “W” will be recorded as a withdrawal. Grades of “F” and “D” will be considered unsuccessful attempts.

### READMISSION

Students who are not enrolled in the Medical Assisting program for two or more consecutive terms, excluding summer terms, are required to meet current admission criteria and to comply with the current program of study. Previous work is subject to reevaluation under the policies and program requirements in effect at the time of the student’s readmission to the Medical Assisting program.

### TRANSFER

Students who have been enrolled in other programs are evaluated individually to determine appropriate placement. Validation exams may be required.

### CURRICULUM

General Education Core Requirements			Credit Hours
BIO	103	Principles of Biology I	4
CIS	146	Microcomputer Applications	3
ENG	101	English Composition I	3
MTH	116	Mathematical Applications	3
PSY	200	General Psychology	3
SPH	106	Fundamentals of Oral Communications	3
		Humanities/Fine Arts Elective	3
<b>Total General Education Credits</b>			<b>22</b>

### Field of Concentration Courses

MAT	101	Medical Terminology	3
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	121	Medical Administrative Procedures II	3
MAT	122	Basic Concepts and Interpersonal Relationships	3
MAT	125	Lab Procedures I for the Medical Assistant	3
MAT	128	Medical Law and Ethics for the Medical Assistant	3
MAT	130	Medical Office Communication	3
MAT	200	Management of Office Emergencies	2
MAT	211	Clinical Procedures II for the Medical Assistant	3
MAT	215	Lab Procedures II for the Medical Assistant	3
MAT	216	Medical Pharmacology for the Medical Office	4
MAT	220	Medical Office Insurance	3
MAT	222	Medical Transcription I <b>or</b>	
MAT	223	Medical Transcription II	2
MAT	227	Special Topics in Medical Assisting	1
MAT	228	Medical Assistant Review Course	1
MAT	229	Medical Assistant Preceptorship	3
<b>Total Field of Concentration Credits</b>			<b>52</b>
<b>Total Credits for Degree</b>			<b>74</b>

**Note:** ORI 101—Orientation to College is a prerequisite to this degree for those who enter as first-time college students.

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to this degree.**

### SHORT CERTIFICATE (MEDICAL TRANSCRIPTION)

#### CURRICULUM

Field of Concentration Courses			Credit Hours
MAT	101	Medical Terminology	3
MAT	102	Medical Assisting Theory I	3
MAT	103	Medical Assisting Theory II	3
MAT	122	Basic Concepts of Interpersonal Relationships <b>or</b>	
MAT	128	Medical Law and Ethics	3
MAT	130	Medical Office Communication	3
MAT	222	Medical Transcription I	2
MAT	223	Medical Transcription II	2
MAT	227	Special Topics in Medical Assisting	1
MAT	242	Transcription Preceptorship	3
<b>Total Credits for Short Certificate</b>			<b>23</b>

**Note:** ORI 101—Orientation to College is a prerequisite to this certificate for those who enter as first-time college students.

### SHORT CERTIFICATE (PHLEBOTOMY)

#### General Education Core Requirements

CIS	146	Microcomputer Applications	3
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#### Field of Concentration Courses

MAT	101	Medical Terminology	3
MAT	102	Medical Assisting Theory I	3
MAT	122	Basic Concepts and Interpersonal Relationships	3
MAT	125	Lab Procedures I for the Medical Assistant	3
MAT	128	Medical Law and Ethics for the Medical Assistant	3
MAT	215	Lab Procedures II for the Medical Assistant	3
MAT	239	Phlebotomy Preceptorship	3
<b>Total Credits for Short Certificate</b>			<b>24</b>

**Note:** ORI 101—Orientation to College is a prerequisite to this certificate for those who enter as first-time college students.

## PHYSICAL THERAPIST ASSISTANT (Wallace Campus)

The associate in applied science degree in Physical Therapist Assistant (PTA) is designed to provide general education and physical therapy courses. PTA courses are designed to apply learning acquired in the general education courses and to provide knowledge and skills that fulfill the objectives of the PTA program.

The program is designed to be completed in 5 semesters. Coursework is progressive, requiring a grade point average of 2.0 in general education courses and a "C" or higher in each PTA course each term to advance to the next level course. A final comprehensive examination is required before graduation, and the student must pass this examination with a grade of "C" or higher to graduate.

Clinical experiences are a critical part of the PTA curriculum and as such are integrated into the didactic portion of the program. Clinical experiences are provided in a variety of settings, including hospitals, rehabilitation agencies, schools, private offices, and nursing homes located within a 200-mile radius of the Wallace Campus. Faculty members consider each student's educational needs as well as personal factors in making clinical assignments.

On successful completion of the program, students are awarded an associate in applied science degree in PTA and are eligible to apply for the state licensing examination, which must be passed before being eligible to practice. PTA students are required to comply with legal, moral, and legislative standards in accordance with Rule No. 700-X-2-01 of the Alabama State Board of Physical Therapy Administrative Code, which states the following:

The Board shall refuse registration or licensure to any applicant who is of other than good moral character. Grounds for refusal include, but are not limited to: (1) history of using drugs or intoxicating liquors to an extent that professional competency is affected, (2) conviction of a felony or crime involving moral turpitude, (3) attempt to obtain or having obtained a license by fraud or deception, (4) guilty of conduct unbecoming a person registered as a physical therapist or licensed as a physical therapist assistant or of conduct detrimental to the best interest of the public, and (5) conviction of violating any state or federal narcotic law. The determination as to what constitutes other than good moral character and reputation shall be solely within the judgment of the Board. Each applicant shall be required to submit references from two professional sources which address the student's moral character, as well as other qualifications.

**Failure to comply with any of the stipulations above while enrolled in the PTA program will constitute grounds for dismissal from the program. (See Code of Conduct in the *Student Handbook* section of this catalog and the *PTA Student Handbook*.)**

It is important for PTA students to be knowledgeable of all Alabama Board of Physical Therapy Regulations regarding the review of candidates for eligibility both for initial and continuing licensure. Questions on the application for licensure address these rules. Application to write the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure.

### ACCREDITATION

The PTA program is accredited by the Commission on Accreditation of Physical Therapy Education. Accreditation was initially granted in May of 1997.

### ASSOCIATE IN APPLIED SCIENCE DEGREE

Transfer students previously enrolled in other PTA programs are evaluated on an individual basis by the PTA faculty and the Office of

Any student who completes all courses in the curriculum will be awarded an associate in applied science degree in Physical Therapist Assistant.

### ADMISSION

Students are admitted to the PTA program without discrimination regarding race, sexual orientation, age, creed, gender, marital status, religion, national origin, or disability. Applicants must meet College requirements for admission. Admission packets for the program are available in May of each year and may be obtained from the Office of Instructional Affairs in Room 116 of the Administration Building on the Wallace Campus. Applicants will be ranked for admission based on GPA, academic courses completed, and performance on the Health Occupations Basic Entrance Test (HOBET). Ranking weight applied to academic performance (GPA, completed courses) will be 66%, with the remaining 34% applied to scores received on the HOBET. The applicant will incur cost of the HOBET. Wallace Community College complies with the Americans with Disabilities Act, 1990. Students who have a disability and require some accommodation in taking the HOBET examination should contact Disability Support Services in Room 110 of the Administration Building on the Wallace Campus. If accommodation is not requested in advance, its availability on site cannot be guaranteed.

Applicants must submit two copies of high school and college transcripts to be considered for admission into the program. An unofficial copy should be included in the PTA admission packet, and an official copy should be forwarded directly to the Office of Admissions and Records. Further information regarding admission is provided in the Physical Therapist Assistant admission packet.

Upon conditional admission into the program, students must complete a medical history questionnaire and submit evidence of a physical examination that includes required immunizations and documents their ability to perform all essential functions identified for this program. All students must be covered by appropriate health insurance. Reasonable accommodations will be considered.

**Students must meet ALL deadlines for the admission process; otherwise, applications will be considered void and returned.**

Contractual agreements between the College and clinical agencies impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of confidentiality, attire, liability insurance, and substance abuse screening.

### PROGRESSION

Students are allowed to progress in the PTA program only if they satisfy the following requirements:

1. Maintain a GPA of 2.0 or higher in general education courses and a "C" or higher in all courses in the field of concentration component of the curriculum. Specifics are outlined in the *PTA Student Handbook* distributed during orientation.
2. Comply with clinical affiliates and PTA Department regulations, policies, and procedures.
3. Students who accumulate excessive absences in field of concentration courses are subject to suspension and, therefore, are unable to progress to the next semester of instruction. Specifics are outlined in the *PTA Student Handbook* distributed during orientation.

### READMISSION

Students who have been suspended from the PTA program or who have dropped out of the program for any reason must submit a readmission request in writing to the PTA Program Director no later than mid-term of the term prior to reentry. Readmission may be limited by availability of openings.

### TRANSFER STUDENTS

Admissions and Records to determine appropriate placement. Validation examinations may be required. Transfer students must apply no later

than mid-term prior to the term in which they expect to enroll. Acceptance may be limited by availability of openings.

All PTA courses apply only to the AAS degree in Physical Therapist Assistant, not AA or AS degrees.

## CURRICULUM

Before completing this program, students must prove competency in computer applications. Students who fail to demonstrate adequate competency in Computer Science by passing a Computer Competency Exam must successfully complete a CIS course.

General Education Core Requirements			Credit Hours
BIO	201*	Human Anatomy and Physiology I	4
BIO	202	Human Anatomy and Physiology II	4
ENG	101	English Composition I	3
ENG	102	English Composition II	3
MTH	100	Intermediate College Algebra	3
PSY	200	General Psychology	3
SPH	106	Fundamentals of Oral Communications	3
		Humanities/Fine Arts Elective	3
<b>Total General Education Credits**</b>			<b>26</b>

\* Prerequisite: BIO 103 or 70% score on BIO 103 challenge exam.

\*\* All General education courses must be completed prior to the start of the final semester.

### Field of Concentration Courses

PTA	100	Introduction to Physical Therapy	2
PTA	180	Medical Terminology	1
PTA	200	PT Issues and Trends	2
PTA	201	PTA Seminar	2
PTA	202	PTA Communication Skills	2
PTA	204	PTA Forum	1
PTA	210*	Introduction to Physical Therapy Clinic	1
PTA	220	Functional Anatomy and Kinesiology	3
PTA	221	Kinesiology Lab	1
PTA	222	Kinesiology and Therapeutic Lab	2
PTA	230	Neuroscience	2
PTA	231	Rehabilitation Techniques	2
PTA	232	Orthopedics for the PTA	2
PTA	240	Physical Disabilities I	2
PTA	241	Physical Disabilities II	2
PTA	250	Therapeutic Procedures I	4
PTA	251	Therapeutic Procedures II	4
PTA	253	Therapeutic Procedures III	4
PTA	263	Clinical Affiliation I	3
PTA	268	Clinical Practicum	5
PTA	290	Therapeutic Exercise	1
<b>Total Field of Concentration Credits</b>			<b>48</b>
<b>Total Credits for Degree</b>			<b>74</b>

**Note: ORI 101—Orientation to College is a prerequisite to this degree for those who enter as first-time college students.**

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to this degree.**

\* Certification in BCLS and first aid is required prior to PTA 210. This may be obtained at the College or at any other approved agency or facility. A copy of successful completion must be presented and certification must be kept current during the entire program of study.

## PLUMBING (Easterling Correctional Facility)

Plumbing and pipe fitting involve much more than installing pipes or solving plumbing problems. The Plumbing program encompasses such areas as blueprint reading, fixture design, and appliance/fixture installation. Other areas of study include trenching, grading, and installing sewers, septic tanks, and drainage lines. The Plumbing program places emphasis on both residential and commercial applications, including swimming pools, water heaters, and solar systems.

Students who complete the following requirements earn the program certificate in Plumbing. Admission depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered. A high school diploma or GED is not required.

### CURRICULUM

General Education Core Requirements			Credit Hours
COM	103	Vocational/Technical English II	3
MAH	101	Technical Mathematics I	3
<b>Total General Education Credits</b>			<b>6</b>

### Field of Concentration Courses

PLB	111	Introduction to Plumbing	3
PLB	112	Plumbing Applications	3
PLB	113	Pipes and Fittings	3
PLB	114	Joining Pipes and Fittings	3
PLB	115	Pressure and Non-Pressure Systems	3
PLB	116	Pressure and Non-Pressure Systems Applications	3
PLB	117	Plumbing Codes	3
PLB	118	Code Applications	3
PLB	120	Special Project: Plumbing Code I	1
PLB	121	Special Project: Plumbing Code II	1
PLB	211	Plumbing Repair and Installation	3
PLB	212	Plumbing Repair and Installation Lab	3
PLB	213	Process Piping	3
PLB	214	Process Piping Applications	3
PLB	217	Pumps and Compressors	3
PLB	218	Pump and Compressor Applications	3
<b>Total Field of Concentration Credits</b>			<b>44</b>
<b>Total Credits</b>			<b>50</b>

## PRACTICAL NURSING (LPN) (Wallace and Sparks Campuses, Fort Rucker Center)

Licensed practical nurses (LPN) provide bedside patient care under the supervision of a registered nurse, physician, or dentist. While providing direct patient care, the LPN is in a strategic position to observe the patient's response to treatment and care. As an effective and contributing member of the nursing team, the LPN assists in implementing the patient's care plan. In some settings, the LPN may be responsible for supervising nursing care delivery to a group of patients. The LPN may administer medications and treatments to assigned patients while supervising nursing assistants performing basic nursing functions.

The Practical Nursing program is approved by the Alabama Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC). The NLNAC is a resource for information regarding the PN program. The NLNAC can be contacted at 61 Broadway, New York, NY 10006, 1-800-669-1656.

The educational course of study is three semesters for full-time students and four semesters for part-time students. Course offerings include nursing theory, biological sciences, and clinical experiences. Graduates of the program are issued a certificate and are eligible to take the licensing examination. Graduates are eligible to apply to take the NCLEX-PN exam to become a Licensed Practical Nurse.

The nursing student will comply with legal, moral, and legislative standards in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing as stated below:

The Board may also deny, revoke or suspend any license issued by it or to otherwise discipline a licensee upon proof that the licensee: is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of a violation of a federal or state law relating to controlled substances; is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article, as defined by board rules and regulations.\*

\*Alabama Board of Nursing, Nurse Practice Act, 1997-98.

It is important that Practical Nursing students are aware of Alabama Board of Nursing regulations on the review of candidates for eligibility for initial and continuing licensure. The Application for Licensure by Examination asks specific questions such as the following:

- Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
- Have you, within the last five years, abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?
- Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
- Have you ever had disciplinary action or is action pending against you by any state board of nursing?
- Have you, within the last five years, received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?
- Have you ever been placed on a state and/or federal abuse registry?
- Have you ever been court martialled/disciplined or administratively discharged by the military?

Application to take the licensed practical nurse examination may be denied on the basis of this review. Although these policies specifically refer to Alabama, other states have similar stipulations regarding licensure.

Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

#### ADMISSION

Each applicant must meet the following criteria:

1. Be a high school graduate or possess a GED certificate.
2. Meet College requirements for admission.
3. Make acceptable scores on ACT/ASSET or COMPASS test. Acceptable scores are predetermined by the Licensed Practical Nursing faculty.
4. Have a cumulative GPA of at least 2.0 on courses taken at the College prior to entering the LPN program.

LPN 142 Adult Nursing III 7

Contractual agreements between the College and clinical agencies impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of confidentiality, attire, liability insurance, and substance abuse screening.

#### READMISSION

Students remaining out of the Practical Nursing program for one term or longer will be subject to program policies in effect at the time of readmission. Revised policies will take precedence over those in place prior to readmission.

Students previously dismissed from the Practical Nursing program because they have received three failures may apply for readmission after two years. Applicants for readmission must meet all current program admission requirements. Students readmitted to the Practical Nursing program following dismissal for academic failures must repeat any previously taken LPN- and MAH-prefix courses. Program guidelines in place at the time of readmission will apply. Readmission following a dismissal related to failures will only be granted one time.

#### PROGRESSION

Students are allowed to progress in the Practical Nursing program if they receive a grade of "C" or higher in all required general education and LPN-prefix courses. LPN-prefix courses will be evaluated using the following grading system:

- A 90-100
- B 80-89
- C 75-80
- D 60-74
- F Below 60

In calculating theory grades for LPN-prefix courses, no grades will be rounded. All clinical requirements for courses in the Practical Nursing curriculum must be met in order to satisfy course and program requirements.

#### TRANSFER STUDENTS

Students who have been enrolled in other schools of nursing are evaluated individually to determine appropriate placement. Validation exams may be required.

#### GRADUATE OPTIONS

After completing the LPN program and successfully passing the National Council Licensure Examination for Practical Nurses, students are eligible to apply for admission to the Associate Degree in Nursing (ADN) mobility program. Contact the ADN office for details.

#### CURRICULUM

General Education Core Requirements			Credit Hours
COM	103	Vocational/Technical English II	3
MAH	105	Math for Nursing	3
<b>Total General Education Credits</b>			<b>6</b>

#### Field of Concentration Courses

LPN	104	Pharmacology	2
LPN	105	Fundamentals of Nursing	6
LPN	112	Health Assessment	1
LPN	113	Body Structure and Function/ Medical Vocabulary	4
LPN	118	Mental Health Concepts	2
LPN	122	Adult Nursing I	4
LPN	124	Family-Centered Nursing	6
LPN	132	Adult Nursing II	4
LPN	133	Geriatric Nursing Concepts	2
LPN	140	NCLEX-PN Examination Review	1

LPN 145 Current Issues/Role Transition 2

<b>Total Field of Concentration Credits</b>	<b>41</b>
<b>Total Credits</b>	<b>47</b>

**Note:** **ORT 100—Orientation for Career Students is a prerequisite to this certificate for those who enter as first-time college students.**

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to this certificate.**

## **RADIOLOGIC TECHNOLOGY (RAD)** (Wallace Campus)

The Radiologic Technology program is designed to provide the student with clinical and didactic training in producing and processing radiographs, essential for a radiologist's accurate interpretation of the human anatomy on x-ray film and/or digital imaging systems.

### **ASSOCIATE IN APPLIED SCIENCE DEGREE AND PROGRAM CERTIFICATE**

On successful completion of the Radiologic Technology program, students are granted an associate in applied science degree and a certificate of completion of the Radiologic Technology Program. They are also eligible for the certification examination of the American Registry of Radiologic Technologists.

#### **ADMISSION**

Students are admitted to the Radiologic Technology program without discrimination regarding color, age, creed, marital status, race, religion, sex, or national origin. Applicants must meet College requirements for admission. Admission packets for the program are available in May of each year and may be obtained from the Instructional Affairs Office in the Administration Building, Room 116. Applicants will be considered for admission into the program based on past academic achievement and performance on the Radiologic Technology admissions examination (HOBET exam). Cost of the test will be incurred by the applicant. Wallace Community College complies with the Americans with Disabilities Act, 1990. Students who have a disability and require some accommodation in taking the HOBET exam should notify Radiography personnel when submitting application to the program. If accommodation is not requested in advance, its availability on site cannot be guaranteed.

Applicants must submit two official copies of high school and college transcripts to be considered for admission into the program. One copy should be included in the admission packet, and the other should be forwarded to the Admissions Office. Two letters of recommendation, a self-evaluation essay, and a completed form verifying visitation to the radiology department of a hospital must be included in each admission packet.

All applicants are required to take a Radiologic Technology program admissions examination. Further information regarding admissions is provided in the Radiologic Technology admission packet. On conditional admission into the program, students must complete a medical history questionnaire and submit evidence of a physical examination that includes required immunizations. Final acceptance into the clinical portion of the program is determined by the Radiologic Technology Admissions Committee. Admission is conditional and depends on the student's ability to perform all essential functions identified for this program. Reasonable accommodations are considered.

Contractual agreements between the College and clinical agencies impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of confidentiality, attire, liability insurance, and substance abuse screening.

#### **PROGRESSION**

Students must maintain a grade of "C" or above in each Radiologic Technology course to progress from one term to another. Students must maintain a cumulative grade point average of 2.0 or above in each term to continue with the program or to graduate. The clinical proficiency

## **RESPIRATORY THERAPIST**

outlined in the *Clinical Education Handbook* must be met to progress from one term to the next.

Students must complete all general education requirements of the Radiologic Technology program before entering the sixth term. Students may repeat any Radiologic Technology course only once. Failure to pass a course a second time will result in termination from the program. Students must comply with hospital and Radiologic Technology Department regulations, policies, and procedures. Repeated counseling may result in termination from the program.

#### **READMISSION**

Students who apply for readmission are given consideration by the Radiologic Technology Admissions Committee. Students must submit a readmission request no later than mid-term of the term prior to planned reentry. **All students who are readmitted must reenroll in all RAD courses required for the term of readmission.**

#### **TRANSFER STUDENTS**

Students who have been enrolled in other accredited schools of radiography are evaluated on an individual basis to determine appropriate placement.

#### **CURRICULUM**

<b>General Education Core Requirements</b>			<b>Credit Hours</b>
BIO	201*	Human Anatomy and Physiology I	4
BIO	202	Human Anatomy and Physiology II	4
ENG	101	English Composition I	3
MTH	100	Intermediate College Algebra or higher	3
PSY	200	General Psychology	3
SPH	106	Fundamentals of Oral Communications	3
		Humanities/Fine Arts Elective	3
<b>Total General Education Credits</b>			<b>23</b>

\* Prerequisite: BIO 103 or 70% score on BIO 103 challenge exam

<b>Field of Concentration Credits</b>			<b>Credit Hours</b>
RAD	121	Introduction to Radiography	2
RAD	124	Methods of Patient Care	2
RAD	127	Anat/Positioning Head, Trunk, Extremities	4
RAD	128	Anat, Physiology, Positioning Body Systems	4
RAD	129	Radiographic Quality Assurance	1
RAD	130	Principles of Radiographic Exposure	3
RAD	131	Physics and Imaging Equipment	3
RAD	140	Clinical Orientation	1
RAD	141	Clinical Education I	2
RAD	142	Clinical Education II	2
RAD	210	Radiation Protection and Radiation Biology	1
RAD	211	Image Evaluation	2
RAD	212	Special Procedures	1
RAD	213	Radiographic Pathology	2
RAD	214	Cross-Sectional Anatomy	1
RAD	215	Review Seminar	2
RAD	221	Clinical Practicum I	5
RAD	222	Clinical Practicum II	5
RAD	223	Clinical Practicum III	5
RAD	224	Clinical Practicum IV	5
<b>Total Field of Concentration Credits</b>			<b>53</b>
<b>Total Credits</b>			<b>76</b>

**Note:** **ORI 101—Orientation to College is a prerequisite to this degree for those who enter as first-time college students.**

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to this degree.**

Before completing this program, students must prove competency in computer applications. Students who fail to demonstrate adequate competency in Computer Science by passing a computer competency exam must successfully complete a CIS course.

(Wallace Campus)

The Respiratory Therapist program is designed to provide the student with didactic and clinical training in various techniques used in the diagnosis and treatment of patients who suffer from disorders of the cardiopulmonary system. The Respiratory Therapist program is fully accredited by the Committee for Accreditation of Allied Health Education Programs (CAAHEP), in cooperation with the Committee on Accreditation for Respiratory Care (CoARC), and is recognized by the National Board for Respiratory Care (NBRC). Graduates of the program are eligible to attempt both the Entry-Level Examination for Respiratory Care Practitioners and the Advanced Practitioner Examination System as administered by the NBRC. Successful completion of this system of examinations results in the award of the nationally recognized credential of Registered Respiratory Therapist. Graduates of this program who complete the examination system also meet criteria for licensure in states where licensure is required.

#### ASSOCIATE IN APPLIED SCIENCE DEGREE

On successful completion of all Respiratory Therapist curriculum requirements, graduates are awarded the associate in applied science degree.

#### GENERAL PROGRAM INFORMATION

The Respiratory Therapist program consists of two separate and distinct parts or phases: (1) the pre-professional phase and (2) the professional phase. The pre-professional phase (27 semester hours) is designed to be completed in two terms. The professional phase (49 semester hours) is designed to be completed in four consecutive terms (summer term included). Admission to the professional phase of the program is competitive, and completion of pre-professional phase requirements in no way guarantees that the student will be admitted into the professional phase. Final acceptance into the professional phase of instruction requires favorable action by the Respiratory Therapist Admissions Committee.

#### ADMISSION

Students in the pre-professional phase of the Respiratory Therapist curriculum must meet all College admission requirements as listed in this catalog. Students are admitted to the Respiratory Therapist program without discrimination regarding age, creed, marital status, race, religion, gender, or national origin. Qualified applicants are admitted to the professional phase of the program and begin classes only in fall semester. Applications for admission may be obtained from the Instructional Affairs Office in Room 116 of the Administration Building on the Wallace Campus in May of each year. Complete application packets must be submitted prior to the deadline date provided in the application packet. Further information concerning admission is provided in the Respiratory Therapist program admissions packet.

After submission of the application packet, the applicant will be scheduled to complete the Health Occupations Basic Entrance Test (HOBET). The applicant will incur cost of this test. The HOBET will be administered only once each year. Information concerning the date, time, and location of test administration is included in the application packet. Wallace Community College complies with the Americans with Disabilities Act, 1990. Applicants who have a disability and require some accommodation in taking the HOBET examination should contact Disability Support Services in Room 110 of the Administration Building on the Wallace Campus. If accommodation is not requested in advance, its availability on site cannot be guaranteed.

Acceptance into the professional phase of training is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations will be considered. Completion of a physical examination documenting the student's ability to perform essential functions and proof of required Students who withdraw or are unable to progress in the Respiratory Therapist program may apply for readmission. The Respiratory Therapist Admissions Committee will consider readmission requests on an individual basis. Decisions regarding readmission will be based on program readmission policies in effect at the time of request and availability of openings. Students must apply for readmission by writing a letter to the Respiratory Therapist Admissions Committee, Respiratory

immunizations will be required prior to final acceptance. The applicant will incur cost of the physical examination and immunizations.

Admission to the professional phase of the program is competitive and applicant ranking will determine final acceptance. The following criteria, along with their maximum weight, are considered in determining admission to the Respiratory Therapist program:

High School GPA	13%
Advanced High School Honors Courses	3%
Pre-professional College GPA	25%
Health Care Work Experience	3%
Health Care Credential/License	6%
HOBET Test Score	50%

Applicants will be ranked in descending numerical order based on admission score. Final notification of admission status will be provided to each applicant by mail.

Contractual agreements between the College and clinical agencies impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of confidentiality, attire, liability insurance, and substance abuse screening.

#### CONDITIONS OF PARTICIPATION AND PROGRESSION

Participation in clinical activities within the program requires strict adherence to departmental and clinical affiliate policies concerning professional standards of personal appearance, dress, speech, attendance, and behavior. Written policies are provided to each student upon entrance into the program, and penalties for non-compliance are clearly explained. Students who are unable or unwilling to comply with departmental and clinical policies will not be allowed continued participation in clinical activity, thus resulting in failure to successfully complete the requirements of the clinical course and/or program.

In addition to the statement above, students must meet **each** of the following criteria in order to continue to participate in the program and/or progress from term to term and graduate from the Respiratory Therapist program:

1. Complete each course listed as a Respiratory Therapist program curriculum requirement with a grade of "C" or above.
2. Receive a passing score (75%) on the Cumulative Clinical Proficiency Examination administered at the end of each professional phase term.
3. Maintain American Heart Association certification in Basic Cardiac Life Support.
4. Present evidence of numbers 1, 2, and 3 above to the instructor no later than the **third class day** of each term.
5. Comply with clinical affiliate and Respiratory Therapist Department regulations, policies, and procedures. Failure to do so could result in **dismissal** from the program and the award of "F" as the grade for all RPT coursework.

Students may repeat any RPT-prefix course only once. Failure to pass a course with the minimum acceptable grade of "C" or above on a second attempt will result in termination from the program without the possibility of readmission. Students who accumulate excessive absences in the professional phase of the Respiratory Therapist program are subject to counseling regarding attendance.

#### READMISSION

Therapist Program, Wallace Community College. In order to allow timely scheduling of the readmission examination, this letter should be postmarked no later than 60 days prior to the desired date of readmission. Failure to submit this request on time will result in denial or delay of readmission.

In order to complete readmission requirements, students must achieve a passing score on a readmission examination. The readmission examination will be composed from the content of the last Cumulative Clinical Proficiency Examination and Clinical Skills Examination successfully completed by the student. Failure to achieve a passing score on the readmission examination will result in denial of readmission.

### TRANSFER STUDENTS

Students previously enrolled in other respiratory therapist programs will be evaluated on an individual basis to determine appropriate placement. Validation examinations may be required. Transfer students should apply for admission at least 60 days prior to the term in which they expect to enroll. Acceptance may be limited by availability of openings.

### CURRICULUM

General Education Core Requirements			Credit Hours
BIO	201*	Human Anatomy and Physiology I	4
BIO	202	Human Anatomy and Physiology II	4
CIS	146	Microcomputer Applications	3
EMS	100	Cardiopulmonary Resuscitation I	1
ENG	101	English Composition I	3
SPH	106	Fundamentals of Oral Communications	3
PSY	200	General Psychology	3
		Humanities/Fine Arts Elective	3
		Mathematics Elective or MTH 116	3
		<b>Total General Education Credits</b>	<b>27</b>

\* Prerequisite: BIO 103 or 70% score on BIO 103 challenge exam

Field of Concentration Courses			Credit Hours
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
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
RPT	230	Clinical Practice III	2
RPT	231	Pathology for the RCP II	3
RPT	232	Diagnostic Procedures for the RCP	2
RPT	233	Special Procedures for the RCP	2
RPT	234	Mechanical Ventilation for the RCP	3
RPT	240	Clinical Practice IV	4
RPT	241	Rehabilitation and Home Care for the RCP	2
RPT	242	Perinatal/Pediatric Respiratory Care	3
RPT	243	Computer Applications for the RCP	2
RPT	266	Seminar in Respiratory Medicine I	1
RPT	276	Seminar in Respiratory Medicine II	1
		<b>Total Field of Concentration Credits</b>	<b>49</b>
		<b>Total Credits for Degree</b>	<b>76</b>

**Note:** ORI 101—Orientation to College is a prerequisite to this degree for those who enter as first-time college students.

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to this degree.**

## SMALL ENGINE REPAIR (SER) (Wallace Campus and Ventress Correctional Facility)

### SHORT CERTIFICATE

This short certificate program is designed to teach students to repair small gasoline engines. Students receive instruction in the principles of four-stroke cycle and two-stroke cycle engines. Other areas of emphasis are troubleshooting and repair procedures on valves, power producing components, fuel systems, ignition systems, exhaust, lubrication, and cooling systems.

After completing this program, students will be able to diagnose small engine problems and make repairs to lawnmowers, chain saws, and other similar equipment. Students completing all courses listed in the curriculum will be awarded a certificate. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered. A high school diploma or GED is not required.

### CURRICULUM

Field of Concentration Courses		Credit Hours	
SER	111	Fundamentals of Small Engine Repair	3
SER	112	Four-Stroke Cycle Engine	3
SER	113	Four-Stroke Cycle Engine Lab	3
SER	121	Two-Stroke Cycle Engine	3
SER	122	Engine Reconditioning	2
SER	123	Engine Reconditioning Lab	3
SER	124	Special Projects in Lawn, Garden, and Industrial Engines	3
SER	132	Lawn and Garden Equipment	3
SER	142	Chain Saws and String Trimmers	3
		<b>Total Credits for Short Certificate</b>	<b>26</b>

## UPHOLSTERY (UPH) (Wallace Campus)

### SHORT CERTIFICATE

Furniture and automobile upholsterers are skilled craftsperson who cover furniture, automobile seats, and other surfaces with padding and finishing fabric. They may replace worn fabric, repair broken frames, and replace and/or repair bent springs, webbing, and other worn parts of furniture. In addition, they assist customers in selecting materials and colors. Upholsterers must have good manual and finger dexterity, mechanical inclination, and good eyesight and color vision. A flair for creative work is also helpful.

Students learn orientation and safety, upholstery equipment and tools, webbing and spring foundation, burlap foundation, muslin cover, and final fabrics. Channeling, making tufts and skirts, trimming, dismantling, repairing, and remodeling are covered along with specialization techniques for autos. Students must be able to do simple arithmetic because of calculations involved in laying out and planning the work. Students must purchase their own books and tools.

Students completing all courses listed in the curriculum will be awarded a certificate. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered. A high school diploma or GED is not required.

### CURRICULUM

Field of Concentration Courses		Credit Hours	
UPH	111	Upholstery Fundamentals and Design	3
UPH	112	Upholstery Design Furniture Lab	3
UPH	113	Upholstery Design Auto Lab	3
UPH	114	Upholstery Design Experimental Lab	3
UPH	121	Correlating Decorative Elements	3
UPH	122	Decorative Elements Furniture Lab	3

UPH 123 Decorative Elements Auto Lab 3

UPH 183 Special Topics 2

UPH	215	Shop Management and Layout	3
<b>Total Credits for Short Certificate</b>			<b>26</b>

**WELDING TECHNOLOGY (WDT)**  
(Wallace and Sparks Campuses)

The purpose of this program is to prepare students for employment in the welding industry as plate or pipe welders. Certification is encouraged and performed in accordance with American Welding Society and American Petroleum Institute standards. The program includes a wide variety of welding experiences for plate and pipe welders. Students may exit the program after three semesters with a certificate in plate welding or complete both plate and pipe welding as listed below and receive a program certificate as a combination welder. Students must purchase their own books and tools. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered. A high school diploma or GED is not required.

**CURRICULUM**

<b>General Education Core Requirements</b>			<b>Credit Hours</b>
COM	103	Vocational/Technical English II	3
MAH	101	Vocational/Technical Mathematics I	3
<b>Total General Education Credits</b>			<b>6</b>

**Field of Concentration Courses**

WDT	111	Cutting Processes Theory	3
WDT	112	Shielded Metal Arc Fillet Theory	3
WDT	113	Blueprint Reading	3
WDT	114	Gas Metal Fillet Theory	3
WDT	115	GTAW Carbon Pipe Theory	3
WDT	116	GTAW Stainless Pipe Theory	3
WDT	151	Cutting Processes Lab	3
WDT	152	Shielded Metal Arc Fillet Welding	3
WDT	153	Shielded Metal Arc Welding Grooves	3
WDT	154	Gas Metal Arc Lab	3
WDT	155	GTAW Carbon Pipe Lab	3
WDT	156	GTAW Stainless Pipe Lab	3
WDT	217	SMAW Carbon Pipe Theory	3
WDT	228	Gas Tungsten Arc Fillet Theory	3
WDT	257	SMAW Carbon Pipe Lab	3
WDT	268	Gas Tungsten Arc Fillet Lab	3
<b>Total Field of Concentration Credits</b>			<b>48</b>
<b>Total Credits</b>			<b>54</b>

**Note:** **ORT 100—Orientation for Career Students is a prerequisite to this certificate for those who enter as first-time college students.**

**ORI 104—WorkKeys Assessment and Advisement is a prerequisite to this certificate.**

The policies and procedures in this catalog are subject to change due to actions of the State Board of Education, Federal and State legislative actions, and changes in levels of financial support provided by Federal and State agencies. Wallace Community College intends to deliver the courses, offer the programs, and provide the services described in this document unless circumstances require adjustments. Wallace Community College faculty and staff will communicate changes when they occur.

## **COURSE DESCRIPTIONS**



## COURSE DESCRIPTIONS

ABR.....	Auto Body Repair
ACC.....	Accounting
ACR.....	Air Conditioning/Refrigeration
ACT.....	Accounting
ART.....	Art
ANT.....	Anthropology
ASE.....	Automotive Technology
BIO.....	Biology
BUC.....	Building Construction
BUS.....	Business
CAB.....	Cabinetmaking/Carpentry
CCT.....	Consumer Electronics
CET.....	Civil Engineering Technology
CHD.....	Child Development
CHM.....	Chemistry
CIS.....	Computer Information Science
CIT.....	Cosmetology Instructor Training
CMT.....	Construction Management Technology
COM.....	Vocational/Technical English
COS.....	Cosmetology
DDT.....	Drafting and Design Technology
ECO.....	Economics
ELT.....	Electrical Technology
EMP.....	Emergency Medical Services—Paramedic
EMS.....	Emergency Medical Services
ENG.....	English
GEO.....	Physical Geography
HED.....	Health Education
HIS.....	History
HUM.....	Humanities
ILT.....	Industrial Electronics Technology
INT.....	Industrial Maintenance Technology
LPN.....	Practical Nursing
MAH.....	Vocational/Technical Mathematics
MAS.....	Masonry
MAT.....	Medical Assisting
MTH.....	Mathematics
MTT.....	Machine Tool Technology
MUL.....	Music Ensembles
MUP.....	Music Performance
MUS.....	Music
NUR.....	Associate Degree Nursing
OAD.....	Office Administration
ORI.....	Orientation
ORT.....	Orientation
PED.....	Physical Education
PHL.....	Philosophy
PHS.....	Physical Science
PHY.....	Physics
PLB.....	Plumbing
POL.....	Political Science
PSY.....	Psychology
PTA.....	Physical Therapist Assistant
RAD.....	Radiologic Technology
RDG.....	Reading
REL.....	Religion
RPT.....	Respiratory Therapist
SER.....	Small Engine Repair
SOC.....	Sociology
SPH.....	Speech
THR.....	Theater
UPH.....	Upholstery
WDT.....	Welding Technology

**Note:** Theory, lab, and credit hours are indicated in parentheses at the end of each course title below and are presented in the following format: (theory hours-lab hours-credit hours).

**Note:** All courses in all categories may not be offered each term. Courses are offered in response to student demands and the College's plan for delivering specific curricula.

## ACCOUNTING (ACC)

### ACC 129. INDIVIDUAL INCOME TAXES (3-0-3)

This course introduces the relevant laws governing individual income taxation. Filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax are emphasized. On course completion, students should be able to complete various tax forms pertaining to topics discussed in the course.

## ACCOUNTING—CAREER/TECHNICAL (ACT)

### ACT 145. BASIC ACCOUNTING PROCEDURES (3-0-3)

This course focuses on basic bookkeeping procedures and elementary accounting principles. Analyzing and recording financial transactions, classifying and summarizing data, and preparing financial statements are emphasized. On completion, the students will be able to apply basic bookkeeping procedures and elementary accounting principles.

### ACT 246. MICROCOMPUTER ACCOUNTING (3-0-3)

PREREQUISITE: ACT 145 or BUS 241.

This course uses the microcomputer in the study of financial accounting principles and practices. Use of software programs for financial accounting applications is emphasized. On completion of this course, the student will be able to use software programs for financial accounting applications. **CORE**

### ACT 249. PAYROLL ACCOUNTING (3-0-3)

PREREQUISITE: ACT 145 or BUS 241.

This course focuses on federal, state, and local laws affecting payrolls. Payroll accounting procedures and practices and payroll tax reports are emphasized. On completion of this course, the student will be able to apply knowledge of federal, state, and local laws affecting payrolls.

## AIR CONDITIONING/REFRIGERATION (ACR)

### ACR 111. REFRIGERATION PRINCIPLES (1-4-3)

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration, heat transfer, refrigeration system components, the mechanical cycle of operation, and refrigeration characteristics. On completion, students should understand the functions of major system components, terminology, heat transfer, safety, and the use and care of tools and equipment. **CORE**

### ACR 112. HVACR SERVICE PROCEDURES (2-3-3)

This course covers system performance checks and refrigerant cycle diagnosis. Use of refrigerant recovery/recycle units, industry codes, refrigerant coils, and correct methods of charging and recovering refrigerants are emphasized. On completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures that comply with the no-venting laws. **CORE**

### ACR 113. REFRIGERATION PIPING PRACTICES (1-5-3)

The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning, and refrigeration industry. This course includes various methods of working with and joining tubing. On completion, students should understand related terminology and be able to identify ACR pipe and tubing and various fittings. **CORE**

### ACR 115. HEATING SYSTEMS I (2-10-6)

This course covers the fundamentals of heating systems. Components, operations, general service procedures, and basic installation procedures are emphasized. On completion, students should be able to install and service gas and electric furnaces.

### ACR 117. HEAT PUMPS I (2-10-6)

This course covers the basic theory and application of heat pump systems. Topics include refrigeration cycle operations, system components, and troubleshooting. On completion, students should be able to install and service heat pumps.

**ACR 121. PRINCIPLES OF ELECTRICITY FOR HVACR**  
(1-4-3)

This course is designed to provide the student with basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. Safety, definitions, symbols, laws, circuits, and electrical test instruments are emphasized. On completion, students should understand and be able to apply basic principles of electricity to HVACR circuits and circuit components. **CORE**

**ACR 122. HVACR ELECTRICAL CIRCUITS** (2-3-3)

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. On completion, students should understand standard wiring diagrams and symbols.

**ACR 123. HVACR ELECTRICAL COMPONENTS** (2-3-3)

This course introduces students to electrical components and controls. Operations on motors, relays, contactors, starters, and other HVAC controls are emphasized. On completion, students should be able to understand motor theory and control functions in HVACR equipment. **CORE**

**ACR 132. RESIDENTIAL AIR CONDITIONING** (2-3-3)

PREREQUISITE: ACR 111.

This course introduces students to residential air conditioning systems. Operation, service, and repair of residential air conditioning systems are emphasized. On completion, students should be able to service and repair residential air conditioning systems.

**ACR 133. DOMESTIC REFRIGERATION** (1-5-3)

PREREQUISITE: ACR 111.

This course covers domestic refrigerators and freezers. Operation, maintenance, and repair of domestic refrigerators are emphasized. On completion, students should be able to service and repair home refrigerators and freezers.

**ACR 134. ICE MACHINES** (1-5-3)

This course introduces students to commercial ice machines. Components, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures are emphasized. On completion, students should be able to install, service, and repair commercial ice machines.

**ACR 137. SERVICE AND REPAIR TECHNIQUES** (1-5-3)

This course covers the theory and application of techniques and procedures used to service, repair, and maintain HVAC equipment. Emphasis is placed on procedures used in all types of HVACR repair.

**ACR 145. WINDOW AIR CONDITIONING** (1-5-3)

This course provides the fundamentals on the operation, maintenance, and troubleshooting of window air conditioners. Emphasis is placed on unit operation, evacuation, charging, maintaining, and troubleshooting window air conditioning units.

**ACR 147. REFRIGERATION TRANSITION AND RECOVERY**  
(3-0-3)

This course is EPA approved and covers material relating to the requirements necessary for Type I, II, III, and universal certification. The EPA certification exam is administered at the end of the course. On completion, students should be able to pass the EPA refrigerant certification exam.

**ACR 205. SYSTEM SIZING AND AIR DISTRIBUTION** (2-3-3)

This course provides instruction in the load calculation of a structure and systems sizing. Topics include heat loss and gain, equipment and air distribution sizing, and factors making acceptable indoor air quality.

**ANTHROPOLOGY (ANT)**

**ANT 200. INTRODUCTION TO ANTHROPOLOGY** (3-0-3)

This course is a survey of physical, social, and cultural development and behavior of human beings.

**ART (ART)**

**ART 100. ART APPRECIATION** (3-0-3)

This course helps students find personal meaning in works of art and develops a better understanding of the nature and validity of art. Diversity of form and content in original art work is emphasized. On completion, students should understand the fundamentals of art and the materials used and have a basic overview of the history of art.

**ART 113. DRAWING I** (3-3-3)

This course provides an opportunity to develop perceptual and technical skills in a variety of media. Communication through experimenting with composition, subject matter, and technique is emphasized. On course completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects.

**ART 114. DRAWING II** (3-3-3)

PREREQUISITE: ART 113.

This course advances drawing skills in various art media. Communication through experimentation, composition, technique, and personal expression is emphasized. On course completion, students should demonstrate creative drawing skills, application of the fundamentals of art, and communication of personal thoughts and feelings.

**ART 121. TWO-DIMENSIONAL COMPOSITION I** (3-3-3)

This course introduces the basic concepts of two-dimensional design. Topics include elements and principles of design, with emphasis on arrangements and the relationships among them. On course completion, students should demonstrate effective use of these elements and principles of design in creating two-dimensional compositions.

**ART 127. THREE-DIMENSIONAL COMPOSITION** (3-3-3)

This course introduces art materials and principles of design that acquaint the beginner with fundamentals of three-dimensional art. Use of art fundamentals and creative exploration of materials in constructing three-dimensional art works is emphasized. On course completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms.

**ART 133. CERAMICS I** (3-3-3)

This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. On course completion, students should demonstrate through their work a knowledge of these methods as well as an understanding of the craftsmanship and aesthetics involved in ceramics.

**ART 134. CERAMICS II** (3-3-3)

PREREQUISITE: ART 133.

This course develops methods of clay forming as a means of expression. Topics may include hand building, glazing, design, and the functional and aesthetic aspects of pottery, although the wheel-throwing method is emphasized. On course completion, students should demonstrate improved craftsmanship and aesthetic quality in the production of pottery.

**ART 173. PHOTOGRAPHY I** (3-3-3)

This course is an introduction to the art of photography. Technical and aesthetic aspects of photography, with detailed instruction in darkroom techniques, are emphasized. On course completion, students should understand the camera as a creative tool; understand types of films, chemicals, and papers; and have a knowledge of composition and history.

**ART 174. PHOTOGRAPHY II** (3-3-3)

PREREQUISITE: ART 173.

This course advances technical and aesthetic knowledge of photography beyond the introductory level. Photographic composition and darkroom techniques as a means of communication are emphasized. On course completion, students should demonstrate creative and communication skills through the photographic process.

**ART 180. INTRODUCTION TO GRAPHIC DESIGN (3-3-3)**  
This course is a general introduction to graphic design. Topics include history, processes, and production design. On course completion, students should understand the concepts used to create media graphics.

**ART 203. ART HISTORY I (3-0-3)**  
This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. History from the ancient period through the Renaissance is emphasized. On completion, students should be able to communicate a knowledge of time period and chronological sequence, including a knowledge of themes, styles, and impact of society on the arts.

**ART 204. ART HISTORY II (3-0-3)**  
This course covers a study of the chronological development of different forms of art, such as sculpture, painting, and architecture. History from the Baroque to the present is emphasized. On completion, students should be able to communicate a knowledge of time period and chronological sequence, including a knowledge of themes, styles, and the impact of society on the arts.

**ART 216. PRINTMAKING I (3-3-3)**  
PREREQUISITE: ART 113, ART 121 or instructor permission.  
This course introduces various printmaking processes. Topics include relief, intaglio, serigraphy or lithography, and the creative process. On course completion, students should have a basic understanding of the creative and technical problems associated with printmaking.

**ART 217. PRINTMAKING II (3-3-3)**  
PREREQUISITE: ART 216.  
This course provides an opportunity to study a printmaking process beyond the introductory level. Creativity, composition, and technique in the communication of ideas through printmaking are emphasized. On course completion, students should demonstrate an understanding of the printmaking process as a creative tool for the expression of ideas.

**ART 220. INTRODUCTION TO COMPUTER GRAPHICS (3-3-3)**  
This course is designed to acquaint the student with technology, vocabulary, and procedures used to produce artwork using computers. Fundamentals of art, creativity, and understanding various graphic software are emphasized. On course completion, students should demonstrate a knowledge of computer graphics through production on a graphic program in a computer environment.

**ART 221. COMPUTER GRAPHICS I (3-3-3)**  
PREREQUISITE: ART 220.  
This course is designed to enhance the ability to produce computer-generated graphics. Application of original design to practical problems using a variety of hardware and software is emphasized. On course completion, students should have an understanding of professional computer graphics.

**ART 222. COMPUTER GRAPHICS II (3-3-3)**  
PREREQUISITE: ART 221.  
This course is designed to enhance the ability to produce an advanced level of computer-generated graphics. Application of original design to practical problems using a variety of hardware and software is emphasized. On course completion students should have an understanding of professional computer graphics.

**ART 233. PAINTING I (3-3-3)**  
PREREQUISITE: ART 113, ART 121, or instructor permission.  
This course is designed to introduce fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. On course completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to media and creative processes associated with painting.

**ART 234. PAINTING II (3-3-3)**

completion, students should demonstrate creative and communication skills through the photographic process.

**PREREQUISITE: ART 233.**  
This course is designed to develop knowledge of materials and procedures of painting beyond the introductory level. Creative and technical problems associated with communicating through composition and style are emphasized. On course completion, students should be able to demonstrate application of painting fundamentals and the creative process to the communication of ideas.

**ART 243. SCULPTURE I (3-3-3)**  
PREREQUISITE: ART 127 or instructor permission.  
This course provides a study of three-dimensional form by familiarizing students with sculpting media and techniques. Topics include the fundamentals of art and sculpting media, with emphasis on the creative process. On course completion, students should understand the fundamentals of art and three-dimensional form as well as various media and processes associated with sculpture.

**ART 244. SCULPTURE II (3-3-3)**  
PREREQUISITE: ART 243.  
This course is designed to sharpen skills in media and processes of sculpture. Personal expression through three-dimensional form is emphasized. On course completion, students should be able to apply the fundamentals of art, knowledge of form, and sculptural processes to the communication of ideas.

**ART 253. GRAPHIC DESIGN I (3-3-3)**  
PREREQUISITE: ART 180  
This course is designed to introduce the study of visual communication through design. Application of design principles to projects involving such skills as illustration, layout, typography, and production technology is emphasized. On course completion, students should demonstrate knowledge of the fundamentals of art and understanding of the relationship between materials, tools, and visual communication.

**ART 254. GRAPHIC DESIGN II (3-3-3)**  
PREREQUISITE: ART 253.  
This course further explores the art of visual communication through design. Application of design principles to projects involving such skills as illustration, layout, typography, and production technology is emphasized. On course completion, students should be able to apply knowledge of the fundamentals of art, materials, and tools to the communication of ideas.

**ART 258. PHOTOGRAPHIC AND MEDIA PROBLEMS (3-3-3)**  
PREREQUISITE: ART 174.  
This course addresses special problems in the student's area of interest. Design, techniques, and results are emphasized. On course completion, the student will be able to produce professional quality photographs in one particular area of photography.

**ART 291. SUPERVISED STUDY IN STUDIO ART I (3-3-3)**  
PREREQUISITE: Instructor permission.  
This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. On completion, the student should have greater expertise in a particular area of art.

**ART 292. SUPERVISED STUDY IN STUDIO ART II (3-3-3)**  
PREREQUISITE: ART 291 or instructor permission.  
This course is designed to enable the student to continue studio experiences in greater depth. Topics are chosen by the student with the approval of the instructor. On course completion, the student should have greater expertise in a particular area of art.

**ART 299. ART PORTFOLIO (1-4-1-4-1-4)**  
PREREQUISITE: Instructor permission.  
This course is designed to help the art major in preparing and presenting an art portfolio. Representing the student's potential as an artist to interest employers, clients, or schools is emphasized. On course

completion, students should be able to make a professional presentation of their design and communication skills.

## ASSOCIATE DEGREE NURSING (NUR)

### **NUR 101. BASIC LIFE SUPPORT (1-0-1)**

PREREQUISITE: Instructor permission.

This course includes theory and application in the area of cardiopulmonary resuscitation (CPR). Single rescue of the adult, two-rescuer CPR, managing obstructed airways, and infant and child CPR are emphasized. The student should be able to successfully demonstrate CPR.

### **NUR 111. FUNDAMENTALS OF NURSING (4-0-4)**

PREREQUISITE: Program admission or instructor permission.

This course presents concepts and theories to the art and science of nursing. Application of the nursing process to provide and manage care as a member of the discipline of nursing is emphasized. Students are introduced to the concepts of needs, growth and development, safety, communication, teaching and learning, critical thinking, ethics and the law, nursing history, and the program's philosophy of nursing. Students should be able to demonstrate beginning competence in providing care for individuals with common health alterations. *Clinical is required.*

### **NUR 121. CLINICAL NURSING SKILLS (0-6-2)**

PREREQUISITE: Program admission or instructor permission.

COREQUISITE: NUR 111, 131, and 241.

This course presents psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. Students will demonstrate a beginning level of competency in performing basic nursing skills. *Lab/clinical is required.*

### **NUR 131. HEALTH ASSESSMENT (0-3-1)**

PREREQUISITE: Program admission or instructor permission.

This course is designed to provide an opportunity to learn and practice history-taking and physical examination skills with individuals of all ages. Symptoms analysis along with physical, psychosocial, and growth and development assessment are the focus. Students will be able to use critical-thinking skills to identify health alterations, formulate nursing diagnoses, and document findings appropriate to nursing. *Lab is required.*

### **NUR 200. BASIC LIFE SUPPORT UPDATE (1-0-1)**

PREREQUISITE: Instructor permission.

This course provides the student with a review of concepts related to cardiopulmonary resuscitation (CPR). Single rescue of the adult, two-rescuer CPR, managing obstructed airways, and infant and child CPR are emphasized. The student should be able to successfully demonstrate CPR.

### **NUR 201. SPECIALIZED AREA OF STUDY (1-0-1)**

PREREQUISITE: Instructor permission.

This course is directed toward the specialized study of theory experiences in a selected area as determined by student, employers, and/or the program. Development of knowledge in an area of interest to the student is emphasized. The student should be able to meet course objectives as approved the instructor.

### **NUR 202. SPECIALIZED AREA OF STUDY (2-0-2)**

PREREQUISITE: Instructor permission.

This course is directed toward the specialized study of nursing experiences in a selected area as determined by students, employers, and/or the program. Development of knowledge and skills in an area of interest to the student is emphasized. The student should be able to meet the theoretical and skills objectives of the course as approved the instructor.

### **NUR 203. SPECIALIZED AREA OF STUDY (0-3-1)**

PREREQUISITE: Instructor permission.

This course is directed toward application of the clinical experience in a selected area as determined by students, employers, and/or the program. The student should be able to meet the theoretical and skills objectives of the course as approved the instructor/preceptor.

### **NUR 204. COMPUTER APPLICATIONS IN NURSING (1-0-1)**

This course includes concepts related to computer and technology applications in nursing. Emphasis is placed on computer hardware and software utilized in education, research, and health care settings. Students should be able to incorporate computer technology into nursing practice.

### **NUR 205. ADVANCED CONCEPTS OF GERIATRIC NURSING (2-0-2)**

PREREQUISITE: NUR 251 or instructor permission.

This course is designed to enhance knowledge of nursing care of the older adult. Current issues and research in gerontology are emphasized. The student should be able to integrate research findings into nursing practice.

### **NUR 206. ADVANCED NUTRITION CONCEPTS (2-3-0-2-3)**

This course includes concepts related to normal nutrition and modifications for therapeutic diets throughout the life cycle. Topics include enteral/parenteral feedings, disabling disease, rehabilitation, and drug-nutrient interactions. The student should be able to provide diet therapy for clients in acute care as well as community settings.

### **NUR 207. DIRECTED STUDY IN NURSING (1-0-1)**

PREREQUISITE: Instructor permission.

This course is designed to increase the opportunity for exploring, reading, and reporting on specific theoretical topics related to the field of nursing. Topics must be approved by the instructor. Development of knowledge in an area of interest to the student is emphasized. The student should be able to meet course objectives as approved by the instructor.

### **NUR 208. DIRECTED STUDY IN NURSING (1-3-2)**

PREREQUISITE: Instructor permission.

This course is designed to increase the opportunity for exploring, reading, and practicing selected clinical laboratory skills related to the field of nursing. Topics must be approved by the instructor. Development of knowledge and clinical skills in an area of interest to the student is emphasized. The student should be able to meet course objectives as approved by the instructor. *Clinical is required.*

### **NUR 209. DIRECTED STUDY IN NURSING (3-0-3)**

PREREQUISITE: Instructor permission.

This course is designed to provide the opportunity for study in a specific area of nursing. Increasing knowledge in an area of interest to the student is emphasized. The student should be able to meet course objectives as approved by the instructor.

### **NUR 211. NURSING CONCEPTS FOR MOBILITY STUDENTS (4-3-5)**

This course is designed to assist the licensed practical nurse with transition into the role of the associate degree nurse. The program's philosophy, objectives, and conceptual framework are also introduced. The nursing process, communication, selected theory, and the nursing skills and role of the registered nurse are emphasized. On completion, students should be able to articulate into the ADN program. *Clinical is required. This course is required ONLY for LPN Mobility Program students.*

### **NUR 241. BASIC PHARMACOLOGY (0-3-1)**

PREREQUISITE: Program admission or instructor permission.

This course introduces basic principles of pharmacology and skills necessary to safely administer medications. Concepts of legal implications, pharmacokinetics, pharmacodynamics, calculation of drug dosages, and medication administration are emphasized. Students will be

able to demonstrate accurate dosage calculations, correct medication administration, and knowledge of drug classifications. **Lab is required.**

This course is designed to provide comprehensive knowledge of drug classifications and applications of pharmacology. Nursing responsibility, accountability, and application of the nursing process regarding drug therapy are emphasized. Actions, dosages, side effects, and adverse reactions are presented for drug prototypes from each classification of drugs. The student will be able to synthesize knowledge of drug therapy in a variety of settings with individuals across the life span.

**NUR 251. ADULT NURSING I (3-6-5)**

PREREQUISITE: NUR 111, 121, 131, 241; BIO 202; or instructor permission.

This course provides an opportunity to use the provider and manager of care roles to meet nursing needs of adults in a variety of settings. The aging process, as it applies to normal developmental changes and alterations in health commonly occurring in the adult, is emphasized. Students should be able to apply the nursing process in caring for adults in a variety of settings. **Clinical is required.**

**NUR 252. ADULT NURSING II (3-6-5)**

PREREQUISITE: NUR 211, 242, 251 or instructor permission.

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Using the nursing process as a framework for providing and managing nursing care to individuals is emphasized. Students should be able to apply the nursing process to individuals experiencing acute and chronic health alterations in a variety of settings. **Clinical is required.**

**NUR 253. ADULT NURSING III (3-6-5)**

PREREQUISITE: NUR 252 or instructor permission.

This course provides expanded concepts related to nursing care for individuals experiencing common, complex alterations in health. The nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals is emphasized. Students should be able to provide comprehensive nursing care for groups of individuals with common, complex alterations in health in a variety of settings. **Clinical is required.**

**NUR 271. MATERNAL-NEWBORN NURSING (2-6-4)**

PREREQUISITE: NUR 252 or instructor permission.

This course provides a family-centered approach to nursing care of the childbearing family. Concepts related to the antepartal, intrapartal, postpartal, and neonatal periods are emphasized. The student should be able to manage and provide care to the childbearing family in a variety of health care settings. **Clinical is required.**

**NUR 272. PEDIATRIC NURSING (2-6-4)**

PREREQUISITE: NUR 252 or instructor permission.

This course provides a family-centered approach to nursing of children from infancy through adolescence. Concepts of growth and development, health promotion, and alterations in health are emphasized. The student should be able to use the nursing process in providing and managing nursing care to the family in a variety of health care settings. **Clinical is required.**

**NUR 274. CONCEPTS OF PEDIATRIC NURSING I (1-3-2)**

PREREQUISITE: NUR 252 or instructor permission.

This course provides a family-centered approach to nursing of children from infancy through adolescence. Concepts of growth and development, health promotion, and alterations in health are emphasized. The student should be able to use the nursing process in providing and managing nursing care to the family in a variety of health care settings. **Clinical is required.**

**NUR 275. CONCEPTS OF PEDIATRIC NURSING II (1-3-2)**

COREQUISITE: NUR 252, Mobility program admission, or instructor permission.

This course provides expanded concepts related to care of children from infancy through adolescence. Using the nursing process as a framework for providing and managing care for children is emphasized. The student should be able to provide comprehensive care for children experiencing

**NUR 242. ADVANCED PHARMACOLOGY (2-0-2)**

PREREQUISITE: NUR 241, BIO 202, or instructor permission.

acute and chronic health alterations in a variety of settings. **Clinical is required.**

**NUR 276. CONCEPTS OF MATERNAL-NEWBORN NURSING I (1-3-2)**

PREREQUISITE: Mobility program admission or instructor approval. This course provides a family-centered approach to the care of the childbearing family. Emphasis is placed on the normal concepts relating to the antepartal, intrapartal, postpartal, and neonatal periods. The student should be able to manage and provide care to the childbearing family in a variety of settings. *Clinical is required.*

**NUR 277. CONCEPTS OF MATERNAL-NEWBORN NURSING II (1-3-2)**

PREREQUISITE: NUR 252, Mobility program admission, or instructor permission.

This course provides expanded concepts related to the care of the childbearing family. Common and acute alterations in health during antepartal, intrapartal, postpartal, and neonatal periods are emphasized. The student should be able to provide comprehensive care in a variety of settings. *Clinical is required.*

**NUR 278. CONCEPTS OF PSYCHOSOCIAL NURSING I (1-3-2)**

PREREQUISITE: NUR 111, 121, 131, 241; PSY 210; or instructor permission. For Mobility program, NUR 211 is a prerequisite or corequisite.

This course provides concepts related to the psychosocial needs of individuals. Cultural, familial, and individual beliefs that influence mental health and illness are emphasized. Common alterations in mental health, psychodynamic theories, and treatment modalities are included. The student should be able to apply these concepts to the care of individuals experiencing alterations in mental health in a variety of settings. *Clinical is required.*

**NUR 279. CONCEPTS OF PSYCHOSOCIAL NURSING II (1-3-2)**

PREREQUISITE: NUR 242, 278, or instructor permission.

Students are introduced to the various types of automotive finishes and equipment used in their application. Identification of refinishing materials, types of spray equipment, and proper safety precautions are emphasized. On completion, students should be able to properly select paint materials and equipment. *Non-degree credible. CORE*

**ABR 122. SURFACE PREPARATION (1-5-3)**

This course introduces students to methods of surface preparation for automotive refinishing. Topics include sanding techniques, metal treatment, selection and use of undercoats, and proper masking procedures. On completion, students should be able to prepare a vehicle for refinishing. *Non-degree credible. CORE*

**ABR 152. PLASTIC REPAIRS (1-5-3)**

This course provides instruction in automotive plastic repairs. Topics include plastic welding (both hot and chemical), use of flexible repair fillers, primers and paint additives, identification of types of plastics, and determining the correct repair procedures for each. On completion, students should be able to correctly identify and repair the different types of automotive plastics. *Non-degree credible.*

**ABR 153. CORROSION PROTECTION (1-5-3)**

This course introduces the theory of corrosion and anticorrosion methods. Restoring factory corrosion protection after collision damage is emphasized. On completion, students should be able to replace the factory corrosion protection on repaired or replaced panels. *Non-degree credible.*

**ABR 154. AUTO GLASS AND TRIM (1-5-3)**

This course is a study of automotive glass and trim. Removal and replacement of structural and nonstructural glass and auto trim are emphasized. On completion, students should be able to remove and replace automotive trim and glass. *Non-degree credible.*

**ABR 155. AUTOMOTIVE MIG WELDING (1-5-3)**

This course provides instruction in automotive Metal Inert Gas (MIG) welding. Safety, set up, and operation of equipment and various types of weld are emphasized. On completion, students should be able to

This course provides expanded concepts related to the psychosocial needs of individuals. Common and acute alterations in mental health and related intervention modalities are emphasized. The student should be able to apply these concepts to the care of individuals experiencing acute and chronic alterations in mental health in a variety of settings. *Clinical is required.*

**NUR 291. TRANSITION INTO NURSING PRACTICE (2-5-3)**

PREREQUISITE: NUR 253 or instructor permission.

This course prepares the student for transition into nursing practice. Roles of the professional nurse, concepts of leadership and management, and trends and issues in health care delivery are emphasized. The student will apply these concepts in the preceptor experience. *Preceptorship is required.*

**AUTO BODY REPAIR (ABR)**

**ABR 111. NONSTRUCTURAL REPAIR (1-5-3)**

Students are introduced to basic principles of nonstructural panel repairs. Topics include shop safety, identification and use of hand/power tools, sheetmetal repairs, and materials. On completion, students should be able to perform basic sheetmetal repairs. *Non-degree credible. CORE*

**ABR 112. NONSTRUCTURAL PANEL REPLACEMENT (1-5-3)**

Students are introduced to basic principles of nonstructural panel replacement. Topics include replacement and alignment of bolt-on panels, full and partial panel replacement procedures, and attachment methods. On completion, students should be able to replace and align nonstructural panels. *Non-degree credible. CORE*

**ABR 121. REFINISHING MATERIALS AND EQUIPMENT (1-5-3)**

successfully join automotive sheet metal using the MIG process. *Non-degree credible.*

**ABR 156. AUTO CUTTING AND WELDING (1-5-3)**

Students are introduced to various automotive cutting and welding processes. Safety, plasma arc, and oxy-acetylene cutting, resistance-type spot welding, and Metal Inert Gas (MIG) welding are emphasized. On completion, students should be able to safely perform automotive cutting and welding procedures. *Non-degree credible.*

**ABR 211. STRUCTURAL ANALYSIS (1-5-3)**

Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage. On completion, students should be able to locate and identify structural damage. *Non-degree credible. CORE*

**ABR 212. STRUCTURAL REPAIR (1-5-3)**

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 to factory specifications. *Non-degree credible. CORE*

**ABR 221. MECHANICAL COMPONENTS (1-5-3)**

This course provides instruction in collision-related mechanical repairs. Diagnosis and repairs to drivetrain, steering/suspension components and various other mechanical repairs are emphasized. On completion, students should be able to diagnose and repair collision-damaged mechanical components. *Non-degree credible. CORE*

**ABR 222. ELECTRICAL COMPONENTS (1-5-3)**

This course provides instruction in collision-related electrical repairs. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, and use of wiring diagrams. On completion, students should be able to diagnose and repair collision-damaged electrical components. *Non-degree credible. CORE*

**ABR 253. AIR CONDITIONING AND COOLING (1-5-3)**

This course is a study of automotive air conditioning and cooling systems. Topics include automotive air conditioning and cooling theory, component replacement, and system service. On completion, students should be able to repair and service air conditioning and cooling systems related to collision repair. *Non-degree credible.*

**ABR 254. COLLISION DAMAGE REPORTS (1-5-3)**

In this course, students are introduced to the principles of collision cost estimating. Calculation of parts and labor amounts based on collision estimating guides is emphasized. On completion, the student should be able to prepare an accurate damage report (estimate). *Non-degree credible.*

**ABR 256. TOPCOAT APPLICATIONS (1-5-3)**

The focus of this course is application of various automotive topcoats. Topics include applying single-stage, basecoat/clearcoat, and tricoat finishes. On completion, students should be able to properly apply automotive topcoats. *Non-degree credible.*

**ABR 259. CERTIFICATION REVIEW (3-0-3)**

PREREQUISITE: Instructor approval.

This review course covers materials that relate to requirements for the ASE Collision Repair and Refinish test. Topics include painting and refinishing, nonstructural analysis and damage repair, structural analysis and damage repair, mechanical and electrical components, and damage analysis and estimating. On completion, students should be prepared to take the ASE Collision Repair and Refinish Certification test. *Non-degree credible.*

**ABR 291. AUTO BODY REPAIR CO-OP (0-5-15-1-3)**

PREREQUISITE: Instructor approval.

This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Techniques used in collision repair facilities are emphasized. On completion, students should have gained the skills necessary for entry-level employment. *Non-degree credible.*

**ASE 122. STEERING, SUSPENSION, AND ALIGNMENT (1-5-3)**

This course is designed to give a working knowledge of the design, operation, diagnosis, and repair of conventional and strut-type suspension systems. Topics include alignment procedures, wheel balancing, conventional, and rack and pinion systems. On completion, students should be able to make repairs and adjustments to suspension systems. **CORE**

**ASE 131. POWERTRAIN FUNDAMENTALS (1-5-3)**

This course provides a study of the automotive power flow from the transmission to the drive wheels. Topics include drive lines, gear ratios, differentials, drive axles, troubleshooting, and diagnostics. On completion, students should be able to troubleshoot, diagnose, and repair automatic and manual power trains. **CORE**

**ASE 132. AUTOMOTIVE HEATING AND AIR CONDITIONING (1-5-3)**

This course covers nomenclature, theory of operation, repairs and service procedures, electrical control circuits for the compressor, and blower and coolant fan. Proper use of service manuals and safety are emphasized. On completion, students should be able to diagnose and repair heating and air conditioning systems.

**ASE 150. DEALERSHIP WORK EXPERIENCE (0-10-2)**

At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program, working full time under the supervision of the dealership student work coordinator. The student is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the College. Although indicated as 10 contact hours, students generally work full time (40 hours per week) at the dealership. An evaluation of the student's in-dealership work performance is completed by the dealership supervisor.

**AUTOMOTIVE TECHNOLOGY (ASE)****ASE 101. FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY (1-5-3)**

This course provides a study of safety rules and procedures based on OSHA standards. Topics include use of shop tools and equipment, measuring devices, preventive maintenance, light duty service procedures, and use of shop manuals. On completion, students should be able to use basic tools and equipment safely and in observance of OSHA standards. **CORE**

**ASE 111. AUTOMOTIVE ELECTRICAL SYSTEMS (1-5-3)**

This course provides a study of the principles of electricity, magnetism, and Ohm's Law. Batteries, starting, charging, and lighting circuits are emphasized. On completion, students should be able to identify and repair minor electrical problems on the automobile. **CORE**

**ASE 112. STARTING, CHARGING SYSTEMS, AND ACCESSORIES (1-5-3)**

This course is designed to provide the basic knowledge of troubleshooting, maintenance, and repair of automotive electrical accessories. This includes use of special tools when servicing batteries, starting systems, and changing lighting systems. All troubleshooting and maintenance procedures must be in accordance with manufacturer's specifications. **CORE**

**ASE 121. BRAKING SYSTEMS (1-5-3)**

PREREQUISITE: ASE 111 or instructor approval.

This course provides a detailed study of types of hydraulic brake systems (disc and drum) and their service requirements. Topics include brake fundamentals, master cylinders, power assist units, parking brake, lines and valves, and anti-lock systems. On completion, students should be able to repair brake systems. **CORE**

**ASE 211. AUTOMOTIVE ELECTRONICS (1-5-3)**

This course builds on the principles of the laws of electricity. Series, parallel, and series/parallel circuits are emphasized. On completion, students should be able to calculate, build, and measure circuits.

**ASE 212. FUEL SYSTEMS (1-5-3)**

PREREQUISITE: ASE 111

This course focuses on fuel delivery systems operation and diagnosis and repair of fuel system components. Emphasis is placed on servicing the fuel injection system. On completion, students should be able to perform advanced engine tune-ups. **CORE**

**ASE 214. IGNITION SYSTEMS (1-5-3)**

PREREQUISITE: ASE 120 or instructor approval.

This course provides a study of the principles of operation, diagnosis, and repair of ignition system components. Topics include primary and secondary circuit operations and diagnosis and repair of conventional electronic and distributorless ignition systems. On completion, students will be prepared to diagnose and repair ignition system problems.

**ASE 221. ENGINE REPAIR (1-5-3)**

PREREQUISITE: ASE 123 or instructor approval.

This course provides understanding of the troubleshooting and repair procedures for the gasoline engine. Topics include engine disassembly, identification of components, inspection and measuring of parts, repair and reassembly, use of service manuals, and safety. On completion, students should be able to repair or rebuild an automotive engine.

**ASE 222. MANUAL TRANSMISSION/TRANSAXLE (1-5-3)**

PREREQUISITE: ASE 141 or instructor approval.

This course includes a study of manual transmission/transaxle components, gear ratios, and power flow. Topics include manual and hydraulic clutches and their service and repair. On completion, students should be able to remove, repair, and replace manual transmission/transaxle components.

**ASE 223. ENGINE MANAGEMENT SYSTEMS (1-5-3)**

PREREQUISITES: ASE 111, 112, and 211.

This course is designed to provide a working knowledge of the principles of operation, diagnosis, and repair of computerized engine control systems, which includes a study of microprocessors, sensors, actuators, and emission control devices and their interaction. All diagnostics and repair procedures must be accomplished in accordance with manufacturer's specifications. **CORE**

**ASE 231. AUTOMATIC TRANSMISSION/TRANSAXLE (1-5-3)**

PREREQUISITE: ASE 131 or instructor approval.

This course is designed to provide a working knowledge of the construction and operation of automatic transmissions/transaxles. Topics include the study of torque converters, gear and clutch assemblies, hydraulic and mechanical power flow, and electronic controls. On completion, students should be able to remove, install, and perform basic repairs on automatic transmissions and transaxles.

**ASE 250. DEALERSHIP WORK EXPERIENCE (0-10-2)**

At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program, working full time under the supervision of the dealership student work coordinator. The student is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the College. Although indicated as 10 contact hours, students normally work full time (40 hours per week) at the dealership. An evaluation of the student's in-dealership work performance is completed by the dealership supervisor.

**BIOLOGY (BIO)****BIO 101. INTRODUCTION TO BIOLOGY I (3-2-4)**

PREREQUISITE: Regular admission status.

This course emphasizes structure and function of the human body. Included is an orientation to the human body; basic principles of chemistry; a study of cells and tissues; metabolism; joints; the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. *A 120-minute laboratory is required.*

**BIO 202. HUMAN ANATOMY AND PHYSIOLOGY II (3-2-4)**

PREREQUISITES: BIO 103 and 201.

This course emphasizes structure and function of the human body. Included is a study of basic nutrition; basic principles of water, electrolyte, and acid-base balance; and the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. *A-120 minute laboratory is required.*

**BIO 220. GENERAL MICROBIOLOGY (2-4-4)**

PREREQUISITE: BIO 103 or 212. RECOMMENDED: 4 SEMESTER HOURS OF CHEMISTRY.

This course includes historical perspectives; cell structure and function; microbial genetics; infectious diseases; and immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes microtechniques, distribution, culture, identification, and control. *Two 120-minute laboratories are required.*

**BUILDING CONSTRUCTION (BUC)****BUC 111. BASIC CONSTRUCTION LAYOUT (2-1-3)**

PREREQUISITE: Instructor approval.

This course provides students with basic building layout skills. Topics include the builder's level, transit, and basic site layout techniques. On 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.

**BUC 214. SOILS AND SITE WORK (3-0-3)**

Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. *A 120-minute laboratory is required.*

**BIO 102. INTRODUCTION TO BIOLOGY II (3-2-4)**

PREREQUISITE: BIO101

Introduction to Biology II is the second of a two-course sequence designed for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. *A 120-minute laboratory is required.*

**BIO 103. PRINCIPLES OF BIOLOGY I (3-2-4)**

PREREQUISITE: Regular admission status.

This is an introductory course for science and non-science majors. It includes physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life, with emphasis on viruses, prokaryotes, and protist. *A 120-minute laboratory is required. CORE*

**BIO 104. PRINCIPLES OF BIOLOGY II (3-3-4)**

PREREQUISITE: BIO 103.

This course is an introduction to basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. *A 180-minute laboratory is required. CORE*

**BIO 201. HUMAN ANATOMY AND PHYSIOLOGY I (3-2-4)**

PREREQUISITE: BIO 103.

This course covers site conditions and soil types and their physical properties. Topics include site preparation, access, mechanical analysis, classification of soils, and hydrostatics of ground water. On completion, students should be able to adequately prepare a building site according to plans and specifications.

**BUSINESS (BUS)****BUS 150. BUSINESS MATH (3-0-3)**

This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, mark-up, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods, and present value.

**BUS 186. ELEMENTS OF SUPERVISION (3-0-3)**

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

**BUS 241. PRINCIPLES OF ACCOUNTING I (3-0-3)**

This course provides a basic theory of accounting principles and practices used by service and merchandising enterprises. Financial accounting, including the accounting cycle, and financial statement preparation analysis are emphasized.

**BUS 242. PRINCIPLES OF ACCOUNTING II (3-0-3)**

PREREQUISITE: BUS 241.

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also emphasizes managerial accounting, with coverage of corporations; statement analysis; introductory cost accounting; and use of information for planning, control, and decision making.

**BUS 248. MANAGERIAL ACCOUNTING (3-0-3)**

PREREQUISITE: BUS 242.

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems are emphasized.

**BUS 263. THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS (3-0-3)**

This course provides an overview of the legal and social environment for business operations, with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, Bill of Rights, legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment, and personal property.

**BUS 271. BUSINESS STATISTICS I (3-0-3)**

**PREREQUISITE:** Two years of high school algebra, intermediate algebra, or appropriate score on math placement test.

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation, and introduction to hypothesis testing.

**BUS 275. PRINCIPLES OF MANAGEMENT (3-0-3)**

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling, with emphasis on practical business applications.

**BUS 279. SMALL BUSINESS MANAGEMENT (3-0-3)**

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, and inventory systems; purchasing insurance; and using appropriate legal counsel.

This is an introductory course to maintaining woodworking tools and equipment. Topics include preventive maintenance, troubleshooting, and repair of woodworking tools and machines. On course completion, students should be able to repair, service, and maintain woodworking tools and machines. *Non-degree credible. CORE*

**CAB 140. WOOD FINISHING FUNDAMENTALS (0-4-2)**

This is an introductory wood finishing course. Topics include sanding, filling, staining, brushing, and spraying. On completion, students should be able to perform basic wood finishing procedures. *Non-degree credible. CORE*

**CAB 141. WOOD FINISHING (0-4-2)**

**PREREQUISITE:** CAB 140.

This course is a continuation of CAB 140. Filling, rubbing, spraying, and building up finishes are emphasized. On completion, students should be able to perform advanced wood finishing techniques. *Non-degree credible.*

**CAB 145. REFINISHING FURNITURE AND ANTIQUES (0-4-2)**

This course offers instruction in refinishing furniture and restoring antiques. Removal of old finish by stripping, washing, and sanding furniture; repairing broken pieces; and use of veneers in patching are emphasized. On completion, students should be able to refinish furniture and antiques. *Non-degree credible.*

**CAB 204. CABINETMAKING AND MILLWORK (1-10-5)**

**PREREQUISITE:** CAB 102 or instructor approval.

The focus of this course is design and construction of casework. Topics include study of designs; construction and installation of kitchen cabinets, vanities, shelves, and other casework; and use and installation of cabinet hardware. On course completion, students should be able to design,

## CABINETMAKING/CARPENTRY (CAB)

**CAB 101. INTRODUCTION TO CABINETMAKING (1-4-3)**

This is a beginning woodworking course that deals with basic materials and processes. Topics include introduction to tools and equipment and safety. On completion, students should be able to perform techniques for building small projects and techniques for gluing, clamping, nailing, and screwing. *Non-degree credible. CORE*

**CAB 102. INTRODUCTION TO LUMBER (1-6-3)**

This is an introductory course in grades, sizes, characteristics, and uses of lumber. Also included in the course are operation, care, and sharpening of woodworking equipment. On completion, students should be able to construct and finish a furniture project and demonstrate the characteristics and methods of sawing lumber. *Non-degree credible. CORE*

**CAB 103. SIZE, DIMENSION, AND JOINTS (1-4-3)**

This course includes the study of cutting lumber to dimensions and materials to size with power tools. Job planning and construction of all types of joints made with hand and power tools are emphasized. On completion, students should be able to plan jobs and make shop drawings, job layouts, and patterns. *Non-degree credible. CORE*

**CAB 104. CABINET SHOP OPERATIONS (3-0-3)**

This course covers establishing and maintaining a custom cabinet shop. Topics include financing, equipment acquisition, maintenance, inventory techniques, OSHA requirements, shop organization, and safety and delivery systems. On completion, students should be able to organize and maintain a custom cabinet business. *Non-degree credible.*

**CAB 110. EQUIPMENT MAINTENANCE FUNDAMENTALS (1-4-3)**

construct, and install basic interior casework. *Non-degree credible. CORE*

**CAB 205. FURNITURE CONSTRUCTION (1-10-5)**

**PREREQUISITE:** CAB 102.

This course covers design and construction of fine furniture. Development of highly advanced woodworking skills, such as turning duplicate parts, joinery, and building jigs and fixtures are emphasized. On completion, students should be able to perform basic skills necessary to construct fine furniture. *Non-degree credible.*

**CAB 206. SPECIAL PROJECTS IN FURNITURE CONSTRUCTION (0-6-3)**

**PREREQUISITE:** CAB 205.

This course is a continuation of the study and performance of advanced furniture projects that began in CAB 205. Shaping, routing, and carving are emphasized. On completion, students should be able to perform advanced skills necessary to construct fine furniture. *Non-degree credible.*

**CAB 210. EQUIPMENT MAINTENANCE (1-2-2)**

**PREREQUISITE:** CAB 110 or instructor approval.

This course is a continuation of CAB 110. Removing, sharpening, and replacing joiner and planer knives are emphasized. On completion, students should be proficient in maintaining basic woodworking equipment. *Non-degree credible.*

**CAB 211. CABINET INSTALLATION AND TRIM WORK (3-0-3)**

This course introduces students to cabinet installation and stair construction theories. On completion, students should be able to explain proper sequence and methods of installing kitchen and bathroom cabinets as well as figure and design interior stairs. *Non-degree credible.*

**CAB 220. BASIC CARPENTRY (1-4-3)**

The focus of this course is basic carpentry practices. Basic principles of layout and excavation; foundations and form building as related to cabinetmaking; and use of the framing square in figuring rafters, step strings, and board feet are emphasized. On completion, students should be able to perform basic carpentry techniques. *Non-degree credible.*

**CAB 225. KITCHEN AND BATH DESIGN (2-10-6)**

PREREQUISITE: CAB 101.

This course offers instruction in using CAD for kitchen and bath design. Computer use and design requirements for kitchens and baths are emphasized. On completion, students should be familiar with kitchen and bath design by using CAD software for this purpose. *Non-degree credible.*

**CAB 230. ESTIMATING COSTS IN CABINETMAKING (1-2-2)**

The focus of this course is the estimating costs necessary to complete cabinetmaking projects. Figuring the costs of materials and labor on the use of pertinent formulas is emphasized. On course completion, students should be able to estimate costs of complete cabinetmaking projects. *Non-degree credible.*

**CAB 242. SPECIAL FINISHES (1-6-3)**

PREREQUISITE: CAB 141.

This course is a continuation of CAB 141. Spraying and hand rubbing with lubricants are emphasized. On completion, students should be able to apply special finishes to wooden surfaces. *Non-degree credible.*

**CAB 260. WOOD TURNING (1-10-5)**

PREREQUISITE: CAB 205 or instructor approval.

The focus of this course is on turning components for fine furniture projects. Operation and maintenance of wood lathes and tools are emphasized. On completion, students should be able to turn duplicate posts and table legs. *Non-degree credible.*

**CHEMISTRY (CHM)**

**CHM 104. INTRODUCTION TO INORGANIC CHEMISTRY (3-3-4)**

PREREQUISITE: MTH 092 or equivalent math placement score.

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry, including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. *Laboratory is required.*

**CHM 105. INTRODUCTION TO ORGANIC CHEMISTRY (3-3-4)**

PREREQUISITE: CHM 104 or CHM 111.

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. *Laboratory is required.*

**CHM 111. COLLEGE CHEMISTRY I (3-3-4)**

PREREQUISITE: MTH 112 or equivalent math placement score.

The first in a two-semester sequence, this course is designed for science or engineering majors who are expected to have a strong background in mathematics. Topics 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.*

**CHM 112. COLLEGE CHEMISTRY II (3-3-4)**

PREREQUISITE: CHM 111.

chemistry, including metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. *Laboratory is required.*

**CHM 221. ORGANIC CHEMISTRY I (3-3-4)**

PREREQUISITE: CHM 112.

The second in a two-semester sequence, this course is designed primarily for science and engineering students who are expected to have a strong background in mathematics. Topics include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive

The first in a two-semester sequence, this course includes nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory includes synthesis and confirmation of representative organic compounds with emphasis on basic techniques. *Laboratory is required.*

**CHM 222. ORGANIC CHEMISTRY II (3-3-4)**

**PREREQUISITE:** CHM 221.

The second in a two-semester sequence, this course includes 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 includes synthesis and confirmation of representative organic compounds with emphasis on basic techniques. *Laboratory is required.*

**CHILD DEVELOPMENT (CHD)**

**CHD 100. INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN (2-2-3)**

This course introduces the childcare profession, including the six functional areas of the Child Development Association (CDA) credential. Emphasis is placed on positive guidance techniques, setting up a classroom, and planning a schedule. On completion, students should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-esteem, self-control, and self-motivation. **CORE**

**CHD 201. CHILD GROWTH AND DEVELOPMENT PRINCIPLES (3-0-3)**

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, and social development, and on methods of child study and practical implications. On completion, student should be able to use knowledge of how young children differ in their development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children. **CORE**

**CHD 202. CHILDREN'S CREATIVE EXPERIENCES (2-2-3)**

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 should be able to select and implement creative and age-appropriate experiences for young children.

**CHD 203. CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT (2-2-3)**

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. On completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children.

**CHD 204. METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN (2-2-3)**

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 math, language arts, and social studies concepts. On completion, students should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials and realistic expectations. **CORE**

**CHD 205. PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN (3-0-3)**

This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to

young children. Emphasis is placed identifying basic aspects of cognitive development and how children learn. On completion, student should be able to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content.

**CHD 206. CHILDREN'S HEALTH, SAFETY, AND NUTRITION (3-0-3)**

This course introduces basic health, nutrition, and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. On completion, students should be able to prepare a healthy, safe environment, plan nutritious meals and snacks, and recommend referrals if necessary.

**CHD 207. OBSERVING AND RECORDING BEHAVIORS OF YOUNG CHILDREN (3-0-3)**

**PREREQUISITE:** CHD 201 or instructor approval.

This course provides students information on child observations, portfolio building, observation documentation, and various recording techniques, as well as a review of child development principles. Students will also be given guidance for the appropriate use of assessment materials and ways to support and work with families.

**CHD 208. ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS (3-0-3)**

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations: budget planning; record keeping; personnel policies and parent involvement. On completion, student should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program.

**CHD 209. INFANT AND TODDLER EDUCATION PROGRAMS (2-2-3)**

**PREREQUISITE:** Permission of Program Director.

Select one of two course options: CHD 209 or 229 This course focuses on child development from infancy to thirty months of age with emphasis on positive ways to support an infant's social, emotional physical and intellectual development. On completion, student should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

**CHD 210. EXCEPTIONAL YOUNG CHILDREN (2-2-3)**

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. On completion, students should be able to identify appropriate strategies for working with young exceptional children.

**CHD 212. CHILD DEVELOPMENT ASSOCIATE SEMINAR (2-2-3)**

**PREREQUISITE:** Permission of Program Director.

This course includes topics from competency areas required for individuals working toward or renewing CDA credentials. Industry needs determine course topics. On completion, students will demonstrate competency in meeting course objectives.

**CHD 214. FAMILIES AND COMMUNITIES (3-0-3)**

**PREREQUISITE:** CHD 201

This course will provide students information about how to work with diverse families and communities. Students will be introduced to family and community settings, their important relationship to children, and the pressing needs of today's society. Students will study techniques for developing these important relationships and effective communication skills.

**CHD 215. SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT (0-6-3)**

PREREQUISITE: Permission of Program Director

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the college instructor and the cooperating teacher. On completion, students should be able to demonstrate competency in a child care setting on performance of daily duties.

**CHD 220. PARENTING SKILLS (3-0-3)**

This course will focus on important issues in parenting education, beginning with prenatal concerns and continuing through childhood years. Particular emphasis will be placed on appropriate positive discipline methods.

**CHD 229. COMPETENT INFANT AND TODDLER CARE (3-0-3)**

This course provides guidelines for professional ethics and responsibilities of teachers who work with infants and toddlers. Emphasis is placed on health, nutrition, safety, parental involvement, record keeping and other responsibilities, especially for children ages birth to 30 months. On completion, students should be able to identify competent infant and toddler care strategies.

**CIVIL ENGINEERING TECHNOLOGY (CET)**

**CET 220. COST ESTIMATING (3-0-3)**

PREREQUISITE: CMT 206.

This course covers material and quantity estimating for construction projects along with bidding. Topics include earth work, concrete, lumber, steel, unit price bid, lump sum bid, bonding, using computer software in estimating, overhead, and profit. On completion, students should be able to estimate and bid construction projects.

**COMPUTER INFORMATION SCIENCE (CIS)**

**CIS 140. BASIC WEB PAGE DEVELOPMENT (3-0-3)**

PREREQUISITE: CIS 146.

This course introduces HyperText Markup Language (HTML 1.0, 2.0, and 3.0) used for World Wide Web page authoring. Using HTML and authoring tools, the student will create web pages that include: text emphasis, lists, nested lists, graphics, URL links, combined formatting and list tags, image maps, forms, tables, and multimedia objects. The Common Gateway Interface (CGI), Perl, and Java-script programming languages will be introduced.

**CIS 145. ADVANCED WEB PAGE DEVELOPMENT (3-0-3)**

PREREQUISITE: CIS140.

This course is a continuation of CIS140 and will cover such advanced topics as Java-script, Dynamic HTML, Java Aplets, style sheets, and creating interactive web pages and sites.

**CIS 146. MICROCOMPUTER APPLICATIONS (3-0-3)**

PREREQUISITE: Instructor permission.

This course is an introduction to the most common software applications and includes hands-on use of microcomputers and some of the major commercial software. These software packages should include typical features of office suites such as word processing, spreadsheets, database systems, and other features found in current software packages. On course completion, students will understand common applications and be able to use selected features of these packages.

**CIS 150. COMPUTER PROGRAMMING LOGIC (3-0-3)**

PREREQUISITE: CIS 146.

This course includes logic and design techniques used by programmers and analysts in developing programming code. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered. The student will be able to apply the techniques to designated situations and problems.

**CIS 156. MICROCOMPUTER OPERATING SYSTEMS (3-0-3)**

PREREQUISITE: CIS146 and/or as required by program.

This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its systems programs. On completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management.

**CIS 185. ETHICS AND THE INTERNET (3-0-3)**

PREREQUISITE: As required by program.

This course will investigate the various issues and facets of computer crime and computer ethics. Topics to be covered and discussed include: general ethics, privacy, data protection, employee privacy, data regulation, artificial intelligence, information technology and the third world, the "look and feel" issue, computer malfunction liability, computer crime (electronics trespassing), and the professional responsibility of the computer user.

**CIS 187. MARKETING ON THE WORLD WIDE WEB (3-0-3)**

PREREQUISITE: As required by program.

Technological change has provided businesses with tremendous opportunities for increasing the efficiency and effectiveness of many activities. By using the tools of the Internet, businesses have taken information and information sharing to new levels, transforming the very core of business. This course will examine how the Internet has changed business with an emphasis on increasing a professional's ability to use and understand the tools of the Internet.

**CIS 196. COMMERCIAL SOFTWARE APPLICATIONS (3-0-3)**

PREREQUISITE: CIS 146 or instructor approval.

This is a hands-on introduction to software packages, languages, and utility programs currently in use. The course can be repeated for credit for each different application. The purpose capabilities and use of each package, language, or program are emphasized. On course completion, students will be able to use the features selected for the application discussed.

**CIS 203. INTRODUCTION TO THE INFORMATION HIGHWAY (3-0-3)**

PREREQUISITE: CIS 146.

This course introduces the student to the basic principles of the information highway. Students will be exposed to different network information tools, such as electronic mail, network news, gophers, the World Wide Web, Netscape, and commercial information services.

**CIS 212. VISUAL BASIC (3-0-3)**

PREREQUISITE: Instructor permission.

This course emphasizes BASIC programming using a graphical user interface. Graphical user interfaces, advanced file handling techniques, simulation, and other selected areas are emphasized. On course completion, the student will be able to demonstrate knowledge of the program through completion of programming projects and appropriate tests.

**CIS 237. ESSENTIALS OF NETWORKING (3-0-3)**

PREREQUISITES: As required by program.

This course serves as a general introduction for students who desire to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. The course maps directly to CompTIA's Network + exam.

**CIS 238. WINDOWS 2000 PROFESSIONAL (4-0-4)**

PREREQUISITES: As required by program.

This course provides students with the knowledge and skills necessary to perform installation and day-to-day administrative tasks in a Windows 2000 Professional environment. Students will manage hardware profiles and user/group accounts. This course also introduces various tools, including the Microsoft Management Console, Task Scheduler, Control Panel, the registry, and Device Manager for configuring and troubleshooting devices.

**CIS 241. INTRODUCTION TO RPG PROGRAMMING (3-0-3)**  
PREREQUISITE: Instructor permission.

This course introduces the fundamental concepts of RPG (Report Program Generator). It includes such topics as report preparation, control breaks, and file processing. On completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS 242. ADVANCED RPG PROGRAMMING (3-0-3)**  
PREREQUISITE: CIS 241.

This course is a continuation of CIS 241. It includes such topics as sequential and random access file processing techniques. It may cover many of the structured programming commands, externally described files, display files, and other capabilities unique to some versions of RPG. On completion, the student will be able to demonstrate knowledge of the topics through completion of programming projects and appropriate tests.

**CIS 245. C++ PROGRAMMING LANGUAGE (3-0-3)**  
PREREQUISITE: CIS 146 or instructor permission.

This course is an introduction to the C++ programming language, including object-oriented programming. Topics include problem solving and program design, control structures, objects and events, user interface construction, and documentation and program testing.

**CIS 247. WINDOWS 2000 SERVER (4-0-4)**  
PREREQUISITE: As required by the program.

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Server. After installation, students will learn about the various file systems and disk management functions available in Windows 2000 Server. Administering the operating system and Active Directory services is explored because they are integral to students' understanding of Windows 2000. Additionally, students will learn about network protocols, routing and remote access, and other applications server functions such as Terminal Services. Students will be introduced to monitoring and optimizing Windows 2000 Server.

**CIS 248. WINDOWS 2000 SERVER NETWORK INFRASTRUCTURE ADMINISTRATION (3-0-3)**

PREREQUISITE: As required by program.

This course provides the knowledge and skills necessary to plan network infrastructure around features supported by Windows 2000. Issues such as network protocol and services are introduced and compared using requirements of students' organizations. Students will learn how to utilize, manage, and configure the TCP/IP protocol and use features such as NetBIOS, WINS, DHCP, and DNS. Students will also learn how to configure, manage, and troubleshoot routing and remote access, including setting up virtual private networks (VPNs).

**CIS 249. WINDOWS 2000 ACTIVE DIRECTORY SERVICES (3-0-3)**

PREREQUISITE: As required by program.

This course provides students with the knowledge and skills necessary to plan, configure, and administer an Active Directory infrastructure. Students will learn to configure Domain Name System (DNS) to manage name resolution, schema, and replication. Students will also learn to use Active Directory to centrally manage users, groups, shared folders, and network resources, and to administer the user environment and software group policy.

**CIS 261. COBOL PROGRAMMING (3-0-3)**

PREREQUISITE: Previous computer science course or equivalent.

This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. On completion, the student will be able to demonstrate knowledge of the topics through completion of programming projects and appropriate tests.

**CIS 262. ADVANCED COBOL PROGRAMMING (3-0-3)**  
PREREQUISITE: CIS 261.

This course consists of development, completion, testing, and execution of complex problems in COBOL using various data file structures. A structured approach will be implemented as a methodological system. On completion, the student will be able to demonstrate knowledge of the topics through completion of programming projects and appropriate tests.

**CIS 272. DESIGNING WINDOWS 2000 SECURITY (4-0-4)**  
PREREQUISITE: As required by program.

This course provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks using Microsoft Windows 2000. Students will be able to plan an Active Directory service structure that facilitates secure and verifiable user account creation and administration, define security requirements for Windows 2000-based domain controllers, application servers, file and print servers, and workstations.

**CIS 273. NETWORKING AND DATA COMMUNICATIONS (3-0-3)**

PREREQUISITE: Instructor permission.

This course is an introduction to computer networks and data communications technology. Topics included are networking and communications hardware, software, topologies, models, and protocols. On completion, students will be able to demonstrate knowledge of the topics through completion of assignments and appropriate tests.

**CIS 285. OBJECT-ORIENTED PROGRAMMING (3-0-3)**  
PREREQUISITE: CIS 251 and/or as required by program.

This is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language, such as C++ or Java. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. On completion, students should be able to develop as hierarchical class structure necessary to the implementation of an object-oriented software system.

**CIS 289. COMPUTER PROBLEM DETERMINATION (3-0-3)**

PREREQUISITE: Instructor permission.

This course is an introduction to problem determination on microcomputers. It uses software diagnostic tools and simple hardware test equipment to identify and repair typical problems of microcomputers. On course completion, the student will be able to demonstrate knowledge of microcomputer repair through completion of programming projects and appropriate tests.

**CIS 290. DESIGNING WINDOWS 2000 ACTIVE DIRECTORY SERVICES (4-0-4)**

PREREQUISITE: As required by program.

This course provides students with the knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization and then designing an Active Directory structure that meets those needs.

**CIS 296. DESIGNING A WINDOWS 2000 NETWORK INFRASTRUCTURE (4-0-4)**

PREREQUISITE: As required by program.

This course provides students with the knowledge and skills needed to create a networking services infrastructure design. Some Microsoft

Windows 2000 network solutions require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. In other situations, several technology options exist, such as Open

## **CONSTRUCTION MANAGEMENT TECHNOLOGY (CMT)**

### **CMT 102. CONSTRUCTION BLUEPRINT READING (3-0-3)**

This course introduces the student to blueprint reading pertinent to the construction industry. Object visualization, symbols, abbreviations, and terminology are emphasized. On completion, students will be able to visualize a building three dimensionally from its working drawings, identify various parts of a building, and understand specification documents. **CORE**

### **CMT 104. COMMERCIAL CONSTRUCTION MATERIALS AND METHODS (3-0-3)**

The purpose of this course is to introduce the student to the modern materials and methods used in heavy and commercial construction. This will include the total construction process. On completion of this course, the student will know how the various building materials relate to the various phases of the commercial construction process.

### **CMT 105. CONSTRUCTION MATERIALS AND METHODS (3-0-3)**

This course introduces the student to materials, methods, and equipment used in building construction. The construction process and how various materials and equipment relate to different stages of the process are emphasized. On completion, students will understand the total building process, know various materials used in each stage of construction, understand techniques and methods used with different materials, and specify materials with essential characteristics. **CORE**

### **CMT 204. CONCRETE CONSTRUCTION (1-2-3)**

This course introduces the student to the use of concrete in construction. Students are exposed to all major components of concrete construction. On completion, students will know how to design concrete mixes, place forms for cast-in-place concrete, build with masonry units, and know the major components in building with concrete.

### **CMT 206. CONSTRUCTION ESTIMATING (3-0-3)** **PREREQUISITES:** MTH 111, CMT 105, and either CMT 102 or instructor approval.

This course introduces the student to the principles and practices used in estimating construction costs. A methodical approach to estimating each cost element of a construction project is emphasized. On completion, students will know methods and procedures used in estimating, making quantity surveys from working drawings, developing unit and subcontractor costs, and will be able to identify major considerations involved in the total pricing of a construction project.

### **CMT 207. HVAC SYSTEMS (3-0-3)**

This course introduces students to major mechanical systems used in buildings. Heating, cooling, and ventilation equipment are emphasized. On completion, students will be knowledgeable of the basic principles of heating, cooling, ventilation, and related hardware and will understand design considerations that affect the selection of equipment.

### **CMT 208. ELECTRICAL AND PLUMBING SYSTEMS (3-0-3)**

This course introduces students to plumbing, electrical, and lighting systems used in buildings. Design considerations based on plumbing and electrical codes are emphasized. On completion, students will understand the basic principles and hardware requirements in designing plumbing, electrical, and lighting systems.

### **CMT 212. CONSTRUCTION SAFETY (3-0-3)**

The purpose of this course is to introduce students to law practices pertinent to the construction industry. Law as it relates to the contractor is emphasized. On completion, students will understand articles of

Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP), to design an IP routing scheme.

incorporation, building contracts, contracts for purchase of labor and materials, construction loans, and various types of construction agreements, permits, plans and specifications, warranties, and insurance.

### **CMT 216. CONSTRUCTION LAW (3-0-3)**

This course introduces students to law practices pertinent to the construction industry. Law as it relates to the contractor is emphasized. On completion, students will understand articles of incorporation, building contracts, contracts for purchase of labor and materials, construction loans, and various types of construction agreements, permits, plans and specifications, warranties, and insurance.

## **CONSUMER ELECTRONICS (CCT)**

### **CCT 212. ADVANCED DIGITAL TECHNIQUES (2-3-3)**

**PREREQUISITE:** As required by program.

This course is designed to give the student advanced knowledge of digital techniques. Topics include flip-flop circuits, counter devices and circuits, shift registers, clocks and one-shots, decoders, encoders, multiplexers, demultiplexers, exclusives or functions, digital troubleshooting, circuit construction, and operational characteristics. On course completion, students will be able to define terms and demonstrate their ability to construct, analyze, and troubleshoot digital circuits, using a variety of test equipment items.

## **COSMETOLOGY (COS)**

### **COS 111. COSMETOLOGY SCIENCE AND ART (3-0-3)**

**COREQUISITE:** COS 112 or instructor permission.

This course provides students with a study of personal and professional image, ethical conduct, sanitation, hairstyling, and nail care. Topics include personal and professional development, bacteriology, decontamination, infection control, draping, shampooing, conditioning, hair shaping, and hairstyling. On completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. *Non-degree credible.* **CORE**

### **COS 112. COSMETOLOGY SCIENCE AND ART LAB (0-9-3)**

**COREQUISITE:** COS 111 or instructor permission.

This course provides students with practical experience for sanitation, shampooing, hair shaping, hairstyling, and nail care. Sterilization, shampooing, hair shaping, hairstyling, manicuring, and pedicuring are emphasized. On completion, students should be able to perform safety and sanitary precautions, shampooing, hair shaping, hairstyling, and nail care procedures. *Non-degree credible.* **CORE**

### **COS 113. CHEMICAL METHODOLOGY (3-0-3)**

**COREQUISITE:** COS 114 or instructor permission.

The focus of this course is the theory of hair and scalp disorders, permanent waving, chemical relaxers, and the composition of the hair. Topics include disorders and analysis of the scalp and hair, permanent waving, chemical hair relaxing, and soft curling. On completion, students should be able to write procedures for permanent waving and chemical relaxing, identify the composition of the hair, safety and sanitary precautions, and steps for scalp and hair analysis as well as the disorders. *Non-degree credible.* **CORE**

### **COS 114. CHEMICAL METHODOLOGY LAB (0-9-3)**

**COREQUISITE:** COS 113 or instructor permission.

This course provides students with practical experience in permanent waving, chemical relaxing, and hair analysis. Topics include permanent waving, chemical relaxing, soft curl, and scalp and hair analysis. On completion, students should be able to analyze the scalp and hair and perform these chemical services using safety and sanitary precautions. *Non-degree credible.* **CORE**

### **COS 121. COLORIMETRY (3-0-3)**

**COREQUISITE:** COS 122 or instructor permission.

In this course, students learn the techniques of hair coloring and lightening. Color application, laws, levels; classifications of color; and problem solving are emphasized. On completion, students should be able to identify all phases of hair coloring and effects on the hair. *Non-degree credible. CORE*

**COS 122. COLORIMETRY LAB (0-9-3)**

COREQUISITE: COS 121 or instructor permission.

In this course, students apply hair coloring and lightening techniques. Topics include consultation, hair analysis, skin test, and procedures and applications of all phases of hair coloring and lightening. On completion, students should be able to perform procedures for hair coloring and lightening. *Non-degree credible. CORE*

**COS 123. COSMETOLOGY SALON PRACTICES (0-9-3)**

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Professionalism, receptionist duties, hairstyling, hair shaping, and chemical and nail and skin services for clients are emphasized. On completion, students should be able to demonstrate professionalism and cosmetology procedures in a salon setting. *Non-degree credible.*

**COS 124. SALON MANAGEMENT (3-0-3)**

In this course, students 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. On completion, students should be able to list job-seeking and management skills and the technology that is available for use in the salon. *Non-degree credible.*

**COS 131. ESTHETICS (3-0-3)**

COREQUISITE: COS 132 or instructor permission.

This course is the study of cosmetic products, massage, skin care, and hair removal as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, and hair removal. On completion, students should be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, and disorders of the skin. *Non-degree credible. CORE*

**COS 132. ESTHETICS LAB (0-9-3)**

COREQUISITE: COS 131 or instructor permission.

This course provides practical applications related to the care of the skin and related structure. Facial treatments, product application, skin analysis, massage techniques, facial make up, and hair removal are emphasized. On completion, students should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, and demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions. *Non-degree credible. CORE*

**COS 151. NAIL CARE (3-0-3)**

COREQUISITE: COS 152 or instructor permission.

The focus of this course is all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. On completion, students should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify procedures for sanitation and nail care services. *Non-degree credible.*

**COS 152. NAIL CARE APPLICATIONS (0-9-3)**

COREQUISITE: COS 151 or instructor permission.

This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring, and pedicuring. On completion, students should be able to perform nail care procedures. *Non-degree credible.*

**COS 153. NAIL ART (3-0-3)**

COREQUISITE: COS 154 or instructor permission.

The focus of this course is advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. On completion, students should be able to identify different types of sculptured nails and recognize different types of nail art. *Non-degree credible.*

**COS 154. NAIL ART APPLICATIONS (0-9-3)**

COREQUISITE: COS 153 or instructor permission.

This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. On completion, students should be able to perform procedures for nail sculpturing and nail art. *Non-degree credible.*

**COS 158. EMPLOYABILITY SKILLS (3-0-3)**

This course provides the study of marketable skills to prepare the student to enter the world of work. Resumes, interviews, client and business relations, personality, computer literacy, and attitude are emphasized. On completion, the student should be prepared to obtain employment in the field for which they have been trained. *Non-degree credible.*

**COS 167. STATE BOARD REVIEW (0-9-3)**

Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. On completion, the student should be able to demonstrate the practical skills necessary to successfully complete the required State Board of Cosmetology examination and entry-level employment. *Non-degree credible.*

**COS 182. SPECIAL TOPICS (1-6-3)**

PREREQUISITE: Determined by the instructor.

These courses provide for instruction unique to various areas of the cosmetology industry. Meeting individual student needs is emphasized. *Non-degree credible.*

**COSMETOLOGY INSTRUCTOR TRAINING (CIT)**

**CIT 211. TEACHING AND CURRICULUM DEVELOPMENT (3-0-3)**

PREREQUISITE: Licensed managing cosmetologist standing (one year's experience).

This course focuses on principles of teaching, teaching maturity, personal conduct, and the development of cosmetology curriculum. Teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses are emphasized. On completion, the

**CIT 222. INSTRUCTIONAL MATERIALS AND METHODS (3-0-3)**

PREREQUISITE: Licensed managing cosmetologist standing (one year's experience). COREQUISITE: CIT 223 or instructor approval.

This course focuses on visual and audio aids and materials. The use and characteristics of instructional aids are emphasized. On completion, the student should be able to prepare teaching aids and determine their most effective use. *Non-degree credible. CORE*

**CIT 223. INSTRUCTIONAL MATERIALS AND METHODS APPLICATIONS (0-9-3)**

PREREQUISITE: Licensed managing cosmetologist standing (one year's experience). COREQUISITE: CIT 222 or instructor approval.

This course is designed to provide practice in preparing and using visual and audio aids and materials. Preparation and use of different categories of instructional aids are emphasized. On completion, the student should be able to prepare and effectively present different types of aids for use with a four-step lesson plan. *Non-degree credible. CORE*

**DRAFTING AND DESIGN TECHNOLOGY (DDT)**

**DDT 103. INTRODUCTION TO COMPUTER-AIDED DRAFTING (2-3-3)**

This course provides an introduction to basic Computer-Aided Design and Drafting (CAD) functions and techniques, using hands-on applications. Topics include terminology, hardware, basic DOS and Windows functions, file manipulation, and basic CAD software applications in producing softcopy and hardcopy. On completion, students should be able to identify and select CAD hardware, employ basic DOS and Windows functions, handle basic text and drawing files, and produce acceptable hardcopy on a CAD system. **CORE**

**DDT 111. FUNDAMENTALS OF DRAFTING AND DESIGN**

student should be able to describe the role of a teacher, identify means of motivating students, develop a course outline, and develop lesson plans.

*Non-degree credible. CORE*

**CIT 212. TEACHER MENTORSHIP (0-9-3)**

PREREQUISITE: Licensed managing cosmetologist standing (one year's experience). COREQUISITE: CIT 211 or instructor approval.

This course is designed to provide practice through working with a cosmetology instructor in a mentoring relationship. Communication, student assessment, and assisting students in the lab are emphasized. On completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods. *Non-degree credible. CORE*

**CIT 213. LESSON PLAN DEVELOPMENT (3-0-3)**

PREREQUISITE: Licensed managing cosmetologist standing (one year's experience). COREQUISITE: CIT 211 or instructor approval.

This course introduces students to methods for development of lesson plans. Writing lesson plans and the four-step teaching plan are emphasized. On completion, the student should be able to write daily lesson plans and demonstrate the four-step teaching method. *Non-degree credible. CORE*

**CIT 221. LESSON PLAN IMPLEMENTATION (0-9-3)**

PREREQUISITE: Licensed managing cosmetologist standing (one year's experience).

This course is designed to provide practice in preparing and using lesson plans. Organizing, writing, and presenting lesson plans using the four-step teaching method are emphasized. On completion, the student should be able to prepare and present a lesson using the four-step teaching method.

*Non-degree credible. CORE*

**TECHNOLOGY (1-4-3)**

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. On completion, students should be able to develop and apply safe work habits, identify and properly use common drafting tools and equipment, construct geometric figures, and sketch basic orthographic views of objects. **CORE**

**DDT 112. INTRODUCTORY TECHNICAL DRAWING (1-4-3)**

This course covers drawing reproduction and orthographic projection and sectioning. The theory as well as the mechanics of orthographic projection and shape description, the relationship of orthographic planes and views, the views and their space dimensions, the application of various types of sections, and drawing reproduction are emphasized. On completion, students should have an understanding of orthographic projection and be able to identify orthographic plans, produce orthographic views of objects, apply various sectioning techniques and methods, and reproduce drawings. **CORE**

**DDT 117. MANUFACTURING PROCESS (1-4-3)**

This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Solids to include material characteristics, castings, forging, and die assemblies are emphasized. On completion, students should be able to discuss and understand the significance of materials' properties, structure, and basic manufacturing processes as well as express and interpret material specifications.

**DDT 121. INTERMEDIATE TECHNICAL DRAWING (1-4-3)**

PREREQUISITES: DDT 111 and 112 or instructor approval.

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include auxiliary views, basic space geometry, pictorial drawings, and basic charts and

graphs. On completion, students should be able to project and develop auxiliary views; locate and specify points, lines, and planes in space; develop axonometric, oblique, and perspective drawings; and draw basic charts and graphs. **CORE**

**DDT 122. ADVANCED TECHNICAL DRAWING (1-4-3)**

PREREQUISITES: DDT 111 and 112 or instructor approval.

This course covers the methods of providing size description and manufacturing information for production drawings. Accepted dimensioning and tolerancing practices, including Geometric Dimensioning and Tolerancing for both the Customary English system and the ISO System, are emphasized. On completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods. **CORE**

**DDT 123. INTERMEDIATE CAD (2-2-3)**

PREREQUISITE: Instructor approval.

This course covers intermediate-level concepts and applications of CAD design and drafting. Intermediate-level features, commands, and applications of CAD software are emphasized. On completion, students should be able to develop and use external references and paper space, apply higher level block creation techniques and usage, including attributes, and apply basic-level customization techniques to CAD software. **CORE**

**DDT 130. FUNDAMENTALS OF DRAFTING FOR RELATED TRADES (3-0-3)**

PREREQUISITE: Instructor approval. COREQUISITE: DDT 139 or instructor approval.

This course provides an overview of related technical trades drafting. Theory is covered within a broad range of drafting specialties, including civil, structural, electrical, mechanical, and electronic drawing. A basic understanding of what each of these fields requires for graphic communication is emphasized.

**DDT 134. DESCRIPTIVE GEOMETRY (1-4-3)**

PREREQUISITE: Determined by the instructor.

This course is designed to teach the fundamental concepts of descriptive geometry through an emphasis on logical reasoning, visualization, and practical applications. Topics include orthographic projection, points and lines in space, auxiliary views, plane representation, intersecting and non-intersecting lines, piercing and intersecting planes, plane development, and calculations. On completion, students should be able to project and intersect points, lines, and planes, with their relationship in space, as well as develop surfaces of an object for fabrication purposes.

**DDT 139. FUNDAMENTALS OF DRAFTING FOR RELATED TRADES LAB (0-6-3)**

PREREQUISITE: Instructor approval. COREQUISITE: DDT 130 or instructor approval.

This course is a direct applications lab to the topics covered in DDT 130. Drawing accuracy using each of the fields listed in DDT 130 is emphasized.

**DDT 150. THEORY OF RESIDENTIAL DRAWING AND DESIGN (3-0-3)**

PREREQUISITE: Instructor approval. COREQUISITE: DDT 155 or instructor approval.

This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, climate, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory, intermediate, and advanced topics are covered. An understanding of various issues and requirements essential to the field of residential drawing and design is emphasized.

**DDT 155. DRAWING FOR RESIDENTIAL CONSTRUCTION (0-8-4)**

PREREQUISITE: Instructor approval. COREQUISITE: DDT 150 or instructor approval.

This course is a direct applications lab to the topics covered in DDT 150. Production of quality construction documents is emphasized.

**DDT 216. DESIGN OF STRUCTURAL WOOD MEMBERS**  
(3-0-3)

PREREQUISITE: Instructor approval.

This course provides structural theory and rule-of-thumb design for structural wood members. Joists, beams, girders, rafters, posts, and columns are designed as related to residential and light commercial needs. Bending moment, shear, and slenderness ratios are discussed as well as code requirements and rule-of-thumb design. Competency is emphasized.

**DDT 220. TECHNICAL AND MECHANICAL DRAWING II**  
(3-0-3)

PREREQUISITE: Instructor approval. COREQUISITE: DDT 229 or instructor approval.

This course provides an intermediate to advanced theory of technical and mechanical drawing. Topics include threaded fasteners, tolerancing, manufacturing materials, computerized numerical control (CNC) layout, cams, and specialty mechanical CAD programs. Both ANSI and SI standards are covered. Comprehension of the theory of subjects covered is emphasized.

**DDT 222. ADVANCED ARCHITECTURAL DRAFTING** (1-4-3)  
PREREQUISITE: Instructor approval.

This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. On completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.

**DDT 225. STRUCTURAL STEEL DRAFTING** (1-4-3)  
PREREQUISITES: DDT 111 and 112 or instructor approval.

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. Structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material are emphasized. On completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the AISC Manual and incorporating safety practices.

**DDT 227. STRENGTH OF MATERIALS** (4-0-4)  
PREREQUISITES: As required by program.

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. On completion, students should understand and be able to apply the principles of force in engineering drawings.

**DDT 229. TECHNICAL AND MECHANICAL DRAWING II**  
**LAB** (0-4-2)

PREREQUISITE: Instructor approval. COREQUISITE: DDT 220 or instructor approval.

This course is a direct applications lab to the topics covered in DDT 220. Accuracy, line quality, and the importance of effective graphic communication as related to end-user applications are emphasized.

**DDT 231. ADVANCED CAD** (2-2-3)

This course covers the advanced applications of CAD software to engineering projects in various applications, including architectural, civil, mechanical, and environmental engineering, with consideration for advanced physical and psychological principles of CAD. These principles will be applied toward CAD customization and programming principles for the expressed purpose of increasing productivity and improving the performance of the CAD operator, thereby making CAD. This course covers the theory and operation of single- and three-phase AC motors, and the labs will reinforce this knowledge. Various types of

much more productive in an engineering environment. Using intelligent CAD techniques to increase the quality of output is emphasized, and 3-D modeling and rendering is introduced. On completion, students should be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

## ECONOMICS (ECO)

**ECO 231. PRINCIPLES OF MACROECONOMICS** (3-0-3)

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**ECO 232. PRINCIPLES OF MICROECONOMICS** (3-0-3)

This course is an introduction to microeconomic theory, analysis, and applications. Topics include scarcity, theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

## ELECTRICAL TECHNOLOGY (ELT)

**ELT 101. PRINCIPLES OF DC ELECTRICITY** (2-3-3)

PREREQUISITE: MTH 091 or as required by program.

This course is a study of basic atomic structure, electron flow, Ohm's Law, electrical power, and conductors and insulators. Topics include atomic theory, series and parallel circuits, complex circuits, magnetism, and electromagnetism. On completion, students should be able to solve DC electrical quantity problems and use voltmeters, ohm meters, and amp meter.

**ELT 102. PRINCIPLES OF AC ELECTRICITY** (2-3-3)

PREREQUISITE: ELT 101, MTH 091, or as required by program.

This course is a study of alternating current and its measurements, circuit analysis, resistive, inductive and capacitive circuits, vectors, AC power and AC test equipment. Sinewave generation and valves, circuit construction, and analysis and test equipment. On completion, students should be able to construct AC circuits and use AC test equipment.

**ELT 103. WIRING METHODS** (2-3-3)

PREREQUISITE: As required by program.

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses.

**ELT 111. RESIDENTIAL WIRING METHODS** (2-3-3)

PREREQUISITE: MTH 092, ELT 102, or as required by program.

This course introduces students to residential wiring practices and methods, use of hand and power tools, electrical safety, NEC requirements, and residential blueprint interpretations. Topics include standard residential wiring procedures and practices, grounding NEC requirements, wiring diagrams, and wiring layouts. On completion, students should be able to read blueprints, understand code requirements, and wire lights and switches.

**ELT 112. ADVANCED RESIDENTIAL WIRING METHODS**  
(2-3-3)

PREREQUISITES: ELT 102 and 111 and MTH 092 or as required by program.

This course provides the student with information on how to interpret electrical residential blueprints, wiring diagrams, and layouts and will teach them to wire many different residential circuits in accordance with the National Electrical Code. Applying the National Electrical Code, actual wiring of panels, service and branch circuits are emphasized. On completion, students should be able to interpret and wire to code most aspects of a residential application.

**ELT 121. BASIC AC/DC MACHINES** (2-3-3)

PREREQUISITES: MTH 092, ELT 102, or as required by program.

single- and three-phase motors, wiring diagrams, starting devices, and practical application in the lab are emphasized. On completion, students

should be able to explain, wire, and troubleshoot most single- and three-phase AC motors. **CORE**

**ELT 131. BASIC COMMERCIAL/INDUSTRIAL WIRING (2-3-3)**

PREREQUISITE: MTH 092, ELT 102, or as required by program.

This course teaches students the principles and applications of commercial and industrial wiring. Blueprint symbols, hand and power tools, electrical safety, calculations, and NEC code requirements as applied to commercial and industrial wiring are emphasized. On completion, students should be able to read electrical plans, understand electrical symbols, calculate electrical loads for commercial industrial applications, and interpret NEC code requirements.

**ELT 132. ADVANCED COMMERCIAL/INDUSTRIAL WIRING (2-3-3)**

PREREQUISITE: MTH 092, ELT 131, or as required by program.

This course is a continuation of ELT 131 and includes the study of branch circuits, installation requirements for services, and feeders and special equipment considerations including NEC code requirements. Load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC, and special equipment considerations are emphasized. On completion, students should be able to size complete electrical commercial/industrial systems and understand NEC requirements for each system.

**ELT 182. SPECIAL TOPICS IN ELECTRICAL TECHNOLOGY (2-3-3)**

PREREQUISITE: As required by program.

This course provides specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.

**ELT 211. MOTOR CONTROLS I (2-3-3)**

PREREQUISITE: ELT 102 or as required by program.

This course introduces the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations and sizing of magnetic motor starters, and overload protection. Topics include sizing magnetic starters and overload protection and use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors. On completion, students should be able to understand the operation of magnetic motor starters and overload protection and be able to interpret ladder diagrams using push-button stations.

**ELT 212. MOTOR CONTROLS II (2-3-3)**

PREREQUISITE: ELT 211. COREQUISITE: ELT 211.

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. On completion, the student should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

**ELT 213. INDUSTRIAL EQUIPMENT (2-3-3)**

PREREQUISITE: As required by program.

This course is designed to give a general overview of the different types of equipment used in large commercial and industrial facilities. Topics covered include, but are not limited to, the following: motor coupling and alignment, gears and pulleys, belts and chains, basic hydraulics, basic pneumatics, and other applications. Students will learn the techniques involved with each application and, where applicable, demonstrate their abilities with practical examples.

**ELT 214. HYDRAULICS (2-3-3)**

PREREQUISITE: Determined by the instructor.

This course is the study of fluid power systems including the theory and function of devices that pressurize, direct, and control fluid power systems. Lab will reinforce the principles and characteristics of hydraulic systems. Setting up and operating hydraulic trainers in the correct manner with the aid of hydraulic prints is emphasized. On completion, students should be able to explain and operate a typical hydraulic system.

This course provides the knowledge to understand how to properly ground an electrical system. Emphasis is placed on, but not limited to,

**ELT 217. TRANSFORMERS (2-3-3)**

PREREQUISITE: As required by program.

This course is designed to train the student in the theory of operation, various connections, troubleshooting, and repair of single phase as well as three phase transformers. KVA load calculations and applications will also be covered in the class. On completion, the student should be able to perform calculations relating to the transformers, make proper Delta and WYE connections, and understand the basic polarity and voltage test for each application.

**ELT 221. ELECTRONICS FOR ELECTRICIANS (2-3-3)**

PREREQUISITE: ELT 102 or as required by program.

This course introduces students to the basic principles of solid state electronic equipment as found in many electrical and motor control circuits. Fundamental concepts of diodes, transistors, FETs and MOSFETs as they are used in electrical control circuits are emphasized. On completion, students should understand the basic operation of solid state components and be able to perform basic troubleshooting tasks.

**ELT 231. INTRODUCTION TO PROGRAMMABLE CONTROLS (2-3-3)**

PREREQUISITE: ELT 102 or as required by program.

This state-of-the-art course includes fundamental principles of programmable logic controls (PLCs) including hardware and programming. Hardwiring associated with PLCs, different options available with most PLCs, and basic ladder logic programming are emphasized. On completion, students should be able to develop programs, load programs into PLCs, and troubleshoot the system.

**ELT 232. ADVANCED PROGRAMMABLE CONTROLS (2-3-3)**

PREREQUISITE: ELT 231 or as required by program. COREQUISITE: ELT 231.

The foci of this state-of-the-art course are PLC hardware, programming, and program design. Developing working programs, timers, counters, different special functions, and designing programs from existing hardwired systems are the emphasis. On completion, students should be able to develop programs, load programs into PLCs, and troubleshoot the system.

**ELT 233. APPLIED PROGRAMMABLE CONTROLS (2-3-3)**

PREREQUISITE: ELT 232 or as required by program.

This state-of-the-art course covers the more advanced topics of PLCs. Emphasis is placed on, but is not limited to, the following: high-speed devices, analog programming, designing complete working systems, start-up and troubleshooting techniques, and special projects. On completion, students must demonstrate their ability by developing programs, loading programs into PLCs, and troubleshooting the system, if necessary.

**ELT 241. NATIONAL ELECTRIC CODE (3-0-3)**

PREREQUISITE: ELT 101, ELT 102, and/or as required by program. COREQUISITE: ELT 102.

This course introduces the students to the National Electric Code and text and teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual. On completion, students should be able to locate requirements for a specific electrical installation within the NEC code.

**ELT 242. JOURNEYMAN/MASTER PREP EXAM (3-0-3)**

This course is designed to prepare students for the Journeyman or Master Certification Exam. Review of electrical concepts and principles, practice tests, and test-taking procedures are emphasized. On completion, students should be able to pass the Journeyman/Master Certifying Exam.

**ELT 245. ELECTRICAL GROUNDING SYSTEMS (3-0-3)**

PREREQUISITE: ELT 101, ELT 102, and/or as required by program.

the following: residential installations, commercial installations, and the function of independent grounding elements. On completion, the

students should be able to explain and design a simple grounding system.

## **EMERGENCY MEDICAL SERVICES— PARAMEDIC (EMP)**

### **EMP 189. APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC (4-0-4)**

PREREQUISITE: Admission to EMT-Paramedic Program.

This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. On course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body.

### **EMP 191. PARAMEDIC PREPARATORY (2-0-2)**

PREREQUISITE: Admission to EMT-Paramedic program.

This course introduces issues related to the practice of prehospital advanced life support as a career, with a focus on issues common to all health care professions. Content areas include: paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, and medical terminology. On course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

### **EMP 192. PARAMEDIC OPERATIONS (2-2-3)**

PREREQUISITE: Admission to EMT-Paramedic program.

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 pathophysiology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules. On course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

### **EMP 193. PATIENT ASSESSMENT AND MANAGEMENT (2-2-3)**

PREREQUISITE: Admission to EMT-Paramedic program.

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and communicate assessment findings and patient care verbally and in writing. Content areas include airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation, and assessment-based management. On course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

### **EMP 194. PARAMEDIC GENERAL PHARMACOLOGY (1-2-2)**

PREREQUISITE: Admission to EMT-Paramedic program.

COREQUISITE: EMP 189.

This course introduces basic pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Content areas include general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; and nasogastric tube placement. On course completion, students will have demonstrated competency in 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,

those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

### **EMP 196. ADVANCED TRAUMA MANAGEMENT B (2-2-3)**

PREREQUISITE: Admission to EMT-Paramedic program.

COREQUISITE: EMP 189 and 193 .

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. On course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

### **EMP 197. PARAMEDIC CLINICAL COMPETENCIES I (0-9-3)**

PREREQUISITES: Admission to EMT-Paramedic program, EMT-Basic license/certification, EMP 194, and program approval for clinical studies. COREQUISITES: EMP 193 and EMP 196.

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, trauma management, advanced airway management, I.V./I.O. initiation and medication administration. On course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

### **EMP 198. MEDICAL PATIENT MANAGEMENT I (2-2-3)**

PREREQUISITES: Admission to EMT-Paramedic program and EMP 194. COREQUISITE: EMP 193.

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 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. On course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

### **EMP 199. CARDIOVASCULAR ELECTROPHYSIOLOGY (2-2-3)**

PREREQUISITES: Admission to EMT-Paramedic program and EMP 189.

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. Content areas include cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation. On course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

### **EMP 201. MEDICAL PATIENT MANAGEMENT IIB (2-2-3)**

PREREQUISITE: Admission to EMT-Paramedic program.

COREQUISITE: EMP 198.

gynecology, obstetrics, neonatology, pediatrics, and geriatrics. Students integrate and reinforce the didactic and skills laboratory components of their education by performing basic and advanced life support assessments and skills on a variety of patient presentations and

complaints in the clinical setting. On course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

#### **EMP 202. PARAMEDIC CLINICAL COMPETENCIES II (0-9-3)**

**PREREQUISITE:** Admission to EMT-Paramedic program, EMP 197, and program approval for clinical studies. **COREQUISITE:** EMP 201. 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 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. On course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

#### **EMP 203. CARDIOVASCULAR PATIENT MANAGEMENT (2-2-3)**

**PREREQUISITES:** Admission to EMT-Paramedic program, EMP 194, and EMP 199. This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management, including appropriate pharmacologic agents and electrical therapy. On course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

#### **EMP 204. TRANSITION TO PARAMEDIC PRACTICE (2-2-3)**

**PREREQUISITES:** Admission to EMT-Paramedic program, EMP 202, and EMP 203. This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include prehospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirements. On course completion, students should have met all ancillary educational requirements set forth by the Alabama Department of Public Health and local employers.

#### **EMP 205. PARAMEDIC TERMINAL COMPETENCIES (1-2-2)**

**PREREQUISITES:** Admission to EMT-Paramedic program, EMP 191, EMP 192, and EMP 197. **COREQUISITE:** EMP 204. This course is designed to review the National Standard Curriculum for the EMT-Paramedic and 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, computer simulation, and practice testing. On course completion, students should be sufficiently prepared to sit for the paramedic licensure examination. **CORE**

**EMP 206. PARAMEDIC FIELD PRECEPTORSHIP (1-15-6)**  
**PREREQUISITES:** Admission to the EMT-Paramedic program and program approval for clinical studies. **COREQUISITE:** EMP 205. This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. On course completion, students should have refined and validated their patient care practices to This course provides students with a survey of words, terms, and descriptions commonly used in health-related professions. The course includes spelling, pronunciation, and meaning of prefixes, suffixes, roots, and terms. Students may have the opportunity to use computer-assisted instruction for learning various medical terms. On course

provide safe and effective patient care over a broad spectrum of patient situations and complaints. **CORE**

#### **EMP 207. PARAMEDIC TEAM LEADER PRECEPTORSHIP (0-3-1)**

**PREREQUISITES:** Admission to the EMT-Paramedic program and program approval for clinical studies. **COREQUISITE:** EMP 206. 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. On 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. **CORE**

### **EMERGENCY MEDICAL SERVICES (EMS)**

**EMS 100. CARDIOPULMONARY RESUSCITATION I (1-0-1)**  
This course provides concepts related to areas of basic life support that include coronary artery disease, prudent heart living, symptoms of heart attack, Adult I and II 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. On 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 completion.

**EMS 101. CARDIOPULMONARY RESUSCITATION II (1-0-1)**  
**PREREQUISITE:** EMS 100 or program approval. This course provides a review of concepts learned in EMS 100 as well as theory and application of airway adjuncts used with airway obstruction and maintenance and respiratory and cardiac arrest. Assessment and management of acute ischemic stroke will also be included. On course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for these conditions. Students successfully completing this course will receive appropriate documentation of completion.

**EMS 103. FIRST AID (1-0-1)**  
**PREREQUISITE:** Current training in CPR or program approval. This course introduces initial first aid care. Topics include scene safety, universal precautions, activation of the EMS system, assessment, airway/breathing/circulation, shock/injuries/bleeding, medical emergencies, and altered level of consciousness. On course completion, students should have knowledge to manage various emergencies requiring first aid techniques.

**EMS 104. FIRST AID FOR STUDENTS OF HEALTH-RELATED PROFESSIONS (1-0-1)**  
**PREREQUISITE:** Current training in CPR or program approval. This course is designed for students who plan to enter a health-related profession and provides educational concepts related to first aid for various health disciplines. The course includes instruction in emergency administration of oxygen, use of airway adjuncts, medication administration techniques, equipment for mechanical breathing, suctioning techniques, and automated external defibrillation (AED). On course completion, students should be able to recognize emergency situations requiring immediate action and appropriately manage them.

**EMS 106. MEDICAL TERMINOLOGY FOR HEALTH PROFESSIONS (2-0-2)**  
**PREREQUISITE:** As required by program. completion, students should have the knowledge to associate a variety of medical terms with their meaning and use medical terms to effectively communicate with other health professionals.

**EMS 107. EMERGENCY VEHICLE OPERATOR**

### **AMBULANCE (1-0-1)**

**PREREQUISITE:** Must present a valid driver's license as required by program.

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, using NSTC guidelines as 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.

### **EMS 113. INFECTION CONTROL FOR HEALTH PROFESSIONS (1-0-1)**

This course is designed for students planning to enter a health-related field of study or public service occupations. The course focuses on sources of communicable diseases and describes methods for preventing transmission of bloodborne and airborne pathogens. Topics include prevention; universal precautions (body-substance isolation); asepsis, immunization, exposure control, disposal, labeling, transmission, exposure determination, postexposure reporting; and an exposure control plan. The course is taught following current guidelines set forth by the Occupational Safety and Health Administration (OSHA). On course completion, students should be able to participate in the clinical setting, identify potential sources of bloodborne and airborne pathogens, and use appropriate universal precautions.

### **EMS 120. VEHICLE EXTRICATION (2-0-2)**

**PREREQUISITE:** Program approval.

This course provides theory in developing concepts related to the removal of individuals from damaged vehicles. Topics include gaining access, stabilization, packaging, patient removal, and basic hazardous situations. On course completion, students should be able to effectively extricate a person from a wrecked vehicle.

### **EMS 121. VEHICLE RESCUE (2-3-3)**

**PREREQUISITE:** EMS 120 or program approval.

This course is a continuation of EMS 120 and provides concepts and skills related to patient management and hazards encountered during vehicle rescue operations. Topics include mechanisms of trauma; patient injuries, assessment, management, and extrication tools; and potential hazards to include faulty air bags, loaded hydraulic bumper systems, and patient restraints. On course completion, students should be able to identify different areas of vehicle damage and associate this damage with specific patient injuries; and keep the scene safe by recognizing potential hazards encountered during rescue of patients from vehicles.

### **EMS 124. SEARCH AND WILDERNESS RESCUE (3-0-3)**

**PREREQUISITE:** Program approval.

This course provides concepts related to searching for individuals in a remote or isolated area. Topics include organization of a rescue; communications and incident command; missing person history, questionnaire, and checklist; planning to include finances, personnel, technical specialists, topographic maps, medical units, supplies, documentation, and search; and rescue logs. On course completion, students should be familiar with how to plan and conduct a search and wilderness rescue.

### **EMS 125. HIGH ANGLE RESCUE I (2-0-2)**

**PREREQUISITE:** Program approval.

This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for EMT-Basic. Content areas include general pharmacology, respiratory emergencies, cardiovascular

This course provides theory and introduction to high angle rescue techniques. Topics include the high angle environment; equipment and protection; care and use of rope and related equipment; knots, rappelling, and ascending techniques; and introduction to rescue techniques. On course completion, students should have an understanding of basic techniques in high angle rescue.

### **EMS 126. HIGH ANGLE RESCUE II (2-0-2)**

**PREREQUISITE:** EMS 125 or program approval.

This course is a continuation and review of EMS 125 and provides theory in rescue techniques used in rope rescue. Topics include one-person rescue techniques, slope evacuation, high angle lowering, hauling systems, high lines, and evacuation operations. On course completion, students should have an understanding of how to approach a high angle rescue using various rigging techniques.

### **EMS 127. HIGH ANGLE RESCUE III (2-3-3)**

**PREREQUISITE:** EMS 126 or program approval.

This course is a continuation and review of EMS 126 and provides demonstration and hands-on practice of high angle rescue. The course incorporates all material contained in EMS 125 and 126 and provides an opportunity to apply knowledge to the performance of high angle rescue. On course completion, students should be familiar with how to plan and conduct a safe high angle rescue by participation in a simulated field exercise.

### **EMS 134. WATER EXTRICATION (2-0-2)**

**PREREQUISITE:** Program approval.

This course provides concepts related to extrication of individuals from water accidents where they are located on the water's surface. Topics include pathophysiology of near drowning, effects from extreme temperatures, and basic assessment and management techniques of water extrication. On course completion, students should have a basic understanding of how to remove individuals from the water's surface in accidents occurring in the water.

### **EMS 140. EMT PREPARATORY AND PREHOSPITAL EMS OPERATIONS (1-2-2)**

**PREREQUISITE:** Admission to EMT-Basic program.

This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for EMT-Basic. Content areas include introduction to emergency medical care; well-being of the EMT-Basic; medical, legal, and ethical issues; the human body; baseline vitals and SAMPLE history; lifting and moving; airway management; ambulance operations; gaining access; an overview of hazardous materials, incident management systems, mass casualty situations, and triage; and state and local EMS rules and regulations. Computer use in simulated scenarios is also included in the course. Successful completion of cognitive, psychomotor, and affective domain competencies is required in this course. **CORE**

### **EMS 141. EMT ASSESSMENT AND TRAUMA-RELATED INJURIES (2-2-3)**

**PREREQUISITE:** Admission to EMT-Basic program.

This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for EMT-Basic. Content areas include scene size-up, initial assessment, focused history and physical exam, medical and trauma, detailed physical exam, on-going assessment, communications, documentation, bleeding and shock, soft tissue injuries, musculoskeletal care, and injuries to the head and spine. Computer use in simulated scenarios is also included in the course. Successful completion of cognitive, psychomotor, and affective domain competencies is required in this course. **CORE**

### **EMS 142. EMT MEDICAL EMERGENCIES AND PEDIATRIC CARE (2-2-3)**

**PREREQUISITE:** Admission to EMT-Basic program.

emergencies, diabetic emergencies (including the use of a digital glucometer), altered mental status, allergic reactions, poisoning/overdose emergencies, environmental emergencies, behavioral emergencies, obstetrics, and infants/children. Computer use in simulated scenarios

will also be included in the course. Successful completion of cognitive, psychomotor, and affective domain competencies is required in this course. **CORE**

**EMS 143. EMT-BASIC CLINICAL COMPETENCIES (0-3-1)**

PREREQUISITE: Admission to EMT-Basic program.

This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for EMT-Basic. It provides clinical education experiences to enhance knowledge and skills learned in the EMT-Basic Program. Successful completion of cognitive, psychomotor, and affective domain competencies is required in this course. **CORE**

**EMS 171. HAZARDOUS MATERIALS AWARENESS AND OPERATIONS (2-0-2)**

PREREQUISITE: Program approval.

This course provides theory in hazardous materials incident awareness and initial operational response. Topics include hazardous materials terms and definitions; recognition of hazardous materials; incident risks and risk assessment; use of protective equipment; basic control, containment, and/or confinement; basic decontamination procedures; and hazardous materials incident standard operating procedures. On course completion, students should have a basic understanding of hazardous materials incidents and initial response required by the first personnel responding to such an incident.

**EMS 172. HAZARDOUS MATERIALS TECHNICIAN I (2-0-2)**

PREREQUISITE: EMS 171.

This course provides theory in hazardous materials incident response and is a continuation of EMS 171. Topics include an appropriate emergency response plan; classification and verification of known and unknown materials through use of survey instruments and equipment; use of specialized chemical protective equipment, hazard, and risk assessment techniques; advanced control, containment, and/or confinement; implementation of decontamination procedures; and understanding termination procedures. On course completion, students should be able to effectively respond to and manage a hazardous materials incident.

**EMS 173. HAZARDOUS MATERIALS TECHNICIAN II (2-0-2)**

PREREQUISITE: EMS 172.

This course provides theory in hazardous materials incident response specialization and is a continuation of EMS 172. Topics include specific knowledge of various hazardous materials; federal, state, and local requirements regarding the development of a site safety and control plan; and chemical, radiological, and toxicological terminology and behavior. On course completion, students should be familiar with requirements for managing a hazardous materials incident.

**EMS 250. EMS ADVANCED STUDIES I (2-2-3)**

This course provides theory and computer-assisted instruction under faculty supervision in a paramedic educational subject relevant to the student's need. Specific cognitive objectives must be met by the student for successful course completion.

**EMS 251. EMS ADVANCED STUDIES II (2-2-3)**

This course provides theory and computer-assisted instruction under faculty supervision in a paramedic educational subject relevant to the student's need. Specific cognitive objectives must be met by the student for successful course completion.

**EMS 252. EMS ADVANCED STUDIES III (2-2-3)**

This course provides theory and computer-assisted instruction under faculty supervision in a paramedic educational subject relevant to the student's need. Specific cognitive objectives must be met by the student for successful course completion.

**ENGLISH (ENG)**

**ENG 092. BASIC ENGLISH I (3-0-3)**

**EMS 266. ADVANCED CV LIFE SUPPORT PROVIDER (1-0-1)**

PREREQUISITE: As required by program.

The Advanced Cardiovascular Life Support Provider course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 267. BASIC TRAUMA LIFE SUPPORT PROVIDER (1-0-1)**

PREREQUISITE: LPN, RN, Intermediate EMT, Paramedic, and/or as required by program.

This course provides students with theory and demonstration in advanced trauma care and management. Content areas include mechanism of trauma, trauma assessment, airway-breathing-circulation management, trauma to various portions of the body, multiple system trauma, and load-and-go situations. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 269. PEDIATRIC MEDICAL LIFE SUPPORT PROVIDER (1-0-1)**

PREREQUISITE: LPN, RN, Intermediate EMT, Paramedic, and/or as required by program.

This course provides students with theory and simulated case studies in pediatric care. Content areas include recognition of pediatric pre-arrest conditions, shock, basic life support, oxygenation and airway control, newborn resuscitation, essentials in pediatric resuscitation, dysrhythmia recognition and management, vascular access, and use of medications. This course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 280. BASIC LIFE SUPPORT INSTRUCTOR (1-0-1)**

PREREQUISITE: Successful completion, within the past 12 months, of all areas of basic life support training (CPR).

This course provides students with concepts as related to areas of basic life support instruction. Topics include history, concepts, and systems of emergency cardiac care; cardiopulmonary physiology, dysfunction, and actions for survival; introduction to the performance of CPR; foreign body airway obstruction management; pediatric basic life support; special techniques/resuscitation situations, pitfalls, and complications; teaching and learning in basic life support; teaching strategies; and basic provider course organization. Students will also successfully participate in practice teaching of a cardiopulmonary resuscitation (CPR) class prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 281. ADVANCED CV LIFE SUPPORT INSTRUCTOR (1-0-1)**

PREREQUISITE: EMS 266 and/or as required by program.

This course provides the student with theory and practice in the techniques of teaching advanced cardiovascular life support (ACLS). The course is taught in accordance with national standards. Students will also successfully participate in practice teaching of an ACLS provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

PREREQUISITE: A score of 23-41 on the English section of the ASSET or a score of 0-61 on the writing section of the COMPASS.

This course is a review of basic grammar and writing skills. The composing process of sentences and paragraphs in standard American written English is emphasized. Students will demonstrate these skills

chiefly through writing well-developed, multi-sentence paragraphs. *Non-degree credible.*

**ENG 093. BASIC ENGLISH II (3-0-3)**

PREREQUISITE: A grade of "S" (Satisfactory) in ENG 092.

This course is a review of composition skills and grammar. Coherence, use of a variety of sentence structures in the composing process, and standard American written English are emphasized. Students will demonstrate these skills chiefly through writing paragraph blocks and short essays. *Non-degree credible.*

**ENG 101. ENGLISH COMPOSITION I (3-0-3)**

PREREQUISITE: Successful completion of ENG 093, or score of 42 or better on the English section of the ASSET, or a score of 62 or higher on the writing section of the COMPASS, or a score of 20 or better on the ACT (or equivalent SAT score).

This course provides instruction and practice in writing at least six extended compositions and developing analytical and critical reading skills and basic reference and documentation skills in the composition process. It may include instruction and practice in library use.

**ENG 102. ENGLISH COMPOSITION II (3-0-3)**

PREREQUISITE: A grade of "C" or better in ENG 101 or equivalent.

This course provides instruction and practice in writing six formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, the course provides instruction in developing analytical and critical reading skills in the composition process and may include instruction and practice in library use.

**ENG 130. TECHNICAL REPORT WRITING (3-0-3)**

PREREQUISITE: ENG 101 or equivalent.

This course provides instruction in the production of technical and/or scientific reports. Research, objectivity, organization, composition, documentation, and presentation of the report are emphasized. Students will demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format.

**ENG 251. AMERICAN LITERATURE I (3-0-3)**

PREREQUISITE: ENG 102 or equivalent.

This course is a survey of American literature from its inception to the middle of the nineteenth century. Representative works and writers of this period and the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them are emphasized. On course completion and in written compositions, students will be able to interpret aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 252. AMERICAN LITERATURE II (3-0-3)**

PREREQUISITE: ENG 102 or equivalent.

This course is a survey of American literature from the middle of the nineteenth century to the present. Representative works and writers of this period and the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them are emphasized. On course completion and in written compositions, students will be able to interpret aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 261. ENGLISH LITERATURE I (3-0-3)**

PREREQUISITE: ENG 102 or equivalent.

This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Representative works and writers of this period and the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them are emphasized. On course completion and in written compositions, students will be able to interpret aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**HEALTH (HED)**

**HED 224. PERSONAL AND COMMUNITY HEALTH**

**ENG 262. ENGLISH LITERATURE II (3-0-3)**

PREREQUISITE: ENG 102 or equivalent.

This course is a survey of English literature from the Romantic Age to the present. Representative works and writers of this period and the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them are emphasized. On course completion and in written compositions, students will be able to interpret aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 271. WORLD LITERATURE I (3-0-3)**

PREREQUISITE: ENG 102 or equivalent.

This course is a study of selected literary masterpieces from Homer to the Renaissance. Major representative works and writers of this period and the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them are emphasized. On course completion and in written compositions, students will be able to interpret aesthetic and literary contexts, and understand relevant criticism and research.

**ENG 272. WORLD LITERATURE II (3-0-3)**

PREREQUISITE: ENG 102 or equivalent.

This course is a study of selected literary masterpieces from the Renaissance to the present. Major representative works and writers of this period and the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them are emphasized. On course completion and in written compositions, students will be able to interpret aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 297. AFRICAN-AMERICAN LITERATURE (3-0-3)**

PREREQUISITE: ENG 102 or equivalent.

This course is a study of literature produced by representative African-Americans from the 18th century to the present. The course emphasizes the diversity of themes and techniques found in these works and examines the historical, cultural, literary, and philosophical forces that shaped these works and that are reflected in them. Students will demonstrate the ability to interpret the literature and to relate the works to their historical and literary contexts.

**ENG 298. SPECIAL TOPICS IN LANGUAGE AND LITERATURE (1-2-0-1-2)**

PREREQUISITE: Instructor permission.

This course, which may be repeated for credit as long as the topics differ, allows a student to study along with an instructor a subject in English language or literature. A narrowly focused topic in which the instructor has special expertise, knowledge, or interest is emphasized. Students will demonstrate an understanding of the topic through a research paper and/or literary critique.

**ENGLISH, VOCATIONAL/TECHNICAL (COM)**

**COM 103. VOCATIONAL/TECHNICAL ENGLISH II (3-0-3)**

This course enhances writing and speaking skills for the workplace. Generating short writings, such as job application documents and memoranda, and developing interpersonal communication skills with employees and the public are emphasized, with substantial focus on occupational performance requirements and industry standards. On completion, students should be able to prepare effective, short, and job-related written and oral communications. *Non-degree credible.*

(3-0-3)

This course covers health problems for the individual and the community. Areas of study include mental health, family life, physical

health, chronic and degenerative diseases, control of communicable diseases, and understanding depressants and stimulants. Healthful living habits are emphasized.

### **HED 231. FIRST AID (3-0-3)**

This course provides instruction for the immediate, temporary care of victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross and/or American Heart Association. CPR training also is included.

## **HISTORY (HIS)**

### **HIS 101. WESTERN CIVILIZATION I (3-0-3)**

This course is a survey of social, intellectual, economic, and political developments that have molded the modern western world. The course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

### **HIS 102. WESTERN CIVILIZATION II (3-0-3)**

This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

### **HIS 201. UNITED STATES HISTORY I (3-0-3)**

This course surveys United States history during colonial, Revolutionary, early national, and antebellum periods. It concludes with the Civil War and Reconstruction.

### **HIS 202. UNITED STATES HISTORY II (3-0-3)**

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction Era to the present.

### **HIS 216. HISTORY OF WORLD RELIGIONS (3-0-3)**

This course presents a comparison of the major religions of the world from a historical perspective. The origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others are emphasized.

### **HIS 256. AFRICAN-AMERICAN HISTORY (3-0-3)**

This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experiences in the United States, Mexico, and South America.

### **HIS 260. ALABAMA HISTORY (3-0-3)**

This course surveys the development of the state of Alabama from prehistoric times to the present. It presents material on the discovery, exploration, colonization, territorial period, antebellum, Reconstruction, and modern history of Alabama.

### **HIS 299. DIRECTED STUDIES IN HISTORY (3-0-3)**

PREREQUISITE: Instructor permission.

This course affords students opportunities to study selected topics of a historical nature under the direction of an instructor, either as part of class or on an individual basis. Internships with historical and preservation organizations, thesis development, and the analysis of secondary monographs are examples of activities for this course.

## **HUMANITIES (HUM)**

### **HUM 100. HUMANITIES FORUM (1-0-1)**

In this course, credit is given for participation in lectures, concerts, and other events which have relevance to the study of the humanities. This course may be repeated for credit.

### **HUM 101. INTRODUCTION TO HUMANITIES I (3-0-3)**

This is the first course in a two-semester sequence which offers the student an introduction to the humanities, using selections from art,

### **ILT 128. MICROCOMPUTER FUNDAMENTALS LAB (0-4-2)**

music, literature, history, and philosophy which relate to a unifying theme.

### **HUM 298. DIRECTED STUDIES IN HUMANITIES (3-0-3)**

PREREQUISITE: Instructor permission.

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty. This course may be repeated for credit.

## **INDUSTRIAL ELECTRONICS TECHNOLOGY (ILT)**

### **ILT 119. ELECTRONICS CIRCUITS (3-0-3)**

This course emphasizes electronic circuits. Topics include solid state devices in a variety of circuit configurations, biasing, op-amps, frequency, and class of operations of amplifiers. On completion, students will be able to design bipolar and unipolar transistors and integrated circuits.

### **ILT 120. ELECTRONICS CIRCUITS LAB (0-4-2)**

The focus of this lab is solid state devices in a variety of circuit configurations, biasing, op-amps, frequency, and classes of operations of amplifiers. On completion, students will be able to design bipolar and unipolar transistors and integrated circuits.

### **ILT 123. DIGITAL ELECTRONICS (3-0-3)**

This course introduces digital fundamentals and number systems, including logic gates, flip flops, registers, combinational circuits, sequential circuits, multiplexers, demultiplexers, and memory devices. On completion, students should be able to perform binary arithmetic, explain theories related to digital gates and circuits, use Boolean algebra and Karnaugh maps to simplify digital designs, and describe various logic families. **CORE**

### **ILT 124. DIGITAL ELECTRONICS LAB (0-4-2)**

This course provides a working knowledge of digital techniques through experimentation on a broad range of combinational and sequential circuits and includes design and troubleshooting methods. On completion of this course and Digital Electronics, students will be able to construct, evaluate, troubleshoot, repair, and demonstrate operation of logic circuits. **CORE**

### **ILT 125. DIGITAL COMMUNICATIONS (3-0-3)**

This course provides the electronic technician with sufficient background in data and digital communications to enter this rapidly expanding field. It includes telephone systems, error detection and correction, data link protocols, modems, multiple-channel systems, network architecture, fiberoptic communications, and data communications applications. On completion, students should be able to describe operation of various digital communications circuits and calculate all parameters.

### **ILT 126. DIGITAL COMMUNICATIONS LAB (0-4-2)**

This course provides experimentation to verify theories of digital communications. On completion of this course and Digital Communications, students should be able to construct various digital communications circuits and make necessary measurements and adjustments.

### **ILT 127. MICROCOMPUTER FUNDAMENTALS (3-0-3)**

This course provides students with knowledge in installation of and familiarization with basic assemblies in microcomputer systems. Topics include DOS, hard and floppy drives, dip switches, and RAM. On completion, students should be able to use DOS, format hard and floppy drives, and configure circuit boards functions, and install RAM.

This lab focuses on installation of basic assemblies in microcomputer systems. Topics include DOS, hard and floppy drives, dip switches, and

RAM. On completion, students should be able to use DOS, format hard and floppy drives, configure circuit boards functions, and install RAM.

**ILT 135. LOCAL AREA NETWORKS (2-3-3)**

PREREQUISITE: Determined by the instructor.

This course provides the student with knowledge of planning, installation, maintenance, and administration of local area networks. On completion, students should be able to install and set up a basic local area network.

**ILT 136. MICROCOMPUTER INTERFACING (3-0-3)**

This course focuses on microcomputer interfacing. Topics include memory circuits, including RAM, ROM, EPROM, and EEPROM. On completion, students should be able to perform programming operations and handshaking techniques and perform interfacing synchronous and asynchronous data communications.

**ILT 137. MICROCOMPUTER INTERFACING LAB (0-4-2)**

This lab emphasizes memory circuits including RAM, ROM, EPROM, and EEPROM. On completion, students should be able to perform programming operation and handshaking techniques and perform interfacing synchronous and asynchronous data communications.

**ILT 138. DC FUNDAMENTALS (3-0-3)**

This course covers atomic theory, properties of conductors and insulators, direct current characteristics of series, parallel, and series/parallel circuits. The resistor color code, power, magnetism, and direct current sources are thoroughly examined. Inductors and capacitors are introduced and their effects on DC circuits are examined. On completion, students should be able to solve DC problems with electronic laws and network theorems, reduce series and parallel resistive circuits, and solve a resistive series/parallel circuit for at least one unknown variable. **CORE**

**ILT 139. DC FUNDAMENTALS LAB (0-4-2)**

This course provides familiarization with test equipment and component identification. Direct current theory is verified through fabrication of circuits that are analyzed by performing voltage, current, and resistance measurements. On completion of this course and DC Fundamentals, students should be able to calculate all parameters in DC circuitry, construct equivalent circuits, and describe circuit behavior. **CORE**

**ILT 140. AC FUNDAMENTALS (3-0-3)**

This course covers generation of a sine wave, instantaneous values of alternating current, transformers, inductors, capacitors, vector analysis of series and parallel LCR circuits, resonant circuits, and transient wave forms of RC and LC circuits. On completion, students should be able to calculate all parameters in AC circuits, describe circuit behavior, and use AC instruments. **CORE**

**ILT 141. AC FUNDAMENTALS LAB (0-4-2)**

This course provides verification of alternating current theory and complete familiarization with the oscilloscope. Students fabricate circuits and use vector analysis to verify the behavior of inductors and capacitors as applied to sine wave alternating current circuits. On completion of this course and AC Fundamentals, students will be able to construct circuitry and perform all necessary AC measurements. **CORE**

**ILT 176. SOLID STATE DEVICES (3-0-3)**

PREREQUISITE: ILT 140.

This course covers atomic structure, covalent bonding, semiconductor device construction, characteristics of diodes, special purpose diodes, bipolar transistors, field effect transistors, thyristors, and optoelectronic devices such as LEDs and photodiodes. On completion, students should be able to identify solid state devices and explain their operation.

This course allows students to practice using proper procedures discussed in the theory course. Students will repair computers following proper procedures covered. This course will help prepare students for the

**ILT 177. SOLID STATE DEVICES LAB (0-4-2)**

PREREQUISITE: Determined by instructor. COREQUISITE: ILT 176.

This course allows verification of the characteristics of the various solid state devices covered in the theory class and introduces students to various circuits using these devices. On completion, students should be able to test the various devices, use schematic symbols and diagrams of solid state devices, and construct basic circuits with these devices.

**ILT 201. INDUSTRIAL ELECTRONICS (3-0-3)**

This course covers applications of electronics in the industry, with a major emphasis on microprocessors as applied to data acquisition and machine control. Topics include A/D and D/A conversion, signal conditioning, sensors and transducers, control devices, stepper motors, and microprocessor interfacing. On completion, students should be able to describe operation of various sensors, signal conditioning, A/D and D/A conversion, and control devices as well as perform necessary calculations.

**ILT 202. INDUSTRIAL ELECTRONICS LAB (0-4-2)**

This course demonstrates concepts, devices, and applications of electronics in industrial processes. On completion, students should be able to construct, evaluate, and calibrate basic industrial sensing and control circuits.

**ILT 205. MICROPROCESSORS (3-0-3)**

This course introduces microprocessors and explores their applications. The course emphasizes programming and interfacing the microprocessor chip. On completion, students should be able to perform binary and computer arithmetic, describe basic operating procedures for a microprocessor system, and write programs for a basic microprocessor.

**ILT 206. MICROPROCESSORS LAB (0-4-2)**

This course provides familiarization with microprocessor instruction sets. Experiments in programming and interfacing provide an understanding of microprocessor theory. On completion, students should be able to program and interface a basic microprocessor system.

**ILT 211. TROUBLESHOOTING TECHNIQUES (1-4-3)**

This course focuses on the systematic approach to solving problems. Instrument failures and their interaction with process down time are emphasized. On completion, student should be able to solve problems on a process simulator or in an actual setting.

**ILT 224. ELECTRONIC COMMUNICATIONS (3-0-3)**

This course provides students with knowledge in electronic circuits used in amplitude, frequency, and phase modulation communication systems. Topics include modulation and detection techniques, antennas, and transmission lines. On completion, students should be able to apply principles of filters, oscillators, classes of amplifiers, and resonance.

**ILT 225. ELECTRONIC COMMUNICATIONS LAB (0-4-2)**

This lab focuses on electronic circuits used in amplitude, frequency, and phase modulation communications systems. Topics include modulation and detection techniques, antennas, and transmission lines. On completion, students should be able to apply principles of filters, oscillators, classes of amplifiers, and resonance.

**ILT 229. PC REPAIR (3-0-3)**

PREREQUISITE: Instructor permission.

This course covers repair of personal computers, including hardware and software problems. Proper procedures for circuit card handling and replacement, installation of various drives, and installation of software are covered. This course helps prepare the student for the A+ certification. On completion, students should be able to explain proper procedures used in handling and replacing circuit cards, drives, memory, and installing software.

**ILT 230. COMPUTER REPAIR LAB (0-4-2)**

PREREQUISITE: ILT 229

A+ certification. On completion, students should be able to repair a personal computer.

**ILT 271. INDEPENDENT STUDY (0-6-2)**

PREREQUISITE: Determined by the instructor.

This course is designed to allow students to independently study various topics related to instrumentation technology. Refinement or advancement of a particular skill or skills is emphasized. On completion, students should be able to perform specific job-related functions according to standard operating procedures.

#### **ILT 280. SPECIAL TOPICS (0-9-3)**

PREREQUISITE: Determined by the instructor.

This course is designed to provide an opportunity for students to study directly related topics of particular interest that require the application of technical knowledge and technical skills. Application of skills and knowledge with practical experiences is emphasized. On completion, students should be able to solve job-related problems using technical skills and knowledge.

### **INDUSTRIAL MAINTENANCE TECHNOLOGY (INT)**

#### **INT 231. INDUSTRIAL ELECTRICAL FUNDAMENTALS (2-3-3)**

This course provides instruction in the fundamentals of electricity from electron theory through polyphase electrical power. Topics include the basic concepts of electricity, electrical components, basic circuits, measurement and instruments, the laws of direct and alternating current, motors polyphase electricity, and electrical safety with lock-out procedures. On completion, the student should be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial electrical components.

#### **INT 232. MANUFACTURING PLANT UTILITIES (2-3-3)**

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. On course completion, students will demonstrate the ability to repair and maintain utilities systems in an industrial setting. **CORE**

#### **INT 233. INDUSTRIAL MAINTENANCE METAL WELDING AND CUTTING TECHNIQUES (1-2-3)**

This course provides instruction in the fundamentals of acetylene cutting and the basics of SMAW welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment set-up, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. On completion, the student should be able to demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. **CORE**

#### **INT 241. INDUSTRIAL ELECTRICAL CONTROL (1-4-3)**

This course focuses on the theory and application of industrial electrical control circuitry and the troubleshooting of electrical control circuits. Topics include electrical safety, circuit layout, connections and symbols, pilot devices, basic control circuits, AC-reduced voltage starters, three-phase multi-speed controllers, wound rotor controllers, synchronous motor controls, direct current motor controls, methods of deceleration, industrial semiconductors, and sensing devices. On completion, students should be able to demonstrate the ability to troubleshoot and repair electrical control components.

#### **INT 251. INTRODUCTION TO PROGRAMMABLE LOGIC CONTROL (2-3-3)**

This course emphasizes PLC programming, connections, installations, and start-up procedures. Topics include introductory programming, PLC functions and terminology, processor unit and power supply, introductory numbering systems, relay/programming logic, and field wiring/ installation and start-up. On completion, students should be able to identify inputs and outputs, list capabilities of system, monitor system operation, recognize RAM and ROM functions, and recognize binary and digital number systems.

#### **MTT 116. INTRODUCTION TO MACHINE SHOP LAB I**

(0-6-3)

#### **INT 280. SPECIAL TOPICS IN INDUSTRIAL MAINTENANCE TECHNOLOGY (0-9-3)**

This course provides specialized instruction in various areas related to industrial maintenance. Emphasis is placed on meeting students' needs.

### **MACHINE TOOL TECHNOLOGY (MTT)**

#### **MTT 101. PRINCIPLES OF MACHINE TOOL TECHNOLOGY (1-8-5)**

PREREQUISITE: As required by program.

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. On completion, students should be able to safely perform the basic operations of measuring, laying out, drilling, sawing, turning, and milling. **CORE**

#### **MTT 102. INTERMEDIATE MACHINE TECHNOLOGY (2-8-6)**

PREREQUISITE: MTT 101.

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Set-up and operation of machine tools, including the selection and use of work-holding devices, speeds, feeds, cutting tools, and coolants, are emphasized. On completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. **CORE**

#### **MTT 105. LATHE SET-UP AND OPERATIONS (2-8-6)**

PREREQUISITE: Determined by instructor.

This course includes more advanced lathe practices such as taper turning, threading, boring, and set-up procedures. Safety procedures and the machinist's responsibility in the set-up and operation of lathes are emphasized. On completion, students should be able to apply lathe techniques to produce machine tool projects.

#### **MTT 106. MILLING MACHINE OPERATIONS (2-8-6)**

PREREQUISITE: Determined by instructor.

This course provides basic knowledge of milling machines. Main topics include types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. On completion, students should be able to apply milling techniques to produce machine tools projects.

#### **MTT 111. INTRODUCTION TO COMPUTER NUMERIC CONTROL (2-2-3)**

PREREQUISITE: MTT 101.

This course introduces the concepts and capabilities of computer numeric control machine tools. Topics include set-up, operation, and basic applications. On completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

#### **MTT 112. BASIC COMPUTER NUMERIC CONTROL TURNING (0-6-3)**

PREREQUISITE: MTT 111.

This course introduces the programming, set-up, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. On completion, students should be able to manufacture simple parts using CNC turning centers.

#### **MTT 113. BASIC COMPUTER NUMERIC CONTROL MILLING (0-6-3)**

PREREQUISITE: MTT 111.

This course introduces the manual programming, set-up, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. On completion, students should be able to manufacture simple parts using CNC machining centers.

PREREQUISITE: Determined by instructor.

This course provides the applications and uses of hand and small power tools in laying out work, filing, sawing metal parts as well as operation and safety rules for radial and standard drilling and pedestal grinding machines.

**MTT 121. BASIC BLUEPRINT READING FOR MACHINISTS (2-2-3)**

PREREQUISITE: Determined by instructor.

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. On completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. **CORE**

**MTT 123. ENGINE LATHE LAB I (0-6-3)**

PREREQUISITE: MTT 116.

In this course, students learn to safely operate an engine lathe in calculating feeds and speeds and shaping a variety of cutting tools by grinding. Students will also safely operate an engine lathe in straight turning, facing, turning to the shoulder, and tapers.

**MTT 131. INTRODUCTION TO METROLOGY (2-2-3)**

PREREQUISITE: Determined by instructor.

This course introduces the care and use of precision measuring instruments. The inspection of machine parts and use of a wide variety of measuring instruments are emphasized. On completion, students should be able to demonstrate the correct use of measuring instruments. **CORE**

**MTT 215. COMPUTER NUMERIC CONTROL GRAPHICS PROGRAMMING MILLING (1-6-3)**

PREREQUISITE: MTT 113.

This course introduces CNC graphics programming and concepts for machining center applications. Developing a shape file in a graphics CAM system and transferring coded information from CMA graphics to the CNC milling center are emphasized. On completion, students should be able to develop a complete job plan using CMA software to create a multi-axis CNC program.

**MTT 242. CNC PROGRAMMING (3-0-3)**

This course is a study of the theory of transforming blueprints into computer commands when using a computer-controlled mill.

**MTT 243. CNC PROGRAMMING LAB I (0-6-3)**

PREREQUISITE: MTT 116.

This course provides the practical application of the principles of CNC operations to produce metal parts, determine proper speeds and feeds, and to describe the "G" codes and their application. Students manually set up and operate the milling machine and write programs for straight milling, radius cutting, drilling, tapping, boring, and auto-routines.

**MASONRY (MAS)**

**MAS 111. MASONRY FUNDAMENTALS (2-3-3)**

This course is designed as an introduction and orientation to masonry construction, specifically to brick and block construction. Identification and safe use of tools, equipment, and masonry materials are emphasized. On completion, students should be able to apply masonry techniques properly. **Non-degree credible. CORE**

**MAS 121. BRICK/BLOCK MASONRY (3-0-3)**

PREREQUISITE: MAS 111 or instructor approval.

This course is designed to provide the student with a working knowledge of the various concrete block and brick sizes as well as types of joints. Understanding the modular system, wall types, joints, and wall insulation is emphasized. On completion, students should be able to identify methods of brick and block reinforcements, wall supports and wall types, joints insulation, and sample panels and prisms. **Non-degree credible. CORE**

**MAS 131. RESIDENTIAL/COMMERCIAL (3-0-3)**

PREREQUISITE: MAS 111 or instructor approval.

This course introduces the student to residential and commercial construction, plans and layouts, and reinforced masonry. Home building, shopping centers and high-rise buildings, residential and commercial drawings and specifications, job costing, job preparation, and brick and block moisture control are emphasized. On completion, students should be able to read full-scale construction drawings, estimate job costs, specify job preparation techniques, and identify methods for veneering a wall, constructing a composite wall, installing expansion joints, setting, coping, and controlling moisture. **Non-degree credible. CORE**

**MAS 151. MASONRY FUNDAMENTALS LAB I (0-9-3)**

COREQUISITE: MAS 111.

This course provides a practical application of introductory brick and block construction. Mixing mortar, using masonry equipment and tools, job preparation, spreading and furrowing mortar, and dry bonding are emphasized. On completion, students should be able to demonstrate appropriate practices in brick and block construction to entry-level standards (including safety). **Non-degree credible. CORE**

**MAS 152. MASONRY FUNDAMENTALS LAB II (0-9-3)**

PREREQUISITE: MAS 111 or instructor approval.

This course provides a practical application of introductory brick and block construction. Spreading mortar and laying bricks; coursing bricks; laying bricks in a running bond; building course pyramids; and building stretcher, wall common, Flemish, English, and stack bonds are emphasized. On completion, students should be able to demonstrate appropriate practices in brick and block construction to entry-level standards (including safety). **Non-degree credible. CORE**

**MAS 153. SPECIAL TOPICS/PROJECTS (0-6-3)**

This course provides practical application of bonds and construction and layout of brick panels. Building common bonds, return corners, block corners, and block wall stack bonds is emphasized. On completion, students should be able to describe and demonstrate appropriate bonds and lay out and construct brick panels and dry bond masonry projects in preparation for construction. **Non-degree credible.**

**MAS 161. CONCRETE BLOCK MASONRY LAB (0-9-3)**

PREREQUISITE: MAS 111 or instructor approval.

This course provides practical application of concrete block advanced laying techniques. Developing skill in laying concrete block and constructing and reinforcing walls, joints, and sample panels and prisms is emphasized. On completion, students should be able to construct brick walls to entry-level standards. **Non-degree credible. CORE**

**MAS 162. BRICK MASONRY LAB (0-9-3)**

PREREQUISITE: MAS 111 or instructor approval.

This course provides practical application of advanced brick laying techniques. Developing skill in laying brick and constructing and reinforcing walls, joints, and sample panels and prisms is emphasized. On completion, students should be able to construct brick walls to entry-level standards. **Non-degree credible.**

**MAS 171. RESIDENTIAL/COMMERCIAL LAB (0-9-3)**

PREREQUISITE: MAS 111 or instructor approval.

This course provides application of residential and commercial techniques for plans and layouts as well as brick veneer, composite walls, expansion joints, and moisture control. Developing skill in reading residential and commercial drawings and applying specifications to acceptable code standards, job costing, job preparation, and brick and block moisture control are emphasized. On completion, students should be able to demonstrate use of scaling rule for a set of plans; identify and sketch standard symbols for walls, openings, floors, and materials; estimate job costs according to plan; use appropriate methods to ensure moisture control; lay brick and block to the line; and build brick and block foundations to entry-level standards. **Non-degree credible. CORE**

**MAS 181. SPECIAL TOPICS IN MASONRY (3-0-3)**

PREREQUISITE: As required by program.

This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs. *Non-degree credible.*

**MAS 211. STONE MASONRY (3-0-3)**

PREREQUISITES: MAS 131 and 171.

This course provides an introduction to stone and decorative masonry techniques, fireplace construction, and repair and restoration of brick structures. Topics include brick arches, fireplace construction, stone materials, laying techniques, moisture control, wall supports, joints, coping, sample panels, and cultured stone. On completion, students should be able to identify appropriate materials and techniques for the stated topics. *Non-degree credible.*

**MAS 231. BASIC CEMENT MASONRY (3-0-3)**

This course is designed to introduce the various types of cement masonry, concrete requirements, flat work, estimating, and finishing methods. Estimating concrete for small- to medium-sized projects, flat work, form work, footings, and the correct tools and methods of finishing and placing are emphasized. *Non-degree credible.*

**MAS 251. STONE MASONRY LAB (0-9-3)**

PREREQUISITES: MAS 131 and 171.

This course provides practical application of stone and decorative masonry techniques, repair and restoration of brick structures, and brick arches. Developing skill in performing these techniques is emphasized. On completion, students should be able to lay stone, repair and restore brick structures, and build brick arches to entry-level standards. *Non-degree credible.*

**MAS 252. FIREPLACE CONSTRUCTION LAB (0-9-3)**

PREREQUISITES: MAS 131, 171, and 211.

This course provides practical application of techniques for constructing fireplaces and other decorative work. Developing skill in constructing decorative masonry techniques is emphasized. On completion, students should be able to construct a variety of fireplaces to entry-level standards. *Non-degree credible.*

**MAS 261. SPECIALIZED MASONRY LAB (0-9-3)**

PREREQUISITES: MAS 211, 251, and 252.

This course provides practical application of geographically specific masonry techniques. Developing skill in laying and installing panel construction, acid brick, refractories, structural glazed tile, glass block, passive solar design, barrier walls, and hollow metal frames is emphasized. On completion, students should be able to perform appropriate techniques for selecting, laying, and installing geographically specific masonry applications to entry-level standards. *Non-degree credible.*

**MAS 271. BASIC CEMENT MASONRY LAB (0-9-3)**

This course introduces the student to basic concrete masonry, including the use of various tools, estimating, and placing concrete. Correct methods used in placing concrete, finishing concrete, placing forms, and caring properly for concrete tools are emphasized. On completion, students should demonstrate entry-level skills for placing, finishing, estimating, and curing concrete. *Non-degree credible.*

**MAS 272. ADVANCED CEMENT MASONRY LAB (0-9-3)**

PREREQUISITE: MAS 271.

This course continues skill building in concrete masonry. Correct methods used in placing concrete, finishing concrete, placing forms, and maintaining concrete tools are emphasized. On completion, students should be able to demonstrate increased speed and accuracy in building structures covered in this course. *Non-degree credible.*

**MATHEMATICS (MTH)****MTH 090. BASIC MATHEMATICS (3-0-3)**

This developmental course reviews arithmetical principles and computations and is designed to increase the student's mathematical proficiency for selected curriculum entrance. *Non-degree credible.*

**MTH 091/092. DEVELOPMENTAL ALGEBRA I-II (4-0-4)**

PREREQUISITE: MTH 090 or appropriate mathematics placement score.

This sequence of developmental courses provides a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into Intermediate College Algebra. *Non-degree credible.*

**MTH 098. ELEMENTARY ALGEBRA (4-0-4)**

PREREQUISITE: MTH 090 or appropriate mathematics placement score.

This course is a review of fundamental arithmetic and algebra operations. Topics include the numbers of ordinary arithmetic and their properties, integers and rational numbers, solving equations, polynomials and factoring, and an introduction to systems of equations and graphs. *Non-degree credible.*

**MTH 100. INTERMEDIATE COLLEGE ALGEBRA (3-0-3)**

PREREQUISITE: MTH 092, or MTH 098, or appropriate mathematics placement score.

This course provides a study of algebraic techniques, such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.

**MTH 110. FINITE MATHEMATICS (3-0-3)**

PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite, high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative is that the student successfully pass Intermediate College Algebra with a grade of C or higher.

This course is intended to give an overview of topics in finite mathematics, together with their applications, and is primarily for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. It includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), introduction to statistics (including work with Binomial Distributions and Normal Distributions), and matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, and the simplex method and applications.

**MTH 112. PRECALCULUS ALGEBRA (3-0-3)**

PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative is that the student successfully pass Intermediate College Algebra with a grade of C or higher.

This course emphasizes the algebra of functions, including polynomial, rational, exponential, and logarithmic functions. The course also includes systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

**MTH 113. PRECALCULUS TRIGONOMETRY (3-0-3)**

PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative is that the student successfully pass MTH 112 with a grade of C or higher.

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and equations. The course also includes vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

**MTH 115. PRECALCULUS ALGEBRA AND TRIGONOMETRY (4-0-4)**

PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative is that the student successfully pass MTH 100 with a grade of C or higher and receive permission from the department director.

This course is a one-semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course includes the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem as well as the study of trigonometric (circular functions), and inverse trigonometric functions. It also includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, and polar coordinates.

**MTH 116. MATHEMATICAL APPLICATIONS (3-0-3)**

PREREQUISITE: MTH 090 or appropriate mathematics placement score.

This course provides practical mathematics applications and includes selected topics from consumer math and algebra. Some topics included are integers, percentages, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirement for mathematics.

**MTH 120. CALCULUS AND ITS APPLICATIONS (3-0-3)**

PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative is that the student successfully pass MTH 112 with a C or higher.

This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications).

**MTH 125. CALCULUS I (4-0-4)**

PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative is that the student successfully pass MTH 113 or MTH 115 with a C or higher.

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are given in detail, including approximations of error, using differentials, maximum and minimum problems, and curve sketching using calculus.

**MTH 126. CALCULUS II (4-0-4)**

PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative is that the student successfully pass MTH 125 with a C or higher.

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, and work, and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

**MTH 131. MATHEMATICS IN GENERAL EDUCATION I (3-0-3)**

This course is designed for general education and all students in education programs except those who will concentrate on science or mathematics. The structure of the number system from integers to real This course is a comprehensive review of arithmetic, with basic algebra, and introduces calculations of solutions and systems of measurement to

numbers, logic, numeration systems, prime numbers, basic concepts of algebra, elementary probability and statistics, graphs, informal geometry, and the metric system are emphasized. This course does not apply toward the general core requirement for mathematics.

**MTH 132. MATHEMATICS IN GENERAL EDUCATION II (3-0-3)**

PREREQUISITE: MTH 131 or appropriate mathematics placement score.

This course is a continuation of MTH 131. It does not apply toward the general core requirement for mathematics.

**MTH 227. CALCULUS III (4-0-4)**

PREREQUISITE: MTH 126.

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem).

**MTH 237. LINEAR ALGEBRA (3-0-3)**

PREREQUISITE: MTH 126.

This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and diagonalization of symmetric matrices. Additional topics may include quadratic forms and use of matrix methods to solve systems of linear differential equations.

**MTH 238. APPLIED DIFFERENTIAL EQUATIONS I (3-0-3)**

COREQUISITE: MTH 227.

This course introduces numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g., populations, motion, chemical mixtures, etc.). The course provides techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order. The Laplace transform as a tool for the solution of initial value problems whose n-homogeneous terms are discontinuous is emphasized.

**MTH 265. ELEMENTARY STATISTICS (3-0-3)**

PREREQUISITE: MTH 100 or appropriate mathematics placement score.

This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included.

**VOCATIONAL/TECHNICAL MATHEMATICS (MAH)**

**MAH 101. VOCATIONAL/TECHNICAL MATHEMATICS I (2-2-3)**

PREREQUISITE: Satisfactory placement score.

This course is a comprehensive review of arithmetic and basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry-related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. On completion, students should be able to solve practical problems in their specific occupational areas of study. *Non-degree credible.*

**MAH 105. MATH FOR NURSING (2-2-3)**

meet practical nursing program requirements. Topics include a review of basic arithmetic, metric system conversions, ration and proportion, and

conversions among and between the metric, apothecaries, and household unit systems and intravenous infusion rates as well as ethical, cultural, and legal aspects of accurate mathematic skills. On completion, students will demonstrate proficiency in calculating drug dosages and IV infusion rates for adults and children. *Non-degree credible.*

one's health are presented. On completion, students should be able to apply these concepts to the work setting.

## **MEDICAL ASSISTING (MAT)**

### **MAT 101. MEDICAL TERMINOLOGY (3-0-3)**

PREREQUISITE: Instructor permission.

This course is designed for medical assistants, student nurses, and others in medically related fields. The course focuses 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. Students will learn a system of word building that will enable them to interpret medical terms. **CORE**

### **MAT 102. MEDICAL ASSISTING THEORY I (3-0-3)**

PREREQUISITE: Instructor permission.

A description of anatomical descriptors and the cell introduces students 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 the systems presented. On completion, students should be able to demonstrate a basic working knowledge of these body systems. **CORE**

### **MAT 103. MEDICAL ASSISTING THEORY II (3-0-3)**

PREREQUISITE: Instructor permission.

The structure and function of the digestive, urinary, reproduction, endocrine, and immune systems are presented. Disease processes that are related to these systems are included. Basic concepts of reproduction, growth and development, and nutrition are taught. On completion, students should be able to demonstrate a basic working knowledge of these body systems. **CORE**

### **MAT 111. CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT (2-3-3)**

PREREQUISITE: Instructor permission.

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examinations, and patient education. On completion, students will be able to demonstrate competence in exam room procedures. **CORE**

### **MAT 120. MEDICAL ADMINISTRATIVE PROCEDURES I (2-3-3)**

PREREQUISITES: MAT 101 and college-level computer course or instructor permission.

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. On completion, students should be able to perform basic medical secretarial skills. **CORE**

### **MAT 121. MEDICAL ADMINISTRATIVE PROCEDURES II (2-3-3)**

PREREQUISITE: MAT 120 or instructor permission.

This course is a continuation of Medical Administrative Procedures I. Topics include physical plant maintenance, equipment and supplies, inventories, liability coverage, medical economics, and an introduction to insurance procedures. On completion, students should be able to manage economics of the medical office and supervise personnel. **CORE**

### **MAT 122. BASIC CONCEPTS OF INTERPERSONAL RELATIONSHIPS (3-0-3)**

PREREQUISITE: Instructor permission.

This course is designed to assist students in health occupations with learning basic principles of human behavior. Activities for developing effective interpersonal relations are included. Exploration of self-concept and the negative effect of poor self-concept as they relate to

**MAT 125. LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT (2-3-3)**

PREREQUISITE: Instructor permission.

This course provides instruction in basic laboratory techniques used by the medical assistant. Topics include lab safety; quality control; collecting and processing specimens; and performing selective diagnostic tests such as a CBC, screening and follow-up of test results, and OSHA/CLIA regulations. On completion, students should be able to perform basic lab tests/skills based on course topics. **CORE**

**MAT 128. MEDICAL LAW AND ETHICS FOR THE MEDICAL ASSISTANT (3-0-3)**

PREREQUISITE: Instructor permission.

This course provides basic information related to the legal relationship of patient and physician. Topics 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. On completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant. **CORE**

**MAT 130. MEDICAL OFFICE COMMUNICATION (3-0-3)**

PREREQUISITE: Instructor permission.

This course prepares the student to communicate with patients and other allied health professionals whom he/she may come in contact within the medical setting. Emphasis is placed on verbal, nonverbal, written communication skills, and medical document formatting. On completion, students should be able to demonstrate an understanding of the skills needed for effective communication in the medical setting.

**MAT 200. MANAGEMENT OF OFFICE EMERGENCIES (2-0-2)**

PREREQUISITE: Instructor permission.

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. On

**MAT 220. MEDICAL OFFICE INSURANCE (2-3-3)**

PREREQUISITES: MAT 101, 121, and college-level computer course or instructor permission.

This course emphasizes insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms, ICD-9, and CPT coding. On completion, students should be able to demonstrate proficiency in coding for reimbursements. **CORE**

**MAT 222. MEDICAL TRANSCRIPTION I (1-3-2)**

PREREQUISITES: MAT 101, college-level computer course, acceptable keyboarding speed, or instructor permission.

This course introduces dictating equipment and typical medical dictation. Correct punctuation, capitalization, and spelling are emphasized. On completion, students should be able to transcribe physician dictation. **CORE**

**MAT 223. MEDICAL TRANSCRIPTION II (1-3-2)**

PREREQUISITES: MAT 101, college-level computer course, acceptable keyboarding speed, or instructor permission. COREQUISITE: MAT 222.

This course provides additional skills required to competently transcribe medical dictation. Efficient use of equipment, references, editing, proofreading, and various formats are emphasized. On completion, students should be able to demonstrate competence in transcribing physician dictation.

**MAT 227. SPECIAL TOPICS IN MEDICAL ASSISTING (1-0-1)**

PREREQUISITE: Instructor permission.

This course includes specialized study on current topics and issues in the field of medical assisting. Personal and occupational responsibilities and developing problem-solving skills encountered in the medical office are emphasized. On completion, students should be able to apply problem-solving skills to medical office situations.

**MAT 228. MEDICAL ASSISTANT REVIEW COURSE (1-0-1)**

completion, students should be able to recognize emergency situations and take appropriate actions. **CORE**

**MAT 211. CLINICAL PROCEDURES II FOR THE MEDICAL ASSISTANT (2-3-3)**

PREREQUISITE: Instructor permission.

This course includes instruction in vital signs and special examination procedures. Interviewing skills, appropriate triage, and preparing patients for diagnostic procedures are emphasized. On completion, students should be able to assist with special procedures. **CORE**

**MAT 215. LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT (2-3-3)**

PREREQUISITE: MAT 125 or instructor permission.

This course instructs students 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. On completion, students should be able to perform basic lab tests/skills on course topics. **CORE**

**MAT 216. MEDICAL PHARMACOLOGY FOR THE MEDICAL OFFICE (3-3-4)**

PREREQUISITES: MAT 101, 102, and 103 or instructor permission.

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. On completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications. **CORE**

PREREQUISITE: Instructor permission.

This course includes a general review of administrative and clinical functions performed in a medical office. Topics include those listed in the CMA exam content outline. The course assists students or graduates with preparing for the American Association of Medical Assistants National Certification Examination.

**MAT 229. MEDICAL ASSISTANT PRECEPTORSHIP (0-15-3)**

PREREQUISITES: MAT 111, 125, 200, 211, 215, 216, 222, plus 30 additional credit hours in MAT program, or instructor permission.

This course provides an opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinic, or outpatient facility. The student will gain experience in applying knowledge learned in the classroom, enhancing competence, and strengthening professional communications and interactions. On completion, students should be able to perform as an entry-level Medical Assistant. **CORE**

**MAT 239. PHLEBOTOMY PRECEPTORSHIP (0-15-3)**

PREREQUISITES: MAT 101, 102, 128, 215, and acceptable computer course, or instructor permission.

This course provides an opportunity to apply phlebotomy techniques in the physician's clinic and the hospital. Training individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients, and the general public are emphasized. On completion, students should be prepared for entry-level phlebotomy and to sit for the Phlebotomy Technician Examination (ASCP).

**MAT 242. TRANSCRIPTION PRECEPTORSHIP (0-15-3)**

PREREQUISITE: Instructor permission.

This course provides an opportunity to apply transcription skills to the physician's office or the hospital. Students will gain experience in applying knowledge learned in transcription classroom to medical office dictation. On completion, students should be able to demonstrate entry-level transcription skills.

## **MUSIC ENSEMBLES (MUL)** (0-2-4-1-2)

PREREQUISITE: Instructor permission.

These courses provide opportunities for students to participate in a performing ensemble. Rehearsing and performing literature appropriate to the mission and goals of the group are emphasized. On completion, students should be able to effectively participate in performances presented by the ensemble. All ensembles may be repeated for credit.

<b>180-81; 280-81</b>	<b>CHORUS I, II, III, IV</b>
<b>182-83; 282-83</b>	<b>VOCAL ENSEMBLE I, II, III, IV</b>
<b>184-85; 284-85</b>	<b>JAZZ/SHOW CHOIR I, II, III, IV</b>
<b>192-93; 292-93</b>	<b>INSTRUMENTAL ENSEMBLE I, II, III, IV</b>
<b>196-97; 296-97</b>	<b>JAZZ/SHOW BAND I, II, III, IV</b>
<b>198-99; 298-99</b>	<b>MARCHING BAND I, II, III, IV</b>

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on rudiments of music, basic performance techniques, and general musicianship. On 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. No prerequisite.

<b>101-02; 201-02</b>	<b>CLASS PIANO I, II, III, IV</b>
<b>111-12; 211-12</b>	<b>CLASS VOICE I, II, III, IV</b>

## **MUSIC PERFORMANCE (MUP)** (0-½-1-1-2)

PREREQUISITE: Instructor permission.

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Developing technique, repertoire, and performance skills commensurate with the student's education goals is emphasized. Students are required to practice a minimum of five hours per week for each credit hour. On completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

### **MUS 111. MUSIC THEORY I** (3-1-4)

PREREQUISITE: MUS 110 or suitable placement score or instructor permission. COREQUISITE: MUS 113, if ear training lab is a separate course.

This course introduces diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. On completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

### **MUS 112. MUSIC THEORY II** (3-1-4)

PREREQUISITE: MUS 111. COREQUISITE: MUS 114, if ear training lab is a separate course.

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases, and periods. On completion, students should be able to demonstrate competence, using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

### **MUS 211. MUSIC THEORY III** (3-1-4)

PREREQUISITE: MUS 112. COREQUISITE: MUS 213, if ear training lab is a separate course.

This course introduces chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. On completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

### **MUS 212. MUSIC THEORY IV** (3-1-4)

PREREQUISITE: MUS 211. COREQUISITE: MUS 214, if ear training lab is a separate course.

<b>101-02; 201-02</b>	<b>PIANO I, II, III, IV</b>
<b>103-04; 203-04</b>	<b>ORGAN I, II, III, IV</b>
<b>111-12; 211-12</b>	<b>VOICE I, II, III, IV</b>
<b>127-28; 227-28</b>	<b>DOUBLE BASS I, II, III, IV</b>
<b>135-36; 235-36</b>	<b>GUITAR I, II, III, IV</b>
<b>145-46; 245-46</b>	<b>SAXOPHONE I, II, III, IV</b>
<b>161-62; 261-62</b>	<b>TRUMPET I, II, III, IV</b>
<b>171-72; 271-72</b>	<b>TROMBONE I, II, III, IV</b>
<b>175-76; 275-76</b>	<b>TUBA I, II, III, IV</b>
<b>181-82; 281-82</b>	<b>PERCUSSION I, II, III, IV</b>

## **MUSIC (MUS)**

### **MUS 101. MUSIC APPRECIATION** (3-0-3)

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction, including lecture, guided listening, and similar experiences involving music. The course covers a minimum of three stylistic periods to provide a multicultural perspective, and includes both vocal and instrumental genres. On completion, students should be able to demonstrate knowledge of music fundamentals, aesthetic/ stylistic characteristics of historical periods, and an aural perception of style and structure in music.

### **MUS 110. BASIC MUSICIANSHIP** (3-0-3)

PREREQUISITE: MUS 099, or suitable placement score, or instructor permission.

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, and chords and basic sight-singing and ear-training skills. On course completion, students should be able to read and understand musical scores and demonstrate basic sight-singing and ear-training skills for rhythm, melody, and harmony.

This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces students to 20th century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late 19th century and tonal harmony and 20th century practices and forms. On completion, students should be able to demonstrate competence in using chromatic harmony and basic 20th century techniques through analysis, writing, sight singing, dictation, and keyboard skills.

## **OFFICE ADMINISTRATION (OAD)**

### **OAD 101. BEGINNING KEYBOARDING** (3-0-3)

This course is designed to enable use of the touch method of keyboarding through classroom instruction and outside lab. Speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard are emphasized. On course completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy in producing basic business documents such as letters and reports.

### **OAD 103. INTERMEDIATE KEYBOARDING** (3-0-3)

PREREQUISITE: OAD 101 or instructor permission.

This course is designed to increase speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Production of business documents such as memoranda, letters, reports, tables, and outlines is emphasized. On course completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy in producing business documents.

### **OAD 104. ADVANCED KEYBOARDING** (3-0-3)

PREREQUISITE: OAD 103 or instructor permission.

This course is designed to continue development of speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Production of business documents using decision-making skills is emphasized. On course completion, the student should

be able to demonstrate proficiency and an acceptable rate of speed and accuracy in producing high-quality business documents.

**OAD 125. WORD PROCESSING (3-0-3)**

PREREQUISITE: OAD 101 or instructor permission.

This course is designed to provide basic word processing skills through classroom instruction and outside lab. Use of software features to create, edit, and print common office documents is emphasized. On course completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports.

**OAD 126. ADVANCED WORD PROCESSING (3-0-3)**

PREREQUISITE: OAD 125 or instructor permission.

This course is designed to increase proficiency in using advanced word processing functions through classroom instruction and outside lab. Use of industry-standard software to maximize productivity is emphasized. On course completion, the student should be able to demonstrate ability to generate complex documents such as forms, newsletters, and multi-page documents.

**OAD 133. BUSINESS COMMUNICATIONS (3-0-3)**

PREREQUISITE: OAD 101 or instructor permission.

This course is designed to provide skills necessary to communicate effectively. Application of communication principles to produce clear, correct, and logically organized business communications is emphasized. On course completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications.

**OAD 138. RECORDS/INFORMATION MANAGEMENT (3-0-3)**

This course is designed to provide knowledge about managing office records and information. Basic filing procedures, methods, systems, supplies, equipment, and modern technology used in creation, protection, and disposition of records stored in a variety of forms are emphasized. On course completion, the student should be able to perform basic filing procedures.

**ORI 104. WORKKEYS ASSESSMENT AND ADVISEMENT (1-0-1)**

PREREQUISITE: As required by program.

This course provides entering students with an introduction to the ACT WorkKeys System. Students will complete WorkKeys assessments in the areas of Applied Mathematics, Reading for Information, and Locating Information. On completion, students will be advised of their performance on the assessments and of the methods available to improve their individual performance levels. Course may be repeated for credit to determine performance levels following remediation.

**ORT 100. ORIENTATION FOR CAREER STUDENTS (1-0-1)**

PREREQUISITE: As required by program.

This course is designed to introduce the beginning student to college. College policies and regulations are covered as well as stress management, resume preparation, job application procedures, and employment interviewing techniques. *Non-degree credible.*

## PHILOSOPHY (PHL)

**PHL 206. ETHICS AND SOCIETY (3-0-3)**

This course involves the study of ethical issues that confront individuals in the course of daily living. Fundamental questions of right and wrong, human rights, and conflicting obligations are the focus. On course completion, the student should be able to understand and be prepared to make decisions in life regarding ethical issues.

## PHYSICAL EDUCATION (PED)

**PED 103. WEIGHT TRAINING—BEGINNING (0-2-1)**

This course introduces the basics of weight training. Developing muscular strength, endurance, and tone is emphasized. On completion, students should be able to establish and implement a personal weight training program.

**OAD 218. OFFICE PROCEDURES (3-0-3)**

PREREQUISITE: OAD 103.

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism are emphasized. On course completion, the student should be able to demonstrate the ability to effectively function in an office support role.

**OAD 232. THE ELECTRONIC OFFICE (3-0-3)**

PREREQUISITE: OAD 126.

This course is designed to develop skill in the use of integrated software through classroom instruction and outside lab. Use of computerized equipment, software, networking, and communications technology is emphasized. On course completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

## ORIENTATION (ORI/ORT)

**ORI 101. ORIENTATION TO COLLEGE (1-0-1)**

PREREQUISITE: As required by program.

This course aids new students in their transition to the institution, exposes new students to the broad educational opportunities of the institution, and integrates new students into the life of the institution.

**ORI 103. MASTER STUDENT (2-0-2)**

This course helps students develop practical knowledge and skills toward a successful college experience, both academically and personally. Topics include: time, reading, memory, notes, tests, diversity, thinking, writing, relationships, health, and career planning.

**PED 104. WEIGHT TRAINING—INTERMEDIATE (0-2-1)**

PREREQUISITE: PED 103 or instructor permission.

This course provides advanced levels of weight training. Meeting individual training goals and addressing weight training needs and interests are emphasized. On completion, students should be able to establish and implement an individualized advanced weight training program.

**PED 105. PERSONAL FITNESS (0-2-1)**

This course is designed to provide the student with information that facilitates participation in a personally developed fitness program. Topics include cardiovascular fitness, muscular strength and endurance, flexibility, and body composition.

**PED 118. GENERAL CONDITIONING—BEGINNING (0-2-1)**

This course provides an individualized approach to general conditioning using five major components. The scientific basis for setting up and engaging in personalized physical fitness and conditioning programs is emphasized. On completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

**PED 119. GENERAL CONDITIONING—INTERMEDIATE (0-2-1)**

PREREQUISITE: PED 118 or instructor permission.

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. On course completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.

**PED 200. FOUNDATIONS OF PHYSICAL EDUCATION (3-0-3)**

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.

**The following varsity sports may be repeated for credit up to a maximum of six (6) credit hours:**

**PED 252. VARSITY BASEBALL (0-2-1)**

PREREQUISITE: Instructor permission.

This course offers advanced baseball techniques. Refining skills and developing more advanced strategies and techniques are emphasized. On course completion, students should be able to play baseball at a competitive level.

**PED 254. VARSITY SOFTBALL (0-2-1)**

PREREQUISITE: Instructor permission.

This course introduces fundamental skills and rules of softball. Proper techniques and strategies for playing softball are emphasized. On course completion, students should be able to play competitive softball.

## PHYSICAL GEOGRAPHY (GEO)

**GEO 100. WORLD REGIONAL GEOGRAPHY (3-0-3)**

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 external and internal organizational problems and potentials.

**GEO 101. PRINCIPLES OF PHYSICAL GEOGRAPHY I (3-2-4)**

This course is the first in a two-part sequence including topics such as weather and climate relative to the earth and relationships between the earth and sun. *Laboratory is required.*

**GEO 102. PRINCIPLES OF PHYSICAL GEOGRAPHY II (3-2-4)**

This course is the second in a two-part sequence including topics such as land forms, landscapes, soil, and vegetation of the earth. *Laboratory is required.*

**PTA 201. PTA SEMINAR (2-0-2)**

PREREQUISITE: PTA 200.

This course is a continuing study of issues and trends in PT practice. Issues such as licensure, job skills, board exam review, practitioner roles, and legal and ethical issues are emphasized. On course completion, the student should have acquired necessary skills for transition from student to practitioner. **CORE**

**PTA 202. PTA COMMUNICATION SKILLS (2-0-2)**

PREREQUISITE: Program admission.

This course is the study of verbal and non-verbal communication and documentation in health care. Terminology, format, computer use, reimbursement, interpersonal communication, and legal issues are emphasized. On course completion, students should be able to discuss and demonstrate communication methods for achieving effective interaction with patients, families, the public, and other health care providers.

**PTA 204. PTA FORUM I (1-0-1)**

PREREQUISITE: Program admission.

This course consists of independent visits to relevant clinical and related sites and activities. Students observe and assist with sports and recreational activities and visit specialized clinical sites. On course completion, the student should have broad exposure to activities in which physically challenged individuals participate and specialized clinical areas.

**PTA 210. INTRODUCTION TO PHYSICAL THERAPY CLINIC (0-5-1)**

PREREQUISITE: Program admission.

This clinical course is designed to introduce the practice of physical therapy in the clinical setting. Emphasis is on student observation of techniques in the clinic that have been taught in the classroom and will entail on-going communication among the clinical instructor, student,

## PHYSICAL SCIENCE (PHS)

**PHS 111. PHYSICAL SCIENCE I (3-2-4)**

This course provides an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. *Laboratory is required.*

**PHS 112. PHYSICAL SCIENCE II (3-2-4)**

This course provides an introduction to the basic principles of chemistry and physics. *Laboratory is required.*

## PHYSICAL THERAPIST ASSISTANT (PTA)

**PTA 100. INTRODUCTION TO PHYSICAL THERAPY (2-0-2)**

This course is an introduction to the field of physical therapy (PT) as a career choice. Role of the PT and PTA; educational requirements; scope of practice and subspecialty areas such as pediatrics, geriatrics, and sports are emphasized. On course completion, the student should have a general understanding of the role of physical therapy in the health care environment.

**PTA 180. MEDICAL TERMINOLOGY (1-0-1)**

This course is an introduction to the language of medicine with emphasis on its use in physical therapy. Terminology of anatomical systems; root forms; prefixes and suffixes; surgery; symptomatology; psychiatric, pharmaceutical, and anesthetic terms; and abbreviations are emphasized. On course completion, the student should be able to recognize this terminology as it is used in physical therapy.

**PTA 200. PT ISSUES AND TRENDS (2-0-2)**

PREREQUISITE: Program admission.

This is an introductory course to trends and issues in physical therapy. History, practice issues, psychosocial aspects of illness, and cultural diversity are emphasized. On course completion, the student should be able to discuss trends and issues relevant to physical therapy. **CORE**

and course coordinator. On course completion, the student should be able to demonstrate practical application of basic physical therapist assistant skills.

**PTA 220. FUNCTIONAL ANATOMY AND KINESIOLOGY (3-0-3)**

PREREQUISITE: Program admission.

This course provides an in-depth, clinically oriented study of functional anatomy. The musculoskeletal system, nervous system, and study of human movement are emphasized. On course completion, the student should be able to identify specific anatomical structures and analyze human movements. **CORE**

**PTA 221. KINESIOLOGY LAB (0-3-1)**

PREREQUISITE: Program admission.

This laboratory course allows for a hands-on appreciation of functional anatomy and kinesiology. Emphases may include muscle and joint function, ROM/strength testing, palpation skills, and exercise concepts. On course completion, the student should be able to integrate content areas into an understanding of normal gait, posture, and movement patterns.

**PTA 222. KINESIOLOGY AND THERAPEUTIC LAB (0-6-2)**

PREREQUISITE: Program admission.

This laboratory course allows for a hands-on appreciation of anatomical structures and kinesiological concepts as they relate to therapeutic exercise. Emphases may include muscle and joint function, testing, applications, and therapeutic exercise. On course completion, the student should be able to integrate content areas into an understanding of normal human movement.

**PTA 230. NEUROSCIENCE (2-0-2)**

PREREQUISITE: Program admission.

This course provides an overview of the neuroanatomy of the CNS and PNS as it relates to treatment necessary for patients with dysfunctions of these systems. Emphases may include structure and function of the nervous system, neurophysiological concepts, human growth and development, and neurological dysfunctions. On course completion, the student should be able to identify and discuss specific anatomical structures and function of the nervous system as well as basic concepts of human growth and development and identify neurological pathologies. **CORE**

**PTA 231. REHABILITATION TECHNIQUES (0-6-2)**

PREREQUISITES: Program admission and instructor permission.

This course allows for hands-on appreciation of advanced rehabilitation techniques. Orthopedic and neurological treatment techniques, therapeutic exercise procedures, and analysis and treatment of pathological gait are emphasized. On course completion, the student should be able to demonstrate an understanding of advanced rehabilitation techniques appropriate to orthopedic and neurological dysfunctions. **CORE**

**PTA 232. ORTHOPEDICS FOR THE PTA (2-0-2)**

PREREQUISITE: Program admission.

This course provides the student with an overview of orthopedic conditions seen in physical therapy. The study of orthopedic conditions and appropriate physical therapy intervention and a review of related anatomical structures are emphasized. On course completion, the student should be able to discuss PT interventions for common orthopedic conditions.

**PTA 240. PHYSICAL DISABILITIES I (2-0-2)**

PREREQUISITE: Program admission.

This course presents a body systems approach to etiology, pathology, signs/symptoms, and treatment of conditions seen in PT. Emphases may include conditions most commonly treated in physical therapy. On course completion, the student should be able to discuss basic pathological processes, treatment options, and prognoses of conditions studied. **CORE**

**PTA 241. PHYSICAL DISABILITIES II (2-0-2)**

PREREQUISITE: PTA 240.

**PTA 268. CLINICAL PRACTICUM (0-25-5)**

PREREQUISITES: Program admission and instructor permission.

This clinical education experience provides practice in the health care environment, using entry-level skills attained in previous classroom instruction. The course entails on-going communication among clinical instructor, student, and course coordinator. On course completion, the student should be able to demonstrate entry-level competency in skills necessary for functioning as a physical therapist assistant. **CORE**

**PTA 290. THERAPEUTIC EXERCISE (0-3-1)**

PREREQUISITE: Program admission.

This lab course provides exercise techniques commonly used in PTA practice. It may include aquatic, isometric, isotonic, isokinetic, plyometric, Swiss ball, and aerobic exercises. On course completion, the student should have entry-level skills in exercise application.

## PHYSICS (PHY)

**PHY 201. GENERAL PHYSICS I- TRIGONOMETRY BASED (3-2-4)**

PREREQUISITE: MTH 113 or equivalent.

This course is designed to provide general physics at a level that assures previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. **Laboratory is required.**

**PHY 202. GENERAL PHYSICS II-TRIGONOMETRY BASED (3-2-4)**

PREREQUISITE: PHY 201.

This course is designed to provide general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound,

This course continues a body systems study of common PT pathologies. Emphases may include various neurological pathologies with additional focus on needs of special populations. On course completion, the student should be able to discuss PT intervention appropriate to a variety of diagnoses. **CORE**

**PTA 250. THERAPEUTIC PROCEDURES I (2-6-4)**

PREREQUISITE: Program admission.

This laboratory course provides a hands-on introduction to principles and procedures of therapeutic physical therapy intervention. Basic patient care skills and procedures used in physical therapy are emphasized. On course completion, the student should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment. **CORE**

**PTA 251. THERAPEUTIC PROCEDURES II (2-6-4)**

PREREQUISITE: PTA 250, instructor permission.

This laboratory course is a continued study of principles and procedures of therapeutic PT intervention. Advanced physical therapy interventions and procedures and their rationale are emphasized. On course completion, the student should be able to demonstrate safe and effective delivery with in-depth understanding. **CORE**

**PTA 253. THERAPEUTIC PROCEDURES III (2-6-4)**

PREREQUISITES: PTA 250 and 251.

This laboratory course is a continued study of the principles and procedures of therapeutic PT intervention. Specialized physical therapy interventions and procedures and their rationale are emphasized. On completion, students should be able to demonstrate safe and effective delivery with an indepth understanding of each.

**PTA 263. CLINICAL AFFILIATION I (0-15-3)**

PREREQUISITE: As required by program.

This clinical class provides clinical interaction in the health care environment. The course entails ongoing communication between the clinical instructor, student, and course coordinator. On completion, the student should be able to safely and effectively apply procedures and techniques previously attained in the classroom.

light, optics, electrostatics, circuits, magnetism, and modern physics.

**Laboratory is required.**

**PHY 213. GENERAL PHYSICS WITH CALCULUS I (3-2-4)**

PREREQUISITE: MTH 125 or permission.

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy. **Laboratory is required.**

**PHY 214. GENERAL PHYSICS WITH CALCULUS II (3-2-4)**

PREREQUISITE: PHY 213.

This course provides a calculus-based study in classical physics and includes simple harmonic motion, waves, sound, light, optics, electricity and magnetism. **Laboratory is required.**

## PLUMBING (PLB)

**PLB 111. INTRODUCTION TO PLUMBING (3-0-3)**

COREQUISITE: PLB 112.

This course covers fundamental plumbing principles, practices, and history. Topics include basic plumbing principles, safety, job-seeking skills, blueprint reading, plumber's math, shop orientation, and College policies. On completion, the student should be able to seek employment, understand basic plumbing principles, read and interpret blueprints, work safely, and use formulas to solve plumbing problems involving measurement and layouts. **Non-degree credible. CORE**

**PLB 112. PLUMBING APPLICATIONS (0-9-3)**

COREQUISITE: PLB 111.

This course in an application of PLB 111, Introduction to Plumbing. Topics include orientation, basic plumbing principles, safety, history, plumber's math, job-seeking skills, drawing interpretation and creation

using rough-in sheets and measurements. On completion, the student should be able to apply basic plumbing principles. *Non-degree credible. CORE*

**PLB 113. PIPES AND FITTINGS (3-0-3)**

COREQUISITE: PLB 114.

This course includes the theory of joining pipe and fittings. Topics include method of joining pipe and fittings, selection and use of power tools, and methods of securing piping. On completion the student should be able to identify pipe and fittings, identify tools, properly care for tools, and identify various types of pipe securing devices. *Non-degree credible. CORE*

**PLB 114. JOINING PIPES AND FITTINGS (0-9-3)**

COREQUISITE: PLB 113.

This course covers proper methods for identifying and joining all types of pipes and fittings, hanging and securing pipe and using materials and tools. Emphasis is on plumbing materials, tools, suppliers, equipment, and methods. On completion, the student should be able to join various pipe and fittings. *Non-degree credible. CORE*

**PLB 115. PRESSURE AND NON-PRESSURE SYSTEMS (3-0-3)**

This course covers pressure and non-pressure systems, including piping for potable water, drainage, waste, vents, gas, air, and water. Topics include types of plumbing systems and system design and size. On completion, the student should be knowledgeable of system functions. *Non-degree credible. CORE*

**PLB 116. PRESSURE AND NON-PRESSURE SYSTEMS APPLICATIONS (0-9-3)**

COREQUISITE: PLB 115.

This course is an application of PLB 115, Pressure and Non-Pressure Systems. Emphasis is on the different kinds of plumbing systems and their design, installation, and function. On completion, the student should be able to rough-in plumbing systems. *Non-degree credible. CORE*

**PLB 117. PLUMBING CODES (3-0-3)**

COREQUISITE: PLB 118.

This course includes reading and interpreting the Southern Standard Code (SBCCI), local codes, and general regulations. Emphasis is on

**PLB 212. PLUMBING REPAIR AND INSTALLATION LAB (0-9-3)**

COREQUISITE: PLB 211.

This course is an application of PLB 211, Plumbing Repair and Installation. Topics include repairing and installing plumbing fixtures and choosing appropriate fixtures for the job. On completion, the student should be able to install new fixtures and remove, repair, and replace existing plumbing fixtures. *Non-degree credible.*

**PLB 213. PROCESS PIPING (3-0-3)**

COREQUISITE: PLB 214.

This course focuses on various piping procedures and systems used to transport materials for industrial processes. Topics include modern materials and installation techniques. On completion, the student should be able to identify and understand the technique of process piping installation, layout, and design. *Non-degree credible.*

**PLB 214. PROCESS PIPING APPLICATIONS (0-9-3)**

COREQUISITE: PLB 213.

This course is an application of PLB 213, Process Piping, including installation of process piping. On completion, the student should be able to install process piping. *Non-degree credible.*

**PLB 217. PUMPS AND COMPRESSORS (3-0-3)**

This course introduces students to pump and compressor equipment used in plumbing systems, including the use of mechanical means to move fluid through piping systems. On completion, the student should have the skills needed in selecting and installing pumps and compressors. *Non-degree credible.*

**PLB 218. PUMP AND COMPRESSOR APPLICATIONS**

basic principles, definitions, materials, facility requirements, and technical review. On completion, the student should be able to read and interpret state and local codes. *Non-degree credible. CORE*

**PLB 118. CODE APPLICATIONS (0-9-3)**

COREQUISITE: PLB 117.

This course is an application of PLB 117, Plumbing Codes. Emphasis is on fixture unit value, system sizing, minimum plumbing requirements, and construction of pressure and non-pressure systems according to code. On completion, the student should be able to calculate and construct pressure and non-pressure systems. *Non-degree credible. CORE*

**PLB 120. SPECIAL PROJECT: PLUMBING CODE I (0-3-1)**

This course is an application and interpretation of the Southern Standard Code (SBCCI), local codes, and general regulations for plumbing. Emphasis will be given to application of basic principles, definitions, materials, facility requirements, and technical review. On completion, the student should be able to demonstrate the ability to correctly apply state and local plumbing codes. *Non-degree credible.*

**PLB 121. SPECIAL PROJECT: PLUMBING CODE II (0-3-1)**

This course is a continuation of PLB 120, Special Project: Plumbing Code I. Emphasis will be given to the application of fixture unit valves, system sizing, and minimum plumbing requirements. On completion, the student should be able to calculate and construct pressure and non-pressure systems in accordance with state and local plumbing codes. *Non-degree credible.*

**PLB 211. PLUMBING REPAIR AND INSTALLATION (3-0-3)**

This course enables students to read and follow schematics, diagrams, and rough-in sheets to install or repair plumbing fixtures, to troubleshoot, and to make repairs. Topics include installing, troubleshooting, repairing, removing, and replacing plumbing fixtures. On completion, the student should be able to make plumbing repairs and install plumbing fixtures. *Non-degree credible.*

(0-9-3)

This course covers pumps and compressors in plumbing applications. Topics include selection, installation, maintenance, and repair of pumps and compressors. On completion, the student should be able to troubleshoot, remove, repair, maintain, and install pumps and compressors. *Non-degree credible.*

**POLITICAL SCIENCE (POL)**

**POL 211. AMERICAN NATIONAL GOVERNMENT (3-0-3)**

PREREQUISITE: Instructor permission.

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. On completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

**PRACTICAL NURSING (LPN)**

**LPN 104. PHARMACOLOGY (2-0-2)**

PREREQUISITE OR COREQUISITE: MTH 105 or higher and program admission.

This course introduces pharmacological concepts and safety practices involved in the use of medications as therapeutic agents. Content includes selected pharmacological interventions and calculation of dosages and solutions. The nursing process is emphasized. On

completion, students should be able to compute dosages and safely prepare and administer medications. **CORE**

**LPN 105. FUNDAMENTALS OF NURSING (3-9-6)**

**PREREQUISITE OR COREQUISITE:** Program admission and LPN113. This course provides an introduction to the basic knowledge and essential skills required in the role of the Practical Nurse. Content includes knowledge related to nursing, legal-ethical, ethnic diversity, health-illness continuum, and the nursing process. Concepts related to physiological and psychosocial needs of the individual are integrated throughout the content. This course provides the student with opportunities to develop and practice basic skills in the laboratory and apply these skills in the clinical setting. The nursing process, basic nursing skills, and safety are emphasized. Laboratory and clinical components are required. **CORE**

**LPN 107. DIRECTED STUDY FOR LPN (1-3-0-1-3)**

**PREREQUISITE:** Instructor permission. (OPTIONAL)  
This course provides the student with an opportunity to expand knowledge of practical nursing. Learning activities will be tailored to meet the unique needs of the student and are designed to correct deficiencies or improve areas of weakness. On completion, students will meet requirements as specified in a preconstructed contractual agreement.

**LPN 112. HEALTH ASSESSMENT (1-0-1)**

**PREREQUISITE:** LPN113  
This course is designed to provide students with the opportunity to learn theory and application in history-taking and physical examination skills for individuals across the life span. Interviewing skills, data collection, and documentation of findings appropriate to nursing practice are emphasized. On completion, students should be able to complete a health history and perform a non-invasive assessment, identify needs, formulate nursing diagnoses, and document appropriate to the practical nursing role.

**LPN 113. BODY STRUCTURE AND FUNCTION/ MEDICAL VOCABULARY (4-0-4)**

This course is designed to use the nursing process to focus on the childbearing and child-rearing stages of the family unit. This introductory course focuses on the role of the Practical Nurse in meeting the physiological, psychosocial, cultural, and developmental needs of the family during antepartal, intrapartal, postpartal, newborn, and childhood. Course content includes aspects of growth and development, health teaching, health promotion, and prevention. Nutrition and pharmacology are integrated. On completion, students will demonstrate the knowledge necessary to deliver safe and effective nursing care. **CORE**

**LPN 132. ADULT NURSING II (2-6-4)**

**PREREQUISITES:** Program admission, LPN 105, LPN113, COM103, and MAH105.

This course is a study in the application of the nursing process. It provides the student with the basic knowledge and skills necessary to meet the needs of individuals experiencing acute and chronic alterations in health throughout the adult life span. Providing and managing care for individuals experiencing diseases/disorders involving immune, oncological, musculoskeletal, cardiovascular, and respiratory conditions are emphasized. On completion, students will demonstrate the knowledge and skills necessary to provide safe and effective care. **CORE**

**LPN 133. GERIATRIC NURSING CONCEPTS (2-0-2)**

**PREREQUISITES:** Program admission, instructor permission, and LPN113.

This course is designed to provide the student with an opportunity to explore physiological, psychosocial, cultural, and developmental needs of the geriatric client. Content includes physical and psychosocial needs unique to the geriatric client; methods of health promotion, maintenance, and restoration; and issues related to death and dying, long-term care, and pharmacological considerations. On completion, students will demonstrate knowledge and skills necessary to provide effective care to the geriatric client.

**PREREQUISITE:** Program admission and instructor permission.

This course is designed to enable the student to acquire a basic knowledge of the normal structure and function of the human body. Major content focuses on the interrelations among organ systems and the relationship of each organ system to homeostasis. Medical vocabulary/terminology is integrated throughout course content. On completion, students should demonstrate a basic knowledge of body systems, their interrelationships, and associated medical terminology. **CORE**

**LPN 118. MENTAL HEALTH CONCEPTS (2-0-2)**

**PREREQUISITES:** Program admission and LPN113.

This course is designed to provide an overview of psychosocial adaptation and coping concepts used throughout the life span. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. On completion, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process. **CORE**

**LPN 122. ADULT NURSING I (2-6-4)**

**PREREQUISITE OR COREQUISITE:** Program admission, LPN104, LPN 105, LPN113, MAH105, and COM103.

This course is a study in basic application of the nursing process. It provides the student with the knowledge and skills necessary to meet the needs of individuals experiencing acute and chronic alterations in health through the adult life span. Providing and managing care for individuals experiencing surgery, fluid and electrolyte disorders and diseases/disorders of the integumentary and genitourinary systems are emphasized. Selected content focuses on clients with special needs. Concepts of nutrition, pharmacology, and therapeutic communication are integrated. On completion, students will demonstrate the knowledge and skills necessary to provide safe and effective care. **CORE**

**LPN 124. FAMILY-CENTERED NURSING (4-6-6)**

**PREREQUISITES:** Program admission, instructor permission, LPN104, LPN105, LPN113, COM103, and MAH 105.

**LPN 140. NCLEX-PN EXAMINATION REVIEW (1-0-1)**

**PREREQUISITE OR COREQUISITE:** COM103, LPN104, LPN105, LPN112, LPN113, LPN118, LPN122, LPN124, LPN132, LPN133, LPN142, LPN145.

This course is designed to assist the student in preparing for the practical nursing licensure examination (NCLEX-PN). Test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and content review specific to the practice of practical nursing are emphasized.

**LPN 142. ADULT NURSING III (3-12-7)**

**PREREQUISITES:** Program admission, LPN 104, LPN105, LPN113, COM103, MAH105.

This course provides concepts related to nursing care of adults experiencing alterations in health. Content focuses on the nurse's role in meeting the needs of clients experiencing disorders/diseases involving the nervous and sensory, reproductive, endocrine, and gastrointestinal systems. Concepts of nutrition, pharmacology, and therapeutic communication are integrated. On completion, students should be able to provide comprehensive nursing care in a safe and effective manner. **CORE**

**LPN 145. CURRENT ISSUES/ROLE TRANSITION (2-0-2)**

**PREREQUISITES:** Program admission, instructor permission, and LPN113. This course is designed to provide the student with the knowledge and skills necessary to make the transition from student to LPN practitioner. Content includes the professional responsibilities of the LPN, leadership skills, quality assurance, fiscal management, professional accountability, resume preparation, job interviewing skills, obtaining/resigning employment, and preparation for the NCLEX-PN. On completion, students will demonstrate knowledge and skills necessary for entry into Practical Nursing. **CORE**

**PSYCHOLOGY (PSY)**

**PSY 200. GENERAL PSYCHOLOGY (3-0-3)**

This course is a survey of behavior with an emphasis on psychological processes. This course includes the biological bases of behavior, thinking, emotion, motivation, and the nature and development of personality.

**PSY 210. HUMAN GROWTH AND DEVELOPMENT (3-0-3)**  
PREREQUISITE: PSY 200.

This course is a study of the psychological, social, and physical factors that affect human behavior from conception to death.

**PSY 260. STATISTICS FOR THE SOCIAL SCIENCES (3-0-3)**  
This course is an introduction to the basic statistical concepts, measures, and techniques used in social science research and report writing. It includes both descriptive and inferential statistics.

**RADIOLOGIC TECHNOLOGY (RAD)**

**RAD 121. INTRODUCTION TO RADIOGRAPHY (2-0-2)**  
PREREQUISITES: Program admission and instructor permission.

This course provides an overview of radiography and its role in health care delivery. Topics include the history of radiology, professional organizations and an introduction to radiation protection, and ethical and legal responsibilities of a radiographer. A systematic approach to medical terminology is presented to include a word-building system, abbreviations, and symbols. On course completion, the student will demonstrate a basic knowledge of radiation protection and ethics and legal responsibilities related to a radiographer. **CORE**

**RAD 124. METHODS OF PATIENT CARE (1-2-2)**  
PREREQUISITES: Program admission and instructor permission.

This course provides concepts of patient care and pharmacology. Assessment and considerations of physical and psychological conditions, both routine and emergency, are emphasized in theory and lab. On course completion, students will demonstrate/explain patient care procedures appropriate to routine and emergency situations. **CORE**

**RAD 127. ANATOMY AND POSITIONING OF HEAD, TRUNK, EXTREMITIES (3-3-4)**

PREREQUISITES: Program admission and instructor permission.  
This course provides instruction in anatomy and positioning of the head, trunk, and extremities. Theory and laboratory exercises will include radiographic positions and procedures. On course completion, the

**RAD 140. CLINICAL ORIENTATION (0-3-1)**  
PREREQUISITES: Program admission and instructor permission.

This course provides an opportunity to correlate instruction with applications in the clinical setting. The student will be under direct supervision of a registered technologist. Clinical equipment, procedures, and department management are emphasized. On course completion, students will demonstrate practical applications of specific radiographic procedures.

**RAD 141. CLINICAL EDUCATION I (0-6-2)**  
PREREQUISITES: Program admission and instructor permission.

This course provides an opportunity to correlate previous instruction with applications in the clinical setting. The student will be under direct supervision of a registered technologist. Practical experience in a clinical setting will enable the student to apply theory presented previously and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, film processing and identification, and patient care techniques. On course completion, students will demonstrate practical applications of specific radiographic procedures.

**RAD 142. CLINICAL EDUCATION II (0-9-3)**  
PREREQUISITES: Program admission and instructor permission.

This course is a continuation of student clinical experiences. Selected experiences in a clinical setting will provide an opportunity to continue practicing in radiographic equipment manipulation, radiographic exposures, radiographic positioning, film processing and identification, and patient care techniques. On course completion, students will demonstrate practical applications of specific radiographic procedures.

student will demonstrate knowledge of anatomy and positioning skills in the classroom and laboratory setting. **CORE**

**RAD 128. ANATOMY, PHYSIOLOGY, AND POSITIONING OF BODY SYSTEMS (3-3-4)**

PREREQUISITE: RAD 127.  
This course provides instruction in anatomy, physiology, and positioning of body systems. Theory and laboratory exercises focus on radiographic positions and procedures with applicable contrast media, pharmacology, and drug administration. On course completion, the student will demonstrate knowledge of anatomy and positioning skills in the classroom and laboratory setting. **CORE**

**RAD 129. RADIOGRAPHIC QUALITY ASSURANCE (1-0-1)**  
PREREQUISITES: Program admission and instructor permission.

This course provides knowledge to process radiographic film and evaluate radiographic systems, assuring consistency in production of quality images. Topics include quality assurance, film, film holders and intensifying screens, processing procedures, artifacts, and state and federal regulations. On course completion, students will demonstrate knowledge of radiographic film processing and quality assurance. **CORE**

**RAD 130. PRINCIPLES OF RADIOGRAPHIC EXPOSURE (2-2-3)**

PREREQUISITES: Program admission and instructor permission.  
This course provides knowledge of factors that govern and influence production of radiographic images. Topics include factors that influence density, contrast, and radiographic quality. On course completion, the student will identify and explain factors that influence production of radiographic images. **CORE**

**RAD 131. PHYSICS AND IMAGING EQUIPMENT (3-0-3)**  
PREREQUISITES: Program admission and instructor permission.

This course provides knowledge of basic physics and fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurement, and other imaging equipment. On course completion, the student will be able to identify imaging equipment as well as provide a basic explanation of principles associated with image production. **CORE**

**RAD 210. RADIATION PROTECTION AND RADIATION BIOLOGY (1-0-1)**

PREREQUISITES: Program admission and instructor permission.  
This course provides principles of radiation protection and biology. Topics include the radiographer's radiation protection responsibility to patients, personnel, and the public; principles of cell radiation interaction; radiation effects on cells; and factors affecting cell response. On course completion, the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology. **CORE**

**RAD 211. IMAGE EVALUATION (2-0-2)**  
PREREQUISITES: Program admission and instructor permission.

This course provides knowledge to evaluate image quality. Topics include evaluation criteria, anatomy demonstrated, and image quality. On course completion, the student will be able to evaluate images in the classroom, laboratory, and clinical settings. **CORE**

**RAD 212. SPECIAL PROCEDURES (1-0-1)**  
PREREQUISITES: Program admission and instructor permission.

This course provides an overview of intervention and surgical radiography. Topics include sterile technique, vascular/non-vascular intervention procedures, and surgical radiography. On course completion, the student will demonstrate a knowledge of radiographic procedures requiring sterile technique. **CORE**

**RAD 213. RADIOGRAPHIC PATHOLOGY (2-0-2)**  
PREREQUISITES: Program admission and instructor permission.

This course provides a basic understanding of the concepts of disease. A body system approach to pathology is emphasized. On course completion, the student will identify radiographic manifestations of disease and disease processes. **CORE**

**RAD 214. CROSS-SECTIONAL ANATOMY (1-0-1)**

PREREQUISITES: Program admission and instructor permission.

This course provides an introduction to cross-sectional anatomy of the human body. Topics include sectional anatomy as demonstrated by computed tomography, magnetic resonance, and ultrasound. On course completion, the student will be able to identify cross-sectional anatomy from CT, MR, and Ultrasound.

**RAD 215. REVIEW SEMINAR (2-0-2)**

PREREQUISITES: Program admission and instructor permission.

This course provides a consolidated and intensive review of basic areas of expertise needed by the entry-level technologist. Topics include basic review of all content areas, radiographic management, test-taking techniques, and job-seeking skills. On course completion, the student will be able to pass comprehensive tests on topics discussed in the radiologic technology program. **CORE**

**RAD 221. CLINICAL PRACTICUM I (0-15-5)**

PREREQUISITES: Program admission and instructor permission.

This course is designed to provide an on-site clinical experience. Developing proficiency in radiographic procedures specific to the clinical setting, which may include upper extremity, lower extremity, basic fluoroscopy and thorax, is emphasized. On course completion, students will demonstrate practical applications of specific radiographic procedures. **CORE**

**RAD 222. CLINICAL PRACTICUM II (0-15-5)**

PREREQUISITES: Program admission and instructor permission.

This course is designed to provide an on-site clinical experience. Developing proficiency in radiographic procedures specific to the clinical setting, which may include complex upper and lower extremity exams, portable radiography, surgery, and contrast studies, is emphasized. On course completion, students will demonstrate practical applications of specific radiographic procedures. **CORE**

**RAD 223. CLINICAL PRACTICUM III (0-15-5)**

PREREQUISITES: Program admission and instructor permission.

This course is designed to provide an on-site clinical experience. Developing proficiency in radiographic procedures specific to the clinical setting, which may include skull, sinuses, spines, and pediatrics, is emphasized. On course completion, students will demonstrate practical applications of specific radiographic procedures. **CORE**

**RAD 224. CLINICAL PRACTICUM IV (0-15-5)**

PREREQUISITES: Program admission and instructor permission.

This course is designed to provide an on-site clinical experience. Developing proficiency in radiographic procedures specific to the clinical setting, which may include trauma, computed tomography, and advanced fluoroscopy, is emphasized. On course completion, students will demonstrate practical applications of specific radiographic procedures. **CORE**

**READING (RDG)**

**RDG 083. DEVELOPMENTAL READING I (3-0-3)**

PREREQUISITE: Score of 23-32 on the reading section of the ASSET or a score of 44 or below on the reading section of the COMPASS.

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills. *Non-degree credible.*

**RDG 084. DEVELOPMENTAL READING II (3-0-3)**

PREREQUISITE: A grade of "S" in RDG 083, or a score of 33-38 on the reading section of the ASSET, or a score of 45-69 on the reading section of the COMPASS.

This course is designed to assist students whose placement test scores indicate moderate difficulty with decoding skills, comprehension, vocabulary, and study skills. *Non-degree credible.*

**RDG 114. CRITICAL READING FOR COLLEGE (2-0-2)**

PREREQUISITE: Instructor permission or a score of 39-53 on the reading section of the ASSET.

This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. On course completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

## RELIGION (REL)

### REL 100. HISTORY OF WORLD RELIGIONS (3-0-3)

This course emphasizes beliefs and practices of major contemporary religions of the world. This includes religions of Africa, the Orient, and the Western world. On course completion, the student should have an understanding of the history and origins of various world religions.

### REL 151. SURVEY OF THE OLD TESTAMENT (3-0-3)

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. On course completion, the student should have an understanding of the significance of Old Testament writings.

### REL 152. SURVEY OF THE NEW TESTAMENT (3-0-3)

This course is a survey of books of the New Testament, with special attention given to historical and geographical settings. On course completion, the student should have an understanding of the books of the New Testament and cultural and historical events associated with these writings.

## RESPIRATORY THERAPIST (RPT)

### RPT 210. CLINICAL PRACTICE I (0-10-2)

PREREQUISITE: Admission to professional phase of program.

This clinical course provides initial hospital orientation and development of general patient assessment and communication skills required for safe and effective patient care. Application of classroom and laboratory experiences within the clinical environment is emphasized. On course 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. **CORE**

### RPT 211. INTRODUCTION TO RESPIRATORY CARE (2-0-2)

PREREQUISITE: Admission to professional phase of program.

This course is designed to acquaint the student with responsibilities of the respiratory care practitioner (RCP) as a member of the health care team. History of the profession, credentialing mechanism, licensure, medical ethics, communication skills, basic medical terminology, and patient assessment are emphasized. On course completion, students should be able to demonstrate effective communication skills, proper use of aseptic techniques, deference to appropriate professional ethics and behavior, and ability able to perform basic patient assessment. **CORE**

### RPT 212. FUNDAMENTALS OF RESPIRATORY CARE I (2-4-4)

PREREQUISITE: Admission to professional phase of program.

A fundamental course that presents the scientific basis for respiratory care procedures and application of basic chemistry and physics related to compressed gases and respiratory care equipment operation. Experimental laboratory is required. Design, functional characteristics, and operation of commonly encountered respiratory care equipment; use of medical gases; and applied chemistry, physics, and mathematics are emphasized. On course 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. **CORE**

### RPT 213. ANATOMY AND PHYSIOLOGY FOR THE RCP (3-0-3)

PREREQUISITE: Admission to professional phase of program.

This course provides detailed lecture and audiovisual presentations that concentrate on the cardiopulmonary and renal systems. Structure, function, and physiology of the cardiopulmonary and renal systems and the role each plays in maintaining homeostasis are emphasized. On course completion, the student should be able to demonstrate adequate knowledge of structure, function, and physiology of the cardiopulmonary and renal systems. **CORE**

### RPT 214. PHARMACOLOGY FOR THE RCP (2-0-2)

PREREQUISITE: Admission to professional phase of program.

This course is a detailed study of drugs encountered in respiratory care practice and function of the autonomic nervous system. Determination of drug dosage; applied mathematics; clinical pharmacology; and indications, hazards, intended actions, and side effects of agents used in respiratory care are emphasized. On course 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 general principles of pharmacology. **CORE**

### RPT 220. CLINICAL PRACTICE II (0-10-2)

PREREQUISITES: Admission to professional phase of program and Instructor permission.

This course is a continuation of RPT 210 and allows continued integration of classroom and laboratory instruction into the clinical practice of respiratory care. Bedside patient assessment techniques, airway care, hyperinflation therapy, protocol implementation, development of patient care plans, oxygen, humidity, aerosol administration, and an introduction to management of mechanical ventilation of the adult are emphasized. On course 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. **CORE**

### RPT 221. PATHOLOGY FOR THE RCP I (2-2-3)

PREREQUISITES: Admission to professional phase of program and instructor permission.

This course is a survey of commonly encountered diseases and disorders that may affect function of the cardiopulmonary system and clinical manifestations and treatment rationales related to respiratory care practice. Practical laboratory is required, and application of sound diagnostic techniques in gathering data in support of diagnosis of specific disease entities as well as progression of pathological changes in cardiopulmonary function are emphasized. On course completion, the student should be able to demonstrate ability to gather appropriate information from various sources in support of diagnosis of specific cardiopulmonary disease as well as adequate understanding of cardiopulmonary pathology. **CORE**

### RPT 222. FUNDAMENTALS OF RESPIRATORY CARE II (2-4-4)

PREREQUISITES: Admission to professional phase of program and instructor permission.

This course is a continuation of RPT 212 and continues to present scientific basis for selected respiratory care procedures. Experimental laboratory is required, and therapeutic techniques used in bronchial hygiene, hyperinflation therapy, mechanical ventilation of the adult, manual resuscitation equipment, equipment used in bedside assessment, and mechanical ventilation are emphasized. On course completion, the student should be able to demonstrate cognitive abilities and psychomotor skills required to perform procedures presented. **CORE**

### RPT 223. ACID/BASE REGULATION AND ABG ANALYSIS (2-0-2)

PREREQUISITES: Admission to professional phase of program and instructor permission.

This course provides lecture and audiovisual presentation of material essential to understanding acid/base physiology and arterial blood gas (ABG) interpretation. ABG sampling techniques, quality assurance, basic chemistry related to acid/base balance, evaluation of oxygen transport, and role of the respiratory and renal systems in maintaining homeostasis are emphasized. On course completion, the student should be able to demonstrate understanding of fundamental concepts of acid/base balance and regulation of homeostasis by the respiratory and renal systems. **CORE**

### RPT 230. CLINICAL PRACTICE III (0-10-2)

PREREQUISITES: Admission to professional phase of program and instructor permission.

This course, third in a clinical sequence, is designed to allow the student to function in the role of primary care giver. Mastery of basic respiratory care procedures, administration of aerosol drugs, and care of the patient receiving mechanical ventilation are emphasized. On course 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. **CORE**

**RPT 231. PATHOLOGY FOR THE RCP II (2-2-3)**

PREREQUISITES: Admission to professional phase of program and instructor permission.

A continuation of RPT 221, this course continues to present specific disease entities that may impair cardiopulmonary function. Laboratory study is directed toward diagnostic techniques, and course emphasis is on etiology, diagnosis, prognosis, and treatment rationale for each medical problem presented. On course completion, the student should be able to demonstrate cognitive abilities necessary to integrate clinical and laboratory data obtained from various sources in support of diagnosis and treatment of specific disease entities presented. **CORE**

**RPT 232. DIAGNOSTIC PROCEDURES FOR THE RCP**

(2-0-2)

PREREQUISITES: Admission to professional phase of program and instructor permission.

A lecture course designed to present the value of various procedures as diagnostic aids in cardiopulmonary disease. Procedures such as complete pulmonary function testing, bronchoscopy, cardiac diagnostic procedures, and ventilation/perfusion studies are emphasized. On course completion, the student should be able to demonstrate psychomotor and cognitive abilities necessary to perform routine diagnostic procedures. **CORE**

**RPT 233. SPECIAL PROCEDURES FOR THE RCP (2-0-2)**

PREREQUISITES: Admission to professional phase of program and instructor permission.

This course presents special procedures and medical specialties and identifies various tasks required of the RCP while functioning in an assistive role to the physician. Phlebotomy, bronchoscopy, hemodynamic assessment, and advanced cardiopulmonary monitoring techniques are emphasized. On course completion, the student should be able to demonstrate cognitive and psychomotor abilities necessary to perform assistive functions during various procedures presented. **CORE**

**RPT 234. MECHANICAL VENTILATION FOR THE RCP**

(2-2-3)

PREREQUISITES: Admission to professional phase of program and instructor permission.

This course continues and expands on the presentation of material concerning mechanical ventilation previously introduced in RPT 222 to include indications, modifications, and discontinuance of mechanical ventilation. Laboratory is required, and application of scientific principles to the clinical use of various modes of mechanical ventilation is emphasized. On course completion, the student should be able to demonstrate cognitive and psychomotor skills required to effectively institute and maintain various methods of mechanical ventilation. **CORE**

**RPT 240. CLINICAL PRACTICE IV (0-20-4)**

PREREQUISITES: Admission to professional phase of program and instructor permission.

This course, last in a required clinical sequence, provides opportunities to further refine clinical skills. Critical care, neonatal mechanical ventilation, home care, and discharge planning are emphasized. On course completion, the student should be able to demonstrate cognitive and psychomotor skills required to function in the role of advanced respiratory care practitioner. **CORE**

**RPT 241. REHABILITATION AND HOME CARE FOR THE RCP (2-0-2)**

PREREQUISITES: Admission to professional phase of program and instructor permission.

This course presents special considerations that apply to rehabilitation and home care of the patient with cardiopulmonary disorders. The role

of RCP within the home care medical community and modification of techniques and procedures necessary for effective home care are emphasized. On course completion, the student should be able to demonstrate an understanding of discharge planning and disease management protocols as they apply to rehabilitation and continuation of effective respiratory care in the home environment. **CORE**

**RPT 242. PERINATAL/PEDIATRIC RESPIRATORY CARE (2-2-3)**

PREREQUISITES: Admission to professional phase of program and instructor permission.

This course presents a unique requirement for appropriate delivery of respiratory care to the neonatal and pediatric patient. Experimental laboratory is required, and 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 are emphasized. On course completion, the student should be able to demonstrate cognitive and psychomotor skills required for safe and effective delivery of respiratory care to the neonatal and pediatric patient. **CORE**

**RPT 243. COMPUTER APPLICATIONS FOR THE RCP**

(1-3-2)

PREREQUISITES: Admission to professional phase of program and instructor permission.

This course is designed to allow practice using computer-assisted clinical simulation software as well as provide a general program review in preparation for credentialing examinations. Development of critical thinking skills, specific to the discipline, and computer literacy are emphasized. On course completion, students should be able to demonstrate computer literacy and satisfactory performance on nationally standardized comprehensive self-assessment examinations.

**RPT 254. PATIENT ASSESSMENT (1-3-2)**

PREREQUISITE: Admission to professional phase of program or instructor permission.

This course is designed for the respiratory therapy student or respiratory care practitioner who desires to augment previous instruction in patient assessment techniques and further refine clinical assessment abilities. Physician interaction and development of discrete clinical assessment skills are emphasized. On completion, students/practitioners should be able to demonstrate improved assessment skills pertaining to evaluation of patients with cardiopulmonary disorders.

**RPT 256. WRITINGS AND RESEARCH FOR THE RCP I**

(1-0-1)

PREREQUISITE: Instructor permission.

This course is provided to allow for independent research on a topic of special interest within the field of respiratory care. A written narrative of research activities or a literature research paper is required. On completion, students should be able to effectively communicate in written narrative form the results of independent study.

**RPT 258. PHYSIOLOGIC MONITORING FOR THE RCP**

(2-5-3)

PREREQUISITE: Instructor permission.

This course provides the didactic instruction and clinical experience necessary to allow the respiratory care practitioner to function as a physiologic monitoring technician. Emphasis is on expanded functions required which include hemodynamic monitoring equipment set-up, calibration and monitoring, intra-aortic balloon pump set-up and operation, and enhancement of phlebotomy and physician assistive functions. On completion, students/practitioners should be able to demonstrate the necessary cognitive and psychomotor skills required to function safely and effectively in this role.

**RPT 260. SPECIAL TOPICS CLINICAL SESSION I (0-10-2)**

PREREQUISITES: Admission to professional phase of program and instructor permission.

This clinical session gives the student individual exposure to an area of special interest. Cooperative agreements with clinical affiliates allows the student to select from a large number of special interest areas of

emphasis. On completion, students should have a better understanding of the specialty skills required to function within the area of interest.

**RPT 262. MANAGEMENT AND SUPERVISION FOR THE RCP (3-0-3)**

PREREQUISITES: Admission to professional phase of program and instructor permission.

This course is a survey of management and supervision techniques used in the health care industry. Direct supervision techniques and duties and responsibilities of middle managers in the health care industry are emphasized. On completion, students should possess the cognitive ability to perform basic tasks of the middle manager to include planning, supervision, evaluation, scheduling, and budget preparation.

**RPT 264. RESPIRATORY CARE PRACTITIONER UPDATE I (1-0-1)**

PREREQUISITE: Admission to professional phase of program or instructor permission.

This course presents recent developments in the field of respiratory care in a seminar format for both students and practitioners. Emphasis is on continuing professional education and content that includes new or emerging technology and techniques as they are developed. On completion, students or practitioners should be able to demonstrate acquired cognitive abilities concerning the topic of emphasis and on successful completion of the final examination, a certificate is issued describing the topics presented.

**RPT 266. SEMINAR IN RESPIRATORY MEDICINE I (1-0-1)**

PREREQUISITE: Admission to professional phase of program or instructor permission.

This course is a series of physician lectures designed to present topics of special interest to the student or practitioner. Current medical practice within the fields of pulmonary medicine and cardiology is emphasized. On completion, students should be able to demonstrate an increased knowledge base concerning topics of special interest presented.

**RPT 268. WRITING AND RESEARCH FOR THE RCP II (1-0-1)**

PREREQUISITES: Completion of RPT 256 and instructor permission.

This course is a continuation of RPT 256 and is provided to allow for independent research on a topic of special interest within the field of respiratory care. A written narrative of research activities or a literature research paper is required. On completion, students should be able to effectively communicate in written narrative form the results of independent study.

**RPT 270. ADVANCED CLINICAL SESSION II (0-20-4)**

PREREQUISITES: Admission to professional phase of program and instructor permission.

This clinical session allows the advanced student to gain extensive clinical experience in an area of special interest within the field of respiratory care. Cooperative agreements with clinical affiliates will allow the student to choose from a variety of specialty areas. On completion, students should be able to demonstrate an advanced level of cognitive abilities and clinical skills within the area of emphasis.

**RPT 272. WRITINGS AND RESEARCH FOR THE RCP II (1-0-1)**

PREREQUISITES: RPT 268 and instructor permission.

This course is a continuation of RPT 268 and is provided to allow for independent research on a topic of special interest within the field of respiratory care. A written narrative of research activities or a literature research paper is required. On completion, students should be able to effectively communicate in written narrative form the results of independent study.

**RPT 273. DIRECTED STUDY FOR THE RCP I (1-0-1)**

PREREQUISITES: Admission to professional phase of program and instructor permission.

This course provides a venue to give the student an opportunity to more completely develop ideas and concepts presented in selected respiratory therapy core classes. Designed for the student who may need additional instruction for effective learning, this series of courses focuses on

development of effective strategies for independent learning. On completion, students should be able to demonstrate increased cognitive skills in the area of course emphasis.

**RPT 274. DIRECTED STUDY FOR THE RCP II (1-0-1)**

PREREQUISITE: RPT 273 or instructor permission.

This course is a continuation of RPT 273 and allows for further development of strategies for mastering essential core material presented in respiratory therapy classes. Individual development and enhancement of individual cognitive abilities within the discipline are emphasized. On completion, students should be able to demonstrate increased cognitive skills pertaining to course material.

**RPT 276. SEMINAR IN RESPIRATORY MEDICINE II (1-0-1)**

PREREQUISITE: RPT 266 or instructor permission.

This course is a continuation of RPT 266 and also presents topics of special interest to the student or practitioner. Guest lecturers present topics of general interest in the respiratory care profession. On completion, students should be able to demonstrate an increased knowledge base concerning topics of special interest presented.

**RPT 278. RESPIRATORY CARE PRACTITIONER UPDATE II (1-0-1)**

PREREQUISITE: Admission to professional phase of program or instructor permission.

This course presents recent developments within the field of respiratory care in a seminar format for both students and practitioners. Emphasis is on continuous professional education and content that would include new or emerging technology and techniques as they are developed. On completion, students or practitioners should be able to demonstrate acquired cognitive abilities.

**RPT 280. SLEEP DIAGNOSTICS CLINICAL SESSION I (0-15-3)**

PREREQUISITE: Admission to sleep medicine option or instructor permission.

This course provides clinical orientation to the sleep laboratory and includes initial patient interaction, set-up and operation of equipment used during overnight monitoring of patients undergoing sleep diagnostic testing. The patient selection process, clinical assessment skills, electrode application, and monitoring techniques are emphasized. On completion, students should be able to demonstrate proper preparation techniques and recording of an overnight polysomnogram.

**RPT 281. FUNDAMENTALS OF SLEEP MEDICINE I (3-3-4)**

PREREQUISITE: Admission to sleep medicine option or instructor permission.

This course presents fundamentals of polysomnographic technology. Historical perspectives and calibration and operation of various polysomnographic equipment, including tabulation and scoring a sleep study, are emphasized. On completion, students should be able to prepare a patient for an overnight sleep study, troubleshoot recording equipment, monitor overnight recordings, and identify stages of sleep.

**RPT 282. PHARMACOLOGY FOR SLEEP MEDICINE (3-0-3)**

PREREQUISITE: Admission to sleep medicine option or instructor permission.

This course familiarizes the student with various drugs used in the prevention and treatment of sleep disorders as well as commonly encountered drugs that may adversely affect the sleep pattern. Dosages, indications, contraindications, and therapeutic objectives of drug treatment for sleep disorders are emphasized. On completion, students will understand the therapeutic actions and adverse effects of selected drugs used in the field of sleep medicine.

**RPT 285. SLEEP DIAGNOSTICS CLINICAL SESSION II (0-15-3)**

PREREQUISITE: Admission to sleep medicine option or instructor permission.

This clinical session gives the student full exposure to all aspects of the sleep diagnostics laboratory. Performance and scoring of complete polysomnograms, departmental management, and day-to-day operation of a sleep diagnostics laboratory are emphasized. On completion, students should be able to demonstrate the cognitive and psychomotor skills necessary to select and admit patients, access computer software, and tabulate and score the complete polysomnogram.

**RPT 286. FUNDAMENTALS OF SLEEP MEDICINE II**  
(3-3-4)

**PREREQUISITE:** Admission to sleep medicine option or instructor permission.

This course provides more advanced and complete knowledge concerning polysomnographic techniques including advanced patient assessment, performance, scoring, and reporting of complete testing. Various types of equipment used in sleep medicine, the role of surgical intervention, and home care of the sleep disordered patient are emphasized. On completion, student should be able to demonstrate the cognitive and psychomotor skills necessary to safely and effectively perform complete polysomnographic testing and treatment of patients with selected sleep disorders.

**RPT 287. PATHOPHYSIOLOGY OF SLEEP DISORDERS**  
(3-0-3)

**PREREQUISITE:** Admission to sleep medicine option or instructor permission.

This course is a series of lectures designed to acquaint the student with various acute and chronic disorders that may be associated with development of sleep dysfunction. Refinement of patient assessment skills, etiology, diagnosis, and treatment of each condition presented is emphasized. On completion, students should be able to demonstrate a basic understanding of various disorders and their potential to contribute to dysfunctional sleeping patterns as well as methods of prevention, treatment, and management.

### **SMALL ENGINE REPAIR (SER)**

**SER 111. FUNDAMENTALS OF SMALL ENGINE REPAIR**  
(1-5-3)

This course introduces the theory and operating principles of internal combustion engines. Basic engine systems, special tools and testing equipment, shop safety rules, and equipment are emphasized. On completion, students should understand shop rules and be able to identify engine components, identify special tools and demonstrate their use, discuss the process of internal combustion, identify shop safety rules, list engine components, and explain their function. *Non-degree credible. CORE*

**SER 112. FOUR-STROKE CYCLE ENGINE** (3-0-3)

This course covers service and repair of the four-stroke cycle engine. Function and operating principles of fuel systems, ignition, starters, exhaust, and lubrication systems are emphasized. On completion, students should understand service and repair procedures for all related engine systems. *Non-degree credible. CORE*

**SER 113. FOUR-STROKE CYCLE ENGINE LAB** (0-9-3)

This course provides hands-on experience in engine repair. The cylinder block and all internal components; fuel, ignition, and cooling systems; lubrication; and exhaust systems are emphasized. On completion, students should be able to apply small engine service and repair procedures. *Non-degree credible. CORE*

**SER 121. TWO-STROKE CYCLE ENGINE** (1-6-3)

This course covers the service and repair procedures for the two-stroke cycle engine. Engine construction and induction, carburetion, and exhaust systems are emphasized. On completion, students should be able to repair and maintain two-stroke engines. *Non-degree credible. CORE*

**SER 122. ENGINE RECONDITIONING** (2-0-2)

This course provides the knowledge and techniques involved in reconditioning small gasoline engines. Valve service, cylinder reboring, bearings, and precision measuring tools are emphasized. On completion,

students should be able to use inside and outside micrometers, reface valves and valve seats, resize cylinder bores, and replace various types of bearings. *Non-degree credible. CORE*

**SER 123. ENGINE RECONDITIONING LAB** (0-9-3)

This course provides practical experience in troubleshooting and complete reconditioning of small gasoline engines. Correct measuring of crankshafts, connecting rods, pistons, valves, and various other engine components is emphasized. On completion, students should be able to resize cylinder bores, perform valve service, replace pistons and rings, time camshafts, set and adjust all components to specifications. *Non-degree credible. CORE*

**SER 124. SPECIAL PROJECTS IN LAWN, GARDEN, AND INDUSTRIAL ENGINES** (0-9-3)

This special projects course is designed to augment the required curriculum while meeting the individual needs of the student. Hands-on training to further develop the student's mechanical and diagnostic skills is emphasized. On completion, students should be able to diagnose and repair various lawn, garden, and industrial equipment. *Non-degree credible.*

**SER 132. LAWN AND GARDEN EQUIPMENT** (1-5-3)

This course covers riding mowers, tillers, edgers, and generators. Mechanical and electrical systems are emphasized. On completion, students should be able to service and repair mechanical and electrical components of lawn and garden equipment. *Non-degree credible. CORE*

**SER 142. CHAIN SAWS AND STRING TRIMMERS** (1-6-3)

This course instructs students in diagnosing and repairing problems unique to chain saws and string trimmers. Fuel systems, lubrication, and drive systems; clutches; right angle drives; and cutting chains are emphasized. On completion, students should be able to service and repair chain saws and string trimmers. *Non-degree credible.*

### **SOCIOLOGY (SOC)**

**SOC 200. INTRODUCTION TO SOCIOLOGY** (3-0-3)

This course is an introduction to vocabulary, concepts, and theory of sociological perspectives of human behavior.

### **SPEECH (SPH)**

**SPH 106. FUNDAMENTALS OF ORAL COMMUNICATIONS**  
(3-0-3)

This course is performance based and includes principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application.

**SPH 111. SIGN LANGUAGE I** (3-0-3)

This course provides the basics of communication through sign language.

**SPH 112. SIGN LANGUAGE II** (3-0-3)

This course expands vocabulary and proficiency in sign language.

### **THEATER (THR)**

**THR 113. THEATER WORKSHOP I** (2-0-2)

This is the first in a four-course sequence that provides practical experience in 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.

**THR 114. THEATER WORKSHOP II** (2-0-2)

**PREREQUISITE:** THR 113.

This course is a continuation of THR 113.

**THR 120. THEATER APPRECIATION** (3-0-3)

This course increases appreciation for contemporary theater. Theater as an art form through the study of history and theory of drama and the

contributions to modern media are presented, with emphasis on playwright, actor, director, designer, and technician to modern media.  
**THR 126. INTRODUCTION TO THEATER (3-0-3)**  
This course teaches 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.

Attendance at theater production may be required.

**THR 213. THEATER WORKSHOP III (2-0-2)**  
PREREQUISITE: THR 114.  
This course is a continuation of THR 113, 114.

**THR 214. THEATER WORKSHOP IV (2-0-2)**  
PREREQUISITE: THR 213.  
This course is a continuation of THR 113, 114.

## **UPHOLSTERY (UPH)**

**UPH 111. UPHOLSTERY FUNDAMENTALS AND DESIGN (3-0-3)**

PREREQUISITE: Determined by instructor.  
This course introduces a working knowledge of upholstery techniques and hands-on experience using the fundamentals of upholstery/design. Safety, upholstery terminology, housekeeping, tools, equipment, minor sewing machine repair, a brief history of furniture styles, color, fabrics, woods, and an introduction to principles and elements of furniture/automotive design are emphasized. On completion, students should be able to cite the principles and elements of design and apply upholstery techniques in all areas specified. *Non-degree credible. CORE*

**UPH 112. UPHOLSTERY DESIGN FURNITURE LAB (0-9-3)**

PREREQUISITE: Determined by instructor.  
This course teaches specific techniques and applications in furniture design foundations. Proper use, care, storage, and maintenance of tools and equipment and proper application of design techniques working with the function, beauty, and individuality of a good design plan or foundation are emphasized. On completion, students should be able to identify tools and equipment and apply foundations and techniques including tying springs, applying stuffing and padding, and using a variety of materials to achieve a good design plan. *Non-degree credible. CORE*

**UPH 113. UPHOLSTERY DESIGN AUTO LAB (0-9-3)**

PREREQUISITE: Determined by instructor.  
This course provides an introduction to automotive techniques and design with application or live work projects. Application of design techniques, including work with springs, door panels, headliners, auto seating, rear shelves, carpet, windlace, arm rests, and dashboards is emphasized. On completion, students should be able to perform hands-on upholstery techniques including design to automotive upholstery. *Non-degree credible. CORE*

**UPH 114. UPHOLSTERY DESIGN EXPERIMENTAL LAB (0-6-3)**

PREREQUISITE: Determined by instructor.  
This course is an experimental lab in upholstery/design. It consists of demonstrations by the instructor and experimentation by students. On completion, students should be able to demonstrate, with appropriate safety precautions, the basic principles of upholstery/design. *Non-degree credible.*

**UPH 121. CORRELATIVE DECORATIVE ELEMENTS (3-0-3)**

PREREQUISITE: Determined by instructor.  
This course effectively brings together the elements and principles of design while allowing the student to specialize in automotive, furniture, or both areas, including job planning and decorative techniques. This course covers job planning, layouts, and correlation of decorative elements, including simple floor plans, color, draperies, and wall coverings, with special emphasis on diamonds, channeling, and decorative trims. On completion, students should be able to plan layouts, identify and apply principles and elements of design, and select decorative trims that blend with the decor. *Non-degree credible. CORE*

**UPH 122. DECORATIVE ELEMENTS FURNITURE LAB**  
(0-9-3)

PREREQUISITE: Determined by instructor.

This course teaches use of a layout to compute yardage and plan decorative techniques to be used with furniture projects. Topics include layouts, planning, redesigning, use of decorative trims, yardage charts, and accessories necessary to achieve a harmonious design. On completion, students should be able to execute plans, compute yardage, redesign furniture, and select decorative techniques and accessories to complete a design. *Non-degree credible. CORE*

**UPH 123. DECORATIVE ELEMENTS AUTO LAB** (0-9-3)

PREREQUISITE: Determined by instructor.

This course is designed for instruction in using a layout to compute yardage and in planning decorative techniques that include windlace, hidem welt, and various trims and finishing techniques. On completion, students should be able to compute yardage from a well-planned layout and apply decorative techniques to the finished automotive upholstery project. *Non-degree credible. CORE*

**UPH 183 SPECIAL TOPICS** (0-6-2)

PREREQUISITE: Determined by instructor.

This course is designed to allow the student to specialize in a particular area of study with minimum supervision in Upholstery/Design application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive, furniture, or related area in Upholstery/Design. On completion, the student should be able to work with minimum supervision and execute the necessary techniques to finish a live work project of their choice. *Non-degree credible.*

**UPH 215. SHOP MANAGEMENT AND LAYOUT** (3-0-3)

PREREQUISITE: Determined by instructor.

This course is designed to provide the student with necessary information to operate and manage an upholstery business. Shop layouts, necessary equipment, supplies, tax information, setting up an accounting This course introduces students to gas metal arc welding processes. Safe operating practices, handling and storage of compressed gasses, process principles, component identification, and base and filler metal identification are emphasized. On completion, students should be able to identify safe operating practices and principles, describe proper cylinder storage, and identify base and filler metals.

**WDT 115. GTAW CARBON PIPE THEORY** (3-0-3)

This course presents the practices and procedures of welding carbon steel pipe using the gas tungsten arc welding (GTAW) process. Pipe positions, filler metal selection, joint geometry, joint preparation, and fit-up are emphasized. On completion, students should be able to identify pipe positions, filler metals, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes.

**WDT 116. GTAW STAINLESS PIPE THEORY** (3-0-3)

This course presents the practices and procedures of welding stainless steel pipe using the gas tungsten arc welding (GTAW) process. Pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation, and fit-up are emphasized. On completion, students should be able to identify pipe positions, filler metals, purge gas proper joint geometry, joint preparation, and fit-up to applicable codes. **CORE**

**WDT 151. CUTTING PROCESSES LAB** (0-9-3)

This course provides instruction in the safe operation of oxy-fuel, plasma arc, and carbon arc cutting. Topics include safety, proper equipment and set-up, and operation of oxy-fuel, plasma arc, and carbon arc cutting equipment, with emphasis on straight line, curve, bevel, and gouging operation. On completion, students should be able to safely operate oxy-fuel, plasma arc, and carbon arc equipment and perform those operations to applicable welding codes.

**WDT 152. SHIELDED METAL ARC FILLET WELDING** 0-9-3)

PREREQUISITE: WDT 112 or instructor permission.

This course introduces the student to the proper set-up and operation of shielded metal arc welding equipment. Striking and controlling the arc and proper fit-up of fillet joints are emphasized. On completion, students should be able to make fillet welds in all positions, using electrodes in the F3 and F4 groups in accordance with AWS D1.1 code. **CORE**

**WDT 153. SHIELDED METAL ARC WELDING GROOVES**  
(0-9-3)

PREREQUISITE: WDT 112 or instructor permission.

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. Welding groove joints and use of various size F3 and F4 group electrodes in all positions are emphasized. On completion, students should be able to make visually acceptable groove weld joints in accordance with AWS D1.1 welding certification procedures. **CORE**

**WDT 154. GAS METAL ARC LAB** (0-9-3)

PREREQUISITE: WDT 112 or instructor permission.

system, and managing workloads and inventory control in a simulated working atmosphere are emphasized. On completion, students should be able to perform layouts and stock set-up, and manage an upholstery business. *Non-degree credible. CORE*

**WELDING TECHNOLOGY (WDT)**

**WDT 111. CUTTING PROCESSES THEORY** (3-0-3)

This course covers rules of safety and identification of shop equipment and provides the student with skills and knowledge necessary for the safe operation of oxy-fuel, carbon arc, and plasma arc cutting. Topics include safety, proper equipment set-up, and identification of oxy-fuel, carbon arc, and plasma arc cutting equipment. On completion, students should be able to identify safety hazards, gases, equipment and components, and set up equipment for proper application. **CORE**

**WDT 112. SHIELDED METAL ARC FILLET THEORY** (3-0-3)

This course provides instruction on safety practices and terminology in shielded metal arc welding (SMAW) processes. Safety, welding terminology, equipment identification, set-up and operation, and related information in the shielded metal arc welding process are emphasized. On completion, students should be able to identify safety hazards and welding equipment, understand welding terminology related to SMAW, and know the proper clothing to wear while in a welding environment. **CORE**

**WDT 113. BLUEPRINT READING** (3-0-3)

This course provides an understanding and fundamentals of industrial blueprint reading. Reading and interpreting lines, views, dimensions, weld joint configurations, and weld symbols are emphasized. On completion, students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. **CORE**

**WDT 114. GAS METAL ARC FILLET THEORY** (3-0-3)

This course provides instruction and demonstration using various transfer methods to gas metal arc fillet welds. Topics included are safety, equipment set-up, joint design and preparation, and gas flow rates. On completion, students should be able to perform fillet welds with prescribed electronic wires and transfer modes in various positions.

**WDT 155. GTAW CARBON PIPE LAB (0-9-3)**

COREQUISITE: WDT 115 or instructor permission.

This course provides students with skills in welding carbon steel pipe with gas tungsten arc weld (GTAW), using filler metals in the F6 group. Welding carbon steel pipe, using the gas tungsten arc welding technique in the 2G, 5G, and 6G positions, is emphasized. On completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with prescribed filler metals in the 2G, 5G, and 6G positions in accordance with applicable codes.

**WDT 156. GTAW STAINLESS PIPE LAB (0-9-3)**

COREQUISITE: WDT 116 or instructor permission.

This course provides students with skills in purging and welding stainless steel pipe with gas tungsten arc weld (GTAW), using filler metals in the F6 group. Purging and welding stainless steel pipe, using the gas tungsten arc welding technique in the 2G, 5G, and 6G positions, are emphasized. On completion, students should be able to perform gas tungsten arc welding on stainless steel pipe using the appropriate purging gas and prescribed filler metals in the 2G, 5G, and 6G positions in accordance with applicable codes.

**WDT 217. SMAW CARBON PIPE THEORY (3-0-3)**

This course introduces the practices and procedures of welding carbon steel pipe, using the shielded metal arc weld (SMAW) process. Pipe positions, electrode selection, joint geometry, joint preparation, and fit-up are emphasized. On completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes.

**WDT 228. GAS TUNGSTEN ARC FILLET THEORY (3-0-3)**

This course introduces the gas tungsten arc welding process as described in AWS D1.1 code for fillet welds of ferrous and nonferrous metals. Safe operating practices, handling cylinders, process principles, tungsten types and shapes, and base and filler metal identification are emphasized. On completion, students should be able to explain safe operating practices and principles, identify various tungsten types and sizes, and recognize various base and filler metals.

**WDT 257. SMAW CARBON PIPE LAB (0-9-3)**

COREQUISITE: WDT 217 or instructor permission.

This course provides skills in welding carbon steel pipe with the shielded metal arc weld (SMAW) process, using electrodes in the F3 and F4 group. Welding pipe in the 2G, 5G, and 6G positions is emphasized. On completion, students should be able to perform shielded metal arc welding on carbon steel pipe with prescribed electrodes in the 2G, 5G, and 6G positions to applicable codes.

**WDT 268. GAS TUNGSTEN ARC FILLET LAB (0-9-3)**

This course provides instruction and demonstration on the gas tungsten arc welding process to produce fillet welds, using both ferrous and nonferrous metals, according to AWS D1.1 code. Topics include safe operating principles, equipment set-up, and correct selection of tungsten, polarity, shielding gas, and filler metals. On completion, students should be able to produce fillet welds on ferrous and non-ferrous metals, using the gas tungsten arc process according to AWS D1.1 code.

**The policies and procedures in this catalog are subject to change due to actions of the State Board of Education, Federal and State legislative actions, and changes in levels of financial support provided by Federal and State agencies. Wallace Community College intends to deliver the courses, offer the programs, and provide the services described in this document unless circumstances require adjustments. Wallace Community College faculty and staff will communicate changes when they occur.**

**PERSONNEL**



## PERSONNEL

### ADMINISTRATION AND CONTROL

Wallace Community College is under the control of the Alabama State Board of Education. The President of the College is directly responsible to the State Board of Education through the Chancellor of The Alabama College System, Dr. Roy Johnson.

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 Perry, Erma, Director of Financial Aid, AA, Alexander City State Junior College; BS, Auburn University at Montgomery  
 Roberts, Betty, Director of Personnel, BS, MS, Troy State University  
 Sasser, Mackey, Athletic Coach/Grounds Worker  
 Saulsberry, Keith, Coordinator of Student and Evening Services, BS, MS, Troy State University  
 Watson, Linda, Director of Upward Bound (Sparks Campus), BA, East Coast Bible College; MS, Troy State University Dothan  
 Wiggins, Mary, Recruiter, AA, Wallace Community College; BS, Troy State University  
 Williams, Tameka, Counselor, Talent Search (Sparks Campus), BS, MS, Troy State University  
 Williams, Vickie, Counselor, Upward Bound (Sparks Campus), BS, MS, Troy State University

Yeager, John G., Director, Fort Rucker Center, BA, Samford University; MA, University of Northern Colorado

## SUPPORT STAFF

Adkins, Bonnie, Secretary, Adult Education (Clerical Financial Support), AS, Wallace Community College  
 Alley, Paula, Purchasing Accounting Manager  
 Austin, Wanda, Administrative Assistant to the Dean of Finance, AS, Wallace Community College  
 Baker, Peggy, Administrative Assistant to the Dean of Institutional Advancement, AA, Palm Beach Community College  
 Barker, Dawn, Cafeteria Manager  
 Barnes, Shalettha, Financial Aid Assistant, AAS, AS Wallace Community College  
 Bednar, Sharon, Financial Aid Assistant, AS, St. Petersburg Junior College  
 Biddle, Elaine, Cafeteria Operator  
 Bowman, Pamela, Financial Aid Assistant, AS, Wallace Community College  
 Brandon, Catheryn, Administrative Assistant to the Executive Assistant to the President, Certificate, Wallace Community College  
 Breedlove, Debi, Public Relations and Marketing Assistant, AS, Enterprise State Junior College; BA, Auburn University  
 Brown, Kerry, Campus Police Officer, Southeast Alabama Police Academy; Diploma, Wallace Community College  
 Bryan, Brent, Media Assistant-Technician, AAS, Wallace Community College  
 Bulger, Debbie, Secretary, Practical Nursing, BA, Rollins College  
 Burns, Brenda, Admissions/Records Assistant, Diploma, Wallace Community College  
 Byrd, Holly, Administrative Assistant to the Dean of Instructional Affairs  
 Childers, Joy, Receptionist/Switchboard Operator  
 Clingerman, Lisa, Career Lab Coordinator  
 Craig, Laricia, Secretary/Receptionist (Wallace Campus), AA, AS, Enterprise State Junior College; BS, Troy State University Dothan  
 Crews, Regina, Secretary, Student Support Services (Wallace Campus), Certificate, Phoenix Adult Ed Systems  
 Cruz-Wells, David, Computer Lab Supervisor, AS, Wallace Community College; BS, Troy State University Dothan  
 Currie, Sharon, Administrative Assistant to the Dean of Student Affairs and Sparks Campus and to the President for Special Projects, AS, Wallace Community College; BS, Troy State University Dothan  
 Davis, Fred, Maintenance Worker  
 Doggett, Kenneth, Maintenance Worker-Carpenter/Painter  
 Doggett, Robert, Maintenance Worker-Carpenter/Painter  
 Edgar, Jane, Payroll Coordinator  
 Ethridge, Diane, Secretary, Associate Degree Nursing, AS, Wallace Community College  
 Filgo, David, Coordinator of Physical Plant (Sparks Campus)  
 Fulford, Lynda, Bookstore Clerk/Typist  
 Gatewood, Tommie, Custodian  
 Gibson, Ernestine, Custodial Supervisor  
 Glover, Wade, Printing/Duplications Technician  
 Godwin, Sandra, Administrative Assistant to the Dean of Institutional Effectiveness, Diploma, Alabama Aviation and Technical College; AS, Troy State University  
 Green, Frances, Custodian  
 Guilford, Michael, Custodian  
 Gunn, Hope, Administrative Assistant to the Dean of College Services and Wallace Campus, BA, Troy State University Dothan  
 Hawkins, Dorothy, Secretary, Talent Search Program/Student Affairs, Diploma, Atlanta College of Business  
 Hill, Peggy, Financial Aid Assistant, AAS, Gadsden State Community College  
 Hudson, Marcia, Community Relations Assistant, AAT, Wallace Community College; Diploma, Phillips College  
 Hudspeth, Susan, Student Services Specialist, AAS, Wallace Community College; BS Troy State University Montgomery  
 Jacobs, Shirley, Admissions/Records Assistant, AS, Wallace Community College  
 Johnson, Carolyn, Library Assistant, AAS, Wallace Community College

Ketcham, Beverly, Receivables Accounting Manager, Certificate,  
 Wallace Community College  
 Lunsford, John Foy, Transportation Supervisor  
 Lunsford, John Timothy, Maintenance Worker  
 Lynk, Angel, Personnel Coordinator, AAS, Malcolm X Community  
 College; BA, Columbia College  
 Mallory, Pam, Administrative Assistant to the President  
 Malone, LouCindy, Custodian  
 McCallister, Debra, Secretary, Student Affairs (Wallace Campus), AAS,  
 Wallace Community College  
 McLeod, Kenny, Courier/Shipping and Receiving Clerk  
 McLeod, Patty, Admissions/Records Assistant, AAS, Wallace  
 Community College  
 Monday, Suzanne, Assistant Director of Financial Aid, AA, Wallace  
 Community College; BS, Troy State University  
 Morris, Ellen, Bookstore Clerk/Switchboard Operator  
 Morris, Mary Pearl, Secretary, Upward Bound (Sparks Campus)  
 Pearce, Bonnie, Cafeteria Worker  
 Pearce, Lee, Secretary, Adult Education (Instructional Support), AA,  
 Wallace Community College  
 Price, Jamie, Computer Technician, BS, The University of Alabama  
 Roberson, Jim, Computer Operator/Property Manager  
 Roberts, William, Computer Technician, AAT, Wallace Community  
 College  
 Ruiz, Adolfo, Maintenance Worker  
 Shelley, Chad, Maintenance Worker  
 Shepherd, Connie, Program Assistant - Continuing Education  
 Sherlock, Tomi, Secretary, Allied Health Programs, BS, Troy State  
 University Dothan  
 Simpson, Joe, Maintenance Worker  
 Smith, Diane, Payables Accounting Manager  
 Stalling, Gloria, Custodian  
 Stokes, Nina, Library Assistant, BS, The University of Alabama; MS,  
 University of Portland  
 Thomas, Bertha, Custodian  
 Thomas, Mike, Campus Police Officer, Southwest Alabama Police  
 Academy  
 Thomley, Mary Ellen, Administrative Assistant to Dean of Business  
 Affairs, Certificate, Wallace Community College  
 Thompson, Elizabeth, Accounting/Scholarship Manager, BS, Troy State  
 University  
 Trawick, Cheryl, Secretary to the Director of MIS and Distance  
 Education  
 Turner, Cornelia, Administrative Assistant to the Director, Fort Rucker  
 Center, AAS, Wallace Community College  
 Walker, Bruce, Maintenance Worker, Certificate, AAS, Wallace  
 Community College  
 Walker, Cynthia, Secretary/Receptionist (Sparks Campus), AAS,  
 Abraham Baldwin Agricultural College  
 Walker, Dianne, Secretary, Student Support Services (Sparks Campus),  
 Diploma, Sparks State Technical College  
 Washington, Tangela, Instructional Support Secretary  
 Weston, Wendy, Secretary, Student Affairs (Sparks Campus), BS, Troy  
 State University  
 Wilson, Karen, Financial Aid Assistant, AAS, Wallace Community  
 College  
 Wilson, Sue, Canteen Operator/Bookstore Clerk  
 Wood, Robbie, Cashier/Bookstore Manager  
 Wright, Mary Alice, Custodian  
 Youngblood, Lucille, Printing/Duplications Technician, Diploma,  
 Wallace Community College; AAS Enterprise State Junior College

## **STUDENT HANDBOOK**



## STUDENT HANDBOOK

### STUDENT AFFAIRS

**Philosophy.** Each member of the Student Affairs staff at Wallace Community College is dedicated to the belief that all people should have the opportunity to reach their maximum potential. Functions that comprise Student Affairs are the following: Admissions, Career Planning, Counseling Services, Job Placement, Records, Student Activities, Student Financial Services, and Testing Services.

### STUDENT RIGHTS AND RESPONSIBILITIES

Wallace Community College (WCC) desires to make provisions for students to be as knowledgeable as possible regarding College policies and procedures and their rights and responsibilities relating to them. The information in this section and the sections that follow are designed to clarify information pertaining to rights that are granted to students and responsibilities which students should fulfill as members of the Wallace Community College family.

The submission of an application for admission to Wallace Community College represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies and procedures of the College, The Alabama College System, and state and federal agencies where applicable. College approval of a student's application, in turn, represents the extension of a privilege to join the College community and to remain a part of it as long as he/she meets the required academic and behavioral standards.

Each individual student is guaranteed the privilege of exercising his/her rights without fear or prejudice. Such rights include, but are not limited to, the following:

- Students are free to pursue their educational goals;
- No disciplinary sanctions may be imposed upon a student without the recourse of due process, except as outlined in the Student Code of Conduct;
- Free inquiry, expressions, and assembly are guaranteed to all students provided their actions do not interfere with the rights of others or the effective operation of the College;
- Academic Evaluation of student performance shall be neither arbitrary nor capricious.

Within the limits of its facilities on all campuses and sites, WCC will be open to all persons without regard to sex, race, creed, disability, or national origin. It is the responsibility of the College to publish its educational objectives and to make available the criteria it shall use in evaluating student success in all programs. It is the responsibility of the student to acquaint himself/herself with these objective and criteria as published and set forth by WCC. The facilities and services of the College will be available to all enrolled students, provided they are used in a manner which is appropriate to an academic environment and with regard to College policies and operating procedures.

The College's Student Code of Conduct addresses behavior and actions which adversely impact the achievement of educational goals. It is the responsibility of the student to become familiar with the regulations governing student conduct and to adhere to policies where applicable. Lack of knowledge regarding College policies will not excuse any student from adherence to policies or sanctions that may be imposed for violations. The College reserves the right to dismiss any student whose conduct and behavior poses a threat to the College environment or the health, safety, or security of others.

### ACTIVITIES AND ORGANIZATIONS

Wallace Community College is committed to planning and implementing activities and experiences that are conducive to facilitating student achievement of personal and professional goals. Pursuant to that end, students serve, when appropriate, as voting members of College standing committees and have all rights and responsibilities associated with committee membership.

**Athletics.** Wallace Community College participates in intercollegiate baseball and women's softball. Interested students should contact the Athletic Department on the Wallace Campus.

**Extracurricular Activities.** In addition to the athletic program, the College provides opportunities for participation in student government and various clubs and social functions. Active efforts have been made to help develop a well-rounded program of recreational, social, and cultural activities that will contribute to the student's enjoyment of college life, personal growth, and social development. Annual and semester activities are scheduled on all campuses to provide additional activities for students.

**Student Publications.** The College has maintained a commitment to student publications for many years and values the learning experiences available to students who desire to participate in producing student publications. Any publication containing opinions and editorial content must be the responsibility of the student organization publishing it. The College has a responsibility to ensure that participating students are adequately informed concerning issues related to responsible journalism. The advisors of student organizations oversee the production of any student publications, offer guidance to student participants, and ensure their awareness and understanding of the rights and responsibilities of a free press. The College supports a free student press and expects students participating in the production of student publications to uphold the highest standards of journalistic responsibility and integrity, but it reserves the right to reject and/or edit material submitted for inclusion in any publication, including, but not limited to, newsletters, flyers, and brochures. Any student publications containing announcements intended to provide timely information about College and community events must also be reviewed by the advisor of the respective organization to ensure that the contents of the publication are accurate and meet the intended purpose.

**Procedures for Approval of Off-Campus Activities.** Off-campus activities must be approved by the appropriate Campus Dean. An Activity Request Form (available from Enrollment Services in Grimsley Hall on the Wallace Campus and the Student Affairs Department in the Administration Building on the Sparks Campus) must be submitted a minimum of seven working days prior to the event.

**Social Functions.** Social functions such as parties, dances, activities, guest speakers, or other entertainment must be sponsored by recognized campus organizations. College facilities are made available for such activities when possible. Approval for such activities begins by submitting an Activity Request Form, which may be obtained from Enrollment Services in Grimsley Hall on the Wallace Campus and the Student Affairs Department in the Administration Building on the Sparks Campus. Wallace Community College students who bring guests or visitors onto College property or to any College-sponsored activity are responsible for their conduct.

**Organizations.** Current active student organizations on the Wallace Campus include the Association of Students of Practical Nursing, Baptist Campus Ministries, Chamber Choir, Circle K, Diplomats, Jazz Band, Phi Theta Kappa (PTK), Student Government Association (SGA), Wallace Association of Nursing Students (WANS), and Wallace College Singers. Student organizations on the Sparks Campus include the Vocational Industrial Clubs of America (VICA), SGA, Phi Beta Lambda (PBL), PTK, National Vocational-Technical Honor Society, and Diplomats.

Students should contact the Assistant Dean of Student Affairs on the Wallace Campus or the Dean of Student Affairs on the Sparks Campus for specific, written information concerning campus organizations, formation of new organizations, club advisors (eligibility and role), policies and procedures related to campus organizations, and other related matters.

## CAMPUS REGULATIONS

### Code of Student Conduct

As members of the learning community at the institution, students have a number of rights, privileges, and responsibilities. Those rights and privileges include the right to sound and professionally presented instructional programs and the right to due process in instances involving disciplinary actions or academic grievances.

The Code of Student Conduct is the standard of conduct by which students and organizations are expected to abide. They shall be aware of the Code and know they will be held accountable for its provisions. By enrollment at the College, a student or organization neither relinquishes rights nor escapes responsibilities of local, state, or federal laws and regulations. The College has an interest in maintaining a campus environment that is conducive to the educational mission in addition to the safety, health, and well-being of all students and other individuals on campus. Students and organizations are obligated to abide by the rules and policies established by the College. Students at the College are considered responsible adults, serious of purpose, and enrolled for the primary purpose of furthering educational goals. It is assumed that students enrolling in the College are mature, have a desire for constructive learning, and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or intentional attempt to injure or interfere with the personal or property rights of any person, whether a student member of the College community or a visitor of the College itself, is strictly prohibited.

**Note: Faculty and staff members (including College counselors) and students should note that any expectation of confidentiality does not include any illegal act. Faculty and staff members (including College counselors) are required to notify law enforcement officials and College officials when they learn of a criminal act.**

**Application.** The Code of Student Conduct applies to individual students and student organizations and is applicable to on- and off-campus College functions. Any student or group involved in unacceptable or prohibited conduct shall be disciplined in a manner commensurate with the nature and severity of the act of misconduct.

Any indication of facts that could cause imminent danger or harm to the health, safety, and welfare of the accused, students, faculty members, other individuals, or College property, or any indication of mental or physical harassment of students (hazing) by an organization or student may result in immediate interim suspension of the organization or student by the designated College official on each campus or Dean of Student Affairs. This interim suspension may continue only for a period of 72 hours until such time as a disciplinary hearing is held to consider the matter.

Imposition of the sanctions stated above may be stayed pending appeal, at the discretion of the President of the College, on written request by the student or organization.

**Misconduct.** Student conduct is expected to be in accordance with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. A student shall be subject to disciplinary action by the College, up to and including permanent expulsion, for misconduct on any property owned or controlled by the College; or off College property at any function that is authorized, sponsored, or conducted by the College; or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include the commission of or attempt to commit any of the following acts:

1. Any form of dishonesty including cheating, knowingly furnishing false information to the members of the College faculty or to any other officer or employee of the College, and alteration or use of College documents or instruments of

identification with intent to defraud (cheating is defined as dishonesty in completing academic assignments, such as having in one's possession materials other than those specifically approved by one's instructor during tests; submission of work that was prepared by someone else to an instructor as one's own work; plagiarism, representation of someone else's writing or ideas as one's own; assistance in the foregoing practices).

Plagiarism is the act of using the words and/or work of another author and attempting to pass it on as one's own work. Examples of plagiarism include, but are not limited to, a student's submitting, under his/her own name, an essay, report, research paper, or some other assignment that has been written in part or in whole by another person. Plagiarism also occurs when there is a pattern of failing to document and punctuate materials from research sources appropriately (as designated by the instructor and the research style that the instructor requires and publishes to his/her students); and/or the consistent failure to document accurately and in proper style any material that is not common knowledge, which the student has included in an assignment.

2. Forging, altering, or misusing College documents, records, or identification.
  3. Issuing a worthless check made payable to the College or to its Bookstore. A student will be notified by the Business Office when a check for tuition, books, fees, or other charges is returned for insufficient funds. The student will have 72 hours in which to satisfy that obligation. If the obligation is not satisfied in that time, the student's enrollment will be voided.
  4. Failure to properly comply with any reasonable direction given by a College official acting within the capacity and performance of his/her position.
  5. Violation of written College rules, policies, or regulations.
  6. Obstruction or disruption of teaching, research, administration, service, disciplinary procedures or policies and/or procedures of clinical affiliates while at their sites, other College activities, or other activities on College premises.
- An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If the behavior of a student disturbs or otherwise interferes with instruction, the student will be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor and a third party. The third party may be another faculty member, division chair, or a dean. The instructor may have a consultation with the department chair and the Dean of Student Affairs to determine if the student should appear before the Judiciary Committee.
7. Destruction, damage, or misuse of College, public, or private property (the student is responsible for any damage done to College property).
  8. Conduct in violation of federal or state statutes or local ordinances that threatens the health and/or safety of the College community or that could adversely affect the educational environment of the College.
  9. Conviction of any misdemeanor or felony that adversely affects the educational environment of the College.
  10. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services.

11. Hazing, i.e., any mental or physical requirement or obligation placed on a person by a member of any organization, or by an individual or group of individuals that could cause discomfort, pain, or injury or that violates any legal statute or College rule, regulation, or policy. **Hazing** has been defined as, but is not limited to, striking, laying open hand on, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing is any action taken or situation created, whether on or off the campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called *personal favors*. The College does not approve of or condone hazing; thus, activities of this nature shall be dealt with promptly and sternly.
12. Lewd, obscene, licentious, or indecent conduct or verbal or written threat of such action against another person, **including sexual harassment/misconduct**.
13. Harassment, intimidation, bribery, physical assault, etc., or any other means, implied or explicit, to influence any member of a judicial body named in the Code including witnesses, faculty members, staff members, and students before, during, or after a hearing. Organizations shall be responsible for the actions of their individual members, alumni, advisors, etc. in this type of situation.
14. Possession of firearms or weapons (including hunting guns, bows, crossbows, etc.), ammunition, explosives, fireworks, or any other dangerous instrumentalities.
15. Intoxication from, or the possession and/or consumption of, any alcoholic beverage or non-prescribed controlled substance.
16. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.
17. Theft, accessory to theft, and/or possession and/or transportation and/or sale of stolen property.
18. Physical abuse, threat of violence, intimidation, and physical or mental harassment.
19. Trespassing or unauthorized entry.
20. Entering false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment.
21. Publishing, aiding in publishing, circulating, or aiding in circulation of anonymous publications or petitions of a libelous, slanderous, scurrilous, or unduly offensive nature.
22. Smoking or using any tobacco product in classrooms, laboratories, library-media buildings, gymnasiums, or other locations where prohibited (including clinical sites).
23. Playing a device such as a tape player, radio, or other electronic device in the student center, hallways, classrooms, or any other place where such activity would interfere with normal activity of the College.
24. Any form of illegal activity defined by state or federal law or municipal ordinance.
25. Disruptive or disorderly conduct that interferes with the rights and opportunities of those who attend the College to use and enjoy College facilities.
26. Failure to obtain clearance from an instructor to leave a class, lab, clinical, or campus during class/clinical hours.
27. Failure to wear appropriate dress for the department in which the student is enrolled.
28. Participation in any form of gambling.
29. Unauthorized possession of a key to any College facility or vehicle.

If a student violates any of the provisions listed above while engaged as a representative of a student organization, the organization will be subject to having its approval suspended or terminated.

#### **Acceptable Use Policy**

These guidelines are to assist with the interpretation and administration of the *Acceptable Use Policy for Information Technology Resources*. They outline the responsibilities each student and employee assumes when using information technology resources.

The purpose of information technology resources is to provide educational resources for the College's students and employees. Access to these resources is a privilege and must be treated with the highest standard of ethics. The College expects all students and employees to use information technology resources in a responsible manner; respecting the public trust through which they have been provided, the rights and privacy of others, the integrity of the facilities and pertinent laws, and College policies and standards.

This policy outlines the standards for acceptable use of Wallace Community College's information technology resources, which include, but are not limited to, equipment, software, networks, data, and telephones.

This policy applies to all users of the College's information technology resources, including faculty, staff, students, guests, organizations, and individuals accessing external network services, such as the Internet via College facilities. Violation of this policy may result in suspension or revocation of utilization privileges, administrative discipline, or immediate termination of the violator's relationship with Wallace Community College and could lead to criminal and civil prosecution.

Acceptable use of the College's Internet connection provided via the Alabama Research and Education Network (AREN) is also governed by this document. Any activity that is not listed here, which violates local, state, or federal laws, or violates the AREN Acceptable Use Policy, is also considered a violation of this Acceptable Use Policy.

**User Responsibilities.** Use of the College's information technology resources is permitted based on acceptance of the following specific responsibilities and the understanding that computer use may be monitored:

**Use only those information technology resources for which you have permission.** Example: It is **unacceptable** to:

- use resources you have not been specifically authorized to use;
- use someone else's account and password or share your account and password with someone else;
- access files, data, or processes without authorization; and
- purposely seek out, exploit, or seek to exploit security flaws to gain system or data access.

**Use information technology resources for their intended purpose.** Example: It is **unacceptable** to:

- send forged email;
- use electronic resources for harassment or stalking other individuals;
- send bomb threats or hoax messages;
- send chain letters that may interfere with the system's efficiency;
- intercept or monitor any network communications not intended for you;

- use computing or network resources for commercial advertising or other commercial purposes;
- attempt to circumvent security mechanisms;
- use network resources to download news, music, graphics, or other communications not related to College activities.

- use privileged access for other than official duties;
  - use former privileges after graduation, transfer, or termination; and
1. The following individuals are designated to handle disciplinary complaints at the various College locations:

**Protect the access and integrity of information technology resources.**

Example: It is **unacceptable** to:

- knowingly release a virus that damages or harms a system or network,
- prevent others from accessing an authorized service,
- attempt to deliberately degrade performance or deny service,
- corrupt or misuse information,
- alter or destroy information without authorization,
- engage in *spamming* (sending an annoying or unnecessary message to a large group of people).

**Respect the privacy of others.** Example: It is **unacceptable** to:

- access or attempt to access another individual's password or data without explicit authorization;
- access or copy another user's electronic mail, data, programs, or other files without permission;
- use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language;
- continue sending email messages to someone after being told to stop; and
- post derogatory information or statements about a person.

**Abide by applicable laws and College policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.** Example: It is **unacceptable** to:

- make more copies of licensed software than the license allows;
- plagiarize works that you find on the Internet; and
- deliberately upload, download, distribute, or possess pornographic material.

**System Administrators' Responsibilities.** Systems Administrators and providers of College information technology resources have the additional responsibility of ensuring the integrity, confidentiality, and availability of the resources they are managing. Persons in these positions are granted significant trust to use their privileges appropriately for their intended purpose and only when required to maintain the system. Any private information seen in carrying out these duties must be treated in the strictest confidence, unless it relates to a violation or the security of the system.

Although information technology providers throughout the College are responsible for preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control. Users are urged to take appropriate precautions such as safeguarding accounts and passwords and promptly reporting any misuse or violations of the policy.

**Violations.** Every member of the College community has an obligation to report suspected violations of the above guidelines or of the Acceptable Use Policy for Information Technology Resources. Reports should be directed to the department responsible for the particular system involved. Reported violations will be addressed in conformance with published College policy.

Wallace Community College is provided access to the Internet as a member of the Alabama Research and Education Network, which is supported by the Alabama Supercomputer Authority. Therefore, any users of the Internet are to be made aware of the Acceptable Use Policy of the Alabama Supercomputer Authority for full compliance of this policy.

**Disciplinary Procedure**

Wallace Campus—Assistant Dean of Student Affairs  
Sparks Campus—Coordinator, Student Services  
Fort Rucker Center—Director, Fort Rucker Center

2. A complaint regarding the conduct of any student or organization may be filed by any person having personal knowledge of the alleged activity. The College may also file complaints.
3. Such complaints must be directed to the designated official at each College location and must be presented in writing. The written charge must *define* the specific charge and *state* the grounds for the charge.
4. The designated College official at each College location shall conduct, or have conducted, a thorough investigation of allegations within 5 working days from the receipt of the written complaint. After the investigation, the student or group will be offered an opportunity to admit to the charge, accept sanctions and waive the right to a further hearing. If the student or group denies the charge and in the designated College official's opinion, after a review of the complaint and information obtained in the investigation, there is enough probable cause to reasonably believe that the student or group in question did commit the offense, the designated College official will discuss the complaint and evidence with the student or group. The designated College official will offer the student or group every opportunity to explain its actions. If sanctions are necessary, this action will be fully explained and prescribed in writing, and administered by the designated College official.
5. The student or organization will be offered the opportunity to execute a statement accepting the sanctions deemed appropriate by the designated College official and waive the right to the appeal process. Any student or group who fails to execute the aforementioned statement shall be deemed to have requested a hearing before the Dean of Student Affairs.
8. The hearing before the Judiciary Committee shall be scheduled as soon as it is practical but no later than 30 calendar days from the date of the student's or organization's meeting with the Dean of Student Affairs.
9. A student or organization that has requested a hearing before the Judiciary Committee and that fails to appear at the designated date, hour, and place of the hearing, after notification thereof, shall be deemed to have waived the right to a hearing and the right to appear before the Judiciary Committee. The Judiciary Committee may then proceed with the hearing. In the event the accused student or organization shall be unable to attend the hearing for good cause at the appointed time, prior written notice of the inability to attend shall be submitted to the Dean of Student Affairs, whereupon a new date shall be set by the Dean of Student Affairs. Only one such extension shall be granted except where additional extensions would cause undue hardship to the student or organization.
10. The hearing before the Judiciary Committee shall not be conducted as a courtroom trial, but shall proceed as follows:

One appointed faculty member shall serve as Chairperson of the Judiciary Committee. The Chairperson shall screen the committee members prior to the hearing for any prejudicial knowledge. In the event of special prejudicial knowledge, those members may be replaced by the President or his/her designee with other qualified faculty members and/or students. A simple majority of the members present will be allowed to make a judgment and render a decision in the matter with regard to a finding of guilt and the imposition of appropriate disciplinary action. (A minimum of 3 committee members must be present to hear and rule on the case.)

A record of all proceedings shall be kept in the form of a tape recording, and a copy may be reproduced at the expense of the accused students or organization.
6. On appeal, the student or group will be directed to the Dean of Student Affairs, who will hear the appeal and determine, based on evidence and testimony(ies), if the student or group is guilty as determined by the designated College official and will determine appropriate sanctions. If the Dean of Student Affairs determines that the student or group is not guilty, the student or group will be cleared of all charges. If the student or group is found guilty by the Dean of Student Affairs, they will be given an opportunity to execute a statement accepting the sanctions imposed by the Dean. If the student or group declines the opportunity to execute a statement accepting the sanctions deemed appropriate by the Dean of Student Affairs and waives the right to the appeal process, it will be necessary to move to the next level of appeal—the Judiciary Committee.
7. In the event that the student or organization requests a hearing before the Judiciary Committee, the student shall be provided with a written statement of the charges as filed to provide the student or organization reasonable notice of the conduct or circumstances on which the alleged violation is based. This statement will be presented by the chairperson of the Judiciary Committee. Said statement shall advise the student or organization that it is permissible to appear alone or with counsel before the Judiciary Committee and to be present during all phases of the hearing except during the Committee's deliberation. Counsel shall not speak for or on behalf of the accused student or organization but may act only in an advisory capacity. Counsel may not question or cross-examine witnesses or Committee members. Additionally, the statement shall set out that the advised student or student organization will be provided the opportunity to present evidence and to conduct reasonable cross-examination of witnesses.
11. The chairperson's duties include the following:
  - a. Arranging for appropriate times and places for committee meetings and hearings;
  - b. Informing, in writing when possible, the parties to the action being considered of the times and places of committee hearings, which they are requested or required to attend, and supplying them with a statement of the charge.
  - c. Informing appropriate persons that a hearing is pending.
  - d. Arranging for the hearing to be electronically recorded.
  - e. Conducting the hearing.
  - f. Maintaining committee records and all documents that will be presented to the Dean of Student Affairs after the conclusion of the meeting.
  - g. Informing, in writing, the appropriate persons of the decisions of the committee. Such decisions will include findings and, if appropriate, sanctions.
  - h. Arranging for appropriate security when necessary during hearings.

Proceedings shall open with the Chairperson of the Judiciary Committee reading the following statement:

**“A College is an academic institution, not a courtroom or administrative hearing. The Judiciary Committee is not bound by the rules of legal evidence which would apply in a court proceeding. The committee is allowed to admit and consider evidence that might not be admissible in a court of law. This includes hearsay. However, evidence must be relevant to the charge.”**

**Note:** Formal rules of evidence shall not be observed in proceedings before the Judiciary Committee. However, the chairperson of the Committee shall be authorized to exclude irrelevant, redundant, or unduly inflammatory evidence. The findings of the Committee on the issue of violation(s) of the Code of Student Conduct will be based solely on evidence introduced at the hearing. Evidence of previous violations of rules and regulations or violations of local, state, or federal laws, ordinances, and regulations shall not be considered in any way by the Committee in determining whether the violation charges were committed, but such evidence may be considered by the Committee in consideration of the appropriate sanctions. They may also be introduced as evidence in rebuttal of any related character evidence introduced by the accused party.

The Chairperson of the Judiciary Committee will then read the charge against the student or organization. The student or the organization's president shall then make a plea of guilty or not guilty. If the accused student or group admits guilt, the committee will go directly into closed session to deliberate sanctions.

The plaintiff or representative of the plaintiff shall present the evidence against the accused student or organization. The accused student or organization will be afforded the opportunity for reasonable cross-examination.

The accused student or organization may then present evidence by oral testimony, witnesses, and/or written sworn affidavits. Reasonable cross-examination will be afforded.

Rebuttal evidence may be presented by either party as necessary but not so as to be redundant.

The accused student or organization may make a closing statement.

1. **Exoneration.**
2. **Reprimand.** A written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
3. **Restitution.** Compensation for damages to property limited to the actual cost of repair or replacement.
4. **Probation.** This sanction is for a designated period of time which may include exclusion from privileges such as extracurricular activities and/or on-campus driving privileges. Additionally, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Code of Student Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Committee.
5. **Voluntary Withdrawal.** A student may be given the option to voluntarily withdraw from the College in lieu of disciplinary action. The Judiciary Committee may specify a period of time before the student may apply for readmission. To qualify for readmission, the student must receive approval from the instructional dean and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry to the College).
6. **Suspension.** Separation from the College for a definite period of time. A student may be suspended for a specific period of time not to exceed two years. To qualify for readmission after suspension, a student must receive approval of the instructional dean and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for refunds.

The plaintiff, College, and the accused student may each have an attorney or other personal representative present to act as an advisor. The respective attorneys or personal representatives shall not be advocates and shall not question witnesses or have any role other than to act as advisors to the Committee or the accused.

After presentation of all evidence, the Judiciary Committee shall enter closed session. The Committee shall deliberate and make its determination of findings and determine appropriate sanctions if the student or organization is found guilty.

Once the Judiciary Committee has reached its decision, the student or organization and the student's or organization's counsel or advisor may return and be informed of the results.

If the accused student or organization is found not guilty, the hearing is ended. If the accused student or organization is found guilty, the Chairperson of the Judiciary Committee will disclose the findings and sanctions determined by the committee. The student or organization shall then have an opportunity to make a statement to the Judiciary Committee, accepting the findings and sanctions recommended by the committee or declining to accept the findings and sanctions. If the student or group declines to accept the findings and sanctions imposed by the committee, an appeal may be filed with the President or designee. Appeals to the President or designee must be filed in accordance with procedures outlined in the Appeals section of this document.

The student or organization shall be provided with a written statement of the determination of the Judiciary Committee within 72 hours of the close of the hearing.

**Sanctions.** A student or group of students deemed to be in violation of the Code of Student Conduct is subject to imposition of one or more of the following sanctions:

7. **Expulsion.** An indefinite termination of student status from the College for a period of not less than two years. To qualify for readmission after expulsion, a student must receive the approval of the instructional dean and meet all reasonable requirements and the academic standards for readmission. Students will not be eligible for a refund. Under certain conditions, expulsion could mean the permanent severance from the College.

**Appeal.** The determination and sanction imposed by the Judiciary Committee are subject to review on appeal by the President of the College or his/her designee. The President of the College or designee has discretionary authority to modify or affirm the sanction(s) imposed by the Judiciary Committee; to exonerate the accused student or organization; and/or to order a rehearing of the case in question.

A student or organization has seven (7) calendar days from the day of the hearing and determination by the Judiciary Committee to request a review of the proceedings and/or the sanction. Such appeal request must be submitted in writing to the designated College official on each campus. Failure to request an appeal as stated herein shall be a waiver of a review by the President of the College or designee and all rights in relation thereto; furthermore, failure to request an appeal as stated herein shall be an admission of the charges and a consent to the sanctions imposed by the Judiciary Committee.

A written appeal must expressly state the grounds of such appeal, which are limited to newly discovered evidence, violation of procedures, or that the imposed sanction was unduly harsh, improper, or lenient under the circumstances.

The designated College official may appeal the decision of the Judiciary Committee to the President of the College or his/her designee if the sanctions delivered are not appropriate or if the Committee failed to act.

The student or organization shall be provided a written statement of the decision of the President or designee within seven (7) days from the date of filing the request for appeal.

## STUDENT ACADEMIC GRIEVANCES

**Policy.** The College has established policy and procedures to resolve student academic grievances that result from the acts or omissions of faculty members or administrators. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant.

**Procedures.** When students believe they have an academic grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedure. If the grievance arises from a classroom situation, students should take the following steps in seeking redress:

1. Consult with the instructor involved, in person or by written contact, no later than 12 calendar days following the incident.
2. If agreement on or compromise of the problem is not achieved within 3 days, take the grievance to the appropriate Division Director.
3. If agreement on or compromise of the problem is not achieved within 3 days, take the grievance to the appropriate Instructional Coordinator.
4. If still not satisfied that a fair and equitable solution has been found within 3 days, take academic grievances to the Dean of Instructional Affairs. If still not satisfied, move to step 5.
5. The student should read the Judgments section of this policy carefully before contacting the Dean of Student Affairs for a hearing before the Admissions and Academic Standards Committee.
4. Capricious or unreasonable actions by a faculty member or administrator that intimidate students or adversely affect their performance.
5. Failure of a faculty member to grade, return, and discuss assigned work within a reasonable time, e.g., before subsequent assigned work is scheduled for completion or before a subsequent examination.
6. Failure of a faculty member to provide student with copies of grading policies, course requirements, course procedures, and changes in announced policies without due notice and explanation.

Certain types of grievances should not be brought to the Committee, although they may be brought to the attention of the Department Chairperson and, if necessary, the appropriate dean so that a continuing administrative effort may be made to ameliorate problems. Examples of these grievances include:

1. Gross differences in grading by instructors teaching separate sections of the same course.
2. Personal habits of the instructor that distract students in their attempts to learn course material.
3. Fine distinctions in grading (e.g., the line between an "A" and a "B," or between a "D" and an "F") may be appealed only to the instructor.
4. Unannounced quizzes will not be considered a grievance, unless they are contrary to the class syllabus or information provided to the class by the instructor.

**Role of the Admissions and Academic Standards Committee.** There shall be seven (7) voting members of one or more academic standard committees to be appointed by the President of the College as follows: five (5) professional employees and two (2) students. A simple majority

6. As a last resort and only after steps 1-5 have been carried out or conscientiously attempted, a student may take a grievance in writing to the Dean of Student Affairs and the Chairperson of the Admissions and Academic Standards Committee. The grievance must be filed within 20 class days of the term following that in which the grievance occurred.

No instructor or administrator shall be allowed to delay resolution of an academic grievance by failing to hold a consultation with a student within a reasonable length of time of the initial request. Normally such consultation should occur immediately after receipt of the student request, unless bona fide reasons such as illness, personal emergency, or campus absences for professional reasons make the time limit unreasonable.

In some instances when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, students may initiate a complaint at the next higher level listed.

**Types of Grievances.** No list of grievance types could cover all contingencies that might arise. However, this procedure should be able to resolve the following types of grievances, which are among those expressed most often by students:

1. Errors in calculation or recording quiz or other grades.
2. Improper lowering of grade on basis of an alleged violation of an attendance policy.
3. Failure of a faculty member to follow College policies in conduct of classes or examinations.

of members present may rule on any request or issue before the Committee. The role of the Admissions and Academic Standards Committee shall be to hear academic grievances, to hear academic appeals for students who have been suspended from the College for academic reasons, and to provide input on College policies.

The chairperson of the committee shall be the administrative officer of the committee. The chairperson's duties shall include arranging for appropriate times and places for committee meetings and hearings; informing committee members of the times and places of committee meetings and hearings; informing, in writing, all interested parties of the times and places of committee hearings that they are requested to attend and supplying them with a statement of alleged grievances; informing all other interested parties that a grievance is pending; securing and distributing to the committee written material appropriate for its consideration; arranging for recording of committee proceedings; maintaining committee records that are to be kept on permanent file in the Office of the Dean of Student Affairs; and informing, in writing, the appropriate individuals of the decisions of the committee.

Members of the committee may at any time disqualify themselves from consideration of any given case or cases because of personal bias. In such a case, a replacement member will be appointed by the President.

Either party to the hearing may request of the chairperson, in writing, that any member or members of the committee be excluded from consideration of the case. Such a request must be for cause and be brought to the chairperson's attention as the first step in the hearing. In the event a member is disqualified by majority vote of the committee from consideration of a case, the President shall appoint a replacement. The replacement must meet the general requirements of regular committee members.

**Procedures For Hearing.** Each Admissions and Academic Standards Committee may establish and publish its own procedures in accordance with provisions for academic due process and in accordance with the stipulation stated below:

The only persons present at meetings of the committee shall be committee members, parties to the action being considered by the committee and their representatives (not to exceed two), witnesses actually testifying before the committee, and two representatives of the Student Affairs Division. The College and the complainant may have an attorney present during the hearing. The attorneys may only advise. They may not cross examine, question, or address the committee in any way.

The committee, as a whole, shall arrange for a swift and comprehensive investigation of the matter under consideration. It shall then decide, on the basis of written statements and discussions presented by the complainant and respondent, and review of evidence, whether or not there are sufficient grounds to hear a case and whether or not the committee will accept written statements in lieu of personal appearances by witnesses. If the committee decides that there are not sufficient grounds to hear a case and closes the case, it shall notify the complainant and respondent in writing as to the reasons for its actions.

If the committee determines that the case merits further consideration, the parties involved shall be informed in writing, consulted as to the possibility of correcting the situation, and, if a hearing is still required, be advised in writing of the scheduled time and place of the hearing.

At the hearing, the complainant, individuals directly involved, and witnesses may testify and be questioned by the opposite party and committee members. Only evidence presented in the hearings may be considered in the final judgment. Written statements by witnesses in lieu of personal appearance shall not be allowed except in rare instances. A record of the hearing, tape recorded or otherwise preserved, shall be reserved for reference and review until the case has been finally resolved.

**Consumer Complaint Information.** Wallace Community College believes that all students should have easy access to a process for resolving any conflicts, complaints, or grievances. Several policy/procedural statements are contained in the *College Catalog* and *Student Handbook*.

Any member of the College community who believes that he or she has been the victim of sexual harassment or any other form of discrimination, may bring the matter to the attention of any academic or administrative officer on any campus or instructional site. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Title Compliance Coordinator.

**ADA/Other Civil Rights/Title IX Policy.** Wallace Community College is committed to an environment conducive to learning and free from harassment or discrimination (intentional or implied) with regard to race, religion, disability, age, or national origin. A grievance process is in place to ensure the rights of all students with regard to unencumbered learning. Designated compliance officers assist students in resolving grievances at the lowest possible level or in accessing subsequent steps in the grievance procedure. Students are strongly encouraged to use this process should problems arise.

**Sexual Harassment Policy.** Wallace Community College is committed to an environment conducive to learning and free from harassment or discrimination (intentional or implied) with regard to sex. Wallace Community College administration will take all necessary steps to ensure that sexual harassment, in either the hostile environment or quid pro quo form, does not occur at any facility or at any event/activity sponsored by this College. This policy applies to all members of the College community, who are encouraged to report promptly complaints about sexual harassment.

Any member of the College community who believes that he or she has been the victim of sexual harassment may bring the matter to the attention of any academic or administrative officer, dean, director, supervisor, counselor, teacher, or advisor. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the appropriate College official, who shall be

**Judgments.** Committee members shall arrive at a judgment in consultation among themselves after the parties have been dismissed. Only members of the committee who have been present during all of the meetings and who have heard all testimony relating to the alleged grievance may vote on the case. A majority vote of such qualified members shall constitute a judgment. A decision of the committee relating to redress of grievances is final insofar as the committee is concerned.

The committee has been delegated by the President the authority to change or direct changes in student grades, faculty conduct, or other disputed areas. A course of action deemed appropriate by the committee shall be carried out unless the student or faculty member chooses to appeal the committee's decision to the President of the College or designee. The appeal must be made in writing to the President or designee no later than 7 calendar days after the date of the committee's decision and must be resolved within a maximum of 30 calendar days.

If redress requires a policy change or if a policy change appears advisable or necessary, the committee shall refer its recommendations to the President of the College or appropriate administrator.

## **SEXUAL HARASSMENT/ADA/OTHER CIVIL RIGHTS/TITLE IX GRIEVANCE AND PROCEDURES POLICY**

**Note: Faculty and staff members and students should know that any expectation of confidentiality does not include any illegal act. Faculty and staff members, including College counselors, are required to notify law enforcement and College officials when they learn of a criminal act.**

designated by the President of the institution to coordinate the investigation of such complaints.

All employees of Wallace Community College are expected to treat students with respect and dignity at all times. Behaviors, words, or actions that create (directly or indirectly) a working or learning environment hostile to members of either sex will not be tolerated. Recognizing that individual perceptions differ, the College subscribes to the reasonable person standard, which measures sexual harassment by whether or not such conduct would substantially affect the work environment of a reasonable person. Employees are cautioned to be conservative in projecting how a reasonable person would react and are strongly advised to ask their administrators and/or compliance officers if in doubt. The College will not tolerate quid pro quo harassment whereby sexual favors are requested or demanded in exchange for grades, employee ratings, promotions, etc.

The College reaffirms the Equal Employment Opportunity Commission guidelines which state that whether or not there is sexual harassment is a matter which must be viewed from the perspective of the recipient. In other words, harassment may exist even when no direct intent to harass is present. Therefore, all employees are encouraged to be aware of the environment they help to create and to be sensitive to the perceptions of others.

Students with any conflict, complaint, or grievance will initially report to any College official. Students may also report directly to the Sexual Harassment Officers listed above.

### **Legal Authority**

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments. Wallace Community College also subscribes to the guidelines of the Equal Employment Opportunity Commission.

### **Definition**

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (quid pro quo);
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (quid pro quo);
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning or social environment (hostile environment).

A third party may also file a complaint under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare, academic, or work performance.

### **Examples of Prohibited Behavior**

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work Wallace Community College regards as inappropriate any and all romantic relationships between students and students/instructors/staff members who have any power over students. The College urges all faculty and staff to refrain from beginning or continuing all such relationships since such behavior may be perceived as unwelcome, even if consensual, and can be seen at the time or later as sexual harassment. The College expects compliance with the above position by all instructors and staff and hereby notifies all instructors and staff that violation of this policy leading to concern regarding sexual harassment may result in sanctions.

**Complaint/Grievance Procedures.** Wallace Community College is committed to an environment conducive to learning and free from discrimination (intentional or implied) with regard to sex, race, age, national origin, religion, or disability. The following procedure is in place at Wallace Community College to provide recourse for any students who feel that their civil rights have been violated or that they have not been treated fairly with regard to those rights. The College recognizes two distinct levels of action: Complaints and Grievances.

### **Complaint Procedures**

**ADA/Other Civil Rights/Title IX.** Any student who desires to make a complaint regarding a College action under ADA, other civil rights, or Title IX shall, within 10 work days of an alleged violation, report the complaint to the Dean of Student Affairs or the Campus Dean. A conference will then be arranged with the appropriate College compliance officer. If the complaint is about the designated College compliance officer, the written complaint shall be sent directly to the President's Office. The President will assign the complaint to another member of the administrative staff.

It shall be the responsibility of the designated College compliance officer to attempt to secure a solution to the complaint. The compliance officer will meet with the parties involved and attempt to solve the problem or address the concern in an informal session. If, after discussion, it is determined that the complaint can be resolved immediately, the designated College compliance officer will take action

assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.

3. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls.
4. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or study area that may embarrass or offend individuals. Such material if used in an educational setting should be related to educational purposes.
5. Unwelcome and inappropriate touching, patting or pinching; obscene gestures.

### **Consensual Relationships**

Wallace Community College believes that consenting romantic and sexual relationships between faculty members and students are generally deemed very unprofessional and very unwise because such relationships may result in a conflict of interest and/or a power differential between members of the College community. A power differential may result in situations such as the following: (1) an instructor and a student in that instructor's class and (2) an instructor/staff member and a student who are participating in an extracurricular activity requiring the student to report to the instructor/staff member in that activity.

A faculty member who enters into a sexual relationship with a student where a professional power differential exists must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on the grounds of mutual consent. The faculty member or supervisor must also be aware that Wallace Community College can be sued as well if sexual harassment can be proven.

to resolve the complaint and will submit a written report to the President within 10 working days of the filing of the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the action taken. Copies will be sent to all parties involved in the discussion. Confidentiality will be observed in this process.

If, after discussion, it is determined that the complaint cannot be resolved immediately but requires instead a plan of resolution, the designated College compliance officer will submit a written report to the President within 10 working days of the filing of the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the plan to resolve the problem. Copies will be sent to all parties involved in the discussion. This plan is subject to modification by the President or designee, who will inform the submitting designated College compliance officer in writing of any changes. Unless this duty is otherwise assigned by the President, the submitting designated College compliance officer has the responsibility of monitoring implementation of the plan and advising the President, in writing, when the plan has been completed.

**Sexual Harassment.** Within 10 work days of an alleged violation, the complainant will initially report to any College official. A conference will then be arranged with the appropriate College Sexual Harassment Officer. If the complaint is about the designated College Sexual Harassment Officer, the written complaint shall be sent directly to the President's Office. The President will assign the complaint to another member of the administrative staff.

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to any problem that may arise. These proceedings will be kept as informal and confidential as may be appropriate. The 10-day request is in no way intended to limit a complainant's right to assistance after that time period, but rather to ensure timely resolution of any complaint.

IF ANY STUDENT'S COMPLAINT CANNOT BE RESOLVED AT THIS LEVEL, SUCH AN UNRESOLVED COMPLAINT SHALL BE TERMED A *GRIEVANCE*.

### **Grievance Procedure**

The following grievance procedure is in place at this institution to provide recourse for any persons who feel that their civil rights have been violated and who have not been able to remedy the situation at the complaint level.

### **Steps To Be Followed**

1. The original and two copies of Grievance Form A must be filed with the Office of the President of the institution within 30 calendar days following date of alleged violation(s). The alleged violation(s) must be clearly and specifically stated. The complainant is advised to keep copies of all forms used.
2. The President of the institution or his/her designee will have 30 calendar days following receipt of Grievance Form A to investigate and study complainant's allegation, hold a formal hearing, and make a written report of findings to complainant. The report must be mailed to complainant by certified mail, return receipt requested.
3. Complainant must, within 15 calendar days following receipt of the report from the President's Office, file with the President's Office a written notice of acceptance or appeal of the report. If a notice of appeal is filed, Appeal Form B must be used. Complainant must state clearly and specifically on Form B the objections to the findings and/or decisions of the report. Copies of Form B must be provided for the President and the Chancellor of The Alabama College System. If the complainant fails to file

**Note:** **The complainant has the right to further appeal to the proper court or to the Office of Civil Rights of the U.S. Department of Education. All parties shall have the right to legal counsel and to produce witnesses in their own behalf. If the last day for filing notice of appeal falls on Saturday, Sunday, or legal holiday, the filing deadline is extended until 5:00 p.m. on the next working day.**

**Hearing Procedures.** In the event that a hearing is scheduled within the time frame designated by the grievance officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. Compliance officers will not be required to serve as hearing officers. The hearing officer or committee shall notify the complainant and each respondent of the time and place of the hearing, the witness list, and the right to have an attorney or representative present. The only persons present at meetings of this committee shall be committee members, parties to the action being considered by the committee, and their representatives (not to exceed two) and witnesses actually testifying before the committee. The institution and complainant may have an attorney present, at the respective party's cost, during the hearing. Attorneys may only advise; they may not cross examine, question, or address the committee in any way.

The grievance statement will be formally presented at the meeting. After the grievance is read into the record, the complainants will have the opportunity to present such oral testimony and other supporting evidence as they shall deem appropriate to their claim. Respondents shall then be given the opportunity to present such oral testimony and other evidence they deem appropriate to the respondents' defense against the charges. No cross examination will be allowed. Either party may ask the hearing officer to ask a question of the other party, and the hearing officer may or may not choose to do so. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respondent. In the event that the College is the respondent, the College representative shall not be an attorney unless the complainant is assisted by an attorney or other personal representative.

notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the report from the President's Office, the right to further appeal will be forfeited.

4. The Chancellor will have 30 calendar days following date of receipt of complainant's notice of appeal to investigate and study complainant's allegations and the written report of findings to the complainant. Form B must be used for this report. A copy of Form B must be provided to the Chairman, State Board of Education. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.
5. The complainant must, within 15 calendar days following receipt of the Chancellor's report, file with the Chancellor a written notice of acceptance or appeal of the report. If a notice of appeal is filed, Appeal Form C must be used. Complainant must state clearly and specifically on Form C the objections to the findings and/or decisions of the Chancellor. A copy of Form C must be provided to the Chairman, State Board of Education. If the complainant fails to file notice of appeal with both the Chancellor and the Chairman, State Board of Education, by 5:00 p.m. on the 15th calendar day following receipt of the Chancellor's report, the right to further appeal will be forfeited.
6. The State Board of Education will have 30 calendar days following receipt of complainant's notice of appeal to investigate and study complainant's allegations and report to the Chancellor, hold a formal hearing, and make a written report of findings to complainant. Form C must be used for the report. Complainant's copy must be mailed to home address by certified mail, return receipt requested.

The hearing shall be recorded either by a court reporter or on audio or video tape or by other electronic recording medium as agreed to by all parties in advance of the hearing. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

### **Report of Findings**

Following the hearing, a written report of the findings shall be made to the President, the hearing officer, or the chairman of the committee. The report shall contain at least the following:

1. Date and place of the hearing
2. The name of each member of the hearing committee
3. A list of all witnesses for all parties to the grievance
4. Findings relevant to the grievance
5. Decisions and recommended consequences
6. Recommendation(s) to the President arising from the grievance and the hearing thereon

**Non-Retaliation.** No faculty, administrator or staff, applicant for employment, student, or member of the public may be subject to restraint, interference, coercion, or reprisal for action taken in good faith to seek advice concerning any sexual harassment, ADA, other civil rights, or Title IX matter, to file a complaint/grievance, or to serve as a witness or a panel member in the investigation of a complaint/grievance.

**Filing a False Report.** It is a violation of the faculty/staff and student conduct policies to file a false report.

**Overview of Complaint/Grievance Procedure.** Students will initially report to the Dean of Student Affairs. The complainant will then be assigned the appropriate College compliance/grievance officer.

## **COMPLAINT**

**ADA/Other Civil Rights/Title IX:**

Immediately Resolved. College Compliance Officer takes action; written report to President within 10 working days of receipt of complaint.

Plan of Resolution. Written report to President within 10 working days of receipt of complaint; College Compliance Officer monitors plan.

Not Resolved at this level; GRIEVANCE.

**Sexual Harassment:**

Immediately Resolved. Conference with Compliance Officer; informal resolution of complaint.

Not Resolved at this level; GRIEVANCE.

**GRIEVANCE**

Conference with Grievance Officer; Grievance Form A; within 30 calendar days of occurrence

Hearing Requested. Hearing by designated committee or person; written report to President within 30 calendar days of receipt of Form A.

No Hearing Requested. Grievance Officer investigates; written report to President within 30 calendar days of receipt of Form A PRESIDENTIAL Review. If warranted; in opinion of the President.

Appeal to Chancellor. Grievance Form B; within 15 calendar days of receipt of College decision; form sent to respective Grievance Officer and Chancellor; investigation, hearing, written report to Complainant and Respondent within 30 calendar days of receipt of Form B.

Appeal to State Board of Education. Grievance Form C; within 15 calendar days of receipt of Chancellor's decision; form sent to Chancellor; appeal presented to State Board at or prior to their next scheduled meeting; investigation, hearing, written report to Complainant  
**Student Access to Educational Records.** All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents.
2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.
3. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admission, application for employment or job placement, or receipt of honors.
4. Education records containing information about more than one student; however, in such cases the College must allow access to that part of the record which pertains only to the inquiring student. Wallace Community College does not provide copies of education records, except transcripts, unless geographic distance precludes students from effectively having access to their education records.

To review records, students and former students may go to the Admissions and Records Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a Request to Review Education Records form in the Admissions and Records Office. Because of various circumstances, the College may delay to a maximum of 45 days release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

Wallace Community College does not provide copies of the contents of student records unless a student is not within commuting distance of the

and Respondent within 30 calendar days of receipt of Form C by the Board.

**Contact Persons/Compliance Officers.** Students are strongly encouraged to contact the Dean of Student Affairs if they need to use the grievance process for problems concerning sexual harassment, Americans with Disabilities Act (ADA), Section 504, Title IX, or other civil rights issues. The Dean of Student Affairs will direct students to the appropriate contact person.

**POLICY AND PROCEDURES FOR PRIVACY OF STUDENT EDUCATIONAL RECORDS**

For Wallace Community College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Wallace Community College accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has attained 18 years of age OR is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of student educational records rests primarily with the Assistant Dean of Student Affairs of the College. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. There are six exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 1998, a publication of the American Association of Collegiate Registrars and Admissions Officers.

College and is, therefore, physically unable to be present to view the records on campus. A copying fee of 25 cents per sheet will be assessed.

**Challenge of the Contents of Educational Records.** Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be in writing and must be submitted to the appropriate records custodian, who is responsible for the records in question, if they do so within one year of the term in question. The Records Custodian must decide within a reasonable period of time whether corrective action will be taken, and the Records Custodian must provide written notification to the student and the Assistant Dean of Student Affairs of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Student Affairs who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Dean of Student Affairs.

The following procedures shall apply:

1. The hearing panel that will adjudicate such challenges will be the Admissions and Academic Standards Committee.
2. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Admissions and Academic Standards Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.
3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.
4. Decisions made by the Admissions and Academic Standards Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision

should be delivered in writing to the student, the Dean of Student Affairs, and the Assistant Dean of Student Affairs.

- a. The Admissions and Records Office will correct or amend the educational record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.
- b. Should Wallace Community College decide not to amend the record in accordance with the student's request, the Assistant Dean of Student Affairs must inform the student that:
  - (1) The student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.
  - (2) The statement placed in the educational record by the student will be maintained as part of the record for as long as the record is held by Wallace Community College.
  - (3) This record, when disclosed to an authorized party, must include the statement filed by the student.

**Disclosure of Educational Record Information.** Wallace Community College shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must: (1) specify the records to be released, (2) state the purpose of the disclosure, (3) identify the party or class of parties to whom disclosure may be made, and (4) be signed and dated by the student.

1. To officials within the College who have been determined by the College to have a legitimate educational interest in the records. School officials include: counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional and clerical staff who directly relate to the administrative tasks of the College, College law enforcement officials, and College attorneys.

A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by the Assistant Dean of Student Affairs about an individual's need to know or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Wallace Community College.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. To organizations conducting certain studies for or on behalf of Wallace Community College.
6. To accrediting organizations to carry out their accrediting functions.

FERPA states that certain information from student records may be classified as *directory information*. The following information has been declared by Wallace Community College as *directory information*:

- Name
- Address
- Telephone listing
- Date of birth
- Participation in officially recognized activities and sports
- Major field of study
- Weight and height of a member of an athletic team
- Dates of attendance
- Degrees and awards received
- Most recent educational institution attended
- Photographs
- Enrollment status
- E-mail address

This information will be released to inquiring individuals or agencies unless students sign a Do Not Release Directory Information form during the first two weeks of the term. Do Not Release forms are available at the following College locations: the Admissions and Records Office on the Wallace Campus in Dothan, the Student Affairs Department on the Sparks Campus in Eufaula, and the Administrative Office at either the Fort Rucker Center. THIS FORM MUST BE RESUBMITTED ANNUALLY.

FERPA established rules stating that some personnel and agencies may have access to students' educational records without written consent of the students. Wallace Community College will disclose information from a student's educational record only with the written consent of the student except:

7. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form.

In case of a divorce, separation, or custody when only one parent declares the student as dependent, Wallace Community College will grant equal access to the student's education records upon demonstration of dependency as described above.
8. To appropriate parties in a health or safety emergency, subject to a determination by the President or deans.
9. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Admissions and Records Office makes a reasonable attempt to notify students in advance of compliance.

**Note: Wallace Community College is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.**
10. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Wallace Community College will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the students. The College will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

A list of the types of records that Wallace Community College maintains, their locations, and their custodians is provided on page 129.

**Annual Notification of FERPA Rights.** Wallace Community College will give annual notice to current students of their rights under the Act by publishing information in this catalog, the *Student Handbook*, and by attaching the Annual Notification Statement to fall term registration materials. New students will receive information concerning their rights under the Act through distribution of an information sheet at Orientation.

**Facsimile Records (FAX).** Wallace Community College honors FAX requests to send official transcripts to third parties, and Wallace Community College will accept FAX transcripts for advising purposes only. An official transcript is required for admission purposes.

**Computer Access to Records.** Wallace Community College has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirements before it gives them access to the computer system. These school officials are informed of the criteria Wallace Community College uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

**Students Rights after Ceasing Attendance or Graduation.** Students who have ceased attendance or have graduated from Wallace Community College have basically the same FERPA rights as students currently attending, including the right to (1) inspect their educational records, (2) have a hearing to amend an educational record, and (3) have their educational record privacy protected by Wallace Community College. Former students do not have the right to request of Wallace Community College non-disclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

**Privacy Rights of Deceased Students.** For 25 years following the death of a student, release of educational record information will not be made unless authorized by the student's parents or the executor/ executrix of the deceased student's estate.

## **DRUG AND ALCOHOL ABUSE—STANDARDS OF CONDUCT AND ENFORCEMENT**

Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises, or at any activity it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of confirmation of such prohibited possession, use, or distribution by a student or employee, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, suspension, expulsion, and/or arrest or referral to the appropriate law enforcement agency. Any visitor engaging in any act prohibited by this policy shall be called on to immediately cease such behavior.

If any student or visitor shall engage in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

For specific and detailed information concerning (1) legal sanctions regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs; (2) health risk of drug and alcohol use and abuse; and (3) where to get assistance, contact any College counselor. Complete printed information is located in the Grimsley Hall Counseling Center on the Wallace Campus, the Student Affairs Department on the Sparks Campus, and the Administrative Office at the Fort Rucker Center.

## **MOTOR VEHICLE REGULATIONS**

### **General Rules and Regulations**

1. All motor vehicles must be registered with the College police during registration or within two days after the beginning of the term.

2. Decals must be affixed to the right rear window or bumper. Improper mounting will void the decal and subject student to a citation.

3. Temporary parking permits will be issued by College police on request when a student must drive an unregistered vehicle for a short period of time.
4. Disabled stickers and/or tags are required for any individuals parking in spaces designated for persons with disabilities.

**Traffic Regulations.** The following information is provided to assist students, faculty, and staff with understanding campus regulations related to operating vehicles on campus. Any questions should be directed to the Dean of College Services and Wallace Campus.

Students, faculty, and staff must register vehicles routinely driven on campus at the Campus Police Department or Business Office. Registration information includes Social Security number, owner's license number, vehicle tag number, and vehicle make and model. Liability insurance is recommended for all vehicles.

At vehicle registration, campus police or College personnel will issue an identification decal. The decal must be permanently affixed to the lower right back window. On motorbikes the decal should be affixed to any area where it may be easily seen. Only the current decal should be displayed.

If a temporary vehicle (without a decal) must be driven on campus, the student must obtain a temporary parking permit at the Campus Police Department or Business Office. The license tag number of the temporary vehicle is necessary to receive a temporary permit.

The following rules must be observed:

1. Students, faculty, and staff must park in designated areas.
2. Faculty members may not give students permission to use faculty parking areas.
3. Parking is prohibited in loading and no parking zones.
4. All stop signs must be obeyed.
5. Speed on all campus roads is limited to 15 mph except where posted otherwise, but any speed not safe for road conditions, including vehicular and pedestrian congestion, is prohibited.
6. All parking must conform to marked-off areas. All parallel parking must be within 12 inches of curbs.
7. Vehicles left on campus overnight must be registered with the Campus Police Department.
8. Driving and parking on the grass and sidewalks is prohibited. Parking at crosswalks, loading zones, and yellow curbs is prohibited.
9. Double parking is prohibited.
10. Blocking driveways, entrances, and exits to parking areas or buildings is prohibited.
11. Drivers must yield to pedestrians in designated crosswalks.
12. In all lots marked with parking spaces, vehicles must be parked facing into the spaces.
13. Unregistered or illegally parked vehicles may be towed away at the owner's expense.
14. All motor vehicles on campus must have lights, mufflers, brakes, license tags, and any other equipment required by Alabama state law.
15. All other State of Alabama traffic laws will be enforced on campus.

A citation and fine will be issued for each violation. Vehicles may be towed away at owner's expense for chronic violations. If a vehicle is parked in such a manner and cannot be towed, the Campus Police will immobilize it with a car boot to the wheel area. This action will result in an additional fine to the owner/driver of the vehicle.

#### **Violations and Fines**

<u>Type of Violation</u>	<u>Fine \$</u>
No Decal	5
Improper display of decal	5
Disregarding a stop sign	25
Parked in disabled parking area	50
Parked in reserved area	5
Backed into space	5
Parked over marked line	5
Improper passing	25
Improper backing	25
Reckless driving	100
No driver's license	25
No helmet on motorbike	25
Improper/insufficient muffler	25
Improper or no lights	25
Disobeying officer's signal	25
Passenger riding outside vehicle	25
Improper turning	25
Parked in no parking area	5
Other parking violations	5
<b>Speeding:</b>	
1-10 mph over limit	25
11-20 mph over limit	45
21-30 mph over limit	55
Failure to yield	25
Wrong way on one-way street	25
Failure to give or improper signal	25
Violation of license restriction	25
Improper or no tag	25

Fines may be paid at the Business Office in the Administration Building during normal business hours. Failure to pay fines will result in increased fines, student registration and graduation holds, and possible towing of the vehicle at owner's expense.

Appeals for parking or moving violations may be made to the Student Supreme Court after notifying the Chief of Police and Dean of College Services and Wallace Campus of the intended appeal. Decisions of the Student Supreme Court are final. Appeals should be made in writing and directed to the Student Government Association sponsor for scheduling purposes.

The Campus Police Department is provided as a service to the campus community and is supervised by the Dean of College Services and Wallace Campus. Any questions or concerns regarding Campus Police should be directed to the Dean of College Services and Wallace Campus in the Administration Building on the Wallace Campus.

<b><u>Type of Record</u></b>	<b><u>Location</u></b>	<b><u>Custodian</u></b>
Admission	Admissions and Records Office, Grimsley Hall, Wallace Campus in Dothan	Assistant Dean of Student Affairs
Admission (current term for Sparks Campus applicants)	Student Affairs Office, Administration Building, Sparks Campus in Eufaula	Assistant Dean of Student Affairs
Cumulative Admission (students currently enrolled at the Sparks Campus)	Student Affairs Office, Administration Building, Sparks Campus in Eufaula	Assistant Dean of Student Affairs
Cumulative Academic (current and former students)	Admissions and Records Office, Grimsley Hall, Wallace Campus in Dothan	Assistant Dean of Student Affairs
Financial Aid	Financial Aid Office, Grimsley Hall, Wallace Campus in Dothan	Director of Financial Aid
Financial Aid (current year for students enrolled at Sparks Campus in Eufaula)	Financial Aid Office, Administration Building, Sparks Campus in Eufaula	Director of Financial Aid
Student Accounts	Business Office, Administration Building, Wallace Campus in Dothan	Dean of Business Affairs
Student Accounts (students enrolled at the Sparks Campus in Eufaula)	Business Office, Administration Building, Sparks Campus in Eufaula	Dean of Business Affairs
Athletic Eligibility	Office of Athletic Director, Gymnasium, Wallace Campus in Dothan	Athletic Director
Disciplinary (Students enrolled at the Wallace Campus in Dothan)	Office of the Assistant Dean of Student Affairs, Grimsley Hall, Wallace Campus in Dothan	Assistant Dean of Student Affairs
Disciplinary (students enrolled at the Sparks Campus in Eufaula)	Office of the Dean of Student Affairs, Administration Building, Sparks Campus in Eufaula	Dean of Student Affairs
Admission—Associate Degree Nursing (ADN)	ADN Program Office, Gary Health Building, Wallace Campus in Dothan	ADN Program Director
Admission—Clinical Laboratory Technician (CLT)	Instructional Affairs Office, Administration Building, Wallace Campus in Dothan	Coordinator of Health Sciences
Admission—Emergency Medical Services (EMS)	EMS Program Office, EMS Building, Wallace Campus in Dothan	EMS Program Director
Admission—Medical Assisting (MAT)	MAT Program Office, Wallace Hall, Wallace Campus in Dothan	MAT Program Director
Admission—Physical Therapist Assistant (PTA)	PTA Program Office, Wallace Hall, Wallace Campus in Dothan	PTA Program Director
Admission—Practical Nursing (LPN), Dothan, Eufaula, Fort Rucker	PN Program Office, LPN Building, Wallace Campus in Dothan	PN Program Director
Admission—Radiologic Technology (RAD)	RAD Program Office, Radiography Building, Wallace Campus in Dothan	RAD Program Director
Admission—Respiratory Therapist (RPT)	RPT Program Office, Gary Health Building, Wallace Campus in Dothan	RPT Program Director

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